

**MIT AILG Board Meeting
Board Meeting Minutes
Thursday, April 2nd, 2009 at 6:30PM W35**

In Attendance: Board Members: Steve Baker, Jim Bueche, Ernie Sabine, David Burmaster, Sara Pierce and Stan Wulf Also attending: John Covert, Steve Summit, Scott Klemm, Tom Holtey, Kaya Miller

The meeting commenced at 6:32pm.

I. The board reviewed minutes of March 5, 2009 board meeting – Ernie Sabine: The board reviewed and made a motion, seconded and passed (MSP) to adopt the minutes 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 \$63,302.61. The amount of \$23,222.86 has been withdrawn from the AILG's sub account in the FCI account. This will be used to open an account at Cambridge Trust with the intent of transferring the remainder of the funds from the FCI account. The AILG has received dues from Phi Gamma Delta and SAE. The expenses are on budget for the year.

III. Discussion of next year's budget: Delayed to later in the meeting

IV. Discussion of 4/15 Plenary Meeting Agenda: The agenda was finalized as follows:

7:30 Welcome and Introductions

7:35 FSILG Office Update – Kaya Miller

- Review of living group activity
- Other items of interest

7:50 Treasurer's Report – Jim Bueche

- Presentation of Financials
- Insurance Billing

7:55 AILG Finance Committee

- Operating Expense Analysis
- House Bill Study

8:10 Committee Reports

- IRDF Update - Tom Holtey
- IT/Telecomm – Ash Dyer
- Accreditation – John Covert
- Facilities - Steve Summit
- Resident Advisor Working Group – Lauren Wojtken
- Summer Resident Policy Group – Marlana Martinez

8:40 Presentation of Proposed 2009-2010 AILG Budget

8:55 Announcements

- Annual Meeting Wednesday, June 10th at 6:00PM in MIT Faculty Club
- Solicitation for Board and Ombudsperson Candidates
- FCI – Licenses, etc.
- FSILG Awards Reception on May 11 at 6:00PM in Student Center Mezzanine
- Board meets at 6:30pm on 1st Thursday of month – next on May 7th

Adjourn at 9:00 am.

V. New Alumni Fund "direct-to-FSILG" donor recognition policy – Bob Ferrara: Bob will announce at next week's plenary meeting that the Alumni Fund recognition for alumni FSILG house donations will be published on the Alumni Fund web site. Each house's alumni treasurer will provide the names of donating alumni for recognition. The names will be recognized on a "House Donation" page.

VI. Nominations to date for Alumni Awards – Bob Ferrara: Bob presented a proposed list of 10 candidates.

VII. Progress on June 10 dinner planning - keynote speaker, etc, new board candidates, etc.

- Board candidates: Stan Wulf, Alice Leung, Karl Buettner, Rich Possemato, Dan Dunn, Bob Steininger, Roy Russell, Ash Dyer, Alicia Hunt
- Ombudspersons: TBD
- Nominating Committee: The board appointed Bob Ferrara and Steve Baker as the nominating committee
- Proposed Keynote Speaker: Possibly Chris Colombo – 20-25 minutes with 5 minutes for questions; Bob Ferrara to confirm whether Chris is available.
- Outside guests: TBD
- Schedule
 - Cocktails at 6:00
 - Seating/Salad at 6:45
 - Dinner Service at 7:00
 - Speaker 7:30
 - Annual Meeting begins at 8:00
 - 8:00 Annual Report
 - 8:05 Budget
 - 8:20 Elections
 - 8:35 Acknowledgements
 - Possible second round during acknowledgements

- Awards: TBD – Fran Miles?

VII. Committee Reports

a. Accreditation: John Covert presented the current status. 26 reviews completed so far this year with 8 left to be done. Bob Ferrara reminded review team captains to call Kaya prior to each review. Bob also pointed out an article on accreditation in the latest MIT Parents News.

