

**MIT AILG, Inc. Board Meeting Minutes**  
**Thursday, November 1<sup>st</sup>, 2012 at 6:30pm, W59-237**

Board Members in attendance: Ernie Sabine, David Hutchings, Steve Baker, Alice Leung, and Rich Possemato. Also attending: Ryan Andrews, Scott Klemm, Tom Holtey, Herman Marshall, Bob Ferrara, and Marlana Love.

The meeting commenced at 6:30 pm

**I. Review Minutes of 9/6 Board and 9/16 Plenary Meeting – Rich Possemato.** The Board reviewed and made a motion, seconded, and passed (MSP) to adopt the September 6<sup>th</sup> Board and September 12<sup>th</sup> Plenary Meeting minutes as amended.

**II. Review of AILG Financials – Ernie Sabine.** Ernie read the update that Sara had given the Board over e-mail, which is summarized below:

This month we paid John Covert for the first quarter of the year, FCI for monthly services, purchased food for the Facilities Committee meeting, purchased John Covert's parking permit, purchased food for accreditation visiting committees, and purchased photocopies for accreditation. Everything else is on track / as expected.

Everyone has paid dues except two groups, neither of which is unexpected at this point.

Regarding the BSF, we have now paid Tom Stohlman through the end of FY12.

The state annual report was sent in with payment prior to the deadline. Tax information is with the accountant, so that is also on track.

There was a discussion about whether the BSF needed to submit invoices.

**III. DSL Update – Marlana Love.** There were not any significant problems over the Halloween weekend. Cat went on a ride-along with the MIT police Halloween weekend. There were also not any substantial problems related to the hurricane. Undergraduate organizations are holding elections and transitioning their officers. Adam McCready is working on re-launching the RA task force and is trying to reach out to an FSILG House Corporation member for the committee.

There was a discussion about having a model emergency action plan for the FSILG community. Alice and Ernie said that they had good examples from their groups.

Don Camelio has been advertising an MIT Good Samaritan policy, now called the "help seeking protocol". JUDCOMM and MIT will not take punitive actions for transport related to alcohol intoxication if a student calls for help, although there will be conversations with key persons to reach out regarding any incidents.

Bob Ferrara described a new program just launched in October called Together @ MIT ([together.mit.edu](http://together.mit.edu)) to publicize all the resources available to students (wellness, mental health, stress, etc.). All FSILGs have received posters and door hangers as part of the rollout.

**IV. FSILG Strategic Plan Update – Steve Baker.** Implementing the strategic plan is moving forward. There are some challenges with getting sufficient undergraduate participation.

The team leaders that were present provided brief updates. Steve will be looking for individuals to take on specific tasks, and each team leader will talk about their individual needs at the plenary.

#### V. Discussion of 11/8<sup>th</sup> Plenary Meeting Agenda – ALL

- 7:30 **Welcome and Introductions**
- 7:35 **FSILG Office Update and Communication Protocol – Marlena Love**
- 7:55 **Treasurer’s Report – Sara Wilmer**
- **Presentation of Financials**
- 8:00 **FSILG Strategic Plan Update – Steve Baker**
- 8:10 **Willis Insurance Company Presentation and Q&A – Willis Representative**
- 8:20 **Committee Q&A**
- 8:40 **IRDF Update - Tom Holtey**
- 8:50 **Announcements**

There was a discussion about the possibility of Marlena providing periodic updates on FSILG office policy, and Marlena agreed that this would be a good idea. Also, there was a discussion about having committee reports compiled and sent out with the agenda and handed out at the plenary meeting. Instead of having individual committee reports, members will be asked if they would like to devote time to discussion about any of the committees or their reports. Committee Chairs should send their reports to Rich by Monday, who will compile them and send them to Scott.

#### VI. Committee Reports and IRDF Report

- a. **Accreditation – David Hutchings.** The accreditation committee completed its 150<sup>th</sup> review. David has been reaching out to undergraduates to explain the accreditation program. The committee has been undergoing a review of the entire accreditation program.
- b. **Facilities – Scott Klemm.** All groups now have their certificates of inspection current. The Cambridge Health Inspector will be visiting Cambridge FSILGs in the next week or two. There were no hurricane related incidents. There was a discussion about the interaction between the facilities committee and strategic plan theme three. There was a discussion about the BSF contract, which should be signed at the next meeting. Steve made a motion that the BSF contract be executed on or before November 20<sup>th</sup>, or the Board will direct the BSF to cease operation. This motion was seconded and passed.
- c. **Education – Ryan Andrews.** Ryan expects to put together a string of programs in February and March. There was a discussion about the Education budget.
- d. **Insurance – Scott Klemm.** All of the buildings have been visited and values re-evaluated by Willis. There is going to be a discussion with MIT about increasing liability coverage to \$10M, with limited financial impact to FSILGs. There was a discussion about how to handle safety issues that arise during insurance inspections. The consensus of the Board was that each group’s insurance inspection results would be made available by the FCI to the BSF to ensure that important safety related issues are not overlooked. This policy would be announced at the Plenary meeting, and all groups wishing to opt out of this would be given sufficient chance to do so.
  - There was a discussion about bedbug insurance.
- e. **Finance – Richard Possemato.** The 2012-13 housebill study will be launched in the Spring.
- f. **IT/Telecom – Bob Ferrara.** Twelve houses have accepted the 100Mb upgrade and all but one are up and running at the higher bandwidth. Scott and outside contractors will be visiting Boston buildings to complete the cost estimate for the potential upgrade to an MIT fiber connection. Some houses have been trying to put in a second vendor for internet, and the

committee would like to dissuade this as IRDF will not pay for it and the chapter would be off of the 18. network. IS&T is expected to issue a statement urging houses not to install second vendor networks.

g. **IRDF Update – Tom Holtey.** Tom Holtey distributed the IRDF Annual Report which will be available to AILG members, which summarizes grant policies for the new grant year and announces the December letter to houses which will contain their giving and grant history. The IRDF policy that giving records are a consideration in grant decisions was also noted and also that significant imbalances exist among houses. The IRDF 50<sup>th</sup> anniversary celebration will be on February 14<sup>th</sup>, 2014.

A discussion ensued around these points, particularly about the extent to which giving history should be considered in grant decisions

## **VII. New Business and Announcements**

There was a discussion about individual living groups who are struggling.

There was an extended discussion about the FSILG responsibilities regarding their RAs, particularly about whether RAs are employees. It was discussed that groups may find it helpful to have their RA agreements posted to their individual FCI lockers. The consensus of the Board was that each group's signed RA agreement should be posted to their individual FCI locker by the FCI. This would be announced at the Plenary meeting, and all groups wishing to opt out of this would be given sufficient chance to do so.

### **Upcoming AILG related events:**

- Daylight Savings Time Ends - Sunday, Nov 4<sup>th</sup>
- Wednesday, November 7<sup>th</sup> – CARMA Meeting
- AILG Plenary Meeting – Thursday, Nov. 8<sup>th</sup> at 7:30 in the Student Center
- Monday, November 12<sup>th</sup> – Veterans Day – Holiday
- Wednesday, November 14<sup>th</sup> – FCI Annual Meeting
- Thursday/Friday, November 22/23 – Thanksgiving Day (USA) - Holiday

The meeting was adjourned at 8:47pm.