

MIT AILG PLENARY MEETING
September 11, 2013
W20, Mezzanine Lounge

MEETING AGENDA

- 7:00 Breakfast**
- 7:30 Welcome and Introductions**
- 7:35 Treasurer's Report** – Anya Kattaf
- 7:40 FSILG Office Update** – Marlena Love
- Recruitment update
 - DSL news
 - Student leadership updates
- 8:00 FSILG Community Strategic Plan** – Steve Baker and Bob Ferrara
- Progress Report and focus goals
 - Theme #5 -- Alumni Engagement
- 8:25 Committee Introductions** – Alice Leung
- Accreditation
 - Education
 - Facilities
 - Finance
 - IT-Telecomm
 - Insurance
 - Strategic Planning
- 8:35 IRDF Update** – Bob Ferrara
- 8:45 Announcements**
- Adjourn by 8:55 am.**

Association of Independent Living Groups, Inc.

09/09/13

Profit & Loss Budget vs. Actual

Accrual Basis

July through August 2013

	Jul - Aug 13	Budget	\$ Over Budget	% of Budget
Income				
4250 · Building Network Support	37,000.00	37,000.00	0.00	100.0%
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	12,500.00	12,500.00	0.00	100.0%
4550 · Support from IRDF	32,000.00	32,000.00	0.00	100.0%
4700 · Other Income				
4701 · Bank Interest	0.73			
Total 4700 · Other Income	0.73			
Total Income	135,500.73	135,500.00	0.73	100.0%
Expense				
5000 · Expenses				
5100 · Professional Services				
5110 · Program Administration	10,045.00	42,870.00	-32,825.00	23.4%
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	6,500.00	77,000.00	-70,500.00	8.4%
5500 · Travel	0.00	300.00	-300.00	0.0%
Total 5100 · Professional Services	16,545.00	121,170.00	-104,625.00	13.7%
5200 · Technology				
5210 · IT/Telecom Service	0.00	1,550.00	-1,550.00	0.0%
5240 · Web Services	0.00	550.00	-550.00	0.0%
Total 5200 · Technology	0.00	2,100.00	-2,100.00	0.0%
5310 · Government Fees	0.00	150.00	-150.00	0.0%
5400 · Insurance Policy	0.00	2,000.00	-2,000.00	0.0%
5600 · Office Supplies	0.00	1,680.00	-1,680.00	0.0%
5800 · Food	821.75	12,000.00	-11,178.25	6.8%
Total 5000 · Expenses	17,366.75	139,100.00	-121,733.25	12.5%
Total Expense	17,366.75	139,100.00	-121,733.25	12.5%
Net Income	118,133.98	-3,600.00	121,733.98	-3,281.5%

Association of Independent Living Groups, Inc.

Fiscal Year 2014 Budget

Fiscal Years ending June 30, 2013 & 2014

The budget for the 2013-2014 fiscal year (FY14) was approved at the June 12, 2013 Annual Meeting.

Expenses	FY 2013 Budget	FY 2014 Budget
Education	4,000	2,500
Accreditation	12,200	12,500
Facilities	41,000	41,000
SLI / Other		
BSF	29,000	29,000
Legislative (Plenary / Annual Meetings)	8,500	9,000
Building Network Support	0	37,000
Administrative	3,000	3,000
Legal-Audit-Insurance		
Administration	2,000	2,000
Strategic Planning	2,000	1,000
Miscellaneous / Other	2,100	2,100
Total Expenses	103,800	139,100
Income		
AILG Member Dues	18,000	18,000
SLI Registration	18,500	18,500
BSF Purchased Support	17,500	17,500
BNS Purchased Support	0	37,000
SLI Contribution from IRDF*	32,000	32,000
Education Contribution from MIT/DSL*	4,000	2,500
Accreditation Contribution from MIT/DSL*	10,000	10,000
Total Income	100,000	135,500
Net Surplus (Deficit) for Year	(3,800)	(3,600)

