

**MIT AILG Board Meeting
Board Meeting Minutes
Thursday, March 5th, 2009 at 6:30PM W35**

In Attendance: Board Members: Steve Baker, Jim Bueche, Sara Pierce, Ernie Sabine, and Stan Wulf
Also attending: John Covert, Steve Summit, Scott Klemm, Tom Holtey, Ash Dyer, David Hutchings (IFC President), Minh-Phuong Hunh-Le (panhel), Bryan Owens, David Farhi (LGC Speaker)

The meeting commenced at 6:42pm.

I. Review minutes of prior board meeting – Ernie Sabine: The board reviewed and made a motion, seconded and passed (MSP) to adopt the 2/5/2009 Board Meeting and 2/11/2009 Plenary Meeting as amended.

II. Review of AILG financials Year-to-Date (YTD): Jim Bueche presented the YTD financials. The cash position is good with a balance of \$69,283.42 with a further \$15,000 final distribution from MIT to be posted soon. There was a discussion of the status of Fiji, as yet to be determined. All expenses are in for education. The facilities expenses are on budget. The expenses are expected to come in on budget. The board MSP to accept the budget as presented.

III. Discussion of budget process - Stan Wulf: There was discussion of setting the budget for next year to be presented at the June annual meeting. Jim Bueche pointed out the use of “zero-based” budgeting using historical information from prior years’ expenses. Jim has asked Stan as representative from the Finance Committee to determine the expected expenses. Jim also solicited any new expense areas to be included. One area Jim mentioned was safety and the possible defibrillators. Tom Holtey reported the IRDF Committee had met and agreed to continue supporting the SLI program. Jim will issue a memo to the AILG committee soliciting suggestions for discussion prior to the annual meeting.

IV. Alumni Awards for Spring for the May 11th FSILG Awards Banquet – Bob Ferrara: There have been several nominations already. Anyone with suggestions please contact Bob or Steve Baker. Bob will send an email to House and Chapter presidents soliciting nominations. Bob also mentioned the Reed Weedon award is also coming up soon, awarded to chapters with the best alumni relations plans, and asked for a volunteer for the award committee.

V. Ideas for June 12th Annual Meeting dinner – Bob Ferrara: Suggestions for a keynote speaker included someone from the fiscal office speaking on current economic situation, Chris Colombo on DSL, or Steve Immerman on the campaign. For board member candidates, it was suggested more representation by women would be appropriate. Nominations should be directed to Steve Baker. Bob will arrange for a general call via email and at the next plenary for nominations.

VI. Committee Reports

a. Accreditation: Steve Covert reported the committee’s accreditation process is on schedule. The first set of the eighteen groups were reviewed on Saturday Feb 7 and its reviews have been completed for final review. There are six groups to be reviewed on this coming Saturday.

b. Facilities Committee: Steve Summit reported highlights of the committee’s activities:

1. Evacuation Plans – being asked for by insurance companies and city inspectors. The requirement to have plans posted by exits and back of all sleeping room doors. There is discussion of what constitutes a valid evacuation plan and what should be the qualifications of the plan preparer.

2. The poor performance of American Alarm including integration of Fire Radio and inspection and installation of service panels. The committee is seeking alternatives to either replace their service or get their improvement.

3. The committee is investigating implementation of a better test policy for physical plant equipment.

c. Education Committee: Bob Ferrara and Bryan Owens reported a record number of attendees. Reviews by attendants were positive. A consolidated list of attendees was distributed to the board.

d. Insurance: Jim Bueche reported the insurance procedure is moving along. The insurance for the liability is still to come. Funding from MIT to prepay is getting in place. The biggest affect in the coming year is get the “evidence of insurance” document to include the “AILG Inc.” as part of the named insured. The cost for property insurance will be higher due to higher assessment of properties.

e. Finance: Ernie Sabine presented a handout as a work in progress to be handed to each house with comparative expense data for living group operation. Eleven living groups have responded to the online survey form used in obtaining anonymous financial information. Jim Bueche is investigating setting up an account at Cambridge Trust and separating AIG's funds away from the FCI account. The board recommended pursuing opening a separate independent account. The board MSP authorized the treasurer and clerk to create and sign the instruments necessary to open an account at Cambridge Trust with as many officers of the AILG board as signatories as the bank will allow.

f. IRDF & Network Grant progress: Tom Holtey reported the committee is moving forward in setting the new project grant process. Applicants will be required to provide a percentage of the cost. There is a new IRS ruling accepted by MIT's attorneys that not only educational expenses but safety expenses can be covered at 100% of cost. Scott Klemm reported eleven contracts have not been signed. Currently over eighteen houses are upgraded and are on the MIT backbone. The board requested Scott provide the board with the list of those LGs that have not signed.

g. Volunteer Committee – Bob Ferrara reported the committee met with representatives from Fenway House as part of the Accreditation request for intervention. The RFP is getting near completion for submission to IS&T to be funded by FCI and DSL.

VII. New Business

- a. Bob Ferrara reported David Rogers is back working for the Alumni Fund in fund raising.
- b. Bob Ferrara reminded those who attended the off-site to fill out the evaluation forms
- c. Bob Ferrara mentioned he would work on a pamphlet with Kaya for CPW.

- d. The board reviewed accreditation reports
- e. The board requested an update at every other board meeting of all LGs that had received an “accreditation with reservations” at their most recent review.

Upcoming AILG related events:

Next Board Meeting Date: Thursday 4/2

Next Plenary Meeting Date: Wednesday 4/15

The meeting adjourned at 9:31pm