Current House Officers	Area	email	shadow alum	email	day phone	Mobile	night phone	FAX	address	city, st	Notes
Javier Garcia	Social Activities Committee	jagarcia@mit.edu	John Welch	John@playfirst.com							
Sam Philips	President	sam3186@mit.edu	Carlos Cashman	ccashman@alum.mit.edu	alt = Dave "Visco" Vislosky						
Alberto Mena	Judicial Process Committee	mena@mit.edu									
Alberto Mena	Pledge Program Committee	mena@mit.edu	Keith Byerly	kbyerly@alum.mit.edu							
Adam Blakeway	Ritual Enactment & Officers' Manuals Committee	iondrive@mit.edu									
Joe Diaz	Rush / Recruitment Procedures Committee	jdiaz@mit.edu	Carlos Cashman		alt = Keith Byerly						
Shuyi (James) Chen	Treasury/Finances Committee	schen111@mit.edu	Michael Perfit/Ed Alderman		alt = Bob Lijana						
Francisco Saldana	Alumni Relations Committee	lucid@mit.edu	John Welch	John@playfirst.com							
Daniel Perez	Academics Committee	danny99@mit.edu									
Christopher Compean	House Management Committee	compean@mit.edu	Dave Stracher and Ed Hammond	dstracher@alum.mit.edu							
Dan ?	House Manager		Dave Stracher and Ed Hammond	dstracher@alum.mit.edu							
?	Executive Officer and VP										
Elias Cole	Steward	eliasc3@mit.edu	Frank Gay	frank_gay_sa@yahoo.com							
Kevin Kelley	Web page	kelleyk@mit.edu	Marc Bejarano?								

Volunteer	Area	Team code	secondary								
Recovery Core Team		Cp									
Bob Schrieber	House Corp past President		past House Corp President	schreiberrp@alum.mit.edu	(617) 452-6251	(617) 512-6819					
Edwin Adlerman	Finance		Finance	eadlerman@mac.com	405 514-5232						
Jim Bevilacqua				jbevilacqua@alum.mit.edu	617-951-5000		617-242-9865		148 Beacon Street #1	Boston MA 02116	
Carlos Cashman	Advisory Committee - Head		Advisory committee head	ccashman@alum.mit.edu	(781) 683-3371	(781) 350-0124		(781) 683-3399	100 Quannapowitt Parkway, Suite 102	Wakefield, MA 01880	
Jack Chaney	Task List, remote volunteers coordnation		Task master	jackchaney@alum.mit.edu	607-974-7073	607-377-1075	607-739-6122		21 Chelsea Dr	Horseheads, NY 14845	
Marc Bejarano	Recent Alumni graduate		RA	beej@alum.mit.edu	781-213-6420	415-596-6789					
Alberto Mena	previous House President		House Pesident	sam3186@mit.edu							
Advisory Committee											
Carlos Cashman	Advisory Committee - Head		AC	ccashman@alum.mit.edu	(781) 683-3371	(781) 350-0124		0 (781) 683-3399	100 Quannapowitt Parkway, Suite 102	Wakefield, MA 01880	
	see shadow officers listed with House Officers										

Officers Manuals & By-Laws											
Clark Bisel	Rush	D		clark.bisel@alum.mit.edu							
Jack Chaney	Coordinator	Task master	D	jackchaney@alum.mit.edu							
Camilo Cepeda	Officers Manuals & By-Laws	d		ccepeda@alum.mit.edu							
Amir Hirsch	Officers Manuals & By-Laws	d		amirh@alum.mit.edu							Always around
Mke Spindel	Officers Manuals & By-Laws	d		mspindel@alum.mit.edu							web site knowledge
Joe Presbrey	Officers Manuals & By-Laws	d		n/a							web site knowledge
Bob Lijana	Treasurer			rlijana@comcast.net							
Richard Soenneker				dickj@alum.mit.edu							
Dave Stracher	House Mgt Alum Adv Bd	D	HM	dstracher@alum.mit.edu							
Adam Blakeway	**Undergrad rep**			iondrive@mit.edu							
Bob Reichard	By-law review committee (Db)	Db	bylaws	bob.reichard@alum.mit.edu							
Chris Barnett	by-law review committee & if still looking for members-at-large	Db	bylaws	cibarnett@alum.mit.edu							
Camilo Cepeda	access to old manuals			ccepeda@alum.mit.edu							
Finance											
Michael Perfit	Finance items & By-Laws	F	D	michael@michaelandkevin.com							
Keith Mason	former HC Finance chair	F		kmason@alum.mit.edu		443-535-3458					
John Sallay	Finance Adv Board	F		jsallay@comcast.net							
Edwin Adlerman	Remote Treasurer for House Corp (F)	F		eadlerman@mac.com	405 514-5232						
Gim Hom	Research "financial hardship" issues (Chapter Counselor)	MIT	F	gim@sloan.mit.edu							Faculty member and Freshman Advisor
Shuyi Chen	**Undergrad rep**			schen111@mit.edu							
Jim Bevilacqua	House Corp member-at-large(HC) & Fin Comm	HC	F	jbevilacqua@alum.mit.edu							
House Corp											
Jim Bevilacqua	House Corp member-at-large(HC) & Fin Comm	HC	F	jbevilacqua@alum.mit.edu							
Edwin Alderman	Remote Treasurer for House Corp (F)	F		eadlerman@mac.com	405 514-5232						
Ed Hammond	Advisory Committee House Manager with D Stracher	HC		spock@alum.mit.edu							Was RA in Year 2000
Bob Schrieber	President	HC		schreiberrp@alum.mit.edu	(617) 452-6251	(617) 512-6819					
Henry Stern	HC member-at-large & Fin/Budgetary	HC		hcstern@excite.com							
Richard Soenneker	Newsletter and website	W	HC								Willing to stay on HC at large
Carl Swanson	HC member-at-large	HC		farswan@aol.com							
Carlos Cashman	Advisory Group Leader	Leader	HC	ccashman@alum.mit.edu	(781) 683-3371	(781) 350-0124		(781) 683-3399	100 Quannapowitt Parkway, Suite 102	Wakefield, MA 01880	
Alberto Mena	undergrad rep - House President	HC		sam3186@mit.edu							
Shuyi Chen	undergrad rep - Treasurer	HC		schen111@mit.edu							
Neil Lupton	Secretary			neillup@alum.mit.edu							
Michael Perfit	Treasurer mentor and at large										
Chris Rodriguez											
Phil Marfuta - Banniste	RA			dmessiah@alum.mit.edu		609-977-5784					
Marc Bejarano	RA & HC member-at-large	RA	HC	beej@alum.mit.edu							
Mission and Vision											
Clark Bisel	Mission and Vision	M&V		clark.bisel@alum.mit.edu							
Jack Chaney	Mission and Vision	M&V		jackchaney@alum.mit.edu							
Available to help/undesignated	Your time will come!										
Dave Geiger	O=open	O									
Mike Spindel		O									
Rafael Mandujano		O									

