

**Alumni Organization, EHZ of LXA
Board of Directors Meeting, 9/27/03**

- 1) Call to order (11:06 A.M.)
- 2) Attendance
 - Doug Hancher - President
 - Phil Biegler – Vice President
 - Peter Reale - Treasurer
 - Mike Morganti – Secretary
 - Joe Cotroneo – House Operations Manager
 - Mike Kristie - High Alpha
 - Nate Bobeck - High Tau
 - Bryan Marble - High Rho
 - Tom Reale – House Manager
 - Jay Hawthorne – Member Emeritus
- 3) The minutes from the 4/26/03 meeting were approved as presented 7-0-0.
- 4) Report on Administration
 - There was a discrepancy between our list and RPI's about which chapter house keys are which. This delayed the acquisition of keys for the HOM, but is now straightened out. *Mike K. will get the needed chapter house keys this week and see that Joe gets them soon.*
 - Pete finally managed to get in touch with Jack Buttridge at RPI concerning our hazard/other insurance questions. He was told that our chapter house is listed as part of RPI's entire holdings on the hazard insurance policy and that our students would be housed in any emergency situation. Pete will continue to press Jack for a written breakdown of our portion of the hazard insurance and for a letter of understanding concerning the emergency housing and income replacement contingencies in the event that the house becomes uninhabitable for a period of time.
- 5) Report on Alumni Affairs
 - Phil has come to the conclusion that he must complete the Lamplighter himself as his planned assistants have not completed their tasks. Phil will finish and mail the overdue Lamplighter ASAP and then hopefully get back on schedule for biannual Lamplighters.
 - The plan is still to send out the annual alumni voluntary dues solicitation letter in November.
 - Phil reported that he now has nearly all of the recent alumni entered into the alumni database.
 - The idea of sending out an alumni directory through a proprietary firm was discussed and rejected by the board. We feel that these directories are minimally useful and we do not wish for the printing company to be asking our alumni for donations.
 - Alumni dinner is scheduled for 3/20/04. We will try to book the Desmond again and look into a possible Saturday afternoon activity at the venue and attempt to improve the family friendliness of the event overall.
 - There were about 10 –15 alumni at summer bash and about 20 alumni visited the chapter house during RPI reunion weekend in June.
 - There has been no progress in alumni takeover of control of the alumni section of the chapter website.
 - The concept of alumni sending out job search requests and/or resumes via the alumni listserve was discussed. The consensus of the board is that this is fine as long as it is not done in an overbearing way and that the chapter or corporation is not involved in an official manner.
- 6) Report on House Operations
 - The House Operations Manager's task list was discussed
 - The gas leak near the fireplace was repaired and the vent in the water heater closet enlarged.

- Foam insulation was sprayed into the gaps between the walls and roof in the Phi and house manager closets.
- Joe will look into using Velcro and light-blocking fabric to shade the windows on the patio door.
- *Joe and Tom will inspect all of the window shades in the house and decide which need replacement and present their findings at the next meeting.*
- We will just leave the eastside walkway unpaved for now and periodically rake the stones. If Pete has a job in the area in the future we may pave it then.
- *Mike K. will ask EC to come up with an inspection and billing plan for move-in and move-out of chapter bedrooms.*
- RPI has not come up with a campus-wide wireless network policy yet. The active chapter was reminded that the funds to install 3 wireless nodes in the chapter house were authorized last September.
- The laundry machine service company was changed and the new one is a great improvement over the previous one.
- Tom sent out RFP's for the donor plaque/address sign project but has not heard from any of the companies yet. He must follow up on this soon.
- The stained ceiling tiles have been painted.
- The following items have been added to the house operations task list
 - The window shade project.
 - *Tom will compile a list of window screens that are damaged or missing for replacement.*
 - The downstairs bathroom fan is broken and needs to be repaired.
 - The painted concrete floor in the kitchen is not wearing well. *Joe will look into getting it treated with epoxy like the bathrooms.*
 - The fire alarms cannot be heard in the bedrooms when the doors are closed. *Joe will contact Pat O'Dea ASAP about possible solutions.*
 - *Tom will contact RPI FIXX to get a door holding magnet for the fire door at the top of the north stairwell.*
- We have been having a problem with RPI FIXX being unresponsive. *Tom will compile a list of specific instances and forward it to Joe who will discuss it with Pat O'Dea.*
- Butch Bornt volunteered to paint the chapter house bedrooms next summer.
- The ELC safety report mentioned 6 items that need correcting. 4 have already been corrected. *Tom will purchase and install no-skid strips to the north stairs and will contact RPI FIXX about repairing the exterior lighting.*
- The dishwasher has been repaired for \$700. It needed to be cleaned, a new sensor, and a frayed wire replaced. *Mike K. will contact Ecolab and get them to check the detergent dispenser again.*
- New computers and dining room tables were purchased and charged to the reserve fund.
- Work week went well. All planned projects including the new BBQ pit were completed.
- Fire & building safety report: A fire drill has not been held yet this semester.

7) Report on Undergraduate Assistance

- Dre was not present but plans to E-Mail his report to everyone as soon as he returns from his business trip.
- We still need to clarify the donor recognition process and develop a plan for a fund raising campaign.

8) Report on Finances

- Pete handed out the corporate '02-'03 EOY financial report.
- The state and federal taxes have been filed and paid (\$152 Fed. & \$250 State).
- The finances for alumni dinner were finalized and approved.
- Since the corporate budget surplus was less than 3% last year there will be no rebate to the active chapter.

