

Annual Business Meeting Minutes

Date: August 24, 2013
Time: 11:28 am
Location: Andronicus Chapter House

Attended by:

Erin Cuevas	Proey Liao	Mike Rabanera
Joy Dayaw	Alberto Lopez	Laura Schmidt
Vanja Deretic	Joanna Ma	John Sterni
Kurt Hanna	Anthony McLin	Eric Solis
Kristen Lambros	Pearl McLin	

Executive Reports

Report of the President: Brother Lopez

State of the Association: we had a pretty good year.

Accomplishments include:

- Developed a capital improvement plan
- maintained and added members
 - Met and exceeded our goal of 35 dues-paying members from last year
- Awarded a Convention scholarship to the Active Chapter
- Held seven networking events throughout the year
- Recruited a new board member, VP Erin Cuevas
- Instituted an online repair request system

Five Year Goals:

- Still tracking a complete separation of alumni dues funds from rent income
- On track for getting 50 dues-paying members
- Need improvement on social and professional events that benefit alumni directly
- Been increasing rental percentage of the House by Actives
 - Was barely 50% before
 - Now sitting at 75% Active tenants
- Begin/continue execution of capital improvement plan in the coming year
- Tiered membership plan once we get to the 50-member mark
- Laura and Alberto have talked to a general liability insurance provider
 - looking into procuring insurance for the House
- Budget: we want more Actives to live at the House
 - Understand that the current state of facilities need to be improved
 - Tiered priorities for what needs to be fixed/upgraded
 - Next steps: finding funding (e.g.: bank loans)
- Alumni Retreat

One Year Goals:

- Promote online ticketing system for repairs
- Streamline publicizing events
- Fund and promote capital improvement plan
- Keep increasing the number of Actives in the House
- More and better communication with the Actives
- Implement Parlor Fee, Spring 2014

Report of the Vice President: Brother Cuevas

Attended the Alumni Summit sponsored by the National Fraternity. Had a great time, learned a lot. Next one is going to be in May, in an easier place to get to.

Report of the Treasurer: Brother Sterni

Passed out report (attached). Goal of report is to track how much net income we can prove in order to take out a bank loan. Looking at operating costs: roof loan is paid off, only loan left is the 1994 FEMA loan, which will be finished in 2024. We can afford about \$600-800 per month based on this past fiscal year. We do not yet have 3–5 year projections but we will need that to obtain a bank loan. Rough numbers: we are projecting \$58,000 in revenue this year, assuming 15 Actives throughout the year.

Report of the Secretary: Brother P. McLin

Mailer was sent out, please check your spam boxes. Will still send out physical mailers to selected people.

Report of the Facilities Manager: Brother A. McLin

New:

- Online repair request system
- 100% online billing and rent collection
 - Online billing: report with billing history
 - lets us plan better, track expenses
 - Over the past fiscal year, have been bringing in about \$600 per month net income
 - Such little net income makes it hard to build up capital for repairs after all incidentals
- no major repairs this year
- may incur a higher maintenance cost this year due to more tenants
- 16 people living in the House for Fall semester, compared to 12 last year.
- 14 scheduled for the Spring, leaving one room open.

Old:

- Br. Sterni has had some success in collecting back rent from a year or two ago as well as from those who moved out this summer.
- We have about \$8,000 in outstanding rent still to collect from 3–4 people.
 - Have agreements arranged with 2 of them
- Last year had about \$9,000 outstanding
- We have a clearer trail on contracts, incoming bills; a dropbox filing system; formalized move-in/move-out inspections for assessing penalties for security deposits.

Repairs:

- Windows that are broken will be replaced
- House will be rekeyed.
 - Change in policy as to who gets keys (detailed in Parlor Fee)
- Parlor Fee (details attached): a contract with the Active Chapter as tenant for use of the public areas of the House, addressing liabilities on some events.

Long term:

- Capital improvement plan: the number we came up with was much lower than anticipated
- Some stuff will need to be addressed sooner rather than later (i.e.: the kitchen)
- Working with Active Chapter and residents and with Active House Manager to work out hashing and parking assignments, etc.

