

**MIT AILG Plenary Meeting
Meeting Minutes
Wednesday, April 16th, 2008 at 7:30AM Student Center Mezzanine Lounge**

The meeting was called to order at 7:35am

Steve Baker welcomed everyone and led a round of introductions.

FSILG Office Update: Kaya Miller –

New Resident Assistant (RA) Hiring Cycle: Lauren Wojtkun reminded all that April 30th is the final deadline for RA applicants. Interviews begin on May 1st. Lauren asked interviewers to please fill in evaluation forms.

Sorority Extension: Lauren announced that the search has been narrowed down to three nationals for the on-campus interview.

KAT relocation: Lauren announced KAT is moving into Green Hall in the Fall.

Disciplinary Report: Marlena Martinez discussed several actions taken.

Other

Campus Parents Weekend (CPW) was successful. Over 1,000 pre-freshmen attended and over 400 were housed in ILGs.

Donna Denoncourt reported that the emergency preparedness committee met with MIT in March. The Institute is moving along with getting an emergency alert system in place. They are collecting mobile phone contacts for rollout in the Fall. The mobile phone number will be recorded at registration.

Treasurer's Report / Presentation of Draft Budget for Discussion: Jim Bueche, AILG Treasurer –

Jim presented a draft budget in preparation for AILG's transition to incorporation. He encouraged members to attend a budget review meeting for detailed review and discussion on May 1st at 5:30pm in W59 just prior to May 1st board meeting at 6:30. Jim reviewed projected expenses based upon history and noted many budget items are small because of the volunteer activity (free work) of AILG members. Some of these activities will probably need to be covered by a paid employee going forward. He will build a better reporting mechanism going forward. The budget will incur one-time legal expenses for incorporation and incur auditing expenses on an ongoing basis. The budget contingency is large due to possible unanticipated expenses during transition to corporation. The program income budget is based upon current revenue. Jim urged members to contact him via email for any questions.

IRDF Community Network Upgrade Projects: Ashe Dyer –

Phase 1 is well under way and will be completed by end of this week. The work is taking place at a level above that normally done for contract proposals. The detailed specifications avoid unexpected problems during implementation. The next step is to assemble "add work" requested by each group. He has positive results for the NAC and may be able to integrate with the MIT network. The Fire Radio project is now a separate project with its own timeframe. The RFP will be completed in mid-May with proposals at end of May. Bob Ferrara noted that "add work" will be paid by the house. Houses need to assume 50% of the funding from the house will be available up front.

Incorporation Update: Steve Baker –

The AILG has applied and is operating as a shell corporation. We have applied for 501c? status with the IRS and expect a response from them within two months. Each house joins by signing accession an document and returning to Scott Klemm. We are still waiting for ~18 houses to sign. Steve urged every house to join.

Ombudsperson: Emily Marcus – The ombudsman was created during development of AILG constitution by-laws. It provides a third party for resolving any disagreement or dispute between groups and the AILG. Each subgroup (fraternity, sorority or ILG) can elect a member. A member cannot be a member of the board. Up to three will be elected at the next AILG Annual Meeting in June for a one year term.

Committee Reports

- a. Accreditation: Herman Miller – Fifteen reviews were done with seven already completed and eight in process for completion by end of April. Plans are in process for next year's review with a web site detailing the process. The process has been improved significantly over last year's.
- b. Facilities Committee: Steve Summit – The inspection cycle is under way. Jay has already visited most houses. The committee has prepared its budget and costs are held at the same amount as last year. Steve noted the SLI program's goal is proactive maintenance of safety and not just passing inspection. Steve encouraged any feedback for improving the process as well as inviting all to attend committee meetings.
- c. Finance and Insurance: Jim Bueche – The insurance cost is the same as last year's. The program starts on April 1st. The MIT insurance office was helpful in this year's preparation. We met with Kirklin's representatives in Boston to review AILG SLI program. The bill invoices are in the FCI locker and payment is due by April 24th. With regard to liability, we are looking into added programs including officer and director insurance. We have verified with Kirklin and MIT that all alums working in AILG committee role are covered. The second insurance component – Property – require houses be inspected every two years.
- d. Emergency Response Committee: Tom Holtey – The Institute is working on their plan and AILG formed ad-hoc committee to determine AILG's role in it. There are three areas of activity: emergency response with an AILG effort to collect mobile phone numbers of group members, how much group wants to be involved in preparation, and fire and safety documents prepared by MIT for dorm. We are in process of making it into a template for houses as well. Tom asked members to participate in the committee.
- f. IRDF: Tom Holtey – The Fire Radio grant program was moved out of Network Upgrade grant program. There is a hold on IRDF project grants while the IRDF board studies feasibility and requirements to make it sustainable. The board is catching up with the backlog of operating grants. Steve Stuntz: There are \$8-10MM in funds available with the maximum loan now allowed at \$500M. However, the average renovation capital campaign cost is \$2MM. There is a question under discussion of how well houses can cover costs (liquidity) and how much alumni are contributing to the IRDF fund (now inadequate).

Announcements:

Steve Summit: The FCI Cooperative is paying bills which are not being adequately paid on time by houses. The FCI cannot be a "bank". Houses are reminded to make prompt payment of

invoices. The FCI is considering adjusting reserve deposit amounts of houses based upon current spending patterns.

Plenary Annual Meeting and Dinner: Wednesday June 11th at the MIT Faculty Club at 6:00pm

Four AILG Board Seats open at elections at Annual Meeting, two regular and two special; we need at least three candidates.

AILG Ombudsman Positions are open for election at the June Annual Meeting

SPGH (Society for Preservation of Greek Housing): Tom Holtey – They will visit on May 2nd – 3rd. It is a 501C3 corporation providing preservation grant support to houses via donated funds. It charges a nominal fee for support. Preservation provides possible easement allowances on a house. The SPGA will meet with seven houses and visit their buildings to discuss their program on Friday and Saturday. Tom encouraged other members to meet with them and attend Friday dinner meeting.

Alumni Risk Manager's Workshop tonight (April 16th 6:30-8:30pm) – Bob Ferrara: Blue handout explains the event at Walker Memorial with presentation by Dr. Alan Siegal, Chief of MIT's Mental Health Services. Bob encouraged groups to attend and also solicited for house risk managers.

Smoot 50th Anniversary Celebration – October 4th – Bob Ferrara: Lambda Chi, Class of 1962 and MIT Club of Boston are planning events during the day. The IFC and Pan-Hellenics will have a morning cleanup. There will be a plaque laid later and an evening party at the MIT Museum.

FSILG Awards Ceremony: Kay Miller – Will be held on Monday, May 12th 6-8pm at the Student Center.

Off Campus Housing Conference at Boston College: Kaya Miller – Meeting was held last weekend. MIT is doing well with neighbor relations. Kaya reminded all that with marathon and Olympic women's qualifying trials coming up, Boston will not tolerate excessive drinking.

Greek Convention Awards Ceremony: Pan Guo Awards followed by discussions on improving – Monday, April 27th to May 4th.

Safety: Jay Flynn reminded all that as the hot weather arrives, air conditioners should not be installed in fire exit areas.

Summer Boarders: Marlina reminded all that a boarder contract form is available for non member boarders.

Registration Hold: Kaya – Hold requests need to be in by May 2nd.

AILG Board Meetings are held on first Thursday of month (May 1st, June 5th) at 6:30pm in W59

The meeting adjourned at 8:58 am.