Massachusetts Institute of Technology
Association of Independent Living Groups, Inc.

AILG Plenary Meeting - Agenda

Thursday, November 8th, 2012 7:30am
W20, Stratton Student Center - Mezzanine Lounge

7:30 **Welcome and Introductions – Ernie Sabine, esabine@alum.mit.edu**

7:35 **FSILG Office Update** – **Marlena Martinez Love, marlenam@mit.edu**

7:45 **Treasurer's Report – Sara Wilmer, drebbel@alum.mit.edu**
- Year-to-Date Financials

7:50 **FSILG Community Strategic Plan Execution Update – Steve Baker, sbaker@alum.mit.edu**

8:00 **FSILG Office Communication Protocol – Scenarios and Examples**
– Marlena Martinez Love, marlenam@mit.edu

8:20 **AILG Committees - Q&A**
- Accreditation – **David Hutchings, djhutch@alum.mit.edu**
- Education Committee – **Ryan Andrews, randrews@alum.mit.edu**
- Facilities - **Steve Summit, scs@alum.mit.edu**
- IT – **Bob Ferrara, rferrara@mit.edu**
- Finance - **Rich Possemato, posse@alum.mit.edu**
- Insurance – **Jim Bueche, jbueche@comcast.net /**
Stan Wulf, sawulf@alum.mit.edu

8:30 **IRDF Update – Tom Holtey, tholtey@alum.mit.edu**

8:40 **Announcements**
- Wednesday, November 7th – CARMA Meeting
- AILG Plenary Meeting – Thursday, Nov. 8th at 7:30 in the Student Center
- Board meets on 1st Thursday of month at 6:30 pm in W59
- Monday, November 12th – Veterans Day – Holiday
- Thursday/Friday, November 22/23 – Thanksgiving Day (USA) – Holiday
- Next AILG Board Meeting, Thursday, December 6th at 6:30
- Next AILG Plenary Meeting – Wednesday, February 13, 2013, 7:30AM, W20-Twenty Chimneys

MISSION OF THE AILG

The Association of Independent Living Groups at MIT (AILG) will:

- Assist our member FSILGs to teach values and life skills that are complementary to the MIT educational curriculum.
- Be a presence at MIT, to represent and be a voice for the FSILG system and its alumni.
- Provide tools to improve our FSILG member groups.
- Promote diversity of choice of residence for students within the FSILG community.
Promote FSILG group responsibility and accountability.

AILG Committee Reports

November 8, 2012

Accreditation—David Hutchings (djhutch@alum.mit.edu). The Accreditation Committee is pleased to announce that we have completed more than 150 reviews since the program's beginning. This represents a substantial number of volunteer hours and commitment from a large number of volunteers.

Since the Accreditation Program involves interaction with undergraduates, the committee decided that it would be worthwhile to improve undergraduate outreach and explain to undergraduate officers directly what Accreditation is all about. In particular, to stress that the process is volunteer-based, non-punitive, and an opportunity to share ideas openly. As part of that outreach, in the month of October the Accreditation Committee Chair visited each of the undergraduate governing organizations -- IFC, Panhel, and LGC -- and outlined the program's objectives, processes, and history to "demystify" the process. Several undergraduate attendees had good questions, and all undergraduate attendees received a copy of the Appendices to the Accreditation Committee's annual report, containing a summary of Best Practices, Lessons Learned, and Areas Needing Improvement. The Accreditation Committee plans to continue this outreach near the beginning of each semester going forward.

All scheduling is completed for the fall term, and the reviews to date have generally gone smoothly. We are happy to report that nearly all of our visiting committees contain first-time Accreditation volunteers, which is moving us closer to our goal of full participation from AILG members.

The Accreditation Committee is currently in the process of reviewing reports from the previous seven years to see what trends, if any, are emerging in reports and assess the program's effectiveness.

As always, if you are interested in volunteering or have any questions please get in contact with David Hutchings (djhutch@alum.mit.edu) and/or John Covert (covert@mit.edu).

Education – Ryan Andrews (randrews@alum.mit.edu). The Education Committee is currently planning 6-7 seminars for the undergraduate and alumni/ae communities. The target is to have most of these seminars held during the Spring semester. As part of the AILG Strategic plan, the Education Committee is also partnering with "Team 1" to develop leadership workshops and opportunities. As always, we welcome new volunteers. We meet roughly once a
month in the early evening. Please contact Ryan Andrews (randrews@alum.mit.edu) if you are interested in joining the committee or learning more about it.