Name	Description	Status	Committee	Email	Phone	Notes
Robert Mays		O				
Phil Webber		O				
John Lagraf		O		John E Lagraff <jlagraff@syr.edu>		
Al Shelby		O		arshelby@aol.com		
Larry Stabile						
Bob Reichard		O		Bob.Reichard2@verizon.net		
Armando Viteri		O		armando5@earthlink.net		
Carl Swanson				FARSWAN@aol.com		
Undergrads as potential officers		Attended 6-23?				
Emmanuel Borja		Y		eborja@mit.edu		
Elias Cole		Y		eliasc3@mit.edu		
Rodolfo Santana		Y		santana9@mit.edu		
		O				
Pledge Program		P				
Alberto Mena	undergrad rep	P		sam3186@mit.edu		
Keith Byerly	Pledge Program (P)	P				
Rush and Retaining						
Dan Arlow	Rush (R)	R	Alberto's committees			Keeps in touch, visits every 2 months
Eric Clayberg	Rush	R	Rituals/Traditions			2-term Rush Term inj 1980s
Nate Costello	Rush/Recruitment	R	Officers Manuals			Transition btw old and new systems
Anne Byerly	Rush marketing; help finding boarders B=boarders	R	B			Lots of RE experience
John Marrero	Rush & Recruitment	R				
Joe Diaz	undergrad rep			jdiaz@mit.edu		
Manny Rivas	Rush & Recruitment	R				
Phil Bannister	Potential RA	RA				
Marc Bejarano	RA & HC member-at-large	RA	HC	beej@alum.mit.edu		
Web site/web tools						
John Krout	Website feedback from parent viewpoint (W=web)	W	Rush package?			Photography -- "Bridge you don't have to cross if you live at TDC"
Francisco Saldana?	undergrad rep			lucid@mit.edu		
Richard Soenneker	Newsletter and website	W	HC	dickj@alum.mit.edu		Willing to stay on HC at large
Marc Bejarano	email distribution lists (currently by Dan Geer)	W				
Alumni Affairs						
John Welch	TDC national POC			john@playfirst.com		
Food service						
Frank Gay				frank_gay_sa@yahoo.com		
Special projects		SP				
Juan Pineda	survey analysis			juan@logician.com		
Fund Raising		FR				
Armando Viteri				armando5@earthlink.net		
Advisers						
Phil Parker	Coord National CFO involvement -- help with Rush	CFO	R			
National CFO	Rituals/Traditions (Trad)	Trad				
Gim Hom	Research "financial hardship" issues (Chapter Counselor)	MIT	F			Faculty member and Freshman Advisor
Scott Klemm	FSILG			sklemm@fsilg.coop		
Deanna Lane	Stewart Howe			deanna.lane@stewarthowe.com		
Leah Cook	Stewart Howe			leah.cook@stewarthowe.com		
Steve Baker	MIT AILG Chair - did survey					
Bob Ferrara	MIT Alumni Assoc. Office			rferrara@mit.edu		
Lauren Wotjkun	MIT - Assistant Director of Fraternites, etc.			laurenw@mit.edu	617-258-5490	
Eric Kelley	TDC National - Director of Expansion and Charge Development			ekelley@tdx.org	814-880-5048	
Kevin Davila	TDC National - Charge Consultant			kdavila@tdx.org	800-999-1847	
Marlena Martinez	FSILG					
Dan Geer	former House Corp chair			geer@alum.mit.edu		