Chapter, SARCH, Committee Reports

Chapter Report

- Anthony touched on the loss of members: lost 3 actives over past few months, other than graduating seniors. Count currently stands at 21.
- Doug Noble offered a color plotter to the House, delivery imminent
- Mouna is Rush Chair

SARCH

- Thanks to Br. Mock, we will be replacing the gutters. Unfortunately, we haven't been able to find a contractor who will do the work.
- New members are interested in assisting with SARCH, including Br. Dunham and Natalee Ellars.

- Will work with Active Chapter about small home repair workshops to engage them for fun SARCH stuff.

Committee Report

- Raised \$200 for SARCH
- Anyone can join the planning committee

Business

Old Business

1. Implementation of Capital Improvement Plan
as discussed in President's State of the Association report
2. Recruitment of new members/recent grads
 1. Send a coupon to new grads (reduced fee for recent grads' alumni dues)
 2. Ideas for future events:
 1. More tailgate parties
 2. More gatherings at the House
 3. Progressive Dinner Party ("Dinner Crawl")
3. Parlor Fee
 1. Fall is a trial semester
 2. To be fully implemented Spring 2014
4. The Weathervane
 1. Dissemination of information in the digital age requires multiple means
 1. email campaign
 2. repurpose the Facebook group
 3. physical letters

New Business

1. Ideas for Social and Professional Events for the year
 1. Kurt's band has gigs nearly every month, most are free to attend
 2. Vanja looking to lead seminar on starting your own business
 3. Pearl to talk to contractors to get a tour of ARTIC
 4. Laura suggests a retreat in San Diego
 5. Indoor paintball
2. Elections
 1. President: Br. Lopez re-elected by acclamation
 2. Vice President: Br. Cuevas re-elected by acclamation
 3. Treasurer: Br. Sterni re-elected by acclamation
 4. Secretary: Br. Hanna elected by acclamation
 5. Facilities Manager: Br. A. McLin re-elected by acclamation

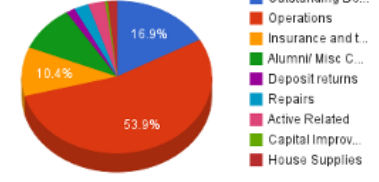
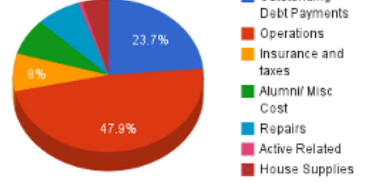
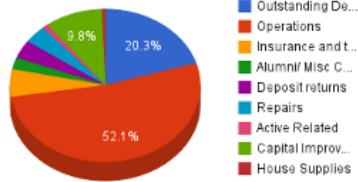
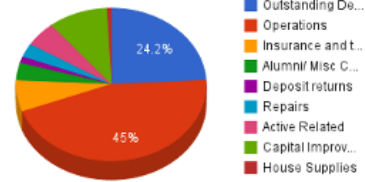
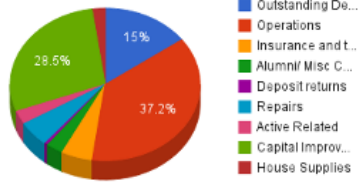
Scheduling

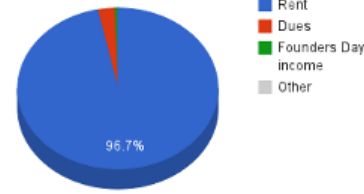
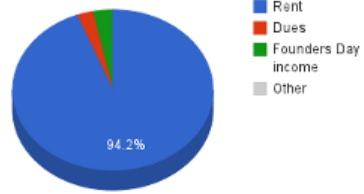
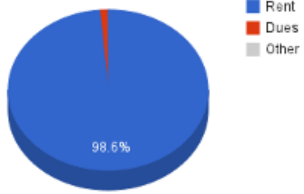
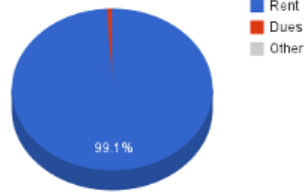
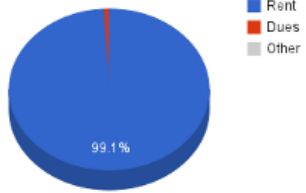
Next "fun/professional" meeting will be October 19th, 3:30pm start time

