

**Alumni Organization, EHZ of LXA
Board of Directors Meeting, 9/25/04**

- 1) Call to order (11:03 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
 - Nate Bobeck -- High Alpha
 - Joe Black – High Tau
 - Travis Lull -- High Rho
 - Greg Tudryn – House Manager
- 3) The minutes from the 5/1/04 meeting were approved as presented 7-0-0.
- 4) Report on Administration
 - We have not been contacted since the last meeting concerning our insurance issues. Pete will again try to contact Chris Barry at RPI. If he receives no response Doug will contact Travis Apgar about our situation.
 - Doug received a liability/safety report from James R. Favor. There were no recommended actions listed on it.
 - The RPI/AIGC relationship statement is still working its way through the RPI bureaucracy during the amendment process. The undergraduates will inform the board when action needs to be again taken on this.
 - On behalf of the entire corporation Doug congratulated the chapter on receiving the Grand High Alpha Award and other awards.
- 5) Report on Alumni Affairs
 - Phil reported that the Lamplighter (4-8 pages) is mostly written and needs to be assembled. He hopes to have it out by the end of October. Phil needs addresses for recent graduates and an article concerning the chapter. We will be including the alumni dues solicitation letter with the Lamplighter as an insert.
 - The alumni dues payments will be sent directly to Pete.
 - We would like to rein in our publication expenses a little if possible. Phil will look into where the cost breaks are in the publication process to see if we can save any money there. *Travis will look into the possibility of using RPI for the printing, manipulation, and mailing of the Lamplighter, including possibly getting some services at a discount or pro bono.*
 - We had about 12 alumni visit the chapter house during RPI Reunion. *Travis will get a list of their names to Phil.*
 - There were about 25 alumni and 25 actives at summer bash in August. We will probably go back to July next year to increase actives' attendance.
 - RPI has made a big push to have all the fraternities have their reunions during Homecoming. The board feels that having alumni dinner in the fall will not work well for several reasons which have been discussed in the past. Also there are not enough banquet facilities in the area to accommodate all the fraternities on the same weekend. We will monitor what happens with Homecoming this year and see if we want to be more involved in the future.
 - Alumni dinner is scheduled for 4/2/05. We have the Century House tentatively reserved for that night (right of first refusal), but would like to have the dinner on campus at the Heffner Alumni House if we can work out the logistics (hotel room block, shuttle bus). *Travis is looking into these logistics and is also researching caterers in the event we can work it out.*

6) Report on House Operations

- The House Operations Manager's task list was discussed
 - The chapter room electrical work has been completed.
 - We still need to improve the insulation in the Phi closet at the wall/ceiling interface. There may be a similar problem in other closets off the chapter room.
 - The epoxy coating has been installed on the kitchen floor.
 - The contractor has been hired for the bathroom wall repair project and should start work very soon.
 - The window screens were all repaired except for 3 in the library, which will be repaired by Greg. The window shades will be replaced on an as needed basis for now (all in the same room to be replaced at the same time).
 - EC has set up a move-in/move-out inspection system where the person moving in will fill out a form documenting any prior damage, the High Alpha or House Manager will inspect the room at move-in and move-out, and any billing for damage/cleanliness problems will be done through RPI.
 - Joe C. is going to take pictures of the donor plaques that need repair and send them to Butch so he can proceed with the contractor on needed repairs.
 - The library heating situation is on hold until we determine what is going to happen with the library renovation project.
 - The east side walkway paving project is on hold until 2005. *Greg will cost out pre-formed pavers, poured concrete, and asphalt as options.*
 - 4 trees were planted next to the driveway to prevent people from illegally parking there.
 - 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.

- We accomplished many tasks during work week including replacing and painting the molding in the chapter room, washing the shower walls and chapter room floor, replacing the towel and soap dispensers, and replacing the award frames in the upstairs hallway. We spent about \$2500.
- RPI sent out an e-mail containing new requirements for lofts. Most or all of the lofts in the upstairs bedrooms do not comply with these new regulations. The main problem is the fact that the sprinkler system will not be able to reach under these lofts. We feel that it will be much easier to supplement the sprinkler system to include extensions on the walls with sideways diffusers that will spray under the lofts in the event of a fire. This should make the lofts essentially compliant. Replacing all the lofts to work with the present sprinkler system would be a major and expensive undertaking and would leave much of the usable space in the upstairs bedrooms inaccessible. *Nate will pursue this issue further with RPI and the Troy Fire Marshall.* We hope to have a plan soon and to be able to make the modifications during the semester break.
- The 1 has been removed from the old address sign in front of the house. The actives can put 200 there if they want, but for now it is on the mailbox.
- Fire & building safety report
 - A fire drill was held this semester.
 - The fire extinguishers need to be inspected monthly by a brother and this recorded on a tag attached to each extinguisher.
 - The furnaces need to be inspected yearly by a licensed heating contractor and this recorded. *Joe C. will see that this is done.*
 - We need to have the MSDS sheets for the cleaning solutions that we use on file.
 - We have more electrical repairs that need to be done (more outlets in the server room, labeling the electrical boxes, replacing cover plates on the chapter room dimmer switches, putting the Time-Warner cable in a conduit). *Greg and Joe C. will contact the electrician who recently completed the chapter room wiring about this.*

