

**Alumni Organization, EHZ of LXA
Board of Directors Meeting, 12/4/04**

- 1) Call to order (11:04 A.M.)
- 2) Attendance
 - Doug Hancher -- President
 - Phil Biegler – Vice President
 - Peter Reale -- Treasurer
 - Mike Morganti – Secretary
 - Andres Gonzalez – Member At Large
 - Joe Cotroneo – House Operations Manager
 - Roger Grice – High Pi
 - Nate Bobeck -- High Alpha
 - Joe Black – High Tau
 - Travis Lull -- High Rho
 - Greg Tudryn – House Manager
 - Oscar Simon – High Alpha elect
- 3) The minutes from the 12/25/04 meeting were approved as presented 7-0-0.
- 4) Report on Administration
 - Pete contacted Chris Barry about our outstanding hazard insurance issues and was told to contact Jack Buttridge. Pete received no reply after several attempts to contact Jack Buttridge. *Doug will contact RPI to see if he can get anywhere on this.*
- 5) Report on Alumni Affairs
 - Phil reported that the Lamplighter is almost completed. He still needs some material from Travis and Dre. Phil also needs the current addresses of last year's graduates for the database. We need more news and notes from recent graduates; Phil will try to get 1 or 2 contacts from among these alumni to help him get these. We will likely add the alumni dinner invitation into the Lamplighter as an insert since both will be sent out at about the same time.
 - We have not contacted RPI printing services about possibly using them for our publications in the future. *Phil will look into this.*
 - We have the entire Barney Alumni House reserved for 4/2 – 4/3 for Alumni Weekend. We will be using the RPI caterer (Hospitality Services) for the dinner. John Faricelli is working on getting the DJ and ice time. We have a block of rooms reserved at the Best Western in Troy, and may get an additional block at the Franklin Inn. We may not be able to get the RPI shuttle bus.
 - The alumni dues solicitation will be sent out as an insert in the Lamplighter.
 - The RPI Homecoming was nothing special. We will continue to watch and evaluate it in coming years to see if we want to participate in any way.
- 6) Report on House Operations
 - The House Operations task list was discussed
 - The Phi closet insulation will be applied during semester break.
 - The bathroom repair project has been completed in the upstairs and will be completed soon in the downstairs.
 - We need to replace 2 window shades in 1 upstairs room, this will be done soon.
 - Butch has contacted the vendor with the necessary information concerning the donor plaque repairs/additions. This should be completed sometime in the spring semester.
 - Since the Library renovation will not take place for at least 1½ to 2 years at the earliest we will purchase electric baseboard heaters with timers for the library as a

- semi-temporary measure. *Greg will purchase these at Home Depot and install them.*
 - Greg will present a proposal for the East-side walkway renovation at the next meeting.
 - We have not done anything about the needed upgrade to the electrical closet electrical system. *Joe will contact the electrician about this. Greg will purchase signs for the office and electrical closet doors and install them.*
 - We have a problem with vegetation growing in the volleyball court due to poor drainage. Next summer we will excavate the whole court to a depth of 8" – 12", place better drainage and crushed stone, and put in new sand.
- The following items were added to the House Operations task list:
 - The upstairs urinals frequently overflow. *Greg will contact Pat O'Dea to see what can be done (may need new valves).*
 - We have had a problem with car break-ins in the parking lot. We will purchase 2 dummy cameras to be installed on the side of the house to hopefully prevent further problems.
- We need 2 new vacuums (one for each floor). These will be added to the Reserve Fund budget.
- Joe will make sure that the furnaces are being inspected and adjusted yearly by a licensed heating contractor. The House Manager was reminded that the filters on the furnaces need to be replaced monthly during the heating season.
- Fire & building safety report
 - The fire extinguishers are being inspected monthly by a brother and this recorded on a tag attached to each extinguisher.
 - The house was inspected recently and only a few small deficiencies were found which were taken care of.
 - We need to have on file the MSDS sheets for the cleaning solutions that we use.
- We have contacted Mark Frost at RPI with our tentative plan to refit the sprinkler system in the upstairs bedrooms to eliminate problem with the lofts. Mark has not gotten back to us yet. We want to make sure that this solution is acceptable and will put us in full compliance with the new loft regulations before we present this plan to a contractor. If this plan is acceptable then we will send out an RFP and have the work done next summer. *Roger will contact Mark Frost to see that this issue is not forgotten.*
- The library renovation project will be addressed again next year.

7) Report on Undergraduate Assistance

- The '03-'04 year end value for the scholarship fund was \$21,027. *Dre will get more detailed information concerning donations to the scholarship fund and send this to the rest of the BOD.*
- All scholarship disbursements that were due have been paid. The new scholarship will be awarded at alumni dinner.

8) Report on Finances

- Pete handed out the completed '03-'04 EOY corporate financial report.
- Pete handed out a copy of the '04-'05 YTD corporate financial report.
- All assets in the Vanguard mutual fund have been transferred into the UBS mutual fund.
- Pete handed out a copy of the preliminary '05-'06 corporate budget. Since we will be renovating the upstairs bedrooms next summer (sprinklers, painting) we will have a smaller occupancy during the summer and consequently summer rent will be lower. We may operate at a loss next year so that Fall/ Spring rents do not have to be raised unfairly to compensate. This budget will be voted on at the next meeting.
- The chapter financial report was presented.

- 9) Report on Undergraduate Affairs
 - Chapter activities report: We will be hosting a LXA Regional Leadership Conference in February, we initiated 16 new members in the fall and now have 68 members, our chapter GPA was 3.03, we are not doing as well in the Barker Trophy standings as last year, and Nate went to a LXA SAC meeting.
 - A chapter elections report was handed out.
- 10) Old Business
 - There was an E-Mail vote held on 10/18/04 which read: I propose we authorize the Treasurer to reimburse the chapter for \$230 for the following electronic hardware: Security Cables \$50, Locks (3) \$15, Hard Drive \$60, Controller Card \$25, Switch \$80, for a total of \$230. This proposal passed 10-0-0 and was confirmed today 9-0-0.
- 11) New Business
 - The Spring '05 chapter budget was approved 9-0-0.
 - The updated Reserve Fund budget was approved 9-0-0. There will be several expenditures from the Reserve Fund in the near future (new couches, stacking chairs, dining tables, television).
- 12) Next Meeting – 1/29/05 @ 11 A.M.
- 13) Adjournment – 1:30 P.M.

ACTION ITEMS

Insurance info. Doug. Next meeting.
RPI printing services. Phil. Next meeting.
Baseboard heaters for library. Greg. ASAP.
Electrical repairs. Greg. Joe C. Next meeting.
Urinal repairs. Greg. Next meeting.
Loft/sprinkler issue. Roger. ASAP.
Scholarship Fund info. Dre. Next meeting.

Respectfully submitted,

A. Michael Morganti, Secretary