re-					_					-
blue = changes since last u	update									
Current House Officers		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						
	President	sam3186@mit.edu	Carlos Cashman	ccashman@alum.mit.edu	alt = Dave "Visco	o" Vislosky				
	Judicial Process Committee	mena@mit.edu								1
Alberto Mena	Diadaa Draggam Committee		Keith Byerly	kbyerly@alum.mit.edu						
	Pledge Program Committee	mena@mit.edu	Reith Byeny	kbyeny@aium.mit.edu						
	Ritual Enactment & Officers' Manuals Committee	iondrive@mit.edu	<u> </u>		<u> </u>				-	
	Rush / Recruitment Procedures Committee	jdiaz@mit.edu	Carlos Cashman		alt = Keith Byerl	У			l	
Shuyi (James) Chen	Treasury/Finances Committee	schen111@mit.edu	Michael Perfit/Ed Alde	rman	alt = Bob Lijana					
	Alumni Relations Committee	lucid@mit.edu	John Welch	John@playfirst.com						
	Academics Committee	danny99@mit.edu	COLLIT VY CICK	CONTRO PICA FINAL CONT	 				 	+
Darlier Ferez	Academics Committee	uariny55@mic.euu	David Otrack and Ed		 				 	
			Dave Stracher and Ed							
Christopher Compean	House Management Committee	compean@mit.edu	Hammond	dstracher@alum.mit.edu			l	l	1	
			Dave Stracher and Ed	1			I I		I	
Dan ?	House Manager		Hammond	dstracher@alum.mit.edu					1	
2	Executive Officer and VP									
	Steward	eliasc3@mit.edu	Frank Gay	front on Overhee com						
				frank gay sa@yahoo.com						
Kevin Kelley	Web page	kelleyk@mit.edu	Marc Bejarano?							
Volunteer	Area	Team code	secondary							
	nieu		accollual y	<u> </u>	+				 	+
Recovery Core Team		Ср	<u> </u>							
	House Corp past President	past House Corp Pr	esident	schreiberrp@alum.mit.edu	(617) 452-6251	(617) 512-6819		ļ	ļ	1
Edwin Adlerman	Finance	Finance		eadlerman@mac.com	405 514-5232					
Jim Bevilacqua		1		ibevilacqua@alum.mit.edu	617-951-5000		617-242-9865	148 Beacon Street #1	Boston MA 02116	
		 	·		2.7 00. 0000			100 Quannapowitt Parkway,		-
Carles Cash	Advisory Committee Head	A shalanana	haad	acceptance @ at trat	(704) 600 007	(704) 250 040 .	(704) 000 0000		Waltafield \$44.04000	
	Advisory Committee - Head	Advisory committee	nead	ccashman@alum.mit.edu	(781) 683-3371	(781) 350-0124	(781) 683-3399	Suite 102	Wakefield, MA 01880	-
	Task List, remote volunteers coordnation	Task master	1	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			I	
	previous House President	House Pesident		sam3186@mit.edu						
Advisory Committee										
ravico, y committee				l	-			100 Quannapowitt Parkway,		
0-4 0	Address Committee Head	40			(704) 000 0074	(704) 050 0404	0 (704) 000 0000		14/-1	
	Advisory Committee - Head	AC		ccashman@alum.mit.edu	(781) 683-3371	(781) 350-0124	0 (781) 683-3399	Suite 102	Wakefield, MA 01880	
:	see shadow officers listed with House Officers									
Officers Manuals & By-La	aws							Ī		
	Rush	D		clark.bisel@alum.mit.edu						
		Took moster	D							
	Coordinator	Task master	0	jackchaney@alum.mit.edu						
	Officers Manuals & By-Laws	d		ccepeda@alum.mit.edu						
	Officers Manuals & By-Laws	d		amirh@alum.mit.edu					I	Always around
Mke Spindel	Officers Manuals & By-Laws	d		mspindel@alum.mit.edu						web site knowledge
	Officers Manuals & By-Laws	d		n/a						web site knowledge
	Treasurer			rlijana@comcast.net						Web one informage
	Treasurer									
Richard Soenneker				dickj@alum.mit.edu						
Dave Stracher	House Mgt Alum Adv Bd	D	HM	dstracher@alum.mit.edu						
