

ALPHA THETA CHAPTER OF SIGMA CHI FRATERNITY, INC.

Alpha Theta Chapter
founded 1882

M.I.T.
founded 1861

September 12, 2006

Minutes of the Board of Director Meeting of the Alpha Theta Chapter of Sigma Chi Fraternity, Inc. held April 3, 2006.

The meeting was called to order at 7:20 PM in the Chapter House Library.

ROLL

Present - 10 of 15 Board Members

Alumni Board Members – 4 of 8

- Karl Büttner '87, President of the Corporation
- Josh Littlefield '81, Treasurer of the Corporation
- Daniel Craig '03, Clerk of the Corporation
- Herb Mower '65, Alumni Risk Manger

Undergraduate Board Members – 4 of 7

- Brian Wilt '07, Consul
- Nick Haschka '08, Quaestor
- Jack Field '08, Co-House Manager
- Aman Luther '09, Board Representative

Others

- Mark Curtiss '87 (proxy for Jay Krone)
- Ryan Dean '08, Pro Consul
- Aman Millner, Resident Advisor
- Peter K. Hadley '72

Absent – 5 of 15 Board Members

Alumni Board Members – 4 of 8

- Mike Delaus '82
- Doug Bailey '72
- Adam D'Amico '99, Chapter Advisor
- Jay Krone '74, Board Member

Undergraduate Board Members – 3 of 7

- Joe Sikoscow '06, G.Z.
- Andrew Ji '09, Board Representative
- Undetermined Representative

REVIEW OF MINUTES

Minutes of the February 13, 2006 meeting were accepted as distributed by e-mail, with two name spelling edits. Minutes of all previous meetings are available on the chapter website at <http://sigmachi.mit.edu>.

BOARD REPORTS

President – Karl Büttner

1. Herb reports contributions have totaled \$18,382 over 54 donors, so it appears likely they will exceed \$20,000 by the end of the fund raising year. In addition, the \$10,000 donated by the estate of John Mumford '54 arrived today. The corporation extends its gratitude to our late brother.
2. Scholarship Dinner: President Hockfield was invited but unable to attend. The Faculty Club is available on the 13th or the 20th, or another venue could be an option.

Treasurer – Josh Littlefield

1. One payment is left for the capital campaign feasibility study.
2. The chapter has not paid the rent for the semester yet, but cash is sufficient so far.
3. IRDF grant applications should be started, especially before the undergraduates leave for the summer.

Alumni House Manager – Daniel Craig

1. Sprinkler work was completed by HFP Sprinkler and now passes inspection.
2. We have started a relationship with Keyes North Atlantic to bring the heating system into good repair. We propose a two part strategy. Part one is aimed at the primary system in the boiler room, and items that are clearly in need of repair, such as the front entryway fan coil units. After the main system is functional, phase two will examine the fan coil units throughout the house to determine how many are functional, how many need repair, and how many need replacement. Once those numbers are known, proceed with the repairs and/or replacements. Phase one will be conducted before the end of the summer, with phase two following in the mid fall, after rush but well before winter sets in.

Propose to proceed with phase one, which is estimated to cost \$2,250, for 21 hours at \$85/hour plus materials. The motion passed without objection.

3. Carbon Monoxide detectors will be required soon, and the FSILG Cooperate and Building Safety Facilitator are creating a plan to bring all the houses into compliance.
4. We have begun experimenting with a wiki to maintain information continuity. <http://alphathetasigmachi.wikispaces.com/>, though it may move to another location.

