

ALPHA THETA CHAPTER OF SIGMA CHI FRATERNITY, INC.

Alpha Theta Chapter
founded 1882

M.I.T.
founded 1861

October 30, 2007

Minutes of the Board of Director Meeting of the Alpha Theta Chapter of Sigma Chi Fraternity, Inc. held September 25, 2007.

The board of directors meeting was called to order at 7:15 PM in the Chapter House Library.

ROLL

Present - 12 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
- Herb Mower '65, Alumni Risk Manager
- Mike Delaus '82, Board Member
- Jay Krone '74, Board Member

Undergraduate Board Members – 6 of 7

- Thatcher Clay '09, Consul
- Doug Halket '09, Quaestor
- Luke Cummings '10, Co-House Manager
- Ben Pope '09, G.Z.
- Jeff Mekler '10, Board Representative
- Dom Kmita '10, Board Representative

Others

- Mark Curtiss '87
- Kurt Gerstner, Gamma Pi '78
- Eugene Jang '09, Magister
- Aman Millner, Resident Advisor
- Tom Hecht, Hecht and Associates Architects

Absent – 3 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

- Neil Zimmerman '09, Board Representative

REVIEW OF MINUTES

Minutes of the April 3, 2007 meeting were accepted as distributed by e-mail the second time with corrections. Minutes of all previous meetings are available on the chapter website at <http://sigmachi.mit.edu>.

CORPORATE REPORTS

President – Karl Büttner

1. The 125th Reunion was the biggest ever and a great success. 160 alumni attended, and a total of 358 people (including guests and actives) participated. MIT President Susan Hockfield attended the banquet. The event was great for the chapter and alumni. It also highlighted the remarkable energy around and enthusiasm for Alpha Theta as we head into the capital campaign and renovation. Complete coverage of the reunion was archived on the chapter web site at <http://sigmachi.mit.edu/reunion>, and MIT covered the reunion with a front page story on the MIT Alumni Association web site: <http://alum.mit.edu/ne/noteworthy/news-features/sigmachi.html>
2. The AILG has been debating incorporating. The proposal did not pass at last week's meeting, and was instead tabled until November, when it will likely be approved. Incorporation will provide a legal structure to pay for the FCI and BSF programs, as well as legal protection for AILG board members.
3. ALC is this weekend, on Friday, Saturday, and Sunday. Friday has several sessions specific to FSILGs. One of them will be by John Piotti '83 about alumni participation in FSILGs.

Treasurer – Josh Littlefield

1. Preliminary FY07 (handout)
2. Revenues look really good, but that's because of loan. Equity has dropped significantly. As planned, we're using up the new \$100,000 IRDF loan, on capital campaign, foundation study, and other pre-construction work. If the chapter is able to pay the fall rent by the annual meeting, it will help. Also, we are looking for some early lead gifts to help with immediate cash flow. Getting the Society for the Preservation of Greek Housing (SPGH) lined up is part of getting that to work. If not, then an appreciated stock donation to a 501(c)7 would incur capital gains tax.
3. The chapter is mostly caught up on rent. Reimbursing the cost of water heater will reduce the amount owed to the corporation. The first payment on the new \$100K IRDF loan is due in December, which will cost \$1200/quarter.
4. Annual fund was closed on 8/31 was close to last year and over the budgeted level since we budgeted conservatively.
5. Reunion cost was \$3-4,000, which is close to budget.

Annual Fund – Herb Mower

1. No specific numbers to report (just returned from out of country), but doing well.

CHAPTER REPORTS

Consul – Thatcher Clay

1. The chapter gained 7 new pledges in fall rush, which was smaller than the originally planned 12-13.
2. The small physical size of the house (the crowded bedrooms – low space per brother in bedrooms) may have turned off some potential pledges.
3. The chapter could consider holding a spring rush, but have never done it before.
4. The 7 pledges are a good class, and the chapter is very happy with them. The house is only graduating 6 seniors so it is still net gain in numbers.

Magister – Eugene Jang

1. Pledge class is coming together very well. They have had several long candelights already, which indicates they are really getting to know each other.
2. The corporate board dinner with the pledges will be held next week at Ciao Bella on Newbury St.
3. Initiation will be held on Feb 3, 2008 at 11 AM. Will announce additional I-week events as the date gets closer.