Facilities – Steve Summit (scs@alum.mit.edu). We are working with MIT to try to coordinate Disaster Recovery plans. (This is largely inspired by the Boston blackout last Spring.) Among other things, we're trying to figure out (a) how MIT can assist with providing shelter for residents who need to be evacuated, and (b) what the chain-of-command is for

declaring such an emergency.

Boston is starting to require that fraternities, sororities, and other residences comply with its Site Cleanliness Licensing program. Besides licenses, this program requires written waste management plans. If you're in Boston and don't know about this program, you should -- please ask us.

For some time now, Boston has been requiring licenses for roof decks, and we're starting to more formally track those in the SLI Dashboard for those organizations that need them.

We are participating with the Strategic Planning Initiative's theme 3. We are trying to help define a better model for facilities management, as well as the creation of metrics by which housing quality can be assessed.

We're concerned that some organizations are still not managing to take some of their responsibilities (i.e., for maintaining clean, safe, liveable houses) seriously enough. Our SLI program is good at identifying and tracking issues, but we sometimes feel powerless when organizations drag their feet for too long before properly addressing those issues.

Furthermore, it's not enough that such issues get addressed before (say) the next inspection -- our goal is that houses be clean and safe 365 days/year, not just on the one or two days per year when there's an important municipal inspection. But we need everyone to pitch in and commit to this goal.

Lastly, a reminder: cold weather is coming on; make sure your heating systems are working! (It seems like every winter we have unnecessary, preventable flooding accidents due to frozen pipes due to loss of heat.)

IT – Bob Ferrara (rferrara@mit.edu). From 2009 through 2011, the committee focused on the rewiring and installation of new wired and wireless infrastructure in all 40 FSILG buildings. Once this was successfully completed, the committee has had only two focus areas of late. The first, creation of a new AILG web site, is now basically complete, though some minor cleanup is still ongoing. The AILG site is a Wordpress-based site located at http://ailg.mit.edu/ . We would be happy if someone wanted to take over as webmaster.

The major focus, however, has been to upgrade the network connections for all the FSILGSs to the MIT Network. The FSILGs on or near the MIT campus in Cambridge have good access to MIT-owned fiber, so this is not an issue for them. However, for all the FSILGs in Boston and Brookline, plus pika in Cambridge, connection speed to MIT is an issue. All these are currently connected to MIT via Verizon’s Transparent LAN service.

A two part strategy has been worked out with MIT’s IS&T (Information Services and Technology) department. The long term strategy is to connect all FSILG possible to MIT controlled fiber. This will take at least 18 months if not more.

SHORT TERM BANDWIDTH UPGRADES

In the short term, an arrangement was worked out with Verizon where FSILGs can optionally upgrade the *external* bandwidth from 10Mb to 100Mb. In October, 2011 the first opportunity to increase bandwidth was first presented to all Boston and Brookline FSILGs, as well as pika in Cambridge. Four FSILGs accepted the offer. In May, 2012 a second opportunity to opt in was presented and eight more FSILGs opted in and all but one of these is now connected at the higher speed.

This upgrade to an FSILG's Verizon Transparent LAN service is expensive ($779 per house per month) but it does qualify for partial IRDF reimbursement. The IRDF Board of Allocation and the IRDF Grant Advisory Board have raised the reimbursement to 75% as a part of the annual IRDF Educational Operating Grant. The 75% bandwidth reimbursement can be included as an expense under the $7,500 overall reimbursement limit for Educational Equipment purchases. As always the FCI is available to explain how to apply for your Educational Operating Grant. Please note that this offer does not apply to the FSILGs located on or near the MIT campus, as they are already directly connected to the MIT fiber ring.

This annual opt-in/opt-out opportunity will continue to be offered at the end of each spring semester until this longer term solution can be funded and implemented.

Some chapters have expressed interest in third-party solutions to increase bandwidth. There are consequences for intruding other network vendors that are not immediately apparent. IS&T is expected to issue a policy soon regarding network connection replacement and augmentation for MIT FSILGs.

LONG TERM BANDWIDTH GOAL

The ultimate goal is to connect as many Boston FSILGs directly to the MIT fiber ring. It does not appear that it will be financially feasible to do this the two Brookline house and pika in Cambridge, but other options are being investigated for them. This long term solution is being actively being worked on, MIT's Information Services & Technology Department (IS&T), MIT's Division of Student Life, and the AILG's IT-Telecom Committee. IS&T clearly recognizes that bandwidth requirements continue to increase at a rate faster than the cost of commercial offerings decrease, so they are working on designing direct fiber connections to the MIT ring.

