

ALPHA THETA CHAPTER OF SIGMA CHI FRATERNITY, INC.

Alpha Theta Chapter
founded 1882

M.I.T.
founded 1861

September 25, 2007

Minutes of the Board of Director Meeting of the Alpha Theta Chapter of Sigma Chi Fraternity, Inc. held April 3, 2007.

The board of directors meeting was called to order at 7:30 PM in the Chapter House Library.

ROLL

Present - 13 of 15 Board Members

Alumni Board Members – 7 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
- Mike Delaus '82, Board Member
- Jay Krone '74, Board Member
- Kurt Gurstner, Board Member

Undergraduate Board Members – 6 of 7

- Ben Pope '08, Consul
- Asiri Ediriwickrema '08, Pro Consul
- Doug Halket '09, Quaestor
- Chris Bukowski '09, House Manager
- Caine Jette '10, Board Representative
- Liam Fedus '10, Board Representative

Others

- Brian Wilt '08, Undergraduate Reunion Coordinator
- Aman Millner, Resident Advisor

Absent – 2 of 15 Board Members

Alumni Board Members – 2 of 8

- Doug Bailey '72, Board Member
- Chris Johnson '02('03), Board Member

Undergraduate Board Members – 1 of 7

- Dan Scolnic '08, G.Z.

REVIEW OF MINUTES

Minutes of the February 13, 2007 meeting were accepted as distributed by e-mail. Minutes of all previous meetings are available on the chapter website at <http://sigmachi.mit.edu>.

CORPORATE REPORTS

President –Karl Büttner

1. Meet with the chapter on Sunday before chapter meeting to bring undergraduates up to speed on renovation planning. Presented conceptual drawings, overview of project.
 - a. Tom Hecht, architect, came with his assistant Scott Mercier
 - b. Herb, Mike, Dan, Karl also attended
2. Coming back on Sunday April 28, 7:15 (before chapter meeting) after undergrads had time to mull over drawings, reflect. Plan on spending time to collect feedback, tweaks, design considerations.
 - a. Ben: lots have questions on things that don't show up on drawings, like bedrooms. Karl/Mike: not everything has been decided, so these ideas could be fodder for design decisions at an additional meeting if deemed useful.
3. If fundraising and many other items such as permitting go well, could possibly begin construction in summer of 2008. Had meeting earlier today with Tom, and Cathrine Donner, permitting specialist, who has worked with FSILGs, MIT, and Back Bay. She can help us figure out long lead items, in terms of materials and permitting.
4. Binder of planning documents (original documents from 5 years ago plus newer updates) has been put together by Tom. More updates and yet more detail to be added.
5. Intent is still to complete in one summer, though feasibility is still under evaluation. If it can't be done, some portion of the project might be able to be done over IAP, or other scenarios.
6. Lots of next step planning work to come. Mike Delaus volunteered to lead Renovation Committee (formerly Building Needs Committee). The committee needs more members. Hoping to attract some non-board alumni to join committee.
7. Jay: does this mean that the campaign is a 2007 event? Karl: yes, that is still the plan. We are currently in the early phases of lead gift discussions, but not at point to formally launch. The original timetable was to be complete by end of 2007, but we are a little behind that now. It is more of a scheduling issue rather than a feasibility issue. We have every reason to believe will get through the bulk of the campaign in 2007, though it could carry over into 2008. Jay: may want to meet over the summer to deal with this. Karl: we have been talking of a June renovation committee/capital campaign meeting for detailed planning.
8. If cash flow is issue, we have a line of credit, or we could also plan giving with donors to keep flow moving to make commitments to architects and builders. Shawmut estimated \$35,000 for permitting, so may end up needing over \$70,000 for initial work, which exceeds corporation's cash reserve. Josh: we will need to authorize funds, though that could be over conference call. Mike: proposals from Hecht and Shawmut would outline the budget and provide top level costs and we could authorize to spend up to that amount.

Treasurer – Josh Littlefield

1. Paid taxes last week
2. Income this year was over \$100,000 because Doug's gift and John Lundsford bequest. This necessitated filing on the long form.
3. Added money in set aside account. We now have \$9,000 in set-aside, none of which has been spend in recent year. Some of money has been there for 7 years. We should look more seriously about spending it. It may be possible to spend the money on educational aspects of

the house, though this is unclear. It can certainly be used to sponsor travel to workshop and grand chapter.

