

ALPHA THETA CHAPTER OF SIGMA CHI FRATERNITY, INC.

Alpha Theta Chapter
founded 1882

M.I.T.
founded 1861

October 31, 2006

Minutes of the Board of Director Meeting of the Alpha Theta Chapter of Sigma Chi Fraternity, Inc. held September 18, 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 – 6 of 8

- Karl Büttner '87, President of the Corporation
- Josh Littlefield '81, Treasurer of the Corporation
- Daniel Craig '03, Clerk of the Corporation
- Mike Delaus '82, Board Member
- Jay Krone '74, Board Member
- Adam D'Amico '99, Board Member

Undergraduate Board Members – 4 of 7

- Dan Scolnic '07, Consul
- Jack Field '08, Co-House Manager
- Brian Wilt '07, G.Z.
- Neil Zimmerman '09, Board Representative

Others

- Mark Curtiss '87, Corporation Member
- Kurt Gerstner, Corporation Member
- Aman Millner, Resident Advisor

Absent – 5 of 15 Board Members

Alumni Board Members – 2 of 8

- Herb Mower '65, Alumni Risk Manger
- Doug Bailey '72, Board Member

Undergraduate Board Members – 3 of 7

- Nick Haschka '08, Quaestor
- Aman Luther '09, Board Representative
- Thatcher Clay '09, Board Representative

REVIEW OF MINUTES

Minutes of the April 3, 2006 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 – Dan Scolnic

1. Work week was successful. Rush was excellent with 14 bids resulting in 11 pledges. The new class is integrating well, and many of them are seen around the house and at house events. There are no explicit expectations about being at the house for dinners, but the pledges are expected to do three interviews with upperclassmen each week.
2. Corporate board dinner is tentatively planned for Monday, October 2nd.
3. Class of 1965 reunion was this past weekend, and approx. 30 brothers from that era returned to visit the chapter, with several events at the house.
4. The chapter is beginning to write a new risk management policy, and Dean Rogers will be visiting this week to discuss some of the issues, with a new policy draft expected in the next week.
5. The chapter is also considering forming a JudComm to deal with some issues of questionable behavior and the consequences within the house.
6. Grand Consul Keith Krach will be visiting the house later in September, date TBD.

Quaestor – Nick Haschka

1. Absent, no report.

House Manager – Jack Field

1. 4th floor urinal is down, likely due to a faulty seal, as water leaks out of the top.
2. 3rd floor urinal leaks and occasionally overflows. The valve is broken, so that it cannot be turned off, nor can it be fully opened without spraying water.
3. Work week saw the repairs of the two broken toilets, and the addition of a fire proof cabinet for flammable storage.
4. Sprinkler/fire inspection is tomorrow. Still searching for the fire escape affidavit, which should be on the FCI site.
5. The hanging light in the stairwell experienced a wiring short, so it has been removed pending repair by Thatcher.
6. Heating System: both boilers and both pumps now work. Keyes North Atlantic is now focusing on the in-room units which are very dirty and have not had filters for years.

BOARD REPORTS

President – Karl Büttner

1. After the spring meeting, the chapter and corporation went through the AILG accreditation process and received accreditation. This was the second trial round after the initial pilot last year. The process involved a detailed questionnaire both the active chapter and the corporation and a meeting with the visiting committee. No report is generated. At this point, there is no ramification to being or not being accredited, but in the future the Institute may require it for housing.

2. Adam D'Amico will be stepping down from Chapter Advisor due to his upcoming relocation to San Francisco. The board would like to extend many thanks to Adam for his five years of service. Chris Johnson '02('03) will be taking over this year.
3. Fundraising: To date, the annual fund has received approximately \$22,000 in contributions from 126 donors, making the totals similar to last year. Donations have been up for the last three years and are probably correlated to the higher suggested amounts that were added to the mailings three years ago.
4. The Class of '65 reunion was last week and was a success.
5. Josh Littlefield attended the Alumni Leadership Conference last week. Of note, the Alumni Fund has hired additional staff and is preparing to provide consulting services to assist in major fundraising campaigns similar to the services provided by Stewart Howe.
6. The AILG is considering
 - a. Adding property management services analogous to the Building Safety Facilitator and SLI programs.
 - b. Looking at seeking 501(c)3 status to help donors provide funding more directly than through the IRDF
 - c. Incorporating
7. IRDF Status
 - a. \$2 million in outstanding capital loans, \$8 million remaining in funds
 - b. Working to point where donation inflow and capital interest on loans matches the outflow in grants to houses.
 - c. There is now a new legal team in charge of determining education space allocation in the houses
8. MIT is considering replacing Ashdown with new graduate housing and converting the dorm to undergraduate space.
9. There is also a new effort again to study creating space in Cambridge for the Boston and Brookline-based FSILGs.
10. The Alumni Site Builder is now available for clubs and living groups to use. It provides access to SmartTrans for collecting fees for events. The corporation and chapter used this for the most recent Scholarship Dinner and the 60's era reunion. The site is improving and we should consider putting up permanent page there listing events and registration links.