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

1. The committee is working on next year's budget – there are three financial issues, SLI/BSF fees, expected subsidies as of last year, and how to pay for cost of evacuation plans (at least \$8,000). The board recommended proceeding with creating evacuation plans. Tom Holtey recommended covering part of expense from AILG reserve funds, and by a one-time \$100 fee assessed on each AILG member. The board MSP to include this proposal in FY2010 draft budget.

2. Work on Evacuation Plans: a flowchart is in development. Tom Holtey is working on the project.

3. HM101 Course Notes – Converting the notes into a document for both House Manager and Corporation House Managers for distribution to each house.

4. American Alarm – service has improved.

Kaya voiced concern that recent ATO and DKE facilities problems appear not to involve BSF in their resolution. Tom Holtey recommended that houses need to subcontract with BSF for helping with the relicensing process. The board requested the Facilities Committee develop a process for assuring inspection and relicensing.

c. Insurance: Jim Bueche reported the bills are out and insurance in place. Liability did not go up but assessed values and property insurance costs went up.

d. 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 for AILG Inc.. The board MSP authorizing 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.

e. IRDF & Network Grant progress: Tom Holtey discussed four IRDF topics to be presented at the plenary meeting:

1. 100% reimbursement for safety purchases as of July 1, 2009
2. Discussion of directed giving will have a loose coupling matching donations in to grants out
3. Because money is flowing faster out than in, in next fiscal year will have to budget at percentage of grant requested. Steve Baker recommended that Grant Committee study formula

for apportioning grants; a per capita grant formula may be fairer than simply reducing all grants by the same percentage.

4. Working with how to help alumni in house corporations stimulate donations to IRDF.

f. Summer Housing Policy: Kaya presented discussions held with Sarah Gallup for establishing summer policies. Both Boston and Cambridge Licensing Boards allow anyone to be summer residents. DSL is working on policies pertinent to each house. One important issue is the taxable status of non-members (summer rental income received from non-members is likely to be taxable). DSL is starting to draft recommendations to be presented to the dean that encourage all student groups to be conservative, have a list of safeguards and safety items, resident to non-resident ratio, etc. Implementation is not expected until summer of 2010.

g. R/A Committee – Kaya reported that decision was made not to require that R/As have facilities management capabilities.

h. Volunteer Committee – Bob Ferrara/Scott Klemm reported the RFP is complete for database and web design requirements and will go out for implementation. The database will be completed by July 1.

IX. New Business

- a. Thefts: Stan Wulf reported a number of breaks at houses during Spring break. Scott Klemm reported that MIT Police and Boston Police are investigating.
- b. 2009-2010 AILG Budget. The board recommended using the same policy for the annual meeting attendees as last year and budgeting \$3,700 for the dinner. The board requested receiving the proposed budget electronically for discussion by April 8 in preparation for the April 15 plenary meeting.
- c. AILG Membership review of Fiji, SAE and AEPHi:
 1. Fiji:
 1. Pro: own a house that MIT students live in; active alumni group; pay AILG dues
 2. Con: may not be able to re-colonize at MIT
 3. Discussion: paying dues conveys legitimacy for the future
 4. The board decided to invite Fiji representatives to a meeting to determine whether AILG membership should be continued
 2. SAE:
 1. Pros: Strong alumni base, plans to re-colonize with five undergraduate members, submitted accession form
 2. Cons: Not recognized by IFC, not paying AILG dues,
 3. The board MSP to invite SAE representatives to a meeting to determine their membership status
 3. AEPHi:
 1. Pros: Exist on MIT campus, recognized by MIT and PanHel
 2. Cons: Have not applied, have no building, no alumnae group
 3. No action taken because it has not applied to AILG
- d. AILG Membership Questionnaire: Baker and Wulf to draft a membership questionnaire for approval of board in May, to be sent to all prospective AILG members.

Upcoming AILG related events:

AILG Plenary: Wednesday 4/8

Next Board Meeting Date: Thursday 5/7

The meeting adjourned at 9:50pm