	Undergrad rep			iondrive@mit.edu						
	By-law review committee (Db)	Db	bylaws	iondrive@mit.edu bob.reichard@alum.mit.edu					1	
	by-law review committee & if still looking for members-at-large	Db		cjbarnett@alum.mit.edu	+		 		 	
		DU	bylaws						 	
	access to old manuals			ccepeda@alum.mit.edu						
Finance								L		
Michael Perfit	Finance items & By-Laws	F	D	michael@michaelandkevin.co	m					
	former HC Finance chair	F		kmason@alum.mit.edu		443-535-3458				
	Finance Adv Board	F	 	isallay@comcast.net	+			l		+
		_			105 511 5000					
	Remote Treasurer for House Corp (F)	Γ	<u> </u>	eadlerman@mac.com	405 514-5232					1
	Research "financial hardship" issues (Chapter Counselor)	MIT	F	gim@sloan.mit.edu					I	Faculty member and Freshman Adviso
Shuyi Chen	Undergrad rep			schen111@mit.edu						
Jim Bevilacqua	House Corp member-at-large(HC) & Fin Comm	HC	F	jbevilacqua@alum.mit.edu	1					
House Corp				1						1
	House Corp member-at-large(HC) & Fin Comm	HC	F	jbevilacqua@alum.mit.edu	+		 	l	t	+
	Demote Transvers for House Corn (F)	r	<u> </u>		40E E44 E000		l	 	 	+
Edwin Alderman	Remote Treasurer for House Corp (F)	110		eadlerman@mac.com	405 514-5232		 			
	Advisory Committee House Manager with D Stracher	HC		spock@alum.mit.edu	1		ļ	ļ	L	Was RA in Year 2000
	President	HC	1	schreiberrp@alum.mit.edu	(617) 452-6251	(617) 512-6819	I	L	L	
Henry Stern	HC member-at-large & Fin/Budgetary	HC		hcstern@excite.com						
	Newsletter and website	W	HC							Willing to stay on HC at large
	HC member-at-large	HC		farswan@aol.com	<u> </u>				<u> </u>	,,
Can Swanson	1.0 mombor at large	1		idiovan e aoi.com	1		l	100 Quannanawitt Barlows	 	+
0-4 0	A de de con Comme I de des		110		(704) 000 007	(704) 050 0:0:	(704) 000 0000	100 Quannapowitt Parkway,	NATION AND 04000	
	Advisory Group Leader	Leader	HC	ccashman@alum.mit.edu	(781) 683-3371	(781) 350-0124	(781) 683-3399	Suite 102	Wakefield, MA 01880	1
	undergrad rep - House President	HC		sam3186@mit.edu	1				L	
Shuyi Chen	undergrad rep - Treasurer	HC		schen111@mit.edu						
	Secretary			neillup@alum.mit.edu						
Michael Perfit	Treasurer mentor and at large	1	1						<u> </u>	
	Treasurer memor and at large	+	+		+				 	+
Chris Rodriguez		+	1	 			L		 	+
Phil Marfuta - Bannister	RA			dmessiah@alum.mit.edu		609-977-5784			1	
	RA & HC member-at-large	RA	HC	beej@alum.mit.edu					ļ	1
Mission and Vision	To the member arrange	100	1	550j Galdiniinii.edd	+			-	 	+
	Mississer and Mississer	1401/		alad bis al@alamania	 		 	 	 	+
	Mission and Vision	M&V		clark.bisel@alum.mit.edu	1					
		M&V	1	jackchaney@alum.mit.edu				1		
	Mission and Vision									
Jack Chaney		Your time will come!	1							
Jack Chaney Available to help/undesig	gnated		,							
Jack Chaney Available to help/undesig Dave Geiger		Your time will come! O								
Jack Chaney Available to help/undesig	gnated	Your time will come!	'							

Robert Mays		0							
Phil Webber		0							
John Lagraf		0	1	John E Lagraff <ilagraff@syr.e< td=""><td>edu></td><td></td><td></td><td></td><td></td></ilagraff@syr.e<>	edu>				
Al Shelby		Ō		arshelbv@aol.com					
Larry Stabile				diditional graditions			 	+	
Bob Reichard		0		Bob.Reichard2@verizon.net		 	 		
Armando Viteri		0		armando5@earthlink.net		 	 1	-	
	1	U	1						
Carl Swanson		4 1.10.000		FARSWAN@aol.com		 	 		
Undergrads as potentia		Attended 6-23?				 	 		