Quaestor – Doug Halket

1. This semester's housebills, at \$3250, went out last week. Charges this year are \$100 more than last year, due to higher rent, higher energy costs, re-adding a phone line. Prices are now closer with MIT dorms. For example, a single in baker is \$3000 (rent only, not including food).
2. Plan to be up to date with back rent owed to the corporation by next meeting.
3. Have recently begun looking into recycling

House Manager – Luke Cummings

1. Replaced one of two hot water storage tanks last week. The tank was leaking, and was found during pre-inspection walk-through with FCI BSF Jay Flynn. Chris got bids from two companies, one FCI, one not.
2. Repaired roof holes.
3. The house passed the BFD egress inspection. Jay Flynn helped out, and it went smoothly.

BUSINESS

Work Week Report – Ben Pope (handout)

1. Work week was held two weeks before rush, with a week in between work week and rush. The goal was to have time for brothers to be present on campus during that pre-rush week.
2. Complete list of jobs and cost is on the handout. Some highlights:
 - a. cleaned out storage closets.
 1. 10 bags of clothing to Goodwill
 2. Disposed of 14 CRT monitors.
 - b. replaced 3lb ceiling, and other ceilings with water damage on 4th floor
 - c. Considered re-sodding, but too expensive to haul away. Instead the lawn was reseeded and raked, which was only marginally successful. The sprinkler system is kinked and damaged from previous excavation in lawn (new water pipe, etc.), so it's not currently in use.
3. There are still 200 man-hours outstanding from brothers who had other commitments during work week, so several projects are on-going
 - a. Repairing the 0 floor toilet
 - b. Roto root the sewer line
 - c. Replacing several of the oldest mattresses
 - d. Dining room, Library final repairs
 - e. new paper towel, toilet paper dispensers.
4. Cut off date for these projects is the end of semester, otherwise fines will be imposed. The goal is to complete them in the next month and half.

5. Considered adding a flag pole back to the house. There appear to be two options, one that mounts on the fire escape and one that mounts into the brick. Wanted to talk to board before proceeding with any project like that.
 - a. Herb: Any BBAC issues with flag poles? Pope: not sure. Karl: depends on how often fly flag (a flag pole would look cleaner and allow for easier intermittent flag use than last year's practice of draping and semi-permanently attaching flag to fire escape). Incidentally, we should also take down big rush sign, especially as we prepare for permitting, approval for the renovation. Dan: Should run any flag pole concepts by Jay Flynn and BFD to make sure they are okay with fire escape if we want to go that route.
6. Josh: move to approve spending to date, \$2014. Herb seconds. All in favor. The motion passes.
7. If additional items are complete and documented by the next meeting, they can be approved there.

Renovation Planning – Karl Büttner, Mike Delaus, Tom Hecht

8. Handouts
 - a. "Simplified Flow"
 - b. Haley Aldrich building foundation report
 - c. Cullinan engineering rainwater capture proposal
 - d. SPGH grant proposal
 - e. Exterior masonry condition review
 - f. Massachusetts Historical Commission partially preserved building status letter.
 - g. Proposed architectural drawings
9. "Simplified flow" (planning and decision process diagram)
 - a. This flow chart shows parallel planning activities involving architect, contractor, etc. in parallel with the financial side involving the capital campaign, SPGH grant, IRDF loan, etc.
 - b. Both of those parallel tracks feed into decision process, decide go/no go, timing, and scope. Continuing to proceed with the goal of starting this coming summer. A lot needs to go right for that to happen, and many things could prevent it. We are not prepared to give up yet, though. Realistically it will likely start later. If decision is to go, then we proceed. If not, we could iterate on scope, "value engineering", rescheduling (pre-work during IAP, spread work out over two summers, or work during a term), and address permitting issues if they arise.
 - c. If we give Shawmut a green light following tonight, then by October they will provide detailed cost data, so we can review and properly set scope given cost.
10. Draft report of the foundation study (handout)
 - a. Good news. The foundation in solid shape. The goal was to confirm, before putting money in above ground, that the foundation is sound. Specifically, has the groundwater level dropped so that pilings are exposed and rotting? The examination showed that the water level appears to be above the pilings (good). They also tested the condition of the pilings by probing (with a nail); conclusion was pilings are in good condition. They also cut away a section of the pilings in two of the test pits and performed load analysis on these sections, determining the total load carrying capacity of the foundation. The report will be posted in a color version on website. We also wanted to learn capacity for additional weight on the

