

ALPHA THETA CHAPTER OF SIGMA CHI FRATERNITY, INC.

Alpha Theta Chapter
founded 1882

M.I.T.
founded 1861

March 17, 2007

Minutes of the Board of Director Meeting of the Alpha Theta Chapter of Sigma Chi Fraternity, Inc. held February 13, 2007.

The board of directors meeting was called to order at 7:10 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, Treasurer of the Corporation
- Daniel Craig '03, Clerk of the Corporation
- Herb Mower '65, Alumni Risk Manager
- Chris Johnson '03, Board Member

Undergraduate Board Members – 5 of 7

- Ben Pope '08, Consul
- Asiri Ediriwickrema '08, Pro Consul
- Neil Zimmerman '09, Co-House Manager
- Doug Halket '09, Quaestor
- Caine Jette '10, Board Representative

Others

- Mark Curtiss '87, Corporation Member
- Stephane Essama '08, Magister
- Brian Wilt '08, Undergraduate Reunion Coordinator
- Aman Millner, Resident Advisor

Absent – 5 of 15 Board Members

Alumni Board Members – 3 of 8

- Jay Krone '74, Board Member
- Mike Delaus '82, Board Member
- Doug Bailey '72, Board Member

Undergraduate Board Members – 2 of 7

- Liam Fedus '10, Board Representative
- Dan Scolnic '08, G.Z.

REVIEW OF MINUTES

Minutes of the November 14, 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

Magister –Stephane Essama

1. Pledge program successfully completed with the initiation of all 11 pledges last weekend.
2. Have not finished tallying pledge program expenses, but seems less than previous years
3. Incoming Pro Consul Asiri Ediriwickrema is conducting Post Initiation Training with the new brothers, and held the first meeting on Sunday.
4. Karl noted, and all agreed, that the chapter performed an outstanding initiation.
5. Eugene Jang will be the new Magister for next year

Consul – Ben Pope

1. This is Ben's first ever corporate board meeting.
6. At the beginning of the term, have been building the personal relationship with the FSILG office.
7. The first executive committee meeting was held last week.
8. The chapter intends to review and update its bylaws this semester.
9. Preparations for the 125th reunion are proceeding well.

Pro Consul – Asiri Ediriwickrema

1. Exec Comm had eight representatives from the offices, with a few excused absences. The committee laid out the calendar for the semester
10. The social calendar has events each week, but no major parties
11. Derby Days is tentatively planned during Spring Weekend, April 27th
12. Rush retreat will be held at Applebrook the weekend of April 6-8
13. The second Post Initiation Training meeting for the new class of brothers was held on Sunday, consisting of a dry run of a chapter meeting.
14. The first chapter meeting of the semester will be held next Sunday
15. New brothers/former pledges have consistently been a part of the house, usually visiting at least 2-4 evenings per week.

Quaestor – Doug Halket

1. Working on taxes right now, a little late, though a step in right direction
2. Housebills, set at \$3100 this semester, have been distributed
3. A list of all outstanding housebills from the fall has been compiled
4. IAP expenses has been rolled into general expenses, so no specific bills
5. Talked with Dean Rogers for registration/graduation holds for outstanding balance in case it becomes necessary. The desire is to make sure that housebills are treated with the same seriousness as any other bill from MIT
 - a. Karl: The chapter needs to reign in this problem, which hasn't always been so bad. Glad to see house taking action. The corporation is concerned about individuals not taking this issue seriously, and will step in if needed to make sure bills paid on time or to ensure that a plan is in place for payback.

6. Changed books to Quickbooks '07 successfully
7. Changed reimbursement policy so to require pre-approval for any expenses over \$150
8. Josh Littlefield: The house is coming a long way to make up from being behind a semester in rent. It probably won't be entirely paid off this semester, but possibly completed by next fall, with summer house revenue.
9. HM: If any donations come to house, it is important that they come to Herb or Josh quickly because not dealing with means unhappy donors and unhappy donors are non-repeat donors. MIT gives recognition now for donations to houses, not help with taxes, but help.

