

ALPHA THETA CHAPTER OF SIGMA CHI FRATERNITY, INC.

Alpha Theta Chapter
founded 1882

M.I.T.
founded 1861

January 31, 2006

Minutes of the annual meeting of the Alpha Theta Chapter of Sigma Chi Fraternity, Inc. held November 14, 2005.

The meeting was called to order at 7:22 PM in the Chapter House Library.

ROLL

Present - 10 of 15 Board Members

Alumni Board Members – 5 of 8

- Karl Büttner '87, President of the Corporation
- Josh Littlefield '81 (via telephone), Treasurer of the Corporation
- Daniel Craig '03, Clerk of the Corporation
- Adam D'Amico '99, Chapter Advisor
- Herb Mower '65, Alumni Risk Manger

Undergraduate Board Members – 5 of 7

- Joe Sikoscow '06, Consul
- Josh Lake '07, Quaestor, House Manager
- Bryan DeLeon '06, GZ
- Austin Ford '07, Magister
- Jack Ford '08

Others

- Mark Curtiss '87
- Aman Milner, Resident Advisor

Absent – 5 of 15 Board Members

Alumni Board Members

- Jay Krone '74
- Mike Delaus '82
- Doug Baily '72

Undergraduate Board Members

- Kevin Krsulich '08
- Unnamed representative to the board

REVIEW OF MINUTES

Minutes of the November 11, 2005 meeting were accepted as distributed by e-mail. Minutes of all previous meetings are available on the chapter website at <http://sigmachi.mit.edu/>.

CHAPTER REPORTS

Consul – Joe Sikoscow

1. One of two upperclassmen pledges moved into the house in the fall. The other is planning on moving in for the spring term. Alumnus Mark Vodhanel '06('05), who had been living in the house for the fall, has moved back to New Jersey. Neel Kantak '05, who finishes his undergraduate work in December, is unsure if he will be staying in the house for the spring. This makes a total of 21 people plus the RA living in the house.
2. The Sweetheart Ball was held on November 12, in honor of the newly elected chapter sweetheart Ji Zhang, Alpha Phi '06
3. Elections will be held on December 2.
4. The holiday party will be the Friday before finals.
5. A few brothers stayed at the house for Thanksgiving.
6. A faculty dinner will be held at the house this coming Thursday. MIT President Susan Hockfield has not committed yet.
7. The Class of '65 will be having a small reunion for classes of the 60's era in September of 2006. They are planning on having hors d'oeuvres at the house.
8. IRDF grant application has been submitted.
9. Alpha Tau Omega was levied six months of social probation for the fight between ATO members and members of Delta Upsilon at the DU house.

Quaestor – Josh Lake

1. Late taxes have been paid.
2. The budget was set a couple weeks ago.
3. Assistant Quaestor Nick Haschka '08 has taken over paying the bills.
4. Derby Days – The chapter came in about even, so it donated \$1000 to Children's Miracle Network and took the loss. More money was not raised because the number of t-shirts that would sell was overestimated and the chapter did not receive the grants it had expected from MIT to cover operating costs.
5. General Finances – The chapter has approximately \$35,000 in the bank. A couple of housebills are still owed. Two brothers who were behind by two housebills are now paid up. The chapter owes the corporation \$27,000 for fall rent. When rent is paid and all housebills are paid up, the chapter will retain about \$30,000.
6. New taxes are due on Jan 15.
7. Nick Haschka, who will likely be Quaestor, has already been to the IAP course "Treasurer 101" (offered by the AILG) last year. The Assistant Quaestor should also attend this year's session in January.

House Manager – Josh Lake

1. Door closers have been installed.
2. Heat has not been needed yet.

Work Week '04 Chairman – Josh Lake

1. The long-awaited, detailed total for workweek 2004 came to \$3189.11, about \$400 less than previously estimated due to weeding out questionable items on receipts.
2. None of the workweek items were billed through FCI.