rev	ID Code	Action Item	Responsible	Team	Priority	Due	Notes	Involvement Frequency (# of times annually)	Time of Year Involvement Needed	Local or Long Distance	Relative Level of Effort	Estimated Duration of Service (Years)	Skill Needed	Current, New, or Idea	Main Category	Brief Description
29-Jun	147	2007 IRDF Educational Operating Grant is 6/30/08. See http://mit.edu/irdf/apply.html	E Alderman	F	1 - vital	6/30/2008	passed on to James Chen									
29-Jun	148	pay the outstanding tax bill	E Alderman	F	1 - vital	7/3/2008										
29-Jun	149	call the City to find out how to clear the lien, and clear it	E Alderman	F	1 - vital	7/3/2008										
10-Aug	141	pay bill to Stewart Howe Alumni Service - $6,000 (See Bob Schreiber). Due date?	E Alderman	F	3 - high	7/16/2008	partial payment made, need to wait until we have more funds									
29-Jun	154	update automated emergency contact lists for Americal alarm	J Chaney	V	3 - high	8/2/2008	Bevilacqua and Cashman. Asked Stracher for method/contact advice 10-12									
	185	send SHAS listings of contributing alumni to Secretary Javier Garcia.	E Alderman	AA	3-high	8/12/2008										
24-Aug	100	develop membership expectations document	C Compean	MIT	1-vital	done 10-24	see #181 and 182- preparing proposals	once	Summer 08	local	high	2 months	facilitation, relationships	current		clarifies expectations, rights and responsibilities, policies and procedures including how members will be held accountable for adhering to rules, and a reaffirmation of the values of TDC
24-Aug	112	negotiate over due and defult loans with IRDF boards	E Alderman	MIT	1-vital	8/15/2008		once	summer	either						
24-Aug	115	set budget reserve ammounts for emergencies and long term planning	E Alderman	MIT	1-vital	8/15/2008		once	summer	either						
10-Aug	120	Create points system for scholarship	C Compean	E	6 - medium	8/15/2008	see #180 - preparing proposal									
24-Aug	162	provide budget for school year for 1ˢᵗ term of 2008-9, and will submit to HC	J Chen	MIT	1-vital	8/19/2008										
	163	call MIT to find out about reimbursement – once per term or once per school year – and he will notify HC	J Chen	F	1-vital	8/19/2008										
	165	Scott Klemm to find out who gets the IRDF grant check.	J Chen	F	1-vital	8/19/2008										
	166	develop proposed amount of rent from HC to house and report back to HC and the House officers	E Alderman	F	1-vital	8/19/2008										
	167	hire an accountant to fill out the taxes (back taxes and this year's).	E Alderman	F	1-vital	8/19/2008	see Scott Klemm for recommendations									
	168	Tax ID number used for the cook is same as HC's ID - is this OK?	E Alderman	F	1-vital	8/19/2008	see Scott Klemm for recommendations									
	171	collect full owed amounts from summer boarders	J Chen	F	1-vital	8/19/2008										
	181	Outline of membership expectations - report out to HC	C Compean	HC	1-vital	done 10-24	incl 1 year commitment for residents and social fee for non residents									
	164	compile additional expenses info, to submit to FCI Coop. Report to House Corp	J Chen	F	2-high	8/19/2008										
	180	propose incentive point system for brother	C Compean	HC	2-high	8/19/2008										
	183	issue Advisory Committee list	C Cashman	AC	3-high	8/19/2008	done, but need to report to MIT									
24-Aug	94	set temporary boarder policy	C Compean	MIT	1-vital	done 10-24	temp boarders are required	once	August	local	medium	2 months		current		MIT requirement; must follow MIT policies including must be full time student at MIT. MIT recommends this a temporary and time limited plan
24-Aug	101	obtain signatures on the expectations document for all curren members	S Philips	MIT	1-vital	done 10-24		once	Summer 08	local	high	2 months	facilitation, relationships	current		
24-Aug	102	set roles, job descriptions, expectations and term limits for HC members, advisory board, and house officers.	R Schreiber, C Cashman, A Mena	MIT	1-vital	8/31/2008	issued proposal 10-24	once	Summer 08	either	high	1 year	organizational design, facilitation, relationships, writing	current		to manage house including finances and facility maintenance
	103	recruit chapter adviser and advisory board	C Cashman	MIT	1-vital	8/31/2008	done, but need to report to MIT	once	Summer 08	either	high	2 months	relationships, knowledge of potential alums	current		to mentor and advise undergraduate officers and provide insight regarding chapter operations. Outside of facilty operations
24-Aug	111	Submit budget, balance sheet, and income statement to FSLIG	E Alderman	MIT	1-vital	8/31/2008		annual	summer	either	high	2 months	financial, communications			show TDC is finanically viable, and plan to maintain
24-Aug	113	report negotiated settlements of over due and default loans to FSLIG	E Alderman	MIT	1-vital	8/31/2008		once	summer	either						
24-Aug	116	submit results of #114 and #115 to FSLIG	R Schreiber and S Philips	MIT	1-vital	8/31/2008	report due quarterly, starting in Sept	once	summer	local						
24-Aug	118	Study alternative meal plans	F Gay	MIT	1-vital	close 10-24	will use current cook	once	summer	either						MIT may be able to offer Baker or Next House meal plans
24-Aug	86	plan for sustainable occupancy levels, incl year round recruiting	R Schreiber	MIT	1-vital	9/1/2008	actively seeking boarders. ATO, RAs in place. Report to FSLIG due ea quarter	monthly until stable	summer 08	local	medium	2 months		current		
	86	short term financial plan incl boarders	E Alderman	F	1-vital	9/1/2008	proposed draft budget	once	summer	local	high	2 months		current		
24-Aug	88	determine min sustainable occupancy level	E Alderman	F	1-vital	9/1/2008	proposed draft budget	annual analysis	summer 08	either	medium	2 months		current		
	160	transfer ownership of tdc email distribution lists	D Geer	W	2 - high	9/1/2008	to Marc Bejarano									
	199	ask Assistant Dean Marlena Martinez to inform Dean Columbx directly of the arrangements, and to ask for special oversight because of the tough conflicts / competitive aspects involved.	K&A Byerly	R	3 - High	9/1/2008										
	200	inform Bob Ferrara of the ATO boarder plan	K&A Byerly	R	3 - High	9/1/2008										
	201	discuss ATO boarder plan with SHAS' Pete McChesney	K&A Byerly	R	3 - High	9/1/2008	get his advice and to ensure that if he also advises ATO that he talk with their officers									
24-Aug	85	incorporate MIT expectations in Mission/Vision: "provide an environment that fosters academic achievement and moral and social development"	A Mena	MIT	6 - medium	done 10-24		once, check in audits	Fall 08	local	high	2 months		current		
12-Oct	122	Recruit new Housecorp Fundraising Leader	J Chaney	V	6 - medium	9/1/2008	Armando Vitieri will participate.									
24-Aug	124	Recruit new Housecorp Vice President	J Chaney	V	6 - medium	9/1/2008	need a search committee for this?									
	128	set up web site "wiki" to help manage recovery effort		W	6 - medium	9/1/2008										
24-Aug	159	Ensure succession planning and term limits are addressed in manuals	J Chaney	MIT	6 - medium	9/1/2008	what is basic policy for term limits and succession planning?									
24-Aug	187	send officer manuals to E Hammond and J Chaney	C Cepeda	D	6-medium	9/1/2008	not sure what he has on zip drives. Will give to Ed late August									
	197	Contact Matt Rita to help develop rental agreements	J Bevilacqua	R	3 - high	9/7/2008										
	189	obtain conferencing speaker phone for HC meeting	C Cashman	HC	2-high	9/8/2008										
24-Aug	190	obtain PC for net meeting or similar tool for HC meetings	C Cashman	HC	7-medium	9/8/2008	need a volunteer									
	195	Develop and implement renters agreements	J Bevilacqua and E Cole	R	1 - vital	done 10-24	for ATO, RAs and other boarders									
24-Aug	105	confirm transparency of HC and advisory board meetings	R Schreiber and C Cashman	MIT	1-vital	9/15/2008	House Corp minutes are being published and distributed to officers and active alums. Advisory Comm meetings happening? Minutes?	once	Summer 08	either	high	2 months	relationships, knowledge of potential alums	current		see #102
	169	info from all brothers including SSN for Omega billing service	J Chen	F	1-vital	9/15/2008										
	178	prepare list with costs of fix-up items and capital items for HC to decide on	C Compean	HC	1-vital	9/15/2008	by current HM - Dan ____. Update at Aug HC meeting									
12-Oct	182	By-Laws and Code of Brotherhood	A Mena	MIT	1-vital	done 10-024										
	170	identify Assistant Treasurer candidates	J Chen	F	2-high	9/15/2008	update at Aug HC meeting									
	175	define capital improvements needed, and will report out to HC	C Cashman	HC	2-high	9/15/2008	update at Aug HC meeting									