Emmanuel Borja		Υ		eborja@mit.edu		 	 <u> </u>	1	
Elias Cole		Υ		eliasc3@mit.edu			 	1	
Rodolfo Santana		Υ		santana9@mit.edu					
		0						1	
Pledge Program		P				 		1	
Alberto Mena	undergrad rep	P		sam3186@mit.edu		 	 		
Keith Byerly	Pledge Program (P)	P	+	Carrio 100 Grinicoda		 	 	1	
Rush and Retaining	r leage r rogiain (r)	·				 	 		
Dan Arlow	Rush (R)	R	Alberto's committees			 	 		Keeps in touch, visits every 2 months
	Rush		Rituals/Traditions	s		 	 ļ		2-term Rush Term inj 1980s
Eric Clayberg		R				 	 		
Nate Costello	Rush/Recruitment	R	Officers Manuals				 <u> </u>	1	Transition btw old and new systems
Anne Byerly	Rush marketing; help finding boarders B=boarders	R	В				 ļ	1	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	V								
								1	Photography "Bridge you don't have to
John Krout	Website feedback from parent viewpoint (W=web)	w	Rush package?						cross if you live at TDC"
Francisco Saldana?	undergrad rep	**	rtusii package:	lucid@mit.edu		 	 		cross ii you iive at 100
Richard Soenneker	Newsletter and website	W	HC	dickj@alum.mit.edu		 	 		William to story on LIC at large
		W	пс	uickj@aium.mit.edu		 	 ļ	-	Willing to stay on HC at large
Marc Bejarano	email distribution lists (currently by Dan Geer)	VV	1			 	 		
маге вејагапо	email distribution lists (currently by Dan Geer)								
	email distribution lists (currently by Dan Geer)								
Alumni Affairs		V							
	email distribution lists (currently by Dan Geer) TDC national POC			john@playfirst.com					
Alumni Affairs		W		john@playfirst.com					
Alumni Affairs				john@playfirst.com					
Alumni Affairs John Welch				john@playfirst.com					
Alumni Affairs John Welch Food service		V							
Alumni Affairs John Welch				john@playfirst.com frank_gay_sa@yahoo.com					
Alumni Affairs John Welch Food service									
Alumni Affairs John Welch Food service Frank Gay									
Alumni Affairs John Welch Food service Frank Gay Special projects	TDC national POC	SP		frank_gay_sa@yahoo.com					
Alumni Affairs John Welch Food service Frank Gay									
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda	TDC national POC	SP		frank_gay_sa@yahoo.com					
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising	TDC national POC			frank_gay_sa@yahoo.com					
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda	TDC national POC	SP		frank_gay_sa@yahoo.com					
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri	TDC national POC	SP		frank_gay_sa@yahoo.com					
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers	TDC national POC survey analysis	SP FR		frank_gay_sa@yahoo.com					
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker	TDC national POC survey analysis Coord National CFO involvement help with Rush	SP FR	R	frank_gay_sa@yahoo.com					
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker National CFO	TDC national POC survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad)	SP FR CFO Trad	R	frank_gay_sa@yahoo.com					
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viterl Advisers Phil Parker National CFO Gim Hom	TDC national POC survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad) Research 'financial hardship' issues (Chapter Counselor)	SP FR	R	frank_gay_sa@yahoo.com juan@logician.com armando5@earthlink.net					Faculty member and Freshman Advisor
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viterl Advisers Phil Parker National CFO Gim Hom	TDC national POC survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad) Research 'financial hardship' issues (Chapter Counselor)	SP FR CFO Trad	R	frank_gay_sa@yahoo.com juan@logician.com armando5@earthlink.net					Faculty member and Freshman Advisor
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker National CFO Gim Hom Scott Klemm	TDC national POC survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad) Research "financial hardship" issues (Chapter Counselor) FSILG	SP FR CFO Trad	R F	frank_gay_sa@yahoo.com juan@logician.com armando5@earthlink.net					Faculty member and Freshman Advisor
Alumni Affairs John Weich Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker National CFO Gim Hom Scott Klemm Deanna Lane	TDC national POC survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad) Research 'financial hardship' issues (Chapter Counselor) FSILG Stewart Howe	SP FR CFO Trad	R	frank_gay_sa@yahoo.com juan@logician.com armando5@earthlink.net sklemm@fsilg.coop deanna.lane@stewarthowe.co					Faculty member and Freshman Advisor