Treasurer – Josh Littlefield

1. Have some preliminary data for FY06, but have not yet closed the books due to additional accounting for some items like the IRDF grants.
2. Contributions were very strong, slightly higher than last year.
3. This year saw large expenditures on emergency heating system repairs, but the recent work that should be bringing the system into actual better condition will show up on the books for next year.
4. We will end up with enough money to move to the set-aside account for academic expenses.
5. The chapter owes \$21,000 for spring rent. In general, the house has been running about one semester late in rent. This is acceptable in the short timer, but needs to be resolved. Rent payment has been slowly slipping over the last few semesters. Quaestors need to make sure they manage according to the books instead of bank balances. Over the next 2-4 semesters, the chapter will get on a schedule to bring the payments up to date.

6. Brian Wilt noted that the chapter has been improving collection and prevention of alumni debt. The class of 2006 graduated with no debt. Also, the house made \$15,000 from the summer. This should help pay at least some of the delinquent rent.
7. IRDF grant for FY05 went in at the end of FY06. Eugene did a good job as grant collector. Scott Kleim at FCI had a few change requests, mostly in our favor. Because it was submitted on time, they are willing to work with us. Last year, the grant totaled \$15,000. We expect about the same this year, plus the educational equipment grant of approximately \$5000-6000.

Alumni House Manager – Daniel Craig

1. Heating system work was done by Keyes North Atlantic. We had budgeted \$2500, but ended up spending \$4000 with the addition of a new heat exchanger and some additional safety related items that were found during the work. We have been very satisfied with the work Keyes has done so far.
2. This completes Phase I of the heating system repairs, focusing on the central components. Phase II will move on to the heat exchangers in the rooms. At this point the evaluation is mostly complete, but the work has yet to begin. The decision now is to choose the scope of the repairs.
 - a. A minimal scope would only replace broken fan units and clean those that are disassembled. Units not broken would not be disassembled.
 - b. A medium scope would test all the units that are working to see if any need to be disassembled and cleaned.
3. In either case, a choice will also need to be made for the broken units; replace or repair.
 - a. New units cost \$1300
 - b. Replacing the coil only and cleaning costs \$700
4. With the upcoming renovation, which could see a complete replacement of all the units, it may not make sense to replace units unless absolutely necessary. However, if new units are simpler to maintain and clean, it may make sense to buy them.
5. We could also do a trial of one unit to assess how hard they are to disassemble and clean before making the full decision.
6. Jay Krone moved to authorize \$10,000 to update, repair, and clean the heating system as necessary. Mike Delaus seconded the motion, which passed without opposition.
7. Carbon Monoxide sensors are now mandated by state law. Bruce Wedlock has been working with the AILG to evaluate the requirements of the law and plan a strategy for the FSILGs to comply.
8. According to the analysis the law requires a detector at each combustion source (which for us are the boiler room, laundry room, and kitchen). These must be hardwired to a monitored panel with its own annunciator but can share a phone line with the fire panel. This would likely raise the alarm monitoring costs by about \$10 per month. Detectors are not required near sleeping areas.
9. American Alarm's bid for a typical house needed two detectors was for \$1700, so we can assume a third detector will bring the cost up to maybe \$2000, plus the \$10/month monitoring costs. We could seek additional bids if desired.
10. Karl is inclined to trust the AILG to get a good deal, so we will likely stick with American Alarm unless we want to change the entire system.
11. A question was raised as to whether anything is required about non-functional fireplaces.

12. Mike Delaus moved to authorize \$2000 for the AILG carbon monoxide plan. Jay Krone seconded the motion, which passed without opposition.

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, has distributed the donor survey and held initial face to face meetings. The process is not yet complete, but should be done by the end of the fall.
2. Preliminary results are very promising, and the complete report will be ready for November to help make the go/no go decision to begin the quiet phase.
3. It is now time to revive the Building Needs Committee to revisit the plans and costs, at least initially. Mike Delaus will reconnect with Shawmut and the architects. The committee should also re-evaluate some of the assumptions that were made about the then-future changes to student life and housing. Specifically, the effects of the freshmen housing change were unknown at the time.

125th Reunion Planning – Karl Büttner

1. John Piotti '83 will be chairing the reunion once again. He is currently busy running for reelection to 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 at the Kendall Marriot for the ball as well as the "Alpha Theta Academy".
3. Undergrads will be taking the responsibility to contact with alumni class coordinators. A phone-a-thon may also be held in the spring to promote the reunion to alumni.
1. Nick Haschka was absent from the meeting, so work week report and approval will be tabled until November.

Upcoming Dates

The Annual Meeting will be held Tuesday, November 14.

The pledge dinner will be held October 2.

The meeting adjourned at 9:59 PM.

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