Date	ID	Task	Person	Code	Priority	Due	Notes	Freq	Timing	Scope	Level	Range	Category	Status	Type	Description
	176	understand D&O insurance; Talk with Scott Klemm. Jim Bevilacqua will check with TDC CFO (#177)	E Alderman	HC	2-high	9/15/2008	update at Aug HC meeting									
	179	form and contents of the "contract" with the cook	E Cole	F	2-high	9/15/2008	update at Aug HC meeting									
	193	update the HC by-laws	C Barnett	HC	3 - high	9/15/2008	need to expand # of members to be more than 5. Note Bob Reichard and Chris Barnett volunteered to help with this									
	196	Incl special clauses in ATO rental agreements	J Bevilacqua and E Cole	R	3 - high	9/15/2008	consider: incl one officer as a boarder, Make failure o ATO residents at TDC to live up to the criteria a significant "black mark" at Accreditation time, and get this stipulation noted with the AILG Accreditation Committee Chair (not sure of his name) and AILG President, Steve Baker).									
	172	provide plan to HC for regular newsletter	R Soenneker	AA	3-high	9/15/2008	update at Aug HC meeting									
	186	update on contributions response plan	J Garcia	AA	3-high	9/15/2008	With F Soldano, Alumni Affairs officer. update at Aug HC meeting									
	177	ask Kevin Davila / Eric Kelly at TDC CFO about D&O insurance	J Bevilacqua	HC	4-medium	9/15/2008	update at Aug HC meeting									
24-Aug	158	Correct Alumni broken link on TDC web site	K Kelley	W	6 - medium	9/15/2008	Kevin aware and responding									
	184	Identify Jr Exec, to manage and issue thank you notes for donations, etc	S Philips	AA	6-medium	9/15/2008										
24-Aug	87	recruitment target and plan	S Philips	MIT	1 - vital	done 10-24	8 pledged in Fall, target is 5 for the spring	2 months before rush	Fall and Spring. Report to MIT Fall and Spring next 2 years	either	high	2 years min	organization, marketing	current		develop and update plan to recruit and retain members
24-Aug	97	establish scholarship officer with manual	G Hom	MIT	1-vital	10/1/2008		once	Fall 08	local	medium	3 months	relationships, academics	current		
24-Aug	98	recruit academic advisor and chapter counselor	R Schreiber	MIT	1-vital	10/1/2008	Is Gim Hom set to be the advisor?	once	Fall 08	local	medium	3 months	relationships, academic focus	current		FSLIG maintains oversight and can assist in recruiting
24-Aug	99	integrate intentional programming to address academic gaps	Sch Officer	MIT	1-vital	10/1/2008		once	Fall 08	either	medium	3 months	relationships, academic focus	current		Kappa Sigma has a model program
	47	Mortgage mgt	E Alderman	F	3 - high	10/1/2008	http://corp.sec.state.ma.us/corp/corpsearch/CorpSearchSummary.asp?ReadFromDB=True&UpdateAllowed=&FEIN=046115213	3 to 6 interactions	all year	either	medium	5 to 10		idea	Ongoing	Manage the new private mortgage with significant alumni donors
	194	Annual report to Commonwealth's Dept of State	N Lupton	HC	3 - high	10/1/2008										
	198	publicize the ATO arrangement at the next few IFC meetings	A Mena	R	5 - Medium	10/1/2008	incl Rush oversight and rules, including the invoking of "special attention" on the ATO-TDC arrangement by the Rush Rules Police.									
24-Aug	91	establish fees for non resident brothers	E Alderman	MIT	6 - medium	10/1/2008		once	Fall 08	either	low			current		
	157	Develop system for identifying alumni contributors and notifying Alumni Affairs for issuing thank you notes	E Alderman	F	6 - medium	10/1/2008	John Welch is current AA alum lead									
24-Aug	152	test and select on line forum for team and stakeholder discussion	R Soenneker	W	6- medium	10/1/2008	FaceBook or Ning?									
24-Aug	110	Invite AILG Volunteer Committee to review volunteer recruitment process and progress	R Schreiber	MIT	1-vital	11/1/2008	2x/yr	2x/yr	Fall	local	low					
24-Aug	108	Determine added RA role on HC and/or advisory boar	R Schreiber	MIT	3 - high	11/1/2008	need to clarify the plan	once	Fall	either	medium					strengthen conection to undergrads and be a proactive resource
24-Aug	4	MIT FSILG Office - TDC Point-of-Contact	R Schreiber	MIT	6 - medium	11/1/2008		6 to 12 interactions	all year	local	medium	1 to 2		current	POC	Serve as alumni contact with MIT Deans
24-Aug	35	IFC / ILG interaction	S Philips	RI	6 - medium	11/1/2008		5 to 10 interactions	all year	local	medium	1 to 2		new	Mtgs	Attend occasional meetings of undergrad frat governing board
24-Aug	36	AILG participation and interaction	S Philips	RI	6 - medium	11/1/2008		6 to 12 interactions	all year	local	medium	1 to 2		current	Mtgs	Serve as TDC rep to AILG for regularly scheduled breakfast meetings
24-Aug	37	FCI (AILG Coop) participation	S Philips	RI	6 - medium	11/1/2008		3 to 6 interactions	all year	local	low	2 to 4		current	Mtgs	Coordinate and ensure maximum use of Coop-provided resources
24-Aug	61	MIT Campus Police - point-of-contact	S Philips	RI	6 - medium	11/1/2008	also see FSLIG list	1 or 2 interactions	Aug. & Feb.	local	low	2 to 4		idea	POC	Serve as main contact person with CP and help coordinate undergrad mtgs
24-Aug	95	develop progress report for bi annual report to MIT FSILG	House Pres+HC	MIT	1-vital	11/8/2008		once	prior to end of Fall 08 term	either	high	3 months	communications, relationships, organization	current		
	204	Engage Armado Viteri in Thompson Fund	V Ianello	FR	5 - Medium	15-Nov										
24-Aug	96	update and deliver bi annual report to MIT FSILG	R Schreiber and S Philips	MIT	1-vital	12/1/2008		2x/yr	prior to end of Fall 08, Spring 09, Fall 09, Spring 10 terms	local	medium	2 years min	communications, relationships, organization	current		