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker National CFO Gim Hom Deanna Lane Lean Cook	TDC national POC survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad) Research "financial hardship" issues (Chapter Counselor) FSILG Stewart Howe	SP FR CFO Trad	R F	frank_gay_sa@yahoo.com juan@logician.com armando5@earthlink.net					Faculty member and Freshman Advisor
Alumni Affairs John Weich Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker National CFO Gim Hom Scott Klemm Deanna Lane Leah Cook Steve Baker	TDC national POC survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad) Research 'Inancial hardship' issues (Chapter Counselor) FSILG Stewart Howe Stewart Howe MIT AlLG Chair - did survey	SP FR CFO Trad	R	frank_gay_sa@yahoo.com juan@logician.com armando5@earthlink.net sklemm@fsilg.coop deanna.lane@stewarthowe.co leah.cook@stewarthowe.com					Faculty member and Freshman Advisor
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker National CFO Gim Hom Scott Klemm Deanna Lane Lean Cook Steve Baker Babor Ferrara	TDC national POC survey analysis Coord National CFO involvement help with Rush Ribusls/Traditions (Trad) Research "financial hardship" issues (Chapter Counselor) FSILG Stewart Howe MIT ALIG Chair - did survey MIT ALIG Stewood did survey MIT ALIG Chair - did survey MIT ALIG Chair - did survey	SP FR CFO Trad	R	iuan@logician.com armando5@earthlink.net sklemm@fsilg.coop deanna.lane@stewarthowe.com rferrara@mit.edu					Faculty member and Freshman Advisor
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker National CFO Gim Hom Deanna Lane Leah Cook Steve Baker Bob Ferrara Lauren Woljkun	survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad) Research "financial hardship" issues (Chapter Counselor) FSILG Stewart Howe MIT AlLG Chair - did survey MIT Alumni Assoc. Office MIT - Assistant Director of Fraternites, etc.	SP FR CFO Trad	R	frank_gay_sa@yahoo.com juan@logician.com armando5@earthlink.net sklemm@fsilg.coop deanna.lane@stewarthowe.co leah.cook@stewarthowe.com rflerrara@mit.edu laurenw@mit.edu	617-258-5490				Faculty member and Freshman Advisor
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker National CFO Gim Hom Scott Klemm Deanna Lane Leah Cook Steve Baker Bob Ferrara Lauren Woţikun	TDC national POC Survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad) Research 'financial hardship' issues (Chapter Counselor) FSILG Stewart Howe Stewart Howe MIT AlLG Chair - did survey MIT AlLG - Session - did survey MIT AlLG - Diffector of Fraternites, etc. TDC National Director of Expansion and Charge Development	SP FR CFO Trad	R	frank_gay_sa@yahoo.com juan@logician.com armando5@earthlink.net sklemm@fsilg.coop deanna.lane@stewarthowe.com rferrara@mit.edu laurenw@mit.edu jekellev@itdx.org	617-258-5490 814-880-5048				Faculty member and Freshman Advisor
Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker National CFO Gim Hom Deanna Lane Leah Cook Steve Baker Bob Ferrara Bob Ferrara Lauren Wolfkun Eric Kelley Kevin Davila	survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad) Research "financial hardship" issues (Chapter Counselor) FSILG Stewart Howe MIT ALLG Chair - did survey MIT Alumni Assoc. Office MIT - Assistant Director of Expansion and Charge Development TDC National - Charge Consultant	SP FR CFO Trad	R	frank_gay_sa@yahoo.com juan@logician.com armando5@earthlink.net sklemm@fsilg.coop deanna.lane@stewarthowe.co leah.cook@stewarthowe.com rflerrara@mit.edu laurenw@mit.edu	617-258-5490				Faculty member and Freshman Advisor
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Alumni Affairs John Welch Food service Frank Gay Special projects Juan Pineda Fund Raising Armando Viteri Advisers Phil Parker National CFO Gim Hom Deanna Lane Leah Cook Steve Baker Bob Ferrara Bob Ferrara Lauren Wolfkun Eric Kelley Kevin Davila	survey analysis Coord National CFO involvement help with Rush Rituals/Traditions (Trad) Research "financial hardship" issues (Chapter Counselor) FSILG Stewart Howe MIT ALLG Chair - did survey MIT Alumni Assoc. Office MIT - Assistant Director of Expansion and Charge Development TDC National - Charge Consultant	SP FR CFO Trad	R	frank_gay_sa@yahoo.com juan@logician.com armando5@earthlink.net sklemm@fsilg.coop deanna.lane@stewarthowe.com rferrara@mit.edu laurenw@mit.edu jekellev@itdx.org	617-258-5490 814-880-5048				Faculty member and Freshman Advisor