The IRDF is funding the first two phases of the four phases of the project. These first two include "conduit record search and manhole survey" and "prove path" exercises. After these two phases are complete, hopefully by early 2013, IS&T will have a better understanding of the conduit routes and fiber pathways necessary to complete the project and a more precise estimate for completing the project can be provided. If, there are significant issues (lack of conduit capacity, blocked conduits, required construction, etc.), the cost could rise and we may need to reassess proceeding. If however, the costs are reasonable, we will still need to identify a funding source for this significant capital expense. No doubt the IRDF can help, but we may need more than that.

Finance – Rich Possemato (posse@alum.mit.edu) & Stan Wulf (sawulf@alum.mit.edu). The 2012-2013 AILG Housebill Survey will be launched at the February plenary meeting. Please contact Rich Possemato with any comments or suggestions. Information about previous AILG Housebill surveys and other Finance committee tools are available at http://ailg.mit.edu/committees/finance/

Insurance – Jim Bueche (jbueche@alum.mit.edu). The FSILGs that get their property insurance via AILG/Willis had their buildings successfully inspected in September. The current property values were determined and revised premiums were calculated. The resulting reports were issued to the house corporations. The new premiums will take effect April 1, 2013 when all of our Willis policies renew; however our annual recommendation is to accept the included offer to have the new level of coverage take effect immediately. Our logic is that the highest risks take place over the winter and IAP break, and you will benefit by being fully insured over that period for the increased premium.

Work has started on preparations for the April 2013 renewal of General Liability, Umbrella, and D&O (Directors & Officers) policies. The application forms have been updated, signed and sent to Willis for obtaining renewal quotes. As mentioned in previous meetings, MIT is requesting an increased level of Liability Coverage to reflect the higher risks in today's environment. We delayed addressing this concern until the coming April renewal and the committee will be meeting with MIT in the near future to reach agreement and get updated quotes with the help of Willis. Willis has also made us aware of a new type of policy that is now on the market to address the risks and costs of recovering from bedbug infestations. We have started getting info on this, but meanwhile don't pick up used furniture from the curbsides.

Association of Independent Living Groups, Inc.
Profit & Loss Budget vs. Actual
July through October 2012

	Jul - Oct 12	Budget	$ Over Budget	% of Budget
Income				
4100 · SLI Dues	18,500.00	18,500.00	0.00	100.0%
4200 · BSF Optional Services	17,500.00	17,500.00	0.00	100.0%
4300 · AILG Dues	18,000.00	18,000.00	0.00	100.0%
4500 · Support From MIT	10,000.01	14,000.00	-3,999.99	71.4%
4550 · Support from IRDF	32,000.00	32,000.00	0.00	100.0%
4700 · Other Income				
4701 · Bank Interest	1.71			
Total 4700 · Other Income	1.71			
Total Income	96,001.72	100,000.00	-3,998.28	96.0%
Expense				
5000 · Expenses				
5100 · Professional Services				
5110 · Program Administration	14,952.00	42,600.00	-27,648.00	35.1%
5120 · Legal Services	0.00	500.00	-500.00	0.0%
5130 · Accounting Services	0.00	500.00	-500.00	0.0%
5140 · Independent Contractor	12,450.00	39,000.00	-26,550.00	31.9%
5500 · Travel	173.96	200.00	-26.04	87.0%
Total 5100 · Professional Services	27,575.96	82,800.00	-55,224.04	33.3%
5200 · Technology				
5210 · IT/Telecom Service	0.00	1,500.00	-1,500.00	0.0%
5240 · Web Services	0.00	600.00	-600.00	0.0%
Total 5200 · Technology	0.00	2,100.00	-2,100.00	0.0%
5310 · Government Fees	15.00	50.00	-35.00	30.0%
5400 · Insurance Policy	0.00	2,000.00	-2,000.00	0.0%
5600 · Office Supplies	207.24	1,050.00	-842.76	19.7%
5800 · Food	1,114.07	13,800.00	-12,685.93	8.1%
Total 5000 · Expenses	28,912.27	101,800.00	-72,887.73	28.4%
Total Expense	28,912.27	101,800.00	-72,887.73	28.4%
Net Income	**67,089.45**	**-1,800.00**	**68,889.45**	**-3,727.2%**

Association of Independent Living Groups, Inc.

