

**Alumni Organization, EHZ of LXA
Board of Directors Meeting, 1/31/04**

- 1) Call to order (11:03 A.M.)
- 2) Attendance
 - Doug Hancher - President
 - Peter Reale - Treasurer
 - Mike Morganti – Secretary
 - Andres Gonzalez – Member at Large
 - Joe Cotroneo – House Operations Manager
 - Nate Bobeck - High Alpha
 - Travis Lull - High Rho
 - Butch Bornt – ACB Member
- 3) The minutes from the 9/27/03 meeting were approved as presented 6-0-0.
- 4) Report on Administration
 - The 12/6/03 board meeting was cancelled due to a heavy snowstorm.
 - Joe was given a set of keys to the chapter house for his use as House Operations Manager.
 - Pete received an E-Mail from Jack Buttridge (RPI Director of Risk Management) which stated: 1) The chapter house structure and equipment is insured for \$531K, 2) We will not have to pay the deductible on this policy, and 3) RPI will house any of our members if all or part of the chapter house becomes uninhabitable for any period. *Pete will try to get these statements in writing, and look into the \$531K figure to see if we are covered for actual replacement costs.*
 - James R. Favor has requested a copy of our housing contract be sent to them. Pete was given a copy of the RPI Housing Contract, which he will send to James R. Favor.
 - The RPI/AIGC relationship statement is still in limbo. RPI tentatively agreed to the changes requested by the IFC and the statement is going through the various levels at RPI for amendment before it is presented again to the IFC and AIGC for approval.
- 5) Report on Alumni Affairs
 - The Lamplighter is at the printer being laid out. Hopefully it will be finished and mailed fairly soon. We still desire to send out one issue at the end of every semester. Butch Bornt is now involved with the Lamplighter production starting with the issue after the present one.
 - Butch now has control of the alumni portion of the chapter website and has made several changes, but right now the site seems to be unavailable for both viewers and for editing. Butch will discuss this with the chapter web master.
 - We will not send out an alumni dues solicitation until after the Lamplighter is sent out.
 - The invitations for alumni dinner are at the printer and will go out this week. We have been unable to obtain ice time for the hockey game as both the field house and Frear Park will have melted their ice by then. The actives are going to look into getting ice time at rinks outside of Troy in the Albany area for the game.
- 6) Report on House Operations
 - The House Operations Manager's task list was discussed
 - The dishwasher soap dispenser has not been repaired. *Tom must see that Ecolab is called and an appointment arranged to repair it.*
 - The exterior lighting problem has not been addressed. *Tom must contact FIXX to have this looked at.*
 - The no-skid strips in the north stairwell have not been installed. *Tom will see that this is done soon.*
 - We need to have a magnet installed to hold open the fire door at the bottom of the north stairs to allow heat from the hallway to get into the stairwell. *Tom will contact FIXX to get this installed.*