- 7) Report on Undergraduate Assistance
- The '03-'04 year end value for the scholarship fund should be determined soon, at which time we can determine the amount of the scholarship awarded in March of this year.
 - The '03 scholarship disbursement has finally been made.
 - There will be a request in the Spring Lamplighter asking for donations to the scholarship fund.
 - Dre is making personal contacts to network and ask for donations when he travels.
- 8) Report on Finances
- Pete handed out a summary of our current account values.
 - We have put a total of \$36K into the Vanguard mutual fund (Long Term Fund) over the years. It has now gotten back to \$35K after a long drop. The board feels that it would be better to have the Long Term Fund in a more balanced mutual fund which would be less volatile over time. Our American Balanced Fund, which contains the rest of our Long Term Fund, is such a mutual fund.
 - A PROPOSAL to move the funds located in our Vanguard mutual fund to the American Balanced Fund passed 9-0-0.
 - Pete handed out a draft of the '03-'04 corporate EOY financial report.
 - Our income last year did not exceed selected expenses by more than 3%, so there will be no rebate to the active chapter this year.
 - The corporate taxes are due 11/1 and will be filed and paid before then.
 - Joe C. handed out a draft of the updated Reserve Fund budget. This was gone over line by line and adjusted. Nate will present this adjusted budget to EC and to the chapter in general and let Joe C. know what changes they would like to see. After the final changes are made we will vote on the updated budget either via e-mail or at the December BOD meeting.
 - The chapter financial report was handed out.
 - A discussion was held on the electronic transfer of money between corporate and undergraduate accounts as a means to expedite the transfer of funds from the corporation to the chapter (e.g. board income is paid to RPI, who transfers it to the corporation, who sends it to the chapter). The board agreed that this is a viable method for making these transfers as long as the Corporate Treasurer informs the Corporate President of the transfer via e-mail. That way there is another person in the loop similar to the requirement for the corporate president to countersign checks. This transfer method will only be used when the conventional methods are too slow and that will cause a penalty or other problem.
- 9) Report on Undergraduate Affairs
- A few RPI fraternities have been suspended due to the increased enforcement of the RPI alcohol policies, but all are back on a probationary basis. This increased enforcement helps our chapter as it levels the playing field and ensures that everybody is doing what we have been doing for some time.
 - Chapter activities report: We finished 3rd in Barker points last year, we will be hosting an RLC in February, Nate is now a member of the LXA SAC, we had 6 members working for student orientation over the summer.
 - We have 16 bids ready to go out and 4-5 more should go out soon.
 - Chapter demographics report: We have 53 current active members, 19 of which will graduate next spring.
 - We had 15-16 living in over the summer and collected \$8640 in summer rent.
- 10) Old Business
- The library renovation project was tabled. We need to get a handle on the financing question before we can more aggressively pursue a contractor.
 - There was an E-Mail vote held on 7/5/04 which read: I propose a Resolution in which we close our brokerage account with AG Edwards, open a new brokerage account with UBS, and transfer the assets from the old brokerage account to the new one. This resolution passed 7-0-0 and was confirmed today 9-0-0.

- There was an E-Mail vote held on 7/25/04 which read: I propose we accept the Key Equipment, Inc., proposal of 7 July 2004 to apply an epoxy coating to the Chapter House kitchen floor to cost no more than \$2000. This proposal passed 10-0-0 and was confirmed today 9-0-0.
- There was an E-Mail vote held on 8/13/04 which read: I propose we authorize the House Operations Manager to contract for corrective and new wiring at a total cost no greater than \$3500 for the Chapter House Great Room, including but not limited to: Install EMT, boxes and conductors to replace the extension cords and free air conductors feeding the following devices. 1- Stage lights (2 groups) with four fixtures each. These wires will be attached to a junction box in the vicinity of the existing controller. Cords ends will be furnished to plug directly into controller. 2- Rotating light (yellow extension cord) will be fed and terminated properly. Cord end will be furnished to plug into existing four position switch. 3- Strobe (orange extension cord) will be fed and terminated properly. Cord end will be furnished to plug into existing four position switch. 4- Wireless internet (orange extension cord) a duplex receptacle will be installed to feed this device, at the present location. This proposal passed 10-0-0 and was confirmed today 9-0-0.
- There was an E-Mail vote held on 8/13/04 which read: I propose we authorize the House Operations Manager to contract for wall repairs and new plumbing fixtures for the bathrooms at a total cost no greater than \$10,000 for repairs and installation including but not limited to: tearing out existing damaged shower walls above floor coping as necessary, tightening leaky connections as needed, locating additional leaks, appraise and repair if possible, install new bracing and blocking as needed to support walls and fixtures, supplying and install new cement board on wall surfaces, fire-taped as needed, installing new shower fixtures. The proposal passed 10-0-0 and was confirmed today 9-0-0.

11) Next Meeting – 12/4/04 @ 11 A.M.

12) Adjournment – 2:17 P.M.

ACTION ITEMS

RPI printing services. Travis. Next meeting.
Alumni list to Phil. Travis. ASAP.
'05 Alumni Dinner logistics. Travis. ASAP.
East side walkway. Greg. Next summer.
Loft/sprinkler issue. Nate. ASAP.
Furnace inspection. Joe C. 11/1.
Electrical repairs. Greg. Joe C. Next meeting.

Respectfully submitted,

A. Michael Morganti, Secretary