foundation from the 5th floor and elevator additions. The general answer is positive, though they are still evaluating if there is need for localized reinforcement for elevator, since it's concentrated in one spot.

- b. Herb: the map drawing in the document is incorrect, the road labeled "Mass Ave" is actually Charlesgate East.

11. Rainwater Capture

- a. For projects of this scale, we now need to capture rainwater and put it back into the ground, so that water table stays up and keeps pilings from rotting.
- b. Josh: how does this affect drainage problems we've had in the back lot? Tom: should help. Karl: Diggers said they fixed broken drain pipe, so may be improved already.

12. Massachusetts Historical Commission partially preserved building status letter

- a. Building has been officially recognized by the Massachusetts Historical Commission as partially preserved historical building, contributing to the Back Bay Historical District. The property is listed in the national register and Massachusetts register, along with the letter received this summer from the Mass Historical Commission, documenting their official recognition of the building. This gives us some additional flexibility in design for some code issues. Ex. pocket doors are now okay, don't need to replace with swinging doors. Also may not have to do as much seismic reinforcement, though we may still want to do some for safety. Designation may also help with fundraising.
- b. Herb: why is house called "Mary Kitterige House"? Her name was on the original permit and original owner. Josh also found website that documents building permits, etc.

13. Community Relations

- a. Catherine Donaher is specialist in the field of permitting and approvals, and will also help us work on community outreach. She will meet with board at least, perhaps also with chapter. Shouldn't be hugely time consuming, but will help her work better for us.

14. Scheduling Scenarios

- a. We will need additional data from MIT if have to extend out beyond a summer. MIT says spring term usually has some space available in dorms if we needed temporary housing. Specifically, if we look at spring 2009, could possibly get a contiguous section of Ashdown as temporary housing. We are still pushing to fit the project into a single summer but it is good to know that we have options.

15. Exterior masonry review (handout)

- a. The exterior is generally in good shape. There are some spots needing repointing, as well as a few cracks, but otherwise okay.

16. Tom Hecht (architect) will walk through current design:

- a. History: five years ago we started with a conceptual plan that went through several iterations. After postponing the project, we have picked it back up this year. Tom and the Board presented the plan to the current group of undergraduates last spring, and got lots of good feedback in both the first meeting as well as in a follow-up meeting. The latest plans have taken all of that into account. They have also taken the analysis to a much more detailed level with respect to code, approvals, egress, the building's historical status, and BBAC.

- b. In addition to the architectural plan, we also have electricity, HVAC, plumbing, sprinkler, structural, ground water documents. All are available on house website, in a slightly earlier set. This online set will be refreshed with latest handed out tonight. The set on the web were submitted to the city as preliminary application for permitting approval. It is a roundabout process, but it has to automatically get rejected because of special occupancy, non-standard zoning, and ground water. The re-submittal will have the latest plans.

