

**MIT AILG Board Meeting
Board Meeting Minutes
Thursday, September 13th at 6:30PM Room W59**

In Attendance: Steve Baker, Jim Bueche, Ernie Sabine, Chris Rezek, Lisa Tatterson, and Susan Woodmansee. Also attending were Herman Marshall, Bob Ferrara, Tom Holtey, Steve Summit, Scott Klemm, Jon Covert, Dan Geer, Dave Burmaster, and Jay Goldman.

The board meeting was called to order at 6:50pm

- I. Reviewed minutes of 8/2 board meeting - Ernie Sabine
 - Amended attendance list
 - MSP to accept as amended

- II. Discussion of Incorporation & Bylaws - Chris Rezek

Chris noted the documents are in good shape for vote at plenary meeting. The vote is in order to allow the AILG to become incorporated as non-profit and provide firm legal and financial operations

Have had minor feedback and received mostly positive feedback

There was one member who asked if proper notification had been made. Chris had sent a notice; board discussion of what happened – notice was sent but not the full set of documents – decided to bring up “motion to consider” at plenary meeting next week and if not a consensus then will postpone consideration until the November meeting with more notification in the interim

MSP to move forward to pursue execution of incorporation and to bring to plenary for vote

- III. Reviewed agenda and time allocation for September 19 Plenary Session

AGENDA:

1. Introductions and Welcome
2. Dean's thoughts for coming year - Larry Benedict
3. FSILG Office update - Kaya Miller (including recruitment results)
4. Incorporation Proposal - Chris Rezek (vote required)
5. Committee Reports
 - a. Accreditation - Herman Marshall
 - b. Facilities - Steve Summit
 - c. Education - Steve Baker
 - d. Treasurer (including Insurance) - Jim Bueche
 - e. IRDF Update - Tom Holtey
6. Other MIT items - Bob Ferrara
 - a. Alumni Leader Conference - Sept 28-29
 - b. "Smoot's Ear" lecture on Sept 25 & 50th anniversary plans
7. Announcements Adjourn by 9:00 am

IV. Discussion of policy concerning FSILG GPA reporting
There was some discussion by board of recurring email war every semester
The GPA distribution policy was adopted/accepted by AILG plenary in the past
The issue comes up every semester – need to clarify with plenary
The Board will convene a meeting with undergrads to craft a joint response.
The Board agreed to delay review with plenary until Feb meeting, prior to fall grades.

V. Bob Ferrara: Data Collection Proposal
Volunteer Committee made significant progress – came up with new way to look at info as detailed in email sent to board members.
AILG BarBQ attendees also shaped the current proposal.
Waiting for final review and board approval; the actual operation will be contracted with FCI to collect info – people entering data will check off release of info;
Next steps –

- o come up with final design (forms, etc.) and implementation work requirements
- o Scott will then get quotation(s) of price for implementation (estimated at ~\$10K)
- o contract the implementation work
- o put system into production
- o email request for information to living groups on annual basis

Information to be used as both data collection and contact info
Implementation will also facilitate improvements in FCI and SLI applications by consolidating common information and underlying databases
MSP to move forward with final design for pricing

VI. Dan Geer: Email Management and Operation

Issues:

1. Whether there should be more than 1 list, some send only and some allowing replies – there are five to eight but realistically only two need the bulk of maintenance
2. Spam filtering – filtering rules need to be updated regularly
3. User List Maintenance – identifying new users
4. User access rights
5. Latency of getting new users on list

Problems: get all sorts of trash; no lockouts on multiple maintainers; hard to find new (first-time) users

Issue of how to protect from spam –

- will continue to need human moderator going forward
- use mailman system for distribution
- Dan does maintenance daily for approximately fifteen minutes
- The maintenance workload varies depending on the varying load of spam

There was much discussion about issues, problems and procedures; some suggested each house/group maintain its own list; there was an attempt to list and prioritize issues and problems; there were a combination of technical, procedural and policy related issues raised.

At the end of the discussion period the board assigned management issues and solutions to the IT Committee for in-depth consideration with attention to moderation and censorship as well as the other issues. The committee will report back with recommended changes and steps. Steve Summit has graciously offered to assist with both the email list serve resolution and the volunteer data collection proposals.

VII. Steve Summit: Facility Committee Plans

Committee met on Tuesday – set goals for the year

Most important goal is to improve SLI

With MIT's consolidation of FSILG Office under Karen Nilsson, will investigate possible access to dorm (DSL) facilities operation, maintenance, etc. for ILGs

Are planning to define lease administration

Committee will investigate creating a capital planning model

Will do HM101 – will determine number of members to run course

Will solicit additional members for Committee at next plenary

VIII. Herman Marshall: Accreditation Committee

Have begun program for accreditation

Opened part-time position for administrator; sent email request for hire – got 1 response

Have existing reports in shape soon for distribution

Will start next round of reviews again soon in Oct

Some accreditation reviews that were not completed by reviewers may never be turned in/reconstructed hence we will need to start anew for those living groups

Bob Ferrara– Announcements

As part of getting ready for ALC, there is a phone tree (for each own chapter) and for other contacts to them remind about ALC

Will not be able to attend 10/4 board meeting, but will reserve W59

Tom Holtey - Back Bay Courant printed good article on positive benefits of Houses in the area

Board Meeting adjourned at 9:10 pm