

**MIT AILG Board Meeting  
Board Meeting Minutes  
Thursday, June 5<sup>th</sup>, 2008 at 6:30PM Room W59**

In Attendance: Board Members: Steve Baker, Jim Bueche, Ernie Sabine, Lisa Tatterson, and Susan Woodmansee. Also attending: Dave Burmaster, Bob Ferrara, Tom Holtey, Emily Marcus,, Sara Pierce, Steve Summit, and Scott Klemm

The meeting commenced at 6:35pm.

I. The minutes of May 1, 2008 board meeting were presented by Ernie Sabine. A motion was made, seconded and passed (MSP) to adopt the minutes as amended.

II. Review of final budget for voting on 6/11 - Jim Bueche: This was tabled until the end of this meeting.

III. Preparations for June 11, 2008 Annual Meeting at the MIT Faculty Club – Bob Ferrara:

- a. Agenda and procedures were discussed
  - 6:00 Cash bar and social hour
  - 6:30 Guests arrive
  - 7:00 Setting for dinner
  - 7:45 Steve introduces speaker Stuart Schmill
  - 8:10 Business Meeting begins
    - Resolution for applying for C4 status
    - Nominations and Elections – need three sets of ballots – two year, one year, and ombudsman
    - AILG Annual Report
    - Budget presented and approved
    - Presentation of Award to Dan Geer
    - Announcement of election results
- b. Handouts - Budget, Annual Report, IRDF Network Grant RFP Letter, Accreditation Report, Smoot October event, Awardees at FSILG banquet
- c. Known Board Candidates: Dave Burmaster (for 1 year term only), Sara Pierce, Stan Wulf, Steve Baker; others are likely to be nominated from floor

IV Annual Report – Steve Baker: Each committee was requested to submit its annual report in preparation of the AILG Annual Report. Ernie Sabine agreed to collect and assemble committee reports into the Annual Report. It was noted that the IRDF's full report will be issued in September.

V. Committee Reports

- a. Incorporation – Jim Bueche: The IRS reviewed our application for C6 incorporation and determined AILG should apply for C4 status (Social Welfare Organization) instead. Our legal counsel recommended we apply as such. The IRS is willing to continue processing our existing application if we modify the application status to C4. The board MSP to authorize Jim to sign and submit the modified application to the IRS, subject to affirmative vote by Plenary at 11 June meeting.

b. Insurance – Jim Bueche: The insurance application is on schedule and almost all payments are up to date. The premium rates are stable.

c. Accreditation – Herman Marshall: Herman is producing annual report to be done for annual meeting. He is also determining the budget for upcoming year. Interventions by MIT have begun for groups not accredited with TDC already in process and Fenway House beginning next week. There will be 30 reviews next year so many volunteers will be needed. The need for more volunteers will be highlighted in the Annual Report.

d. Facilities Committee – Steve Summit: The inspection process was not as smooth this year as last and so the process will start a month earlier. The committee will also shift more focus on house cleanliness from strictly trying to get inspections passed. Steve reported that the Committee has some concerns about whether local inspectional authorities are relying too heavily on Jay Flynn's assurances, rather than conducting their own inspections.

e. Education Committee – Dave Burmaster: Treasury 101 has become Business Financial Management 101. The current instructor, William Heitin, is leaving MIT but is willing to continue as instructor.

f. Volunteer Committee – Bob Ferrara: The data collection IT RFP is about to be issued. An invitation was extended to Bob Schreiber of the TDC board to offer help to TDC as it deals with accreditation concerns, but was not accepted. Bob has a list of AILG volunteers which will be attached to annual report.

g. Emergency Response Committee – Tom Holtey: No report. The committee has not been contacted by Institute.

h. IRDF & Network Grant progress – Tom Holtey: The IRDF committee will have new rules for grants and hope to have grant process back in operation in the Fall. There about 20 checks which will be issued at the annual meeting. Will have a handout at annual meeting. Network grant: IS&T has delayed responding to the RFP – should be receiving response next week. Fire Radio – Epsilon Theta, Theta Xi, AXO, and Chi Phi to be started as pilot in July.

## VI. New Business

- a. Budget – Jim Bueche: Jim is working on a breakdown detail of the budget. He will get a good year end estimate of expenses.
- b. AILG Dues and Fee structure - Emily Marcus of Epsilon Theta (ET): Emily discussed AILG fee structures and requested allocation of AILG dues based upon house's income. She also discussed the possibility of a "pay as you go" fee structure for IAP courses, meeting meals, etc.. The board recommended forming an ad-hoc committee to investigate fee structures. Steve Baker will establish a committee next year to investigate dues structure.
- c. Bob Ferrara suggested reviewing goals at the next board meeting.

MSP to adjourn meeting at 8:28pm.