- *Joe will contact Pat O'Dea to get the name of an electrician who can tie the fire alarms in the upstairs bedrooms into the main fire alarm system.*
- *Joe will arrange for the kitchen floor to be covered with epoxy as in the bathrooms over the summer.*
- *The fan in the downstairs bathroom has been repaired.*
- *Joe and Tom will inspect all of the window shades in the house and decide which need replacement.*
- *We decided that since a shade on the patio door would be difficult to install and is really only needed during ritual practice we will merely tape heavy poster board over the windows in the door during ritual practice.*
- *The snowplowing contract is in place for this winter.*
- *Nate will ask EC to come up with an inspection and billing plan for move-in and move-out of chapter bedrooms.*
- *The chapter is aware that the funding for wireless computer network nodes in the chapter house is in place. They have not decided yet if they will have RPI install these or if they will do it on their own.*
- *Butch said that he would see that the much delayed donor plaque repair project gets moving. He will get the list of needed repairs from either Tom or Mike Kristie. Mike M. will send him the name of the company who originally installed the plaques.*
- *The heating and paving projects are on hold.*
- *A sprinkler pipe located in the Phi closet froze and burst earlier this month. There was water damage to the downstairs carpeting, some areas of drywall, some ceiling tiles, and some of the ritual equipment. The carpeting in rooms 102, 103, 104, and 105 had to be replaced and Floors by Miron did this this week. The hallway carpeting, since it was new, quickly shop-vacuumed, and chemically treated is ok. The ceiling tiles were replaced and the drywall is in the process of being repaired. We need to replace the candelabra and the light-up badge and dry clean the robes for the ritual equipment.*
- *The overall performance of the heating system still needs to be evaluated by a professional. Joe will contact Pat O'Dea to have this done. The insulation in the Phi closet is still not good as light can be seen leaking in from the outside. This must be corrected. The furnace filters must be changed at a minimum of every 3 months. It was suggested that we install one inflow and one outflow vent for heat to get into the Phi closet from the chapter room. Joe will look into having these installed.*
- *We are still having a problem with RPI FIXX being unresponsive. Any e-mails sent to FIXX should be cc'ed to Joe so we can establish a paper trail to back up any complaints we make in the future.*
- *The freezer is not working. Tom should contact FIXX about repairing this and if they do not repair it soon he should contact an outside repair service to fix it.*
- *It was decided that everybody will have to keep digital cable in their rooms as it would be very difficult to sort out the billing if some had it and some not. The 3 broken boxes will be returned to the cable company for repair or replacement this week, but we may need to purchase some remotes to replace lost ones.*
- *We have a fairly severe mouse infestation problem in the chapter house. Traps have not seemed to help much. Nate will contact Pat O'Dea about hiring an exterminator to solve the problem.*
- *Fire & building safety report*
 - A fire drill has not been held yet this semester.*
 - Nate is scheduled to meet with RPI Residence Life about a problem with the bedroom lofts and their effect on sprinkler performance. Nate will let the BOD know what happens with this.*
 - The temporary wiring for the party lights in the chapter room is not to code. Joe will discuss having permanent wiring installed with the electrician who addresses the fire alarm project.*

- 7) Report on Undergraduate Assistance
- Any donations to the scholarship fund are now being sent to Dre so that he can record them, send out thank you notes to the donors, and then forward the checks to LXA International.
 - We still have not received from LXA International the EOFY value of the Scholarship fund and thus have not been able to disburse the '03 scholarship check yet. This should happen soon.
 - E-C has the scholarship application form for the '04 scholarship and they should give these out to prospective recipients and then choose this year's scholarship recipient before alumni dinner.
 - We will insert a scholarship fund donation solicitation letter in the July Lamplighter and Dre will discuss donations at alumni dinner and informally with alumni groups when possible.
 - We are in search of an interim High Pi to take over for Roger for a while. Travis will include this in an E-Mail to be sent out on the alumni listserve in the near future and we will mention it at alumni dinner.
- 8) Report on Finances
- Pete handed out the corporate '03-'04 YTD financial report.
 - RPI did send out the requested supplemental fall rent bills.
 - *Joe will continue to work on updating the reserve fund budget. The vacuum cleaner and ritual equipment should be added to this.*
 - We have received our first disbursement from RPI from the Agency Fund and the summer rent discrepancies have been corrected.
 - The chapter financial report was discussed. The chapter was under budget for the fall semester and has not spent much for the spring semester yet.
 - A PROPOSAL to automatically transfer \$250 per month from the General Fund into the Long Term Fund, specifically into a new mutual fund, The American Balanced Fund A set up through broker A. G. Edwards of Albany passed 7-0-0. We will allow our present shares in the Vanguard fund to remain there to grow for now.
- 9) Report on Undergraduate Affairs
- Chapter activities report: We had 23 AM's in the fall class and 21 were initiated in December, we were 9th best in academics among fraternities this fall, we are currently 5th in Barker Points, a new transition system for High Zeta officers which utilizes journal entries is in place, The LXA Impact Leadership Level 1 is being held on campus today for several members from our chapter and other area chapters, We may present Level 2 at WPI in the future, 7 members are registered to attend the RLC at Towson State in Maryland.
 - The chapter elections report was sent out to all BOD members in December.
 - Sahir Azam is currently attending classes at RPI but is not involved with the chapter. He owes rent for the fall '03 semester and the spring '04 semester. A PROPOSAL to request that he pay 25% of what he owes, the chapter pay 25%, and the corporation excuse the other 50% passed 7-0-0.
- 10) Old Business
- The library renovation project was discussed. Our contact at RPI is Oliver Holmes. He suggested that we have a code review done by a local architectural firm, which was completed. Joe slightly modified the RFP based on input from Pat O'Dea and Oliver and the code review and sent it out to 7 local contractors who were suggested by Pete. 1 of these contractors (Sweet Associates) has contacted Joe to set up a visit to further evaluate the project. Jay Hawthorne suggested that since the chapter house is an RPI dorm, RPI should design the renovation and be the construction manager and add the cost on to our mortgage (to be paid on the back end). *Joe will discuss this new involvement by RPI with Oliver Holmes. Pete will discuss the possible change to the mortgage with HSBC.*
 - There was an E-Mail vote held on 11/26/03 which read: Proposed we authorize payment up to \$1000 to an architect to review our proposed designs for the second and third floor library renovation for construction feasibility and code review, and that we authorize Joe Cotroneo to