* Note: Funding requests currently in process, subject to change

The FY14 budget maintains basic AILG member dues at \$450. Not shown in the FY14 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. In FY14, the new Building Network Support program will charge an optional \$1,000 fee for each building. Therefore most member organizations will pay \$2,450 next year: \$450 in AILG basic dues, \$500 for SLI registration, \$500 for optional BSF participation, and \$1,000 for optional BNS participation. Organizations with two buildings will pay \$4,450 (an extra \$500 for SLI registration, an extra \$500 for BSF participation and an extra \$1,000 for BNS participation), and organizations without buildings will pay only \$450.

We wish to acknowledge 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.

AILG Committee Reports

September 11, 2013

Accreditation— Herman Marshall (hermann@space.mit.edu). Please see the accreditation handout for a list of the accreditation reviews and results.

Facilities – Steve Summit (scs@alum.mit.edu). The Facilities Committee and its contractor, the BSF (Building Safety Facilitator) continue to assist houses with inspections, licensing, and other regulatory matters. The Facilities Committee is preparing to assist in the implementation of Strategic Plan Theme 3 by devising a community-wide building survey. This will be a big undertaking, likely involving the adoption of standards and requirements for the survey, and the selection of a contractor to apply it uniformly across the entire system. This effort will obviously have significant implications for all chapters! If you're interested in helping shape the effort, please let us know -- we'd love your help.

IT – Ash Dyer (ashdyer@alum.mit.edu). The physical installation of the MIT Net V3 - Fiber Upgrade in Boston is about 80% complete. To date about 18,000 feet of fiber and 2,000 feet of new conduit has been installed in the streets of Boston. 21 of the 24 buildings have fiber installed and terminated. All digging and fiber installation should be completed by Friday the 20th. Testing of the new fiber should be complete by the end of the month. The buildings will be turned on to the new fiber over the next few months in a predetermined sequence based on the network topology. Further information will be forthcoming from the FCI as the installation schedule is finalized.

The entire project team would like to thank all the houses and residents that have had to deal with unexpected and sudden access request. This has allowed the project to proceed at a very rapid pace.

The FCI reports that all FSILGs are enrolled in the Network Maintenance Program (NMP).

Finance – Ernie Sabine (esabine@alum.mit.edu). The 2013 Housebill Survey Report is completed and now available. Please contact Rich Possemato (posse@alum.mit.edu) about how to obtain a copy.

Strategic Planning – Steve Baker (sbaker@baker-wohl.com). Please see the Strategic Progress Report handout.

The following committees had nothing to report:

Insurance – Stan Wulf (sawulf@enters.com)

Education – Currently Seeking a Chair



Strategic Plan Initiatives - Progress Report

Theme and Initiative	Progress
Theme #1: We will enhance the FSILG member experience	
• Initiative #1.1: Provide educational guidance for leadership development	Moderate
• Initiative #1.2: Assist FSILGs to define and articulate missions and values of organizations	Significant
• Initiative #1.3: Provide framework for individual members' personal growth	Minimal
• Initiative #1.4: Create opportunities for community building on the MIT campus	Moderate
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	Significant
• Initiative #2.2: Ensure that the FSILGs are integrated into the MIT campus housing plan	Significant
• Initiative #2.3: Build stronger faculty and staff relationships	Minimal
• Initiative #2.4: Clarify the Resident Advisor (RA) program	Complete
Theme #3: We will revitalize our facilities	
• Initiative #3.1: Create a plan to ensure every FSILG house has similar or better facilities than on-campus residence halls	Moderate
• Initiative #3.2: Create "sand boxes" in houses to encourage collaborative learning	Moderate
• Initiative #3.3: Develop a sustainable property management model	Moderate
• Initiative #3.4: Develop tools to educate our member groups on capital planning	Moderate
• Initiative #3.5: Address lease challenges in MITIMCo-owned leased housing	Significant
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	Minimal
• Initiative #4.2: Engage with MIT on ways to better integrate the recruitment program and FSILG membership with MIT's First-Year Experience program	Minimal
• Initiative #4.3: Develop tools to better inform the community of the positive aspects of FSILG membership	Minimal
• Initiative #4.4: Develop tools to assist our member groups to perform more outreach to parents	Minimal
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	Moderate
• Initiative #5.2: Foster undergraduate mentoring programs	Significant
• Initiative #5.3: Expand alumni/ae communications	Moderate
• Initiative #5.4: Further develop fundraising infrastructure and support	Moderate
• Initiative #5.5: Continue to improve on excellence of alumni/ae community-wide programs	Significant