	68.7	Shadow Risk Manager	E Alderman	F	3 - high	12/1/2008		6 to 12 interactions	all year	local	high	2 to 4	training	new	Coaching	Guide and mentor the undergrad officer
	69	Risk Management Advisor	E Alderman	F	3 - high	12/1/2008		6 to 12 interactions	all year	local	medium	2 to 4	training	new	Ongoing	Serve on House Corp as new RMA including training by MIT
	191	develop officer manual for Taskmaste	J Chaney	D	5-medium	12/1/2008										
24-Aug	63	Utilities management	C Compean	HM	6 - medium	12/1/2008		6 to 12 interactions	all year	local	medium	1 to 2		idea	Ongoing	Explore reductions in steam costs from MIT and water & sewer from Camb.
24-Aug	90	recruitment training for current Frat leaders (taxes, filings, etc	C Cashman	MIT	6 - medium	12/1/2008	MIT letter stated "consider" this	annual?	Fall 08	either	low			current		Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html,or TDC CFO sponsored bootcamp. Funding available from MIT FSILG and the TDC CFO
29-Jun	150	develop standard time line for regular events (taxes, filings, etc	E Alderman	F	6 - medium	12/1/2008										
29-Jun	151	develop standard timeline for non financial events	J Chaney	D	6- medium	12/1/2008	milestones for the House Corp, and detailed each office - as part of refined manuals									
	205	Find a collections czar	J Chaney	F	5 - Medium	1/1/2009										
	192	legal standing of the undergrad house as opposed to House Corp	N Lupton	HC	5-medium	1/1/2009										
	125	Understand insurance coverage and risk management	E Alderman	F	6 - medium	1/1/2009										
29-Jun	143	Financial strategic plan proposa	E Alderman	F	6 - medium	1/1/2009										
29-Jun	144	Audit proposal	E Alderman	F	6 - medium	1/1/2009										
24-Aug	145	Fund raising strategy	Fund raising leader	AA	6 - medium	1/1/2009										
	155	Develop vibrant section of the site about what happens to TDCs after school - for us and for prospectives	J Welch	AA	6 - medium	1/1/2009										
	156	Update the famous and helpful alum section of website at leas	F Soldano	AA	7-medium	2/1/2009	incl adding to alumni affairs office manual timeline with checklist									
24-Aug	12	Community service - tactical	S Philips	S	6 - medium	5/1/2009		2 events	school terms	local	medium	1 to 2		current	Event	Coach undergrads in running event
24-Aug	82	Property boundaries & deed	E Alderman	HM	9 - low	5/1/2009		one-timer	immediate	local	low	< 1		idea	One-timer	Report to House Corp with copies of official County/City documents
24-Aug	60	House elections	President		6 - medium	April		1 event	March	local	medium	1 to 2		idea	Annual	Guide and coach undergrads in process & procedures for officer elections
12-Oct	174	ADP contact to help with boarders	J Bevilacqua	HC	2-high	close 10-12	boarder plan set, using ATO									
12-Oct	49.1	House Manager - Life Safety (alarms, stairs, other hazards)	D Stracher	HM		done 10-12	Replaced all sprinklers	Work Weeks, monthly	Monthly	local	low	2 to 4	mech.	idea	Ongoing	Oversee and maintain smoke and fire alarms, exit systems, stairway and other life safety
12-Oct	161	set room rent and develop plan for getting boarders and submit to HC	C Compean	MIT	1-vital	done 10-12										
12-Oct	173	who is in charge of obtaining boarders? - advise House Cor	C Compean	HC	1-vital	done 10-12	House Corp led this effort									
	57	Contact information - maintenance and dissemination	N Lupton	HM	2 - very high	done 10-12		4 quarterly publs	all year	either	medium	2 to 4	computer	current	Ongoing	Maintain & disseminate the TDC database of alumni & undergrads
12-Oct	56	Judicial process and enforcement	A Mena	J	9 - low	done 10-12		3 to 6 interactions	school terms	local	low	2 to 4		idea	Ongoing	Facilitate creation of undergrad judicial process & ensure implementation
10-Aug	58	House Manager - alarm system		HM	2 - very high		passed annual fire alarm inspection	designated on-call	all year	local	low	2 to 4		current	Ongoing	Act as "point person" alumnus for alarm system(s)
	80	Project Aurora -- point-of-contact		RI	2 - very high			3 to 6 interactions	all year	either	low	1 to 2		new	POC	Serve as the TDC rep on this MIT-sponsored effort to strengthen FSILGs
	9	Auditing House Meeting and Housework		I	3 - high			6 to 12 interactions	school terms	local	medium	1 to 2		current	Mtgs	Visit House for spot checks
	20	SHAS point-of-contact		HC	3 - high			3 to 6 interactions	all year	local	medium	2 to 4		current	POC	Act as primary contact for our alumni service company
	27	Annual banquet - tactical		AA	3 - high			annual event	Nov.	local	intense	1		current	Event	Work on specific functions during banquet weekend
	28	Memorial Awards		R	3 - high			annual event	March-Nov.	either	medium	2 to 4		current	Annual	Join and serve on the Awards Committee
10-Aug	38	Newsletter writing / compilation	R Soenneker	AA	3 - high			4 quarterly publs	all year	either	high	2 to 4		current	Ongoing	Serve as editor-in-chief of TDC's quarterly alumni newsletter
	40	Annual banquet -- Class Captain		AA	3 - high			for annual banquet	March-Nov.					current	Event	Contact all members of designated pledge classes for banquet participation
	62	IRDF - participation and interaction		RI	3 - high			3 to 6 interactions	school terms	local	low	2 to 4		current	Mtgs	Attend regular meetings of IRDF and work toward Board membership
	1	Educational excellence		E	6 - medium			5 to 10 interactions	school terms	either	low	2 to 4		idea	Ongoing	Set up process and interact with undergrad officer corps
	6	TDC Annual BBQ		R	6 - medium			annual event	August-Sept.	local	low	1 to 2		new	Event	Coach undergrads in running event
	8	Recruitment Workshop		R	6 - medium			annual event	August-Sept.	either	low	1 to 2		idea	Event	Plan TDC's participation in MIT annual event