Proposed Fiscal Year 2013 Budget

Fiscal Years ending June 30, 2012 & 2013

The budget for the 2011-2012 fiscal / school year (FY12) was approved at the June 8, 2011 Annual Meeting. The FY13 Budget will be presented for a vote at the June 13, 2012 Annual Meeting.

Expenses		FY 2012 Budget	FY 2013 Draft Budget
Education		4,000	4,000
Accreditation		12,200	12,200
Facilities	SLI / BSF	70,000	70,000
Legislative (Plenary / Annual Meetings)		8,000	8,500
Insurance	Document Administration	2,500	0
Administrative	Legal-Audit-Insurance	3,000	3,000
	Administration	750	2,000
	Strategic Planning	0	2,000
	Miscellaneous / Other	2,100	2,100
Total Expenses		**102,550**	**103,800**
Income			
AILG Member Dues		16,000	18,000
AILG Member Dues – SLI Registration		18,500	18,500
SLI-BSF Purchased Support		17,500	17,500
SLI Contribution from IRDF		34,600	32,000
Education Contribution from MIT/DSL*		4,000	4,000
Accreditation Contribution from MIT/DSL*		10,000	10,000
Total Income		**100,600**	**100,000**
Net Surplus (Deficit) for Year		**(1,950)**	**(3,800)**

* Note: Funding requests to MIT/DSL are currently in process, these numbers are subject to change

The proposed FY2013 budget increases basic AILG member dues to $450. Not shown in the FY13 proposed budget are AILG, Inc.'s expected year-end assets of approximately $40,000.

As in previous years, the SLI program fees are separated into a mandatory $500 fee per municipally licensed building for the SLI Registration program, and an optional $500 fee for participation in the BSF program. Therefore most member organizations will pay $1,450 next year: $450 in AILG basic dues, $500 for SLI registration, and $500 for optional BSF participation. Organizations with two buildings will pay $1,950 (an extra $500 for SLI fees), and organizations without buildings will pay only $450.

We wish to acknowledged with gratitude the funds provided by our alumni (through the IRDF) and by MIT DSL in support of the AILG and its programs. Remember the AILG books contain no entries for the time and effort of MIT staff or the work and contributions of the AILG volunteers who spend many hours assisting their undergraduate students and our programs.

Summary of Strategic Plan Themes and Initiatives

Theme #1: We will enhance the FSILG member experience

- Initiative #1.1: Provide educational guidance for leadership development
- Initiative #1.2: Assist FSILGs to define and articulate missions and values of organizations
- Initiative #1.3: Provide framework for individual members' personal growth
- Initiative #1.4: Create opportunities for community building on the MIT campus

Theme #2: We will strengthen our partnership with the Institute

- Initiative #2.1: Articulate the autonomy of the FSILGs at MIT and their interdependence with MIT
- Initiative #2.2: Ensure that the FSILGs are integrated into the MIT campus housing plan
- Initiative #2.3: Build stronger faculty and staff relationships
- Initiative #2.4: Clarify the Resident Advisor (RA) program

Theme #3: We will revitalize our facilities

- Initiative #3.1: Create a plan to bring every FSILG house up to par with on-campus residence halls
- Initiative #3.2: Create "sand boxes" in houses to encourage collaborative learning
- Initiative #3.3: Develop a sustainable property management model
- Initiative #3.4: Develop tools to educate our member groups about capital planning
- Initiative #3.5: Address lease challenges in MITIMCo-owned leased housing