Magister – Austin Ford

1. Pledge exam will be on Dec 4

2. I Week is scheduled for January 26-February 4. An email to alumni has not been sent yet, but will be soon.
3. Overall, the pledge program has gone well and the pledges seem to be integrating to the house well. At least a few pledges are at dinner each night and they have always come for Tea and weekend events.
4. A time to visit Herb's could not be coordinated yet, so will try for a date in December.
5. Walkout will be this weekend.

Work Week '05 Chairman – Joe Sikoscow

1. Total of \$4085.11 for workweek 2005.
2. Significant changes from budget:
 - a. Replacing a urinal and toilet cost \$1145 (plumber time and parts)
 - b. Laundry room floor was \$600 (\$150 budgeted) because the subfloor was rotted out and had to be replaced
 - c. Did not have time to work on the windows, 4th bath tiling, Ethernet, or 4th floor toilets
 - d. Instead, rebuilt the lofts to bunks as part of sprinkler project
 - e. Did not need any roof patching
3. Josh Littlefield moved to approve \$4085.11 to cover workweek 2005. Herb seconded the motion, and it carried without objection.

CORPORATE REPORTS

President – Karl Büttner

1. Recap of last year:

It was a good year for both the chapter and the corporation. The brotherhood remains strong and the fall's rush produced a good pledge class. Although the corporation's financial position has improved over the past couple of years, the corporation's cash reserves are still not where they should be to comfortably and properly handle not only planned but also unplanned physical plant maintenance issues. Fortunately, alumni donations were strong this year, about at the same level as last year. Incrementally increasing the corporation's cash reserves will continue to be a priority in the coming year, where we will again need to closely look at undergraduate rent and the use of IRDF Operating Grants as part of this goal.

The chapter and corporation joined the Safety, Licensing, and Inspection (SLI) program at the FSILG Coop to help stay current with inspections and life safety issues. As part of the program, the Building Safety Facilitator, Jay Flynn, assists houses in maintaining safe systems and in preparation for inspections.

The house was surveyed by MIT to estimate the fraction of floor space that can be considered "educational." Alpha Theta was judged to have one of the highest percentages, about 25%. This number is then to be used in calculating IRDF grants for educational expenses.

The Scholarship Dinner in the spring was attended by the newly-inaugurated President of MIT, Dr. Susan Hockfield. It was her first major FSILG event as president. In her remarks, she made a strong statement in support of the FSILG system. As additional evidence of its

commitment to supporting the FSILG system, the Institute has begun a new assistance program, called the FSILG Toolkit. Its intention is to help houses with fundraising, maintaining mailing lists, simplifying registration for alumni events.

Despite the support of the Institute, it should still be expected for some houses to not survive given the reduced number of male students at MIT. A few houses have experienced low recruitment numbers. It is the task of the chapter and the corporation to continue to be one of the strong fraternities at MIT.

Members of the board treated the new pledge class to dinner on September 22 at Ciao Bella, on Newbury St.

Treasurer – Josh Littlefield

1. Review of Balance Sheet

The chapter owes the corporation for spring rent. When that is paid up, total cash will be about \$32,000. Cash dropped in amount in FY02 and FY03 as about \$45,000 was spent in initial renovation planning.

2. Profit and Loss

Turned a small net gain, but smaller than last year's. This is because of a shift in the billing cycle for the alarm maintenance and insurance, plus repairs in FY04 that weren't paid for until FY05.

New lines were added to the P&L sheet: Fire Safety Contracts and Fire Safety Repairs, as well as AILG Dues. Fire safety contracts and AILG dues used to be billed together with insurance through the AILG, and were all lumped together as an insurance expense, but now these are billed separately. Also, life safety expenses are reimbursable through IRDF grants.

We spent a lot on maintenance last year. Had budgeted \$8000, but spent more than \$10,000 mostly on plumbing and heat circulator pumps. The water main repair also cost \$2500. We also wasted some money searching for a problem with the heat when it was simply the gas turned off.

We spent less than budgeted on the scholarship dinner. We didn't invoice the chapter for the cost of the undergrads' dinners in FY05, so the real cost of the scholarship dinner will be even less.