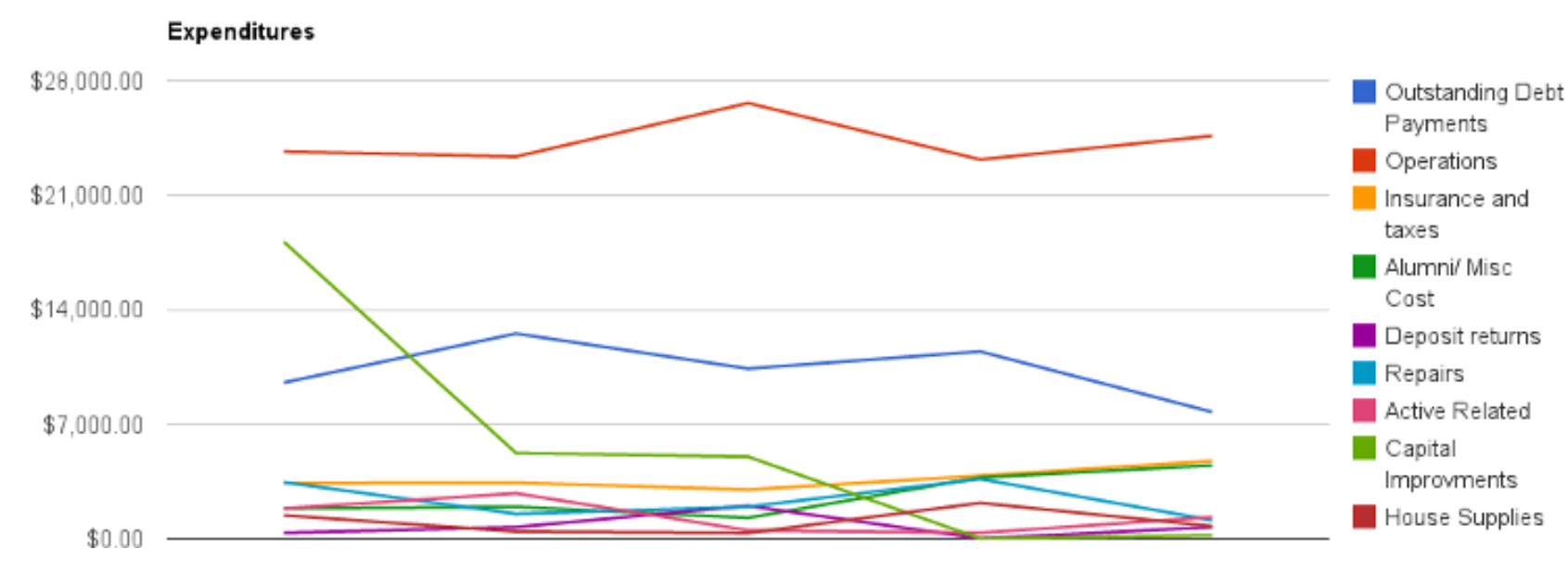
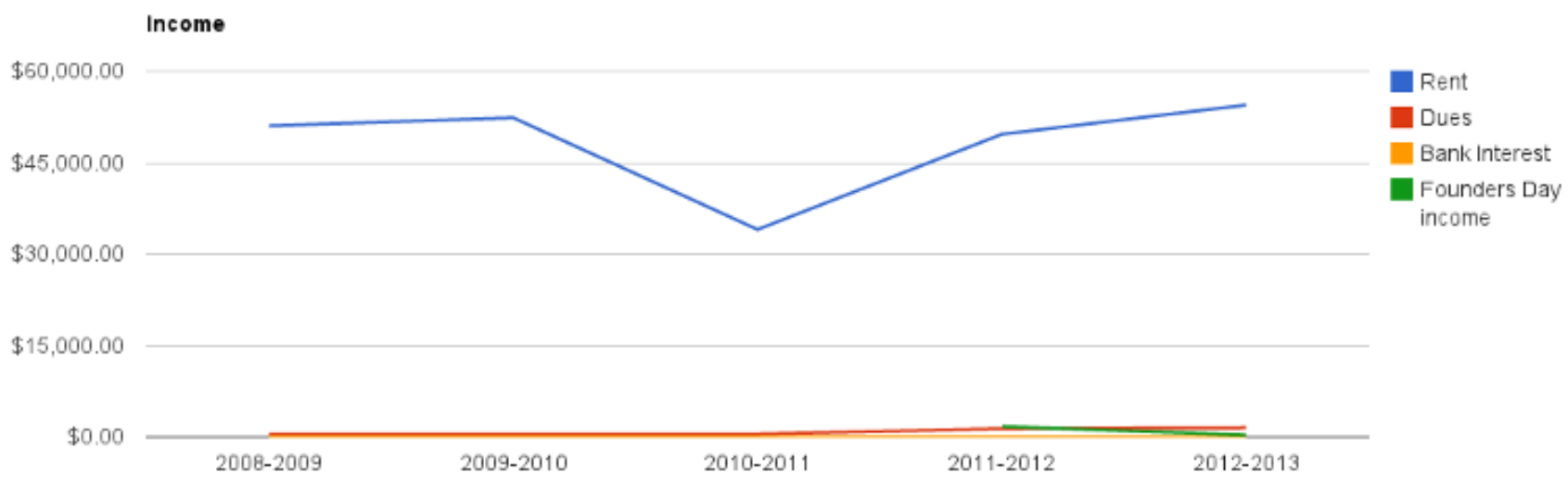
Next "business" meeting will be September 21st, 11am start time