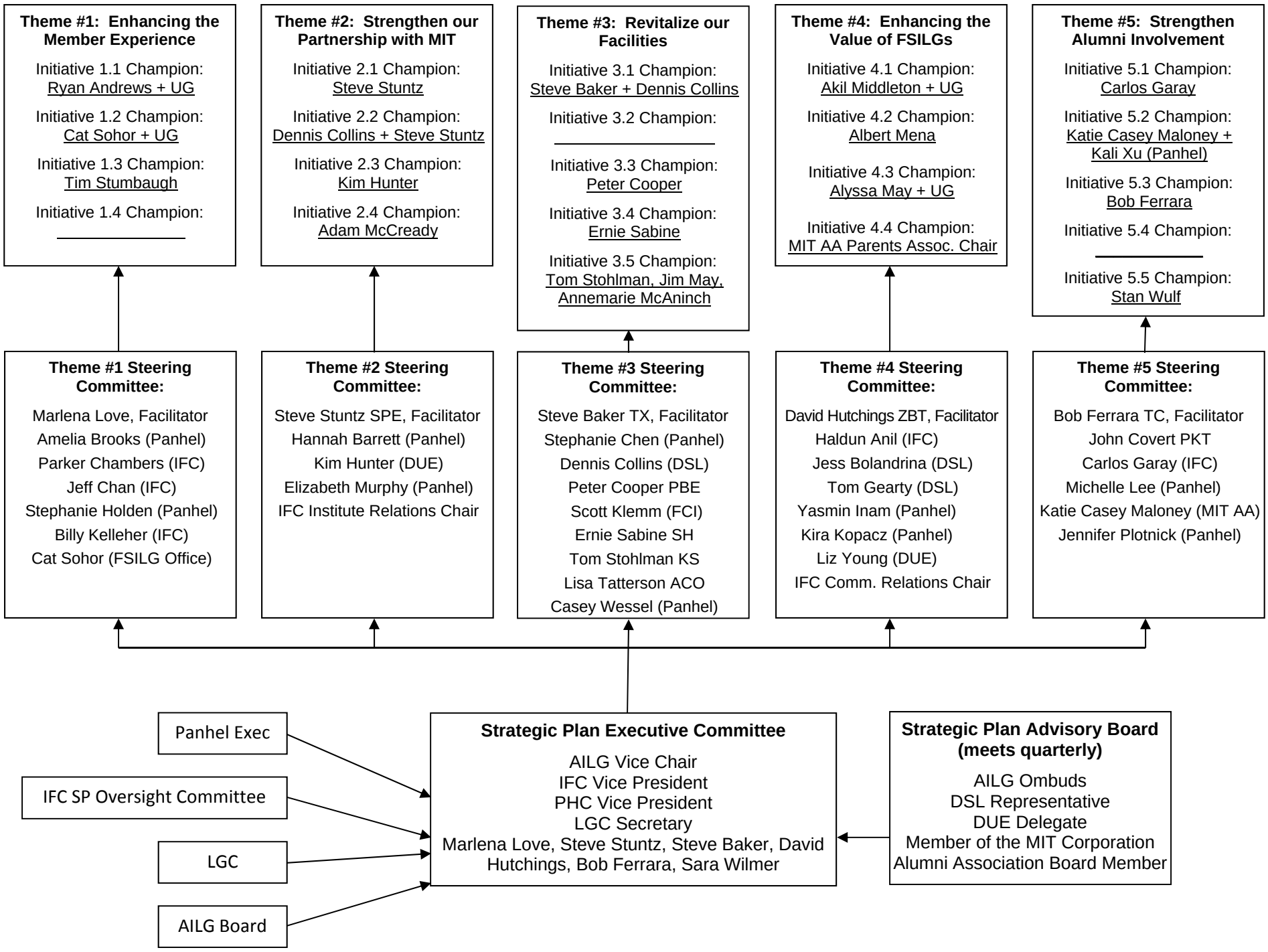
Theme #4: We will enhance the reputation of our community

- Initiative #4.1: Make the recruitment program more effective and efficient, especially with regard to its cost, timing, and stress on participants, and dissemination of information about member groups to potential members
- Initiative #4.2: Engage with MIT on ways to better integrate the recruitment program and FSILG membership with MIT's First-Year Experience program
- Initiative #4.3: Develop tools to better inform the community of the positive aspects of FSILG membership
- Initiative #4.4: Develop tools to assist our member groups to perform more outreach to parents

Theme #5: We will strengthen alumni/ae involvement with our community

- Initiative #5.1: Develop new models for encouraging engagement between alumni/ae and their FSILG
- Initiative #5.2: Foster undergraduate mentoring programs
- Initiative #5.3: Expand alumni/ae communications
- Initiative #5.4: Further develop fundraising infrastructure and support
- Initiative #5.5: Continue to improve on excellence of alumni/ae community-wide programs

STRATEGIC PLAN ORGANIZATION CHART



Revision 8 – 11/7/2012

The Independent Residence Development Fund

Report to the AILG Plenary – November 2012

Once again, the IRDF is pleased to present a positive year.

