 Theta Xi Housing Corporation
Board Meeting Minutes --- Tuesday, September 16, 2008

Present

Jim Janosky, D851 (Corporation President)
TJ Hazen, D882 (Corporation Vice President)
Steve Baker, D814 (Corporation Treasurer)
Matthew Herman, D1047 (Corporation Clerk)
Chris Williams, D965 (Chapter Advisor)
Craig Rothman, D1050
Nick Howard, D974
Sean Rogers, D1079 (Chapter President)
Matthew Bachmann, D979
Aaron Bell, D1046
Andy Himmelblau, D680
Tom Hu, D????

Absent

Rob Warden, D1077 (Chapter Treasurer)
Mark Wuonola, D647

Meeting called to order at 7:15PM.

OFFICERS REPORTS

PRESIDENT

• Welcome back. Events over the summer:
  o alumni works (~8 alumni + ~6 actives), different feel from past work weeks but
    several alumni. Good alumni works, worth continuing, encourage more local alumni
    to attend. Would be good to coordinate with house manager in advance.
  o visit from National, Jim Vredenburg visited. He held a rush discussion.
  o required training: speakers from MIT on risk management/conflict resolution.
    • Sean: house now has a judicial committee.
  o 9 pledges + 1 sophomore after rush week.
  o Last report from Stewart Howe: $8540 in alumni contributions this year (last November
    through August 22).
  o Tom Davis has been steward of alumni relations, but will be stepping back. Need someone
    to track gifts that do come in.
    • suggestion: put out a request via e-mail.
  o AILG accreditation inspection: Saturday, December 6. Data due to be turned in by
    November 23. Update from last report.

VICE PRESIDENT

• No report.
• Alumni social in conjunction with training, training got moved, so we need to move the
  social as well.
• Jim will organize the social event. We just need to pick a date. Suggestion: visit Tomb (Egyptian themed group problem solving tour/entertainment.)
• Sean will send an e-mail suggesting a date. (Not Columbus Day weekend.) Probably Saturday, October 25, 2008.

TREASURER
• Sent out a copy of annual report via e-mail. (3 pages)
• Draft of annual report with a few inconsistencies. 2007-2008 in questions.
• Highlights: operating surplus/deficits: $52,379. However, includes 1 off items. Take off accounting changes/grant reimbursements, surplus drops to $16,000. Still a descrepancy, surplus around $11,300.
• Given how low membership was, small surplus was good. Propose to use this surplus to offset some term bills this year.
• Accounts receivable excellent. $800 in unpaid term bills already collected.
• Gas bill is way down, electricity is the same. No produce bought.
• Building fund: Steve needs to check the numbers.
• Alumni services is low. Cut back on Delta Digest, but large board mailing.
• Budget: not ready to present. Rob and Steve have discussed budgeting and Rob has prepared a budget for the chapter.
• 20 people in the house/$3400 term bills. MIT has raised rent on campus, which helps us.
• Building Fund Trustees: Andy, Steve, TJ (?). ****Clerk review minutes, is Brian still a member?****
  ■ Usually entails getting together for dinner once a year to discuss. Concern that money is invested wisely.
  ■ Aaron Bell volunteers.
• Steve will be stepping down as treasurer and from the board at the end of this board term.

CLERK
• No report.
• Alumni directory isn't there anymore.
• Undergraduate website keeps on getting hacked.
• AILG should think about alumni directories.
• Adam Schawrtz has the data.

CHAPTER ADVISOR
• Chris intends to step down as chapter advisor as soon as a replacement is found.
• Has been chapter advisor for 5 years. Suggestions: Matt Carvey and Andy Berkheimer. Other Suggestions: Camilo & Rocco.
• ~5 years out of school, still be able to relate but also provide adult guidance.
• Jim will work with Chris on recruiting a new Chapter Advisor.

COMMITTEE REPORTS

MENTORING COMMITTEE (Jim)
• Paperwork in place. Basic expectation of a mentor is to meet once a month. Should be in person, other meetings via phone, e-mail, etc.
• Current mentors: Jim, Matt H., Steve B., Matt B., Camilo
• Goal: recruit 2 more mentors that are not on the board. Short list: Andy Parsons, Henry Brush, Matt Carvey, Brian De Cleene, Ken Katz.
• Better recognition for mentors. Suggestion: letter from undergrad to mentor include feedback.
• Jim will follow up with all mentors at least once a month.

CAPITAL EXPENDITURES (Matt B.)
• Review existing plan. Hit most of big ticket items.
• Suggestion 66 windows.
• Goal for this year: Should we continue to put $20,000 into the house on a yearly basis.
• What is necessary to make this physical plant a viable option for the next ~20 years?

POLICY REVIEW (TJ)
• Need a discussion, which still needs to be initiated.
• Perhaps meet Saturday, October 25.

AUDIT COMMITTEE (Andy H.)
• Get treasury activities codified.
• Find the discrepancy in the current report.
• Nick suggested that we review the budget prior to the next meeting.
• Meet every 2 months before 6294.

OLD BUSINESS

• Already addressed

NEW BUSINESS

• Rush went well. 10 pledges: 9 freshman + 1 sophomore.
• New chef, very good.
• Safe fixed?
• Mark Wuonola volunteered to head up some of the historical documents stuff.
• Major reunion for 2010? We should start planning for that in January for defined schedule, dates, place to announce in Spring Delta Digest and 6294.
• New fridge finally arrived.

PROPOSAL: Next meeting Saturday, October 25.

MOTION: Trustees of the building fund: Andy Gruber, Steve Baker, Aaron Bell. MOTION CARRIES.