17. Tonight's focus is on architectural plans, since everything else flows from that.

18. Over to Tom:

- a. These are already slightly stale, there are some new changes pending, but this is a pretty close picture that Shawmut can use for budgeting. Many more things have been considered now, that were not accounted for in 2001.
- b. Floor-by floor:
 - 1. 0 floor: Major changes in middle of the floor. The plan has the elevator, handicap bathroom, possibly also server room. Had talked in April about expanding game room and making music room more of a study room. Expanding game room isn't really panning out. The wall is a masonry bearing wall, so probably not worth doing if only gain a couple feet.
 - 2. 1 Floor: Music room. We believe we can keep the pocket doors, but will confirm that with the city.
 - 3. 2: Accessible bedroom and bathroom. Current understanding is that the bathroom has to be single use for handicap access. That's not ideal, since have up to five people on floor, plus it also has the major common room (Library). We learned today that the 0 floor could be the single use handicap bathroom with shower, so could make 2 floor bath more common. It is still a tight space, so will need to revisit this.
 - 4. 3: Need elevator over-flow space, but otherwise mostly unchanged.
 - 5. 4 – nothing to discuss
 - 6. 5: Setback of the floor on the back of house is ok with BBAC. But unfortunately the front needs to be set back because requires to set addition at the back of front chimney. Our chimney is really far back. If the requirement were simply to not be visible from the street, we would gain a few more feet (by bringing the front of the addition closer to the street). Will see if we can get exemption, but uncertain at moment. May have to set back to rear of front chimney. Our chimney position is typical and they normally want us to stay behind it. The fact that the neighbors all have more forward setback apparently doesn't matter to BBAC.

But, our code consultant says we should be able to remove the hidden fire stair going from 4th to 5th floor, reclaiming some floor space, but need to confirm with ISD. If we install a "draft stop" at top of stair, it can stop smoke from billowing in to hall with extra sprinklers that would allow the hallway to be a means of egress. Our code consultant is one of

the best (wrote the code), so hopefully will be successful selling with the people who matter with the city. This will take place soon.

- c. Herb: could we gain by lowering the 5th floor ceiling? Main issue is really the chimney. We are trying to keep ceiling height of 4th floor. Also need space for pipes, mechanical, etc.
- d. As we know, BBAC is very particular. Even told that new windows all must be wood, even back windows that are currently metal.
- e. What's schedule for this roof issue? It is moving all at same time. Shawmut filed building permit in August, waiting for its rejection, then can go to appeals and access board. We have not yet set date to go to inspectional services. Right now, we're seeing how quickly we can get through ZBA. If we need to slow down later, they won't have a problem with that. Main goal is to confirm permitability of project at this phase, before contractually committing to construction.
- f. Shawmut specialists will be visiting the house to look at various aspects. Boston landmarks has already given recommendations about materials of 5th floor. Will be similar to next door, light wood and steel framing.
- g. Looking at air conditioning options, which in some scenarios would involve a rooftop chiller. This could catch the BBAC's eye. Mark: do any other houses have air conditioning? Thatcher: don't think so.
 - 1. Considering different scenarios for air conditioning. Full house, none, common rooms only. Simply collecting options and associated costs at this time (given that we'll be replacing the whole heating system); very well may decide to do nothing with respect to air conditioning.
- h. Green construction options also being looked at. This can be important to donors: efficiency, materials, etc. Various options will be priced out by Shawmut. One option being priced is a geothermal system. This would require a 1500 foot drill down, to use the 50 degree water from there. It's an "out there" idea, but could get a donor to latch on to something novel like that. Jay: still need to consider maintenance required.
- i. As of this year, new rule that large projects in Boston have to get LEED certified. This building does not fall under that, but the first step is groundwater recharge. Shawmut also has lots of experience with recycling materials, etc. Probably we will not go for LEED designation, but will provide a list of things that could be easy, some that could cost but have potential. Josh: has friend in Maryland who has geo system. Mark: has friend in south end that is putting one in his building now. Ben: solar or wind possible? Mark: Doubtful because of blockage by adjacent buildings.
- j. Central stair: could not be built today, but is core to function of the building. It will be extended up to 5th floor, along with skylight. Back stairwell is replaced, removing elevator, widening stair. Josh: following up from discussion of topic with actives last spring: lack of way to get heavy objects up to 3-5 floor, is that a concern. Thatcher: probably ok, only really use for trash barrels now.
- k. Undergrad feedback incorporated from spring feedback sessions:
 - 1. Music room - remove pool table, put collapsible pong table in bar. Undergrads suggested creating more study space in house. Library is the most comfortable and useful TV/social room (due to its larger size

than Music Room). Not as much use is made of music room, so could it become a study room. Plan shows that, though furniture configuration is mostly irrelevant to permitting/costing. Piano shown to remain, per prior undergrad feedback.