Meeting adjourned at 12:53pm.

Andronicus Alumni 5 year Summary					
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Rent	\$51,049.78	\$52,371.99	\$34,036.25	\$49,664.52	\$54,459.96
Dues	\$470.00	\$470.00	\$470.00	\$1,365.00	\$1,508.54
Bank Interest	\$8.94	\$1.79	\$1.50	\$0.84	\$1.58
Founders Day income				\$1,720.00	\$320.00
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Outstanding Debt Payments	\$9,540.00	\$12,540.00	\$10,394.00	\$11,443.52	\$7,740.00
Operations	\$23,671.91	\$23,365.65	\$26,638.08	\$23,183.91	\$24,634.04
Insurance and taxes	\$3,394.27	\$3,422.13	\$2,992.01	\$3,846.25	\$4,743.34
Alumni/ Misc Cost	\$1,842.06	\$1,942.48	\$1,269.07	\$3,734.23	\$4,478.78
Deposit returns	\$350.00	\$700.00	\$2,000.00	\$0.00	\$700.00
Repairs	\$3,441.83	\$1,511.74	\$1,945.58	\$3,643.43	\$1,121.68
Active Related	\$1,839.33	\$2,766.00	\$500.00	\$349.38	\$1,313.71
Capital Improvements	\$18,150.00	\$5,233.00	\$5,007.00	\$0.00	\$197.04
House Supplies	\$1,420.70	\$431.68	\$341.01	\$2,178.94	\$757.35
TOTAL	\$63,650.10	\$51,912.68	\$51,086.75	\$48,379.66	\$45,685.94







	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013		Avg.	-247.2406667
Income	51528.72	52843.78	34507.75	51030.36	55970.08			
Expenses	63650.1	51912.68	51086.75	48379.66	45685.94			
Diff	-12121.38	931.1	-16579	2650.7	10284.14			
Monthly	-1010.12	77.59	-1381.58	220.89	857.01			

Parlor Fee FAQ

What is a parlor fee?

Parlor is a historical term that is derived from the era when houses had formal “parlors” for receiving guests, what we now refer to more commonly as the “living room.” The parlor was the common area shared by all members and not the private rooms of the residents.

Hence, the parlor fee is paid by the Active Chapter for the using the common areas of the chapter facility for meetings, gatherings, study groups, etc. regardless of whether the member lives in the chapter house or not. The parlor fees are not part of room and board rent.

The Andronicus Chapter House Parlor fee will be charged monthly.

What does the parlor fee cover?