select the architect after considering the recommendation from RPI. This proposal passed 8-0-0 and was confirmed today 7-0-0.

- There was an E-Mail vote held on 12/14/03 which read: The BoD authorizes the Actives to spend up to \$370 for an HP OJ 6110 (or similar, equally capable equipment) and supporting cables and supplies for use in the Chapter Office. This proposal passed 9-0-0 and was confirmed 7-0-0.
- There was an E-Mail vote held on 1/3/04 to approve the chapter's budget for the Spring '04 semester. The budget was approved 9-0-0 and confirmed today 7-0-0.
- There was a second E-Mail vote held on 1/3/04 which read: Proposed we authorize reimbursing Ray Lutzky up to \$250 for plane fare to support his presence at Impact Leadership in January 2004. This proposal passed 9-0-0 and was confirmed today 7-0-0.

11) New Business

- The '04-'05 corporate budget was amended and approved as amended 7-0-0.
- A PROPOSAL to reimburse Nate Bobeck the cost of his registration fee for the recently held LXA International Council of Presidents (\$144) passed 7-0-0.
- A PROPOSAL to reimburse the chapter from the Reserve Fund \$250 for the recent purchase of a new vacuum cleaner for the chapter house passed 7-0-0.
- Nominations for the upcoming non-academic directors' elections were as follows: Secretary – Mike Morganti, House Operations Manager – Joe Cotroneo.

12) Next Meeting – 5/1/04 @ 11 A.M.

13) Adjournment – 2:48 P.M.

ACTION ITEMS

Follow up on insurance issue. Pete. Next meeting.
Dishwasher soap dispenser. Tom. ASAP
Repair outside lighting. Tom. ASAP.
Nonskid strips on north stairs. Tom. ASAP.
North stairs fire door magnet. Tom. Next meeting.
Fire alarms. Joe. ASAP.
Kitchen floor. Joe. Next Meeting.
Window shades. Joe & Tom. Next meeting.
Move-in/out inspection procedure. Nate. Next meeting.
Heating system inspection/repair. Joe. ASAP.
Phi closet vents. Joe. Next meeting.
Freezer repair. Tom. ASAP.
Hire exterminator. Nate. ASAP.
Bedroom loft/sprinkler issue. Nate. Next Meeting.
Party light wiring. Joe. Next Meeting.
Revise reserve fund budget. Joe. Next meeting.
RPI involvement with library project. Joe. Next meeting.
Contact HSBC. Pete. Next Meeting.

Respectfully submitted,

A. Michael Morganti, Secretary