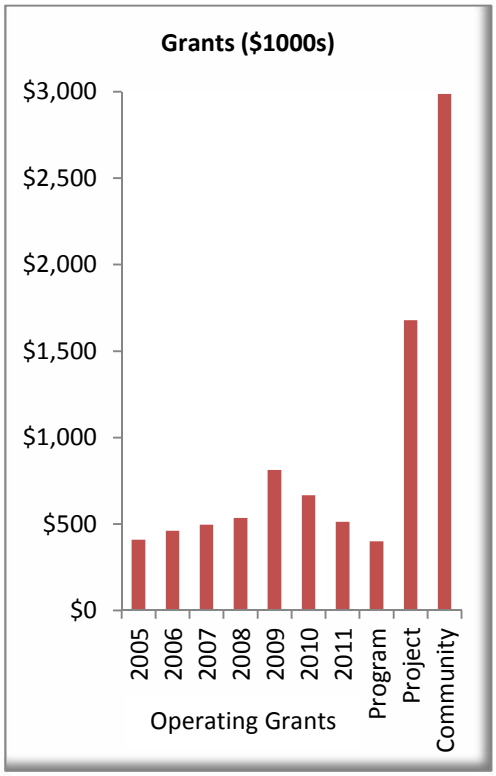
Loans Funds are available for both major and smaller projects. Current interest rates are 3% for 30 year loans.

Contributions The on-line Gallery of photos of IRDF-funded projects is in place. Students may still supply photos for this gallery and a cash prize will be paid to those whose photos are used. The Gallery is part of our program to support Alumni contributions to the IRDF. The MIT Alumni Association actively supports this effort. The contributions to IRDF continue to increase. Thank your alumni for these contributions as well as their generous support of individual direct contributions to your house.

A part of the IRDF program is the yearly report to alumni that includes an individual report of IRDF contributions and benefits for their house. These will be sent in early December and a house may request to add a message or to be exempted if it is conducting its own campaign. There is a wide range of contribution to grant ratios within the FSILG system. As giving is a prime criteria for granting, houses are encouraged to examine their practices to increase their alumni contribution level.

Fiscal Year Financial Summary (approximate)
(year ending June 30, 2012)

Loans Outstanding	$ 8,181,000
Available Funds	9,677,000
Loans Issued	0
Grants Issued	
Project (distributed)	$ 108,000
Operating (GY10&11 granted)	777,000
Community-wide	0
Program Support	57,000
Total Grants	$ 942,000
Income	
Contributions	$ 400,000
Mortgage Interest	258,000
Investment Income	330,000
Other	20,000
Total Income	$ 1,008,000



Program Support IRDF continues the funding of a portion of the costs of the AILG Safety, Licensing and Inspection Program. It also funds the FSILG Cooperative, Inc. (FCI) to support the preparation of IRDF applications.

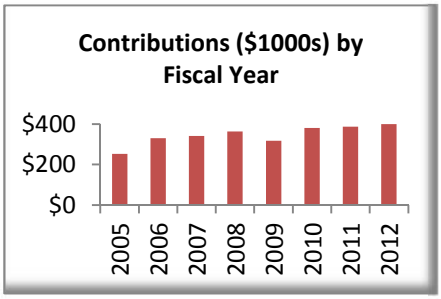
Project Grants Up to $200,000 has been allocated for this year's Project Grants. Applications must be submitted by November 1. Major projects involving significant fundraising activities will be evaluated outside these limits.

Annual Grants The grant parameters for the current year continue from last year and are summarized below.

- House's Fiscal Year ending in calendar year 2012.
- "Actionable Application" must be received within 4 months of FY end in substantially complete form with receipts where required and signed by Alumni Corporation and Student officers.
- Complete Applications are "frozen" within 6 months of FY end.
- Operating Costs are reimbursed at 60% times Educational Area Percentage.
- Educational Expenses, reimbursed at 75% of $10,000 Maximum Expenses, include educational furniture, computer equipment, and supplies for shared use. They may include "Bandwidth Costs" for Verizon upgrade.
- Safety Expenses, reimbursed at 75% include safety equipment maintenance, SLI, and inspection costs.

The IRDF celebrates its 50th Anniversary on February 14, 2014. Save the date for the

I♥IRDF GALA!



IRDF Resource People

Board of Allocation
- Dave Latham '61
- Steve Stuntz '67
- Susan Woodmansee '97

Grant Advisory Board
- Bob Ferrara '67
- Tom Holtey '62
- Lisa Tatterson '99

MIT Finance
- Kevin Milligan

FCI Support
- Scott Klemm

Alumni Association Support
- Trinity Peacock-Broyles

IRDF On-Line Resources

web.mit.edu/irdf/