		red = over due	green = done o	or closed							1.			I		
		yellow = due	blue = changes	s since la	st update					-		Fetimated				
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	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		pay the outstanding tax bill	E Alderman	F		7/3/2008										
29-Jun		call the City to find out how to clear the lien, and clear it	E Alderman	F	1 - vital	7/3/2008	partial payment made, need to wait until we have more									
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							Bevilacqua and Cashman. Asked Stracher for									
	154	update automated emergency contact lists for Americal alarm	J Chaney	V	3 - high	8/2/2008	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-Aua													facilitation.			clarifies expectations, rights and responsibilities, policies and procedures including how
-	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	relationships	current		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 plannin	E Alderman	MIT	1-vital	8/15/2008		once	summer	either	l					
10-Aug	120	Create points system for scholarship:	C Compean	E	6 - medium	8/15/2008	see #180 - preparing proposal				-					
		provide budget for school year for * term of 2008-9, and will														
24-Aug		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	.I 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 t HC and the House officers	E Alderman	F	1-vital	8/19/2008									1	
				 												
	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		1-vital		see Scott Klemm for recommendations				L					
F	171	collect full owed amounts from summer boarders	J Chen	F	1-vital	8/19/2008	incl 1 year commitment for residents and social fee for			-	-			<u> </u>		
		Outline of membership expectations - report out to HC	C Compean	HC	1-vital	done 10-24	non residents									
	164	compile additional expenses info, to submit to FCI Coop. Report to House Corp	J Chen	_	2-high	8/19/2008										
	180	propose incentive point system for brother.	C Compean	HC	2-high	8/19/2008				<u> </u>						
	183	issue Advisory Committee list	C Cashman	AC	3-high	8/19/2008	done, but need to report to MIT				-					MIT requirement; must follow MIT policies including must be full time student at MIT. 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		recommends this be 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		
				1	1 1100	done to 24		Unico	Cummer co	iooui			organizational	Current		
24-Aug			R Schreiber, C										design, facilitation,			
24-Aug		set roles, job descriptions, expectations and term limits for HC	Cashman, A										relationships,			
	102	members, advisory board, and house officers.	Mena	MIT	1-vital	8/31/2008	issued proposal 10-24	once	Summer 08	either	high	1 year	writing relationships.	current		to manage house including finances and facility maintenance
													knowledge of			to mentor and advise undergraduate officers and provide insight regarding chapter operations.
-	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	potential alums	current		Outside of facility operations
24-Aug													financial,			
-	111	Submit budget, balance sheet, and income statement to FSLIG	E Alderman	MIT	1-vital	8/31/2008		annual	summer	either	high	2 months	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	ļ					
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	submit results of #114 and #115 to FSLIG Study alternative meal plans	F Gay	MIT		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 guarter	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 transfer ownership of tdc email distribution lists	E Alderman	F	1-vital 2 - high	9/1/2008	proposed draft budget to Marc Bejarano	annual analysis	summer 08	either	medium	2 months		current		
	•	ask Assistant Dean Marlena Martinez to inform Dean Columbo	D 0661	***	Z - Ingii	3/1/2000	to wate belatatio			<u> </u>	-					
		directly of the arrangements, and to ask for special oversight because of the tough conflicts / competitive aspects involved.														