Date	#	Task	Person	Code	Priority	Note	Frequency	Timing	Location	Level	Hours	Type	Status	Category	Description
	13	Alumni recognition		AA	6 - medium			2 to 4 newsletters	all year	either	low	2 to 4		current	Ongoing	Identify and report items to newsletter editor
	19	Auditing compliance with sanctions		I	6 - medium			2 to 5 inspections	all year	local	medium	1 to 2		current	Mtgs	Visit House for spot checks
24-Aug	25	Meal/dinner plan implementation		Fd	6 - medium	likely will use the current cook		one-timer	2005-6	local	medium	< 1		idea	One-timer	Formulate options and present proposal to House Corp. & undergrad officers
	26	Annual banquet - strategic		AA	6 - medium			annual event	March-Nov.	either	high	1 to 2		current	Event	Join and serve on the Alumni Banquet organizing committee
	29	Class-by-class alumni events		AA	6 - medium			annual event	March-Nov.	either	medium	1 to 2		current	Event	Conceive and implement special events during banquet weekend
	34	CAAB meetings		HC	6 - medium			12 monthlies	all year	local	medium	1 to 2		current	Mtgs	Attend monthly CLC-required meetings of Camb Alcohol Advisory Board
	42	Annual officers' reports from the undergrads		HC	6 - medium			3 to 6 interactions	Feb.-April	either	high	1 to 2		idea	Annual	Facilitate official end-of-term reporting per TDC policy
	43	Annual House Corp. and Alumni Organization reports		HC	6 - medium			3 to 6 interactions	Feb.-April	either	high	1 to 2		idea	Annual	Coordinate and facilitate yearly reporting by HC & Alumni Org officers
	59	Parents - proactive interaction		R	6 - medium			2 events	April & August	local	medium	1 to 2		idea	Annual	Help create in-House program and MIT participation in parents events
	81	Family Weekend & Pre-Frosh Preview / Visitation		R	6 - medium			1 event	Jan.-March	either	medium	1 to 2		idea	Event	Guide undergrads toward participation in these events
	3	Backup / alternate heating system		HM	9 - low			one-timer	any time	local	low	< 1	mech.	idea	One-timer	Define feasible alternatives and report to House Corp.
	5	Leadership Forum		HC	9 - low			annual event	fall	local	low	1 to 2		current	Event	Plan TDC's participation in MIT annual event
	7	TDC Scholarship		E	9 - low			yearly award	July-Oct.	either	low	2 to 4		idea	Annual	Create proposal for competitive scholarship for freshmen
	10	Technique Picture		R	9 - low			annual event	1st term	local	low	2 to 4		current	Annual	Get involved in picture creation to ensure appropriateness
	11	Community service - strategic		S	9 - low			2 to 5 interactions	school terms	local	low	1 to 2		current	Coaching	Facilitate undergrads' participation
	15	Cambridge License Commission point-of-contact		RI	9 - low			1 to 2 interactions	fall & spring	local	low	2 to 4		current	POC	Ensure annual submittal of housing license and serve as alumni contact
	22	Live-in maid/handyman		D	9 - low			experiment	2005-6	local	2 - very high	1	mech.	idea	Job	Perform part-time job for easing undergrads' work burden
	30	House CAD documents and VR "fly-through"		D	9 - low			one-timer	immediate	either	medium	< 1	computer	new	One-timer	Obtain & print out all drawings and post fly-through on TDC website
	64	Annual retreat		R	9 - low			1 event	August-Sept.	local	high	< 1		idea	Annual	Run yearly get-together of HC and undergrad officers prior to Work Week
	65	Community service - other than CAAB and CLAB		S	9 - low			2 events	school terms	local	medium	1 to 2		idea	Event	Ensure undergrad participation & leadership in 1 or 2 service events
	66	Geographic clubs		AA	9 - low			individual initiative	up to you	long dx	TBD	TBD		idea	DIY	Create and run a MIT-TDC club in a geographic area
	67	Social events		R	9 - low			2 events	school terms	local	medium	1 to 2		idea	DIY	Create and run a social event for MIT alumni
	71	Renovations -- documentation		HM	9 - low			one-timer	2005-6	local	high	< 1		idea	One-timer	Write booklet describing renovations that are starting in 2005
	73	Alumni guest room		AA	9 - low			one-timer	2005 summer	local	medium	< 1		idea	One-timer	Lead efforts to set aside 1 or 2 rooms for alumni guests
	74.2	Outsourcing -- Cleaning		HM	9 - low			selection & follow-up	immediate	either	medium	< 1		idea	One-timer	Spearhead efforts for outsourcing montly thorough cleaning of House
	75	Alumni at MIT -- involvement in House		AA	9 - low			3 to 6 interactions	school terms	either	low	2 to 4		idea	Ongoing	Document alumni working for MIT & facilitate their participation as alums
	77	Thompson Fund	E Alderman	F	9 - low			3 to 6 interactions	all year	either	medium	2 to 4		current	Ongoing	Run this education-related fund for educational grants to the House
	78	Composite pictures		R	9 - low			fix-up & follow-up	immediate	local	medium	< 1		new	One-timer	Fix the composites to restore them to past glory
	84	MIT FSILG Annual Awards		RI	9 - low			once	Feb.-April	either	medium	2 to 4		idea	Annual	Submit applications for FSILG awards in one or more categories
	201	"Publicize" the arrangement at the AILG bi-monthly breakfast mtgs and at the Board mtgs	AILG rep	RI		need to recruit the rep										
		after 8-10-08														
		added 10-12-08														