CHAPTER REPORTS

Consul – Brian Wilt

1. Summer house is beginning to fill, with three contracts so far. Josh Campoverde '07 is leading the recruitments, with a second summer house manager to be elected later. Rates will remain the same as last year:
 - a. Quad: \$1000
 - b. Triple: \$1150
 - c. Double: \$1300

2. Rush retreat was held at Applebrook, with 20 brothers attending.
3. Campus Preview Weekend is this coming weekend. Plans include a party for pre-freshmen on Friday night and a BBQ on Saturday.
4. Alumni Day will be on April 29 and will participate in the Charles River Cleanup day.
5. The chapter is co-sponsoring the Marathon Party with Phi Sigma Kappa. Adam Miller '05 will be running.
6. Josh Campoverde '07 was the province representative to Grand Council this year, held at Perdue.
7. Grand Praetor Shawn George visited the house to discuss the 125th. He will speak with some grand officers about the reunion. We should also consider submitting to the Magazine of Sigma Chi about the reunion.
8. The chapter is in the process of applying for the Peterson Award.
9. Next year there will be 27 brothers living in the house, compared to 24 now, and 21 last year. All current freshmen are planning on moving in, as are two upperclassmen who had previously moved out.

Quaestor – Nick Haschka

1. Have been working on cost cutting to reduce monthly bills, such as cable which has dropped \$50/month.
2. Filed 940 and Massachusetts tax forms
3. Assistant Quaestor has been looking into what utility bills might be tax exempt for a non-profit organization. There is a possibility of saving 5% on utility costs.
4. Have received \$1500 from an '05 alumnus owing back housebills. He has put himself on a payment schedule to pay down his sizable debt.
5. After talking with treasurers at other houses, we have decided not to pursue using Omega Financial for collecting payments. AEPi had outsourced some of their treasurer functions and were not happy with the result.
6. Balances and Accounts: Cash balance of \$44,000. Can write a check for the fall rent.
7. Since the fall, the chapter has used IRDF educational grants to purchase new IT equipment. A new keyboard and mouse, along with a copy of Windows Servers were purchased, and ownership of the copier was bought out from Xerox.
8. The next educational expense will be desks. Consul's room, 4SF, 4LF are in need of new desks. The chapter is also still interested in rewiring the Ethernet of the house, though it would probably take 8-10 people all of workweek.

House Manager – Jack Field

1. A new lock for the front door has been ordered due to a broken part in the old lock.
2. Joe Sikoscow '06 will be fixing the zero floor toilet before CPW, which has not been working.
3. Jay Flynn, the Building Safety Facilitator, wants to do a walk through of the house next week before picking up the house's inspection certificate.
4. A door closer will be installed on the serving room stairway door to meet fire code.
5. Kitchen sink is now fixed, as is the pantry sink.
6. Third floor urinal is still causing trouble. The valve leaks when shut and it periodically floods the floor. The chapter has not been satisfied with the work by DiMella and is interested in having them removed from the Coop vendor list.
7. Nick Haschka '08 will be working on the library lights, several of which are not functioning.

Pro Consul – Ryan Dean

1. Doug Halket was the first NIB to earn his badge. The rest of his pledge class has been actively participating in the house.

BUSINESS

Capital Campaign – Karl Büttner (for Doug Bailey)

1. Charlie Frick, the consultant the Corporation has hired to help us study feasibility of a capital campaign, is in the process of meeting with alumni to gather their feedback. The timeline is set to wrap up by summer so that a go/no go decision can be made by the fall.
2. Much top level planning had previously been done, including hiring an architect and contractor for the initial design and cost estimation. But then, the economic bubble burst and the fundraising environment became untenable. At the time, the corporation had taken a great deal of undergraduate input about the project and should probably do that again with the current undergrads, possibly during chapter meetings. In advance, it might also be wise to revive the Building Needs Committee to revisit any issues that may have changed.

125th Reunion Planning – Karl Büttner

1. John Piotti '83 will be chairing the reunion once again. He is currently busy with the Maine legislature, but will meet soon with Brian Wilt '07 (tentative Undergraduate Reunion Coordinator).
2. Still tentatively planning for Patriots Day weekend on 2007 (April 13-16). Hotel reservations have already been made.