House Manager – Neil Zimmerman

1. Chris Bukowski and Neil are the new co-house managers
2. Working with Jack Field and Josh Lake to learn systems
3. Oven hood cleaned, inspected, updated permit
4. In process of sealing windows with plastic sheeting. Third and fourth floors been warm. Dining room and library have been cold.
 - a. 3LB has complained of cold. They say they cannot hear the fan running, but it is unclear if they have the heater configured properly
 - b. 2LB uses space heater, heater seems good, just need to seal window
 - c. Dining room cold, but may be problem because heat off from 6-6, dinner is a 6:15
5. 0 floor had leaky pipe. Calling plumber for fix. KB: take a look after meeting to see if it's a plumbing or heating
6. There looks to be a corroded spot in sprinkler pipe in hallway of the zero floor.
7. CO detectors. Dan Craig: The AILG formulated a plan for complying with the new law. Need to call American Alarm to schedule appointment to get an estimate
8. Toilets all work, 0 floor handle needs replacement
9. Heating
 - a. Three space heaters in use, not plugged into to power strips
10. 3LB power outlet issue – There are not enough outlets and some are defective. Some have talked about doing on own, but probably work with electricians. Trouble probably from disconnecting during heating system work
11. Energy use of the heating system has been much higher than last year. Maybe because system wasn't working properly last year. Cost might be hidden in higher electrical bills last year.

BUSINESS

125th Reunion – Brian Wilt

- 1) Have been in close touch with John Piotti for planning the reunion
- 2) Using “constant contact” system as manager
- 3) John been in contact with lots of people, personal notes in paper invitation that went out last week
- 4) Phonathon held during I-week (nice idea), spoke to 200 of 500 called, about half said they were thinking of coming
- 5) Expecting 200-250 total, on par or better than 120th
- 6) New website for house with section on reunion
 - a) Added write up from centennial

- b) Other stories from alumni
 - c) Schedule with Google maps
 - d) Pictures from 120th
 - e) Lost brothers and friends
 - f) Have started compiling a list of sweethearts, going back to 50s
 - g) List of alumni who we don't have contact info
 - h) Current chapter, alumni updates
 - i) Visual facelift
 - j) Adding page with all address updates so can forward on to Stewart Howe.
 - k) New functionality, useful for board. New wiki is available behind a login that can be used to document systems, meeting, minutes, etc. Login with house. Keeps changes according to username. Can get reports of changes to docs of interest.
- 7) Ideas working for 125th
- a) Neil Zimmerman, the Tribune, has been working to raise awareness of the reunion
 - i) Dug out old Beaver Sigs from archives, scanned so can post old articles on website. It will cost around \$100 to scan all Beaver Sigs for 1916-1960. Doing test run first. Will be reimbursable from board. Herb: may be able to use Carlisle money from general fraternity for academic uses.
 - ii) Generally have been digitizing records
 - iii) Soliciting alumni to get stories to post on webpage. Bob Temple sending lots of emails.
- 8) Spoke with John Piotti on Sunday
- a) Getting a couple 12 passenger vans for transport
 - b) Catering is being arranged
 - c) Ben Pope will be running exemplification, dividing between current and past officers
 - d) The reunion coincides with CPW, so it will be difficult to have wet event at the reception at the house with pre-frosh also staying at the house. IFC and FSILG at first defensive at the idea, but still negotiating. Admissions is more receptive, and a meeting has been set with them this week. If Admissions approves of a reunion event first, then IFC sign-off will be sought. The current proposal is for no drinking by undergraduates and no pre-frosh present. Last call will be by 10:30, clean up by 11. Alumni can stay later, but there can be no more alcohol.
 - e) Still waiting for BBQ pits on Sunday, but first on the list after admissions hold is lifted.
- 9) Apparently CPW changed dates because someone complained about previous dates conflicting with Passover. Some brothers are frustrated with the overlap with the reunion, and feel like the chapter is shunning CPW for an alumni event.
- a) KB: previous reunions have been big events for undergrads. We don't want to negatively impact CPW or rush.
 - b) BAW: most of CPW is heavy on Thursday, Friday, so Friday night is the only main conflict. Yield from CPW has been only 1-2 pledges/year out of about 9 hosted at house (20 total, including on campus brothers) Saturday is small events, so undergrads will be in and out hosting those with pre-frosh.
- 10) KB:
- a) We are looking for volunteers to host class dinners on Friday night.
 - b) Also looking for nominees to give Alpha Theta Academy presentations.