2. Student center study carrels were used as model, per suggestion. Thought is movable furniture. Haven't really spent much time on this now, though, because focus on major issues. No planned permanent fixture changes in room, other than improved power, infrastructure, HVAC. Jay: should make sure it is flexible, especially data infrastructure. Should think about conduit so can upgrade as things change.
3. Added janitor closets and basins on the floors so will not have to haul mops/buckets up and down (given elevator only running to second floor, not 3-5).
4. Laundry facilities. It was requested to have more accessible laundry facilities. Current plans have laundry on 2 and 4 floors.
5. Eugene: Why computer server room on 0 floor? Dan: do you guys want one? Tom: if move handicap shower to 0 floor, then may eat up all the space. Thatcher: server room is more than it really is. It is a wiring closet, some people use computers in there, but could be moved to music room. The webserver is in there, too, but does not need to be very accessible. There is no longer a domain server. The desktop PC in the computer room now has Queastor's files for consistency, and the house printer is on that computer.
- l. Herb: Plans have us losing the regalia closet at top of 4th floor; need that storage space somewhere. Could use the closet above the elevator on 3 floor. Or, that could be network infrastructure there too. The closer it is to the second floor the better, regardless.
- m. Mark: any plan to make bike storage better? Lots of old mechanical pipes etc. in bike room look like they will be removed, so will there be more space? Is boiler room footprint shrinking? Tom: there are a lot of new mechanical systems that engineers want to run through bike room, including a small air handler as well as an upgraded electrical feed to house. If we do full air conditioning, then we need 600 amp service, which needs number of additional panels. Even without air conditioning, need 400 amp service, whereas we currently have 200-300 amp. All those panels need space in front of them, so it hurts bike storage. About half of the brothers living in the house still uses bikes, so need to find some space for them. There is not enough room in back door / kitchen area, plus elevator kills a lot of space. One far fetched possibility is to revive the old shed that appears on old drawings from 1917. Perhaps we could "restore" the shed and use it as bike storage.
- n. Doug: Back Street pot holes? It's outside of the scope of the renovation, but this could be a good opportunity to petition city to fix. Working with neighbors to get potholes fixed could generate goodwill from neighborhood during the pre-permitting time.

- o. Mark: The number of toilets is reduced. Is that conscious choice? Tom: not trying to reduce number of toilets, but attempting to deal with space. Undergrads: at any given time now, there are several toilets out of service, so if the new toilets are more reliable, it wouldn't necessarily be a problem.
 - p. Re: a smaller shower in the second floor bathroom. Could you do whole bathroom as shower? Probably not, rules are pretty strict. A shower on 0 floor is probably a waste and a bad idea, for several reasons. It would probably be better to have single bathroom with shower on 2 floor and have a multi use bathroom on 0 floor.
19. Karl: Good discussion so far. We are looking now for consensus that this version is close enough to something that we're all happy with that we can send to Shawmut for pricing. It's certainly not the final design and not locked down. Is everyone happy enough? Yes. Tom will make changes from this meeting, then send on to Shawmut. It will be a 3-4 week process, then the pricing comes back to us for review and design iteration. Many thanks to Tom for the work he's done so far.

Financial Feasibility of Renovation– Karl Büttner

1. Brief update. Over the summer, we submitted a grant application to the Society for the Preservation of Greek Housing. The SPGH was started by 8 Illinois alumni about 8 years ago to setup a 501(c)3 non-profit chartered specifically to preserve greek housing. Donors can give to SPGH which turns around to give to chapters. Donors get tax benefit of donating to a 501(c)3. It is the same notion as educational donations, but since the purpose is historic preservation, the donations are not limited to education portions of the house.