House Rent – Josh Littlefield

1. The spring board meeting is typically the time to set the rent for the upcoming school year. The Rent Task Force, composed of Josh Littlefield '81, Karl Büttner '87, Mark Curtiss '87, and Nick Haschka '08 was formed at the previous meeting to evaluate the rent. The following points of information were gathered:
 - a. MIT is planning to raise dorm rates 6-8% next year with the aim of eliminating the dorm subsidies.
 - b. In terms of the chapter house bill, we are still missing some information about how much the corporation rent affects the overall house bill.
 - c. Some non-rent costs for the chapter may be rising faster than 6%
2. Proposal is to raise rent by \$3000, representing a 5.6% increase.
 - a. The raise would be higher than the historical average, which has been slightly below 4% per year.
 - b. Last year was a big increase, \$4,000, an 8% increase
 - c. Given the ratio of rent to total housebill, housebills would rise at least 5.6% if not more to cover higher operating costs for the chapter.
3. Other factors effecting expenses
 - a. Non-program expenses, such as mortgage, insurance, work week, and repairs should all be covered by the rent
 - b. Program expenses, like Scholarship Dinner, Beaver Sig, capital improvements, etc. can be funded by alumni giving.

- c. Over the last few years, costs have varied significantly, but have averaged \$56,000 per year over the last six years.
- 4. Points raised during discussion
 - a. The house is aiming to reduce non-rent expenses to keep housebills from rising as fast.
 - b. Budgets for workweek come from rent, so if the chapter wants bigger workweek budgets, rent must increase
 - c. There may be an impression among undergraduates that dorms are cheap, but they aren't comparing apples to apples, as their calculations typically do not include TechCash spending on meals.
 - d. AILG sense is that the FSILGs are underpriced, and that FSILGs should raise their rents to maintain their financial stability.
 - e. Housebills have not been a significant factor in rush, but becomes an issue when a brother is deciding to move in. Most rushees accept the proposition that the rates are comparable to dorms.
 - f. If housebills could be collected through the bursar's office, that could eliminate some of the collection issues with alumni debt. An alternative would be a better housing contract that brothers sign when moving in.
- 5. Josh Littlefield move to raise the rent by \$3000/5.6%, Nick Hashcka seconded and the motion carried.

IRDF Grants

1. The Independent Residence Development Fund (IRDF) at MIT provides two types of grants to FSILGs.
 - a. Operating Grants (for operating expenses, etc)
 - b. Educational Grants (up to \$10,000 per year for educational equipment)
2. The IRDF also provides Capital Grants, which are on a separate application.
3. Operating and Educational Grants are provided retroactively for expenses up to August 31 (our fiscal year end) of a given year. After September 1, applications may be submitted to recover the amounts spent during the previous fiscal year.
4. These generous grants provide an opportunity for the corporation and the chapter to collectively improve the quality of life at Alpha Theta through joint planning. For example, the corporation could provide the chapter the initial cash to make a purchase and recover the funds at the next grant cycle so that the chapter does not have to carry that expense for the year.
5. It would need to be discussed who assumes the risk if the reimbursement is not as anticipated.
6. The allocation between the chapter and the corporation of responsibility for maintenance expenses as described in the bylaws will still remain the same.
7. A motion was made to authorize the board to lend to the chapter at 0% interest for reimbursable educational and operating grant expenses.
8. The motion was amended to require a vote of the whole board, by email if needed, to approve expenses. Future expenses will be deliberated and approved at the quarterly meetings. The motion carried without objection.
9. Josh Littlefield moved to approve the current IRDF spending so that the board could reimburse the chapter for expenses incurred so far. The motion carried without objection.

Work Week

1. Nick Haschka distributed a list of planned workweek projects and expenses.
2. Major projects for workweek include
 - a. Obtain a fireproof cabinet for paint storage
 - b. Repair leak in roof over 4LB
 - c. Replace the serving room floor, possibly with linoleum
3. The line item for keyed locks on bedroom doors was removed from the list amid concern that it could cause unintended cultural shift of the house's traditional openness.
4. Roof repairs should be done earlier.
5. Chairs and desks will be purchased through the IRDF educational grants.
6. Josh Littlefield motioned to approve \$3755 for work week. The motion carried without objection.

Upcoming Dates

Fall board meeting dates are still tentatively set for September 18 and November 13.

The board will follow up to schedule the Senior Dinner.

The meeting adjourned at 10:15 PM.

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