4. Review of rough status of balance sheets (handout)
 - a. Payables
 1. Owe \$12,000 insurance to pay this week
 2. \$5,000 in property taxes
 3. \$8,500 to Stewart Howe in business bills on balance sheet.
 - b. Receiving rent from the chapter would be helpful.
 - c. Over all doing well. We have been spending some money on the capital campaign. Charlie Frick is visiting alumni around the country. Doug was going to help some with cash flow, but we are okay for now.
 - d. Opened bank account from resolution last time.
 1. Save \$36/month using free checking instead of fee checking.
5. Rent for the upcoming year
 - a. Currently \$57,000/year in two payments.
 - b. Propose raising rent by \$2000/year, for a total of \$59,000. Over each member, this raise would increase the cost of a housebill by \$83/year/person at 24 brothers, a 3.5% increase. This is significantly less than last two increases, where we were trying to catch up for not increasing over a couple years. Inflation running 2.5%, slightly rising.
 - c. Herb moved to accept the proposal. Mike Delaus seconded.
 - d. Ben: how compare with MIT housing rate increases? Herb: MIT has been raising rent much faster, trying to make dorms self-sufficient. MIT is currently planning 7-8%/year for next few years. The increase is partially also due to complaints from FSILGs that dorm rates were artificially low.
 - e. Kurt: are there any line items slated to increase faster than inflation? Amazed that taxes and insurance had gone down. Josh: taxes will be higher this year. They had gone down last year due to some new legislation adjusting business/residential proportion. Currently they are about \$4800/quarter. Insurance has gone down a little bit. The SLI program has reduced perceived risk. There have been very few claims and much more control of safety systems and inspections that before. There are some costs that are increasing quickly that do not show up in rent, like energy costs, which undergraduate chapter pays directly. We must be sensitive to this.
 - f. Herb: If the house is renovated, maintenance and repairs should drop off (theoretically). Josh: much of expenses from old things, but may have new things to fix before settles down. Karl: hopefully the capital campaign will also provide an endowment to cover these kinds of costs.
 - g. The motion passed without opposition.

Alumni House Manager – Dan Craig

1. Nothing more than Chris's house manager report.
2. Will go ahead with full CO building and tack fireplaces. IRDF is providing grant money for CO and for fireplace tacks.

Annual Fund – Herb Mower

1. 91 donors so far, total \$13,761 in donations.

CHAPTER REPORTS

Consul – Ben Pope

1. Uneventful semester so far, no bad news from MIT
2. The chapter is on the FSILG honor roll, scoring in the top third of house GPA
3. Most chapter efforts currently focused on reunion
4. Rush retreat scheduled this weekend at Applebrook
5. Next weekend is very busy
 - a. Campus Preview Weekend
 - b. Boston Marathon – cohosting an event with two other houses
 - c. Reunion
6. Q - Anyone running marathon?
 - a. A bunch running bandit, not sure if any registered.

Quaestor – Doug Halket

1. Done very well with collections this semester, close to 100%, may be complete by end of semester
2. \$70,000 in bank, \$26,000 paid to board. Close to being settled with board, pending exact number from Josh Littlefield.
3. Does board pay for couches? Chapter is interested in replacing couches.
 - a. Yes. Try not to replace all couches at same time. May also be able to replace with IRDF educational grant.
 - b. May look to replace a couple of the dingiest couches.
4. Replaced two of the wooden MIT chairs.
5. Q: Why have some people not paid their bill yet?
 - a. Some had financial problems
 - b. Some said they are “waiting on check”
 - c. Some alumni could offer jobs to help pay
6. Using new Quickbooks, invoices are now emailed. Most brothers forward to their parents.
7. Q - Is anyone not caught up graduating?
 - a. Yes, but payment is likely. Will probably not have to withhold diplomas.
8. Karl: Contact the board if the chapter has any trouble collecting from graduating seniors. If needed, the chapter and board can arrange a promissory note with the graduate.

Pro Consul – Asiri Ediriwickrema

1. New brothers went to Herb’s place for dinner. They have one session left of Post-Initiation Training.
2. Calendar is all full.
3. The house now has a google calendar.
<http://www.google.com/calendar/embed?src=e4opc60n4m89fr37lnbpvlkc98%40group.calendar.google.com>

House Manager – Chris Bukowski

1. Replaced rusted sprinkler, but found heating pipe leak at the same time. It will be fixed, but not before reunion
2. An electrician is looking at dining room chandelier and wiring in 3LB.
3. Looking in to whether CO detectors are required on each floor. Even so, AILG is paying for the work, so the complete job will be taken.
4. Looking to get flues tacked shut so don't need detectors in rooms
5. Several worksession have been held recently. New sessions pre-reunion to fix wainscoting, balusters are planned
6. New lock for back door is coming tomorrow. Not sure what happened, but handle has been sheared off. Filed police report. It does not appear that someone entered the house, though/

BUSINESS

125th Reunion – Brian Wilt

1. 10 days till reunion
2. Currently have 253 total registered, including 151 alumni. New registrations are still coming in.
3. Alpha Theta Academy speakers are lined up, ready for surprise
 - a. Ben Pope '08 – Antarctic Boy Scout
 - b. Heni Meerman '84 – English channel swimmer
 - c. Pete Ulrich '86 – Navy test pilot
 - d. John Felund '94 – new communication technologies
4. Reunion overlaps with Campus Preview Weekend, so has a bit of a logistical challenge, but we did manage to get permission for a wet reception on Friday night at the house. No pre-frosh will be allowed at the house from 8pm to 8am, and the reception must be over by 11pm.
5. Two worksessions are scheduled for week to generally clean up before the weekend.
6. Two vans have been rented
7. Food is in place
8. BBQ pits at Kresge are reserved for the softball event
9. Budget? We have high attendance, and the corresponding fees, plus we have also received \$3500 in donations. Collection is much improved over last time because of the MIT SmarTrans online registration and payment system. The plan was to break even with fewer registrants, so we should be in much better shape. Last time, the 120th ran a deficit.
10. ConstantContact and the chapter website have been great for communication. We've only one request to stop sending email (with no chance for reply-to-all deluges).
11. Chapter is extremely excited. Recent alumni have helped by talking up the reunion to the undergraduates.
12. Renovation marketing?
 - a. Tail end of Alpha Theta Academy, Karl will take a few minutes to describe the project, give high-level overview, and announce Mike Delaus as Renovation Committee chairman. Conceptual drawings will be on easels in library for brunch on Sunday, as well. Five years ago, we had more formal session to talk about it, but will not do so this time.