3. Budget

We're not sure about how property tax law changes from last year will affect this year, so we will budget first quarter payment plus \$4000 per quarter. Insurance only increased by 3% last year, so we've budgeted for a similar increase next year.

Chapter rent was raised \$4000 (8%) last spring, which will help the cash total. We are being conservative again in estimating alumni contribution income, assuming 80% of FY05, but are hopeful for level contributions.

Nothing has been budgeted yet for the 125th reunion in 2007.

Adding AILG dues as a budget line item. It is increasing this year because of the fee for the new Document Registry. Under Life Safety Contracts, we are adding the BSF fee plus service contracts. We will also have to cover the several sprinkler inspections that were performed in the fall.

\$2500 is budgeted for renovation planning, in case professional services are required in this area during FY06.

Fire Safety Repairs has \$3400 budgeted for the sprinkler repairs, reflecting the quote we will probably use.

Scholarship Dinner is budgeted at \$1500. It may cost more, though, if it will be held in June. However, having a higher proportion of alumni will increase the revenue per plate.

Bottom Line: The corporation should have a small net gain in FY06, but it may only be \$2000 given the cost of sprinkler inspections not reflected in the budget. Hopefully donations will stay high as they have for the last few years. As long as there are no big surprises (and the maintenance budget is already very conservative), if alumni continue to donate well and the operating grants come through, we should be able to improve our cash position.

4. Karl agreed that we need to address cash balances and noted that we will likely continue to raise the rent as dorm rent rates increase, while still attempting not to price out potential members.
5. We should explore the possibility of applying for an IRDF capital grant for the sprinkler work.
6. Herb moved to approve the budget, Adam seconded and the motion carried.
7. Herb asked a random question: If the '65 alumni are having their reunion in September, it might be possible to have one of their dinners be the pledge dinner. Joe noted that this is difficult to plan ahead because the rush schedule has not been confirmed and there is no way to know if the pledges are available yet.

BUSINESS

Election of Corporate Members

1. List of Corporate Members

Elected in 2004

Adam D'Amico
Tom Faust
Jay Krone
Josh Littlefield
Charlie Wykoff
Rory Edwards
Joe Cheng
Chris Johnson

Elected in 2003

Doug Bailey
Mike Delaus
Peter Hadley
Pete Warren
Mike Kahan
Daniel Craig
Jim Black
Rolf Brauchler
Ken Dinovo
Thomas Quealy

Elected in 2002 (terms expiring)

Karl Büttner
Mark Curtiss
Jay Henderson
Herb Mower
John Piotti
Ian Sigalow
Mads Schmidt
Nick Bogovich
Paul Shay
Manoj Viswanathan
Chester Bai

2. Slate of Proposed New and Renewed Members

Karl Büttner
Mark Curtiss
Jay Henderson
Herb Mower
John Piotti
Mads Schmidt
Nick Bogovich
Will Stockwell
Neel Kantak
Kevin Wang
Albert Chan
Mitch Hesley
Kurt Gerstner

3. Mark moved to approve that the slate proposed for membership of the corporation be approved. The motion was seconded and carried without objection.
4. Josh Littlefield reminded the clerk to send notes informing and congratulating the new members of the corporation.

Election of Alumni Representatives to the Board

1. Current Alumni Board Members
 1. Karl Büttner
 2. Josh Littlefield
 3. Daniel Craig
 4. Mike Delaus
 5. Herb Mower
 6. Jay Krone
 7. Adam D'Amico
 8. Doug Bailey

2. After some discussion, Adam moved that the current board members be reelected. The motion was seconded and carried without objection.

The annual meeting adjourned at 9:01 PM.

The meeting of the Board of Directors was called to order at 9:02 PM

ROLL

Same as above.

REVIEW OF MINUTES

Herb moved that the minutes of the board meeting held on September 19,2005 be accepted as distributed. The motion was seconded and carried without objection.