The parlor fee helps cover the cost of numerous facility expenses. These costs include but not limited to: utilities such as water, gas, electricity, and drinking water; normal wear and tear on appliances such as dishwasher, microwave, refrigerator, and freezer; house supplies such as toilet paper, paper towels, light bulbs, and cleaning supplies; and insurance for the overall property as well as common area furnishings. They are similar to fees levied by a neighborhood or condominium association.

Does the parlor fee cover damages?

Residents of the Chapter, coordinated through the Chapter elected house manager, report work orders to the Alumni Association Facility Manager for maintenance concerns for the common areas in the Chapter house. Work orders are reviewed by the Alumni Association Facility Manager, and those that fall out of the realm of normal wear and tear are sent to Chapter leadership as Chapter damage.

It will be the responsibility of the Chapter leadership to inform all members of the Andronicus chapter and their guests of the terms of this contract. It will also be the responsibility of the Chapter leadership to charge those individuals responsible for causing the damage and remit payment of damages to the Alumni Association. In the event that those individuals cannot be identified, the cost of the repair will be considered common damage and the overall Chapter will be charged.

Common damages will not be billed to residents. The intention is to hold those responsible for damage accountable for the cost of repairs without billing the entire community. However, if common damage becomes a persistent community problem, the Chapter may be held accountable for the damages.

What is considered as “normal wear and tear” vs. “damage”?

Matting carpet is wear and tear; burned or stained carpeting is damage. A few small nail holes is wear and tear; large holes in the walls constitute damages. Fading or yellowing of paint is wear and tear; large stains on the walls are damage. Other signs of everyday wear and tear are worn electrical switches, frayed pull strings on blinds, loose hinges on doors, lightly scuffed hardwood floors, worn linoleum, loose wallpaper, faded curtains and dirty window screens. Time and regular daily use can cause any of these items to become worn and do not constitute damages.

How much is the parlor fee?

The parlor fee rate is set by the Andronicus Alumni Association. Parlor fees are collected by the Worthy Estimator or a person designated by the Chapter. The current rate is \$400 **(final number yet to be determined)** per month for the contracted period.



Parlor Fee Contract

This agreement is between the Andronicus Chapter of the Alpha Rho Chi Fraternity (Chapter herein) and the Andronicus Alumni Association of the Alpha Rho Chi Fraternity (Alumni Association herein). The parties agree to the following:

The Alumni Association does hereby agree that the Chapter shall be entitled to all privileges of affiliation for the period commencing on _____, 20__ until _____, 20__.

In consideration therefore, the undersigned Chapter above agree to pay to the Alumni Association the following financial obligations and recognize that these rates may change as the Alumni Association so determines and hereby agrees to pay \$_____ per month for the contracted period.

The parlor fee is due on the first of each month of the contracted period. If the parlor fee is not paid in full on or before the 7th of the month, the Chapter agrees to pay a surcharge of five percent (5%) of their account balance applied on the 8th of the month. If the Chapter fails to make payment in a timely manner, the Alumni Association has the legal right to serve notice to pay appropriate fees or vacate within three (3) days, as provided by the California Code of Civil Procedures Section 1161.

Parlor Guidelines

Signing the Contract:

The Chapter representatives signing the contract will assume all legal liability for all events. The Chapter representatives will also assume all financial responsibility should any damages occur. Any damage caused by the Chapter, beyond that arising from normal wear, must be paid in full for by the Chapter in addition to the above regular monthly charges within 30 days of invoice.

If the Chapter gives the Alumni Association a business check and when the Alumni Association deposits the check and it is returned for "insufficient funds" or for any other reason, the Chapter agrees to pay, in addition to monthly Parlor fee, et cetera, a returned check fee of **twenty-five dollars (\$25.00)** to reimburse the Alumni Association for the charges and costs incurred in such an event. The Chapter will also be liable for any late payment fee incurred as a result of the check being returned. The returned check fee is due with the redeeming payment.

The Chapter may not assign, transfer, or terminate this agreement without written permission from the Alumni Association.

Facilities:

The Alumni Association **MUST** approve any alterations or additions to the common areas (Parlor herein) in writing. This written agreement must include a time frame for completion and penalties for failure to complete the project in the time frame stated. Failure to do so may result in a charge for the repair and/ or completion of the alteration to the premises.