- b. No talk of capital campaign (on advice of Charlie Frick) until we have had the opportunity to talk to most of the early lead donors. That process is still ongoing, hopefully will get a report from Doug Bailey if he arrives tonight. Rather than discuss specific numbers, we will qualitatively say we are very confident we are able to raise the amount required.
- 13. President Hockfield will be joining for reception and first part of dinner (she is double booked for later that night).
- 14. The Swanson and Powell Scholarships will be awarded at the banquet. Judy Swanson will be presenting.
- 15. Richard Leghorn '39 will be presented a Significant Sig award from the general fraternity. Most of his work was classified until recently, but he helped develop satellite reconnaissance photography. In World War II, he was a reconnaissance, then he developed satellite technology used in Cuban Missile Crisis. Later, his cameras surveyed the moon for Apollo. He then went on to play a role in the then-nascent cable television industry. One of his war buddies two years ago discovered that they both were Sigs (other from Gamma at Ohio Wesleyan), so he nominated him for the award.
- 16. Will anyone from Tech Review or Sigma Chi Magazine coming? Could talk to MIT PR office, since so much stuff is happening.
- 17. The board commends Brian for all his excellent work in preparing for the reunion.

Work Week – Ben Pope

- 1. Spent most of the week fixing house for reunion, so don't have any formal proposal.
- 2. Current list (some may be done before reunion):
 - a. Replace two mattresses
 - b. Lime for subbasement
 - c. Refinish 1st floor, 0 floor wood
 - d. Steam clean carpets
 - e. Between banisters
 - f. Insensitively clean white walls in foyer, vestibule, 1st floor
 - g. 3LF and 4LF due for repaint of trim and walls, light fixtures, blinds
 - h. Stoop repaint
 - 1. Karl – can it be stripped back to base stone?
 - 2. Either repaint or strip
 - i. Tiling and caulking in bathrooms and showers. Already done 3rd floor, but 0, 2, 4 need work
 - j. Front lawn
 - 1. Transplant a couple of beech and dogwood trees from Pope's family. Beech is 20 years old, stands 12 feet, half gets pruned off. Dogwood is 6 feet, pruned to 4, could go to 20 feet. If pruned, should not interfere with house. If roots maintained, they should not interfere with sewer or water main. Both would be placed in existing flowerbed. BBAC is trying to get people to plant trees, offering maples. These would be better than the free ones.
 - 2. Would have moved last weekend, but ground was still frozen in Newton.

- k. Resealing the roof, above 4LB and 4MB needs to be done. Professional service needed?
 - 1. Multiple sources of water in roof
 - 1. Ice clogged gutters
 - 2. Sagging roof catches standing water
 - 2. Rubber roof should be water tight.
 - 3. Going up on roof is major source of holes in roof, especially broken glass, mortar from lightning strike next door.
 - 4. Gutter problem is separate. Gutter backs up, water runs in under lip. Probably have pros do this, for workmanship and safety
 - l. Considered rewiring internet, but scope is big compared to the potential benefit.
 - m. Josh Littlefield worked with Thatcher earlier to reconfigure existing wiring, which should have made major improvement. Moved from hubs to switches.
 - n. Biggest help is to organize tools and materials. Ben is living in Newton for the summer, so will be around to set things up.
 - o. Dan will send Ben the list of periodic maintenance items from HM 101, such as cleaning dryer vent, grease trap, rotoroot sewer pipe, etc.
3. Normally we approve a budget at this meeting, but can follow up on email for board approval.

Misc

- 1. Dan – what is status of scans of Beaver Sigs? Ben: first round is on the website, proceeding with second round. Jay: should think about doing historian reports too, which are disintegrating.
- 2. There was a gap in Beaver Sigs somewhere between the 1960s and 1974.
- 3. Brian Wilt was name the province Balfour winner, and is in the process of applying for International Balfour. Jay: we should announce this at the banquet.
- 4. Kurt: Classic Copy owner John Deitrich (a Sig) has a bunch of hard stock folders with “Sigma Chi” on them, and wondered if we could use them. They may be useful for for registration packets.

UPCOMING DATES

The meetings of the board of directors will be held on

Tuesday, September 25, 2007

Tuesday, November 6, 2007

The meeting was adjourned at 9:42 PM.

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