Grants from SPGH can fully fund line items that are related to SPGH's charter (the renovation and rehabilitation of Greek housing). This increases much more the percentage of cost that can go through tax-friendly channel. Chi Phi recently got previously performed renovation approved. Theta Chi is looking into process as well. We're second house at MIT to get approved. Some more houses are also interested. The process is simply to submit application, which we did. They loved the idea but needed more data, so we submitted additional appendices detailing the kind of work proposed for the renovation. We included every possible item in our application, including air conditioning and fund raising expenses, even if we don't ultimately proceed with some of these items (e.g. air conditioning). They are really excited of our proposal and approve of the notion, though formal approval is pending some legal advice on specific items in our application. We asked for more than they have done before, so they're getting legal opinions on some of the request, but they think they may be able to grant up to \$5 million, though ultimately it will come down to specific components that we choose. Biggest unknown in the budget is unknown contingencies, which they can't pay for now, but if it becomes known and fits category then they can include that too. They take a small per-transaction fee (from 2% on very small donations to 1/2% on larger) to pay for administration. Their goal is historic preservation, not educational, so it is very different from the IRDF. We can restore and rehabilitate, which is explicitly mentioned in the US Department of the Interior guidelines about historical buildings.

- a. Mark: is there any risk to donors that IRS could take more strict interpretation? This had been one of our first questions. Chi Phi had researched this with legal counsel, and concluded that it's on the 501(c)3's shoulders. Apparently, no liability to donors (or to the receiving House Corporation, for that matter). A

separate theoretical risk would seem to be the period between gifts being granted to SPGH and before money dispensed to corporation (i.e. if IRS should change opinion during this period, thus making donated funds unavailable). But if they operate in the limits of their mission, then shouldn't be a problem. Given scope of project, it is worth the due diligence to get something in writing. Mark will look into getting a legal opinion of our own.

- b. Mark: does it work similarly to IRDF, or is it more of a dollar for dollar flow, even though it's not in writing. The verbal description from SPGH is that it's more of a dollar for dollar flow, even though it's not in writing.
2. Also from summer: MIT re-approved the IRDF grant issued five years ago for \$100,000 for pre-construction services. MIT kept rate from then, 3%, as opposed to the current rate is 5+%. They merely updated the payment schedule. Now we can apply for more loans and grants.

Capital Campaign – Karl Büttner for Doug Bailey

1. Doug was supposed to be here, but had last minute board meeting at his own company come up.
2. The feasibility study was completed a year ago, with a positive conclusion. We decided to move ahead with the "lead gift" phase. The corporation hired Charlie Frick to identify and meet with lead donors. This is in progress and going well so far. No bad news, other than slower progress in terms of the time table. This is not due to reluctance or lack of enthusiasm on donors' parts, just scheduling challenges. Charlie is still very positive about campaign and confident in his feasibility projection. Some big pledges have been received already. He is looking to wrap up lead phase by end of the calendar year, as opposed to the original plan of completing during the fall. By December we should be in position to have large fraction of sum with lead gifts, allowing us to announce publicly and solicit to make up remainder of goal. If we cannot close the lead gift phase by that time, we could decide to delay or postpone the announcement.
3. Kurt: does MIT have any matching grants? Presumably a donor can give to IRDF and have corporate matching also give to MIT and earmark it for the same. Kurt: it could be that MIT could give grants per donation.
4. Mike: are we still developing donation conduit through MIT for donors, such that people could donate to MIT that gets channeled through IRDF to the house? Or are we planning to rely now on the SPGH? Mark: sounds like we need to do both channels. Karl: correct, and there will likely be other channels as well (e.g. Sigma Chi Foundation), although there is likely significant overlap between the types of items these channels can cover.
5. Will continue to make use of email votes of board. Will be formally including those in minutes. Will probably add to bylaws for allowing email as forum to vote. Kurt: we should ratify those votes at a meeting, preferably at the upcoming annual meeting.
6. Jay: should we be in touch with Tech Review to document this story of the renovation? It's a very interesting story with all the hurdles, challenges, organizations, etc. Josh: we should be blogging this. Mark: if we approached the administration about largest FSILG fundraising campaign at MIT, they'd likely be interested. Even outside of MIT, there may be interest, including publications like the Magazine of Sigma Chi, This Old House, etc.

UPCOMING DATES

The meetings of the board of directors will be held on
Tuesday, November 6, 2007

Other events:

Pledge dinner: Wednesday, 7pm, at Ciao Bella.

Tailgating at MIT football game this coming Saturday

Boston alumni chapter wine tasting at Kurt's house in Newton on Saturday

The meeting was adjourned at 10:42 PM.

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