Strategic Plan Initiatives – Areas Requesting MIT Assistance

Note the numbers in parentheses after each item indicate the related Theme and Initiative number in the FSILG Strategic Plan.

- Implement Odyssey to include all FSILGs (2.2)
- Assistance with housing survey cost and administration (3.1)
- Fiber-optic connections to Boston houses (3.1)
- Community dining initiative (1.4)
- RA Program clarifications (2.4)
- ASA recognition issues (1.1 and 4.3)
- Establishing a campus-wide Recruitment Review Committee pursuant to initiative (4.1)
- Address FSILG lease challenges in MITIMCo-owned properties (3.5)
- Fundraising infrastructure / support (5.4)
- Faculty Advisor appointments to governing groups – IFC, etc. (2.3)
- “Housemaster” equivalent role for FSILGs (2.3)



AILG Committee Charges - DRAFT

- 1. Accreditation: Chair is Herman Marshall (hermanm@space.mit.edu), seeking additional members**
 - a. Manage the Accreditation Program.
 - b. Create more explicit criteria in evaluation process; further develop consistency in reporting.
 - c. Work to better explain the program to undergrads.
 - d. Consider avenues for more widely publicizing the best practices
 - e. Study whether it would be beneficial for FSILG office staff to participate in reviews
 - f. Consider how follow-up of SLI/BSF and facilities issues can best be incorporated into the review process (joint with Facilities Committee)
 - g. Clarify Accreditation and AILG's process for escalation and intervention (joint with Facilities Committee)
- 2. Educational Programs: Seeking a chair, contact Bob Ferrara if interested (rferrara@mit.edu)**
 - a. Continue to offer educational programming to students and alumni.
 - b. Consult with students and FSILG Office on possible course topics and best methods for delivery.
 - c. Clarify intended target audience
 - d. Coordinate with CARMA program and other available educational resources for this community
- 3. Facilities: Chair is Steve Summit (scs@alum.mit.edu), seeking additional members**
 - a. Manage the SLI / BSF programs.
 - b. Study ways to improve safety within the FSILG's throughout the year.
 - c. Study ways to improve housekeeping.
 - d. Manage a system wide in-depth facilities assessment (SP Initiative 3.1).
 - e. Consider how follow-up of SLI/BSF and facilities issues can best be incorporated into the accreditation review process (joint with Accreditation Committee)
 - f. Clarify Facilities Committee and AILG's process for escalation and intervention (joint with Accreditation Committee)
- 4. Finance: Chair is Ernie Sabine (esabine@alum.mit.edu), new members welcome.**
 - a. Continue to perform the house bill survey.
 - b. Further develop and publicize the nascent capital planning tool begun by Ernie Sabine (SP Initiative 3.4).
 - c. Help houses get advice and access resources on planning/executing capital campaigns
- 5. Insurance: Chair is Stan Wulf (sawulf@enters.com)**
 - a. Manage the AILG's insurance program.
 - b. Liaison with MIT's Insurance Office, DSL, and other offices
- 6. IT-Telecomm Committee: Chair is Ash Dyer (ash.c.dyer@gmail.com), new members welcome**
 - a. Oversee fiber upgrade project.
 - b. Manage the BNS program.