Completed action items are posted as "done" or "closed" on the Open Action Items list once.
At the next Action Item update, the completed items are moved to the "Completed" list

ID Code	Action Item	Responsible	Team	Priority	Due	Notes									
2	Summer boarders		B	3 - high	close 8-10	summer over									
14	Alumni Association point-of-contact		AA	9 - low	done 8-24 08	John Welch	6 interacti	all year	either	low	2 to 4		new	POC	Serve as TDC's contact with Bob Ferrara's office
16	Chain-of-Command		HC	6 - medium	close 8-24	will be covered by #102	interacti	ay, Aug, Ja	local	low	2 to 4		idea	One-timer	Create method for 24/7 ID of "in-charge" person at House
17	Massachusetts Corporation requirements	E Alderman	F	6 - medium	done 8-24 08										
18	Contract documents	E Alderman	F	3 - high	close 8-24										
21	TDC-National point-of-contact		HC	6 - medium	done 8-10	J Welch									
23	Website/yahoo-group maintenance	K Kelley	W	3 - high	done 8-24 08										
31	House occupancy and rooming plans		R	6 - medium	done 8-24 08										
32	Resident Advisor		RA	2 - very high	done 8-10	P Marfuta and M Berarano									
45	Treasury - accounts receivable	E Alderman	F	2 - very high	close 8-24		6 to 12 interact	all year	either	low	2 to 4		idea	Ongoing	Help undergrad Treasurer pay bills
46	Treasury - budgeting / tracking	E Alderman	F	3 - high	close 8-24		12 monthlie	all year	either	low	2 to 4		idea	Ongoing	Help undergrad Treasurer create budgets for officers, and track spending
44	Treasury - accounts payable	E Alderman	F	6 - medium	done 8-24 08										
48	House Manager - exterior - lawn & garden	D Stracher	HM	6 - medium	done 8-24 08										
49	House Manager - security; doors & locks, an	D Stracher	HM	6 - medium	done 8-24 08										
50	House Manager - kitchen area, including app	D Stracher	HM	6 - medium	done 8-24 08										
51	House Manager - electrical, plumbing and he	D Stracher	HM	3 - high	close 8-24		Work Week	Aug. & Feb	local	medium	1 to 2	M & E	idea	Ongoing	Oversee repairs and regular maintenance of heating and plumbing systems
52	House Manager - "other" and general upkeep	D Stracher	HM	6 - medium	done 8-24 08										
52.1	House Manager - house cleaning	D Stracher	HM	3 - high	close 8-24		12 monthlie	all year	local	medium	1 to 2	organization			
53	House Manager - phone system and internet	D Stracher	HM	3 - high	close 8-24		3 to 6 interact	all year	local	medium	1 to 2	electron.	idea	Ongoing	Oversee upkeep and maintenance of phone and internet facilities
55	House Manager - inspections coordination	D Stracher	HM	3 - high	close 8-24		3 to 6 interact	all year	local	medium	1 to 2		current	Coord	Coordinate and participate in inspections for health & safety compliance
68.1	Shadow Treasurer	E Alderman	F	2 - very high	done 8-10	Michael Perfit									
68.2	Shadow Rush Chairman		R	3 - high	done 8-24 08	K Byerly									
68.3	Shadow Pledge Trainer	C Cashman	P	3 - high	done 8-24 08	K Byerly	6 interacti	4 months	local	medium	2 to 4	past exp.	new	Coaching	Guide and mentor the undergrad officer
68.4	Shadow House Manager		HM	3 - high	done 8-10	D Stracher and E Hammond									
68.5	Shadow President		RI	6 - medium	done 8-10	Dave Vislosky									
68.6	Shadow Social Chairman		R	6 - medium	done 8-10	J Welch									
68.9	Shadow Steward		Fd	9 - low	done 8-24 08	F Gay	6 interacti	school term	local	medium	2 to 4	past exp.	new	Coaching	Guide and mentor the undergrad officer
70	Holiday & vacation coverage		HM	6 - medium	done 8-24 08	see FSLG list	one period	mas holida	local	low	2 to 4		new	Annual	Visit the House during times when undergrads & boarders are gone
74.1	Outsourcing -- Treasury	E Alderman	F	6 - medium	done 8-24 08		selection & follo	immediate	either	medium	< 1		idea	One-timer	Spearhead efforts for outsourcing collections & other mundane tasks
83	Volunteer -- recruitment & coordination	J Chaney	AA	3 - high	done 8-24 08	Chaney maintaining list	tinuous ser	all year	either	high	1 to 2		idea	Ongoing	Serve as President of the new TDC Alumni Organization
89	membership review - who will return to TDC	C Cashman	MIT	1-vital	done 8-10										
92	set policy regarding officers residency in house (MIT recommends this be required)	A Mena	MIT	3 - high	done 8-10	required to reside in house									
93	set upper class in house residency policy	A Mena	MIT	3 - high	done 8-10	required to reside in house									
104	schedule regular meetings for HC and advisory board	Schreiber and Cashman	MIT	1-vital	done 8-10										
106	confirm FSLIG toolkit being used for volunteer management		I	3 - high	done 8-10										
107	recruit RA		MIT	1-vital	done 8-10										
109	Include Chapter President and Treasurer or HC	R Schrieber	MIT	1-vital	done 8-10										
114	Set and enforce written policy for bil collection and penalties	E Alderman	MIT	1-vital	done 8-24 08	through Omega	once	summer	either						
117	Study use of outside bill collectors and propose response	E Alderman	MIT	1-vital	done 8-10	will hire Omega									
119	Compile On-line Survey Data	J Pineda	SP	3 - high	done 8-10										
121	Recruit new Housecorp Treasurer	core team	V	1-vital	done 6-23	Ed Alderman									
123	Recruit new Housecorp Secretary		V	6 - medium	done 8-10	Neil Lupton									
126	set up phone tree or other directory		AA	6 - medium	close 8-24	Use FSLIG list									
127	set up web site for house	K Kelley	W	6 - medium	done 8-10										
129	forward FSILG Toolkit roles and responsibilities email-listing to all alums and brothers.	R Schrieber	MIT	3 - high	done 6-23	by email and see action item 146									
130	Advisory Group meeting and emai	C Cashman	AC	3 - high	done 8-10										
131	Notes from 6-15 meeting	R Schrieber	HC	3 - high	done 6/22										
132	Listing of those who have offered to volunteer, to be sent to recruitment committee / group.	J Chaney	MIT	3 - high	done 6-29	see Teams tab, this file									