- c) MIT President Susan Hockfield has been invited to banquet. She has not replied yet, but has many invitations that weekend, so it is doubtful she will attend.
 - d) Alumni coming to see chapter house, Friday, Sunday brunch, and random times on Sat. Need to make sure house kept in sharp condition. Keep generally clean. Also need any repairs?
 - i) Front door
 - e) BAW: the house is looking to schedule small work projects. Getting bathmats, towels, etc. Maybe rent carpet steamer.
 - f) HM: should designate a women's bathroom for Friday, Sunday.
 - g) Demonstration of the form on the web for registering for events, paying with credit card, and viewing the attendee list scheduling
 - i) CEJ: why do some people show up twice? Some because of a same name, some had trouble adding guest. Should be name of person, not name of person who registered.
 - ii) JL: registration fee set to increase to \$45, but can adjust dates.
 - h) Have been hearing about services from MIT being made available for alumni communication.
 - i) FSILG toolkit – can build alumni organization based website instead of relying on active chapter to maintain. Alpha Theta's website served as model. Josh, Karl did training, put placeholder site up. Previously MIT had no way to list these sites, but that ability is in place now. It is very simplistic, limited, but does exist. At moment, gives us a way to link in from MIT hierarchy.
- 11) HM: The chapter should apply for the alumni relations award this year. With the reunion, it is hard not to win and bring back \$5000.
- 12) MC: class agents?
- a) KB: John working to recruit. Looking up contact info; house website if can set password, infinite connection, brian sending as requested.

CORPORATE REPORTS

Treasurer – Josh Littlefield

1. On road to filing taxes. Filed extension in middle of January. Background work done last weekend.
2. In process of moving books from Quicken to something auditable. Bought PeachTree to try it out. Provides audible books plus double entry booking.
3. Had excess non-program income (interest) so the income will be moved to the set-aside account to prevent having to pay tax on it.
4. If have income unrelated to operating greater than 1000, must pay taxes. This year had \$1668.70.
 - a. RESOLVED, that the amount of \$668.70 be set aside from the general assets of the Chapter, in an account to be known as Set Aside Account No. 1-2006, registered in the name of the Chapter.

RESOLVED, FURTHER, that said amount of \$668.70 may be used only for the following purposes: religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals; and for

scholarships, student loans, leadership and citizenship schools and services, and similar purposes.