- c. Address IT and telecommunications issues in FSILGs.
 - d. Maintain the AILG website.
- 7. Strategic Planning: Chair is Steve Baker (sbaker@baker-wohl.com), new theme team members welcome**
- a. Continue to implement the plan, with a completion goal of April 2014.
 - b. Develop interim reports and publicize high priority goals

The Independent Residence Development Fund

Report to the AILG Plenary – September 11, 2013

By every measure, this has been a great year for the IRDF. We have many reasons to celebrate the 50th Anniversary of the IRDF. So please mark your calendars for Saturday, April 26, 2014 for a day of events and an evening gala to mark this special occasion. Formal invitations and details of the day will follow in the next few months.

Loans A record of \$3M in loans was approved this year, with major construction underway at several FSILGs. There are still ample funds available for both major and smaller projects. Current interest rates are 3.6% for 30 year loans.

Contributions This year saw a 20% increase in donations from donors, even after excluding large donations for capital campaigns. Its 787 donors make the IRDF the broadest-based MIT recipient fund after unrestricted giving. The Annual Fund of the MIT Alumni Association assists IRDF fundraising efforts with administrative supports this effort with a Donor Recognition Program, administrative support, and hosting an on-line Gallery of photos of IRDF-funded projects.

Please 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 October and a house may request that they be exempted if it is conducting its own campaign. There is a wide range of contribution to grant ratios within the FSILG system and houses are encouraged to examine their own practices to increase their alumni contribution level.

Community-Wide Grants This year the IRDF is funding deployment of a new, higher bandwidth network to the FSILGs via a direct fiber connections to each house. This fall almost all FSILG buildings will have 1Gbps WAN connectivity to the campus network and the Internet. These services will place the FSILGs at or even ahead of

the connectivity available in the dorms, and keep them in line with MIT's upgrade path for the campus. The IRDF also continues the funding of a portion of the costs of the AILG Safety, Licensing and Inspection Program. It also funds the FSILG Cooperative, Inc. to support the preparation of IRDF applications and to record needed documentation for the FSILG Insurance Program.

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

Annual Educational Operating Grants The grant parameters for the current year continue from last year and are summarized below. The only change is the first item.

- Operating Costs reimbursed at 50% times the Educational Area Percentage
- House's Fiscal Year ending in calendar year 2013
- An "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
- The Application process must be complete within 6 months of FY end
- Educational Expenses are reimbursed at 75% of \$10,000 Maximum Expenses. These include educational furniture, computer equipment, and supplies for shared use.
- Safety Expenses are reimbursed at 75% and include maintenance of safety equipment, SLI, and inspection cost.

<http://web.mit.edu/irdf/>

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/

MIT Alumni Association - Resources for FSILGs

- **I. Data Repository**
 - a. Alumni database (the “Infinite Connection”)
 - b. Member e-mail lists and reports on request
 - c. Volunteer service recording
- **II. Event Support**
 - a. June Reunion receptions
 - b. Chapter events
 - c. Community-wide events – CPW, Family Weekend, etc.
 - d. Historic celebrations - 50th IRDF and Smoot Galas
- **III. Fundraising Assistance**
 - a. Direct donor & IRDF donor recognition programs
 - b. IRDF giving and publicity
 - c. Consultation for capital campaigns (FSILG Fundraising guide)
- **IV. Special Services**
 - a. Participation in FSILG Strategic Plan
 - b. FSILG history file
 - c. Monthly FSILG deceased notices
 - d. D. Reid Weedon ‘41 Award and more MIT community-wide awards
- **V. Undergraduates Services** – with FSILG Office & Student Activities staff
 - a. Student group resources page
 - b. Alumni relations course for undergrads
 - c. Leadership Programs (CCLP, Leadershape, PSC Challenge, etc.)
 - d. Mentorship and career advice → ICAN Program

Most of these FSILG resources are detailed in the [FSILG Volunteer Toolkit](#). Go to <http://alum.mit.edu/> and search for “FSILG Toolkit” . .

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