133	HC meeting should be held within next 2 to 3 weeks.	J Bevilacqua	HC	3 - high	done 8-10	next meetings:	
134	Advisory Group meeting in July	C Cashman	AC	3 - high	done 8-10		
135	Compile and issue Action Item List	J Chaney	HC	3 - high	done 6-22		
136	is Scudder account closed?	K Mason	F	9 - low	done 6-29	low but not empty	
137	is TDC current regarding withholding FICA taxes on their employee (cook) and paying those at the end of the year?	Shuyi Chen	F	2- Very high	done 8-10	Paychex covers	
138	transfer account ownership to Ed Alderman	K Mason	F	2- Very high	done 8-10		
139	understand # of financial accounts and their	E Alderman	F	2- Very high	done 8-24-08		
140	add second access person to financial accounts.. HC person - chair or Finance second in command	E Alderman	F	2- Very high	done 8-10	Bevilacqua and Schrieber	
142	Deposit contributions from alums and others	E Alderman	F	3 - high	close 8-10	automated deposits with Stewart Howe setup	
143	thanks you letters for contributions		AA	5 - medium	close 8-10	see #184 - 186	
144	Set up emergency response plan - bldg and grounds	D Stracher	HM	2- Very high	close 8-24	see 49.1. Fire extinguisher scope being reviewed	
146	FSILG Toolkit" at http://alum.mit.edu/ccg/living-groups/fsilg-toolkit.html	all volunteers	all	3 - high	close 8-10	Within the Toolkit is a set of webpages on volunteer roles: http://alum.mit.edu/ccg/living-groups/fsilg/volunteers/index.html	
153	update automated emergency contact lists fo	J Chaney	V	3 - high	done 8-24 08	http://inside.fsilg.coop	
188	list manuals being worked on, and who is doing the work	J Chaney	D	2-high	done 8-10	Lijana - Treasurer, Bisel - Rush, Soenneker - House Manager	
203	test Action Items list/MIT "team" - does it clearly cover the MIT expectations?	R Lijanja	MIT	3 - High	done 10-12		

Sources of Action Items								
ID code	Source	Notes						
0 to 84	TDC Alum Org - action list #2	items with decimal extensions were added by J Chaney 6-21-08						
85 to 118	MIT intervention letter of 5-29-08							
119 to 124	Action items reviewed at 6-15-08 meeting							
125 to 135	Alumni meeting of 6-15-08 - notes							
136 to 154	added 6-29	mainly from emails						
155 - 158	added 8-10-08, from emails							
159 to 190	adde 8-10-08, from July HC meeting							

Active Brother and known boarders from S Philips 8/16/08

Class of 2009:
>>>>>>>>> Manny Borja
>>>>>>>>> Sam Phillips
>>>>>>>>>
>>>>>>>>> 2010:
>>>>>>>>> Adam Blakeway
>>>>>>>>> Armand Mignot
>>>>>>>>> Chris Compean
>>>>>>>>> Miguel Perez
>>>>>>>>> Brian Wheeler
>>>>>>>>> James Chen
>>>>>>>>> Gaston Dezarraga
>>>>>>>>> Elias Cole
>>>>>>>>> Joe Diaz
>>>>>>>>> Danny Perez
>>>>>>>>> Juan Guevara
>>>>>>>>>
>>>>>>>>> 2011:
>>>>>>>>> Fernando Gonzalez
>>>>>>>>> Matthew Archie
>>>>>>>>> Frank Saldana
>>>>>>>>> Ben Williams
>>>>>>>>> Rocco Pollicarpo
>>>>>>>>> Javier Garcia
>>>>>>>>>
>>>>>>>>> Alums:
>>>>>>>>> John Marrero
>>>>>>>>> Harry Huxford
>>>>>>>>>
>>>>>>>>> Boarders:
>>>>>>>>> Helen Pu

Team code list

Code	Description
AC	Advisory Committee
B	Boarders; recruting and retainage of outside boarders to help with finances
Cp	Critical policy development; clear, measureable and enforceable policies for vital gaps in current approach
D	Documentation - office manuals and bylaws
Db	Bylaws, including setting policies critical for survival
F	Finance, treasury, budgeting, etc
FR	Fund Raising
HC	House Corporation; essentially the board of directors
MIT	action item from MIT letter of 5/08
O	Open; a volunteer who has no specific role yet, but has shown interest in helping
P	Pledge program, other member retainage activities
R	Rush, recruiting and retainage
RA	Resident Advisor; potential RA or intersted in finding and retaining RAs
Trad	Traditions and rituals; documenting, developing and maintaining
W	Web based tools development and maintenance; recovery project site, House site for recruiting and house operations, etc

Added from Action Lists. No visible Alumni team members yet

Code	Description
AA	Alumni Affairs; system to maintain relations with alumni
E	Education; encouraging and strengthening academic accomplishments
Fd	Food; strategy and management of food services
I	Inspection; approach to inspect and audit performance of house and the House Corp
J	Judicial; system of internal laws, rules and policies and the methods to enforce. Formal approach to resolve disputes
RI	Relationship management; method of liason with related entities like FSLIG, TDC CFO, MIT, City of Cambridge
S	Service to the community; encouraging and strengthening the connection and contribution to neighbors; MIT, Cambridge, etc
V	Volunteer alumni and RA recruiting