The Parlor includes all interior and exterior spaces of the Shankland Andronicus Chapter House property (the House herein) located at 715 West 28th Street, Los Angeles, CA 90007, except for contracted resident rooms. The House porch roofs are not balconies and shall not be occupied at any time.

Unisex restrooms are located on the first floor near the side entrance and under the back stairs. Additional restrooms are located on the second and third level.

The Chapter will be responsible for damages caused by the Chapter, their guests and their events, including but not limited to: parties, initiation of members into Andronicus or any other Chapter requesting the use of the House, lectures, and Student Faculty dinners.



Using the Parlors:

Most of the furniture require great care when moving, especially the pool table. Furniture in the Pierre Koenig Memorial Library may not be moved.

- The windows and doors in the Parlor must be closed and locked when unoccupied; the curtains shall remain in place.
- Turn off all electronics, lights, and heating when Parlor is unoccupied.
- Do not use nails or any other wall damaging attachments for **ANY** reason, except as permitted by the Alumni Association in writing.
- No unattended candles are allowed.
- Please read Recyclables and Trash for additional information.
- Smoking is prohibited indoors at the House, including the back house and woodshop. Smoking is only permitted in outside areas such as the parking lot, the front yard, and the front and side porches, with adjacent doors closed.
- Food and drinks are not permissible in the Pierre Koenig Memorial Library.
- Animals are not permitted in the Parlor at any time, except for outdoors and as permitted by the Alumni Association in writing.

Recyclables and Trash:

Be environmentally conscious.

All recyclables are to be placed in the recycle bins which are located in the kitchen. All trash must be disposed of in the marked trash bins. Carry away rubbish if it exceeds the recycling or trash can's capacity. The Chapter will be responsible for paying for additional housekeeping services if deemed necessary based on the number of attendees and time of event. The fee for housekeeping is \$75 per event. The housekeeping fees will be added to your monthly statement issued by the Alumni Association Facilities Manager.

Returning the Keys:

Front door keys can be picked up from the Alumni Association Facilities Manager. Contact the Facilities Manager to schedule an appointment for pickup. **Users are required to sign for the keys upon pick up at the beginning of the contracted period and again at the end of the contracted period. Keys will not be released without a signed contract and parlor fee payment.**

If the front door keys are not returned to the Alumni Association at the end of the contract period, a charge, to be determined by the Alumni Association, is due to the Alumni Association to pay for the changing of the House' locks.

Assuming Financial Responsibility:

Your group will be held financially responsible for all damages or additional housekeeping or recycling charges. Damages must be reported when the keys are returned. Alumni Association Facility Manager checks the parlors at the beginning and end of each contract period and makes any and all determination of damages.

The Alumni Association assumes no responsibility for loss of or damage to personal property caused by theft, fire, or any other cause.

In Case of an Emergency:

Dial 911 or contact USC Department of Public Safety. For building emergencies, the Chapter elected House Manager shall contact the Alumni Association Facilities Management.



The Chapter representatives understand the terms to this contract and can understand English. By witness of such with, the Chapter representatives will write and initial to that fact the following statement below:

“I can read and understand the English language.”

_____ initials _____
_____ initials _____
_____ initials _____
_____ initials _____
_____ initials _____

The Chapter will abide by any Federal, State or local law or rules of the Fraternity and the University of Southern California for the contracted period.

We, as the Executive Board of the Chapter, have read the above Parlor Guidelines and agree to the terms stated regarding use of the Shankland Andronicus Chapter House Parlors. We will assume all legal liabilities for use of the Shankland Andronicus Chapter House Parlors. We also agree and assume all financial responsibility for any damages that may occur during our contract period.

By witness, the renter in witness of the agreement of the parties hereto, this agreement is signed by the duly authorized officers of the Alumni Association and by the Chapter as of

the _____ day of _____, 2013.

_____ Worthy Architect (President)
_____ Worthy Associate Architect (Vice President)
_____ Worthy Estimator (Treasurer)
_____ Worthy Superintendent (Recruiter)
_____ Worthy Clerk (Secretary)
_____ Alumni Association Facilities Manager