ELECTION OF OFFICERS

1. President
 - a. Adam nominated Karl
 - b. Herb moved that the nominations be closed and the clerk cast one ballot in favor. The motion was seconded and passed without objection.

2. Treasurer
 - a. Karl nominated Josh Littlefield
 - b. Herb moved that the nominations be closed and the clerk cast one ballot in favor. The motion was seconded and passed without objection.

3. Clerk
 - a. Adam nominated Daniel Craig
 - b. Herb moved that the nominations be closed and the clerk cast one ballot in favor. The motion was seconded and passed without objection.

CORPORATE REPORTS

Alumni House Manager – Daniel Craig

1. HFP Sprinkler quoted \$3400 for the sprinkler improvements.

2. Will seek two more quotes.
3. Lt. Cushing of BFD walked through the house. He noted the door closers that needed to be replaced, which has since been done.

Alumni Risk Manager – Herb Mower

1. Had a pizza dinner with the pledge class to discuss risk management.
2. Will be having moxie with them in February.

Capital Campaign – Karl Büttner (for Doug Bailey)

1. After having been on hold, Doug now believes that the state of the economy is becoming more conducive to beginning the capital campaign. In preparation for this, Doug is proposing to hire a consultant to perform a feasibility study that will identify key donors, assess how much is possible to raise, and then raise it.

Doug's candidate for this study is named Charlie Frick. He came recommended from Stewart Howe. Frick would bring recent experience in campaigns of similar size to ours, including a \$4 million dollar fraternity project, as well as \$6 million and \$8 million campaigns, along with many smaller ones. Hiring a consultant would leverage this expertise and provide his time bandwidth to this campaign that would otherwise have to be filled part time by board members. Doug has met with him twice, Jim Black has met with him, and Karl has talked with him on the phone.

Frick would work with Doug, the board, and Stewart Howe for 8-9 months, beginning with a day and a half of meeting with the board to define project goals. During this time, he will meet with 20-25 potential large donors. He will also send a written survey to about one hundred additional potential donors. His deliverable by summer 2006 will be a report projecting fundraising amounts that will assist in making the go/no go decision. If the decision is "go", he will follow up with the individuals identified in the study. His total fee is not to exceed \$25,000, including travel expenses. As a donation to the renovation, Doug and his wife Sarah have graciously offered to donate to the corporation to cover the costs of the study.

Herb moved to approve \$25,000 for hiring Charlie Frick, pending a check of references. Joe seconded. The motion was amended to express gratitude to Doug and Sarah for their generous donation. The motion carried unanimously.

BUSINESS

Timing of the Scholarship Dinner

1. We had been alternating between holding the dinner in the spring (better for undergraduates) and in the summer near graduation/reunion time (better for alumni returning for MIT Reunion). Based on that alternating year schedule, this year would be a graduation/reunion year. However, with the upcoming 2007 Alpha Theta 125th Reunion, it might be better to aim for more active attendance by holding the scholarship dinner in the spring this year, and capture alumni attendance at the reunion next year.
2. Joe moved to hold the scholarship dinner in the spring. Herb seconded and the motion was unanimously approved.

3. Karl will contact the President's office and the Faculty Club to find available dates.

125th Reunion Planning

1. Every five years since the chapter's Centennial celebration in 1982, a large scale reunion has been held. 2007 will mark the 125th anniversary of the Alpha Theta Chapter of Sigma Chi, and we will mark this great event with a great reunion!
2. Planning will need to be kicked off well in advance and a reunion coordinator will likely need to be found.
3. The chapter should remember to elect an undergraduate reunion coordinator at the fall elections.

Upcoming Dates

Board meetings for the next year will be:

February 13, 2006
April 10, 2006
September 18, 2006
November 13, 2006

The next annual meeting will be held on November 13, 2006.

There is an AILG breakfast on Wednesday, November 16, 2005 from 7-9 AM at Twenty Chimneys in W20.

The meeting adjourned at 10:07 PM.

Respectfully submitted,
Daniel R. Craig, Class of 2003
Corporate Clerk