- b. Motion to accept, Herb second, no objection PASS
5. Renovation fundraising
- a. Need to maintain funds donated specifically for that purpose, so that checks can be made to the capital campaign.
 - b. Would like to open another account a Middlesex Savings Bank under name “Alpha Theta Sigma Chi Capital Campaign”
 - c. Could be useful for longer term donation pledges.
 - d. We do have an account with Fidelity, but we can’t change name of account unless we set up a new entity. Middlesex is more flexible. Once the account is open, it can be used as way to deposit donations, then transfer the funds to Fidelity. Keep on books all together.
 1. All accounts have two signatures, Karl and Josh. If we decide to have another treasurer for Capital Campaign, we can add them later. Resolution makes clear what funds are for and what will use them for
 2. Proposed resolution:
RESOLVED, that the Chapter open a bank account to be known as the Capital Campaign Account No. 1, registered as Alpha Theta Chapter of Sigma Chi, Inc. Capital Campaign. Funds deposited in said account may be used only for the following purposes: planning, design, construction and other expenses related to the betterments and capital improvements to the Chapter House at 532 Beacon Street, Boston, MA, as well as purchase of capital equipment and furnishings and including expenses and professional services associated with the administration of the Capital Campaign fund-raising effort. Funds may also be used to support the ongoing maintenance of the Chapter House at 532 Beacon Street following the betterments and capital improvements.
 3. Herb: do we need to add language about mortgages? Line of credit is not secured by house, but mortgages are.
 4. JL: move adopt resolution, with additional remarks as required by Middlesex Savings.
 1. Herb second, pass no objection.

BUSINESS

Capital Campaign – Karl Büttner for Doug Bailey

1. Currently in quiet phase
 - a. Sitting down with certain alumni, talking over feasibility
 - b. Goal to collect significant lead gifts
 - c. So far so good.
2. For background, hired Charlie Frick, a capital campaign consultant, to work with Doug in meeting with key alumni.
3. Tools Charlie asked for was project description. 5 years ago, had gone through extensive planning of renovation involving architects, worked with actives and alumni to generate needs and wants. We also looked beyond physical plant systems to make first class living and

learning environment. One idea was to decrowd by adding 5th floor to add space for same number of brothers. Several scenarios of how to allocate 5th floor were proposed that were put together into an unofficial document. The building needs committee will be sitting down with actives to update the needs and wants. Need to schedule that meeting soon, coordinate with actives and architects.

4. Mike Delaus, with Shawmut, updated the costing estimates for inflation and current prices based on the plan from 5 years ago. We had initially planned on renovating then, but dot-com bubble burst at the time, so we postponed until better financial climate.
5. Pope: what was timeline idea? DC: intent is summer only. Start date depends on the capital campaign. Earliest is summer 2008.
6. Next steps
 - a. Bring actives up to speed, gather input. Mike working on that.
 - b. How want to proceed with general contractor (specific people from Shawmut have moved on, but firm itself is still available)
 - c. Doug offered to put together financial model
 - d. Update on renovation at reunion, but unlikely to say much about capital campaign because don't want to publicly announce until get bulk of major donors. Schedules are playing out so that we won't be able to complete that before reunion.
7. Mark: Sunday event at 120th was big event, powerful. Several alumni stood up and said how strongly they felt in support of this because it meant a lot. Maybe we get updated materials from Tom Hecht.

Work Week Initial Ideas – Ben Pope

16. Outstanding projects from last year
 - a. Clean up front yard, re-sod, possibly add dogwood tree. This may be done before the reunion
17. Soliciting ideas from actives this coming week
 - a. Finish patching ceiling, walls from loft repairs
 - b. Repaint rooms
 - c. Repair the front door
18. Off-hand ideas
 - a. Repaint update 3LF, 4LF, 3LB
 - b. Bathrooms seem okay for now.
 - c. Ethernet still an idea, but heavy manpower requirements Thatcher is the lead
19. Will work with Dan Craig for preparing the budget for approval at the next meeting

Annual Fund – Herb Mower

1. Annual fund started on December 1, 2006, and over \$10,000 has been already received.
2. Steward Howe is proposing a new look to the Beaver Sig and solicitations.
3. SmartTrans can have donation feature for annual fund if we want to add that. Haven't published this because of the MIT site referred to this as "dues", since it was originally set up for area alumni clubs. SmartTrans is looking to modify to better support organizations like an alumni corporation.

UPCOMING DATES

The meetings of the board of directors will be held on

Monday, March 19, 2007

Tuesday, September 25, 2007

Tuesday, November 6, 2007

The meeting was adjourned at 9:40 PM.

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