- A RESOLUTION authorizing the opening of a new brokerage account with A. G. Edwards of Albany, NY to be used as an alternative investment vehicle for the long term fund passed 8-0-0.
- An account with Paypal, an electronic money transfer service, has been established. This allows alumni and undergraduates to use credit cards to pay the chapter and/or the corporation (via the chapter).
- *Joe will continue to work on updating the reserve fund budget.*
- The chapter financial report was handed out.
- The bursar's office mistakenly undercharged the active members for fall rent. *Pete will contact RPI and have them send out a supplemental bill to all actives that pay rent to collect the unbilled amount.*

9) Report on Undergraduate Affairs

- Chapter activities report: 2 Undergrads and Roger went to LXA's leadership seminar this summer, we won 4 awards from LXA and 6 from RPI, The chapter house is at full occupancy with 23 on board plan, High Zeta and chapter retreats were recently held, the ELC report from this semester was very complimentary.
- The new High Beta is Alex Nagy.
- Chapter demographics report: All but 1 active members returned for the fall and we have 20 signed bids and expect 3 or 4 more this fall.
- 21 different people lived in for various lengths of time this summer. We collected \$10,350 in summer rent.

10) Old Business

- There was an E-mail vote held on 4/29/03 which read: Proposed that we authorize spending not more than \$3500 from the reserve fund to purchase 1) a Dimension 8300 server (Pentium 4 – 3.06 GHz, 512 MB RAM, 120 GB hard drive, DVD & CD-RW, 17" monitor, XP Pro and Microsoft Office, Total \$2088); 2) a Dimension 2350 workstation (Pentium 4 –2.5 GHz, 256 MB RAM, 60 GB hard drive, DVD & CD-RW, 17" monitor, XP Pro and Microsoft Office, Total \$1097). This proposal passed 8-0-0 and was confirmed today 8-0-0.
- There was an E-Mail vote held on 7/4/03 which read: Proposed that we authorize an expenditure not to exceed \$4000 to Miron's for Floors to replace the carpets in the hallways and stairs at the chapter house with Mohawk Originator 26 oz. Emerald Green nylon heavy commercial-grade carpet per their quote of June 17, 2003. This proposal passed 7-0-0 and was confirmed today 8-0-0.
- There was an E-Mail vote held on 7/13/03 which read: Proposed that we authorize an expenditure not to exceed \$5500 to Sage Bros. Co., Inc. to paint the hallways, stairwells, kitchen, and Chapter Room per their proposal of 7/11/03. This proposal passed 8-0-0 and was confirmed today 8-0-0.
- There was an E-Mail vote held on 8/13/03 and read: Proposed that we enter into a contract with Coinmach Corporation for five years wherein they will install and maintain three washers and three dryers in the laundry room. Each machine will be metered to charge \$.75 per load of wash and \$.75 for 60 minutes of drying and EHZ of LXA will receive the gross profits exceeding \$16.90 per machine per month. Should Coinmach install new machines during the course of the five years, the contract is automatically extended three additional years. This proposal passed 9-0-0 and was confirmed today 8-0-0.
- The east side walkway project was table indefinitely.
- The library renovation project was discussed at length. It is estimated that it will cost around \$15K for 1 additional floor and around \$29K for 2 additional floors. This additional space will be used as a common area for now as the actives did not feel that there is a need or demand for additional bedroom space. This may change in the future. Since a 2nd additional floor will probably get limited use it was suggested that it is probably not cost effective. However we decided to get actual quotes on 3 options: 1) 1 additional floor, 2) 2 additional floors, and 3) 1 additional floor with the vertical elements in place to allow for easier addition of a 2nd additional floor in the future. Jay Hawthorne stated that he is willing to donate up to \$15K

towards the project. *Joe will get RPI's approval to proceed with the project using the structural plans and cost estimates that Doug developed. After RPI approves Joe will send out RFP's to local contractors. We will review the returned bids in late November and hopefully vote on whether to proceed at the December meeting with a target for start of construction in June 2004.*

11) New Business

- A PROPOSAL to contract with the same plowing contractor as last year under the same conditions except for a raise in the rate from \$75 to \$85 per visit passed 8-0-0.
- A PROPOSAL for BOD approval and for the corporate president to sign off on the new RPI/AIGC relationship statement, with the High Alpha signing off on the statement and returning it only after consulting with other RPI fraternities about their concerns with the section limiting the new membership education period to a maximum of 10 weeks passed 8-0-0.

12) Next Meeting – 12/6/03 @ 11 A.M.

13) Adjournment – 3:00 P.M.

ACTION ITEMS

Keys for Joe. Mike K. ASAP.

Inspect window shades. Joe & Tom. Next meeting.

Move-in/out inspection procedure. Mike K. Next meeting.

Window screen list. Tom. Next meeting.

Kitchen floor. Joe. Next Meeting.

Fire alarms. Joe. ASAP.

North stairs fire door magnet. Tom. Next meeting.

Problems with RPI/FIXX. Tom & Joe. ASAP.

Nonskid strips on north stairs. Tom. ASAP.

Repair outside lighting. Tom. ASAP.

Contact Ecolab. Mike K. ASAP.

Revise reserve fund budget. Joe. Next meeting.

Library project. Joe. ASAP.

Respectfully submitted,

A. Michael Morganti, Secretary