	199		K&A Byerly	R	3 - High 3 - High	9/1/2008										
$ \mathbb{T}$	200	inform Bob Ferrara of the ATO boarder plan	K&A Byerly	R	3 - High	9/1/2008	get his advice and to ensure that if he also advises ATC			_	-					
	201	discuss ATO boarder plan with SHAS' Pete McChesney	K&A Byerly	R	3 - High	9/1/2008	that he talk with their officers	1								
		incorporate MIT expectations in Mission/Vision: "provide ar environment that fosters academic achievement and moral and social														
24-Aug	85	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.			1						
24-Aug		Recruit new Housecorp Vice President set up web site "wiki" to help manage recovery effort	J Chaney	W	6 - medium 6 - medium	9/1/2008	need a search committee for this?									
24-Aug		Ensure succession planning and term limits are addressed in manual	J Chaney		6 - medium		what is basic policy for term limits and succession planning?									
							not sure what he has on zip drives. Will give to Ed late	-		†	!	-				
24-Aug	187	send officer manuals to E Hammond and J Chaney Contact Matt Rita to help develop rental agreements	C Cepeda J Bevilacqua		6-medium 3 - high	9/1/2008	August	-		-	-		-	-	-	
	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 J Bevilacqua	HC	7-medium	9/8/2008	need a volunteer			-						
	195	Develop and implement renters agreements	and E Cole	R	1 - vital	done 10-24									L	
			R Schreiber and C				House Corp minutes are being published and distributed to officers and active alums. Advisory						relationships, knowledge of			
24-Aug		confirm transparency of HC and advisory board meetings	Cashman	MIT	1-vital		Comm meetings happening? Minutes?	once	Summer 08	either	high	2 months	potential alums	current		see #102
		info from all brothers including SSN for Omega billing service prepare list with costs for of fix-up items and capital items for HC to	J Chen	F	1-vital	9/15/2008				-						
	178	decide on	C Compean	HC	1-vital	9/15/2008	by current HM - Dan Update at Aug HC meeting									
12-Oct		By-Laws and Code of Brotherhood	A Mena	MIT		done 10-024										
\vdash	170	identify Assistant Treasurer candidate: define capital improvements needed, and will report out to H(J Chen C Cashman	F		9/15/2008	update at Aug HC meeting update at Aug HC meeting	-		+	 		-	 	 	
	173		- 5401111411		£g	J/10/2000		-								

				_												
	176	understand D&O insurance; Talk with Scott Klemm. Jim Bevilacqua will check with TDC CFO (#177)	F Alderman	HC	2-high	0/45/2000	update at Aug HC meeting									
-		form and contents of the "contract" with the cool	E Cole	F		9/15/2008	undate at Aug HC meeting									
		Tom and contains of the contract was the coor	12 00:0	+	2g	0/10/2000	update at Aug HC meeting need to expand # of members to be more than 5. Note				_					
			I	1			Bob Reichard and Chris Barnett volunteered to help									
	193	update the HC by-laws	C Barnett	HC	3 - high	9/15/2008	with this									
							consider: incl one officer as a boarder, Make failure c									
			1	-			ATO residents at TDC to live up to the criteria a									
			İ	1			significant "black mark" at Accreditation time, and get									
							this stipulation noted with the AILG Accreditation Committee Chair (not sure of his name) and AILG									
			J Bevilacqua				President, Steve Baker).									
	100	Incl special clauses in ATO rental agreements	and E Cole	B	3 - high	9/15/2008	President, Steve Baker).									
-+	172	provide plan to HC for regular newsletter	R Soenneker	- AA	3-high	9/15/2008	update at Aug HC meeting				-					
		provide plan to the for regular newseller	TY COCITICION	701	O mgn	0/10/2000	With F Soldano, Alumni Affairs officer. update at Aug			-	-					
	186	update on contributions response plan	J Garcia	AA	3-high	9/15/2008	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									
		Identify Jr Exec, to manage and issue thank you notes for donations,														
	184	etc	S Philips	AA	6-medium	9/15/2008			Fall and Spring.							
			l	1					Report to MIT		1					
									Fall and Spring				organization,			
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		either	high	2 years min	marketing	current		develop and update plan to recruit and retain members
2-17tug		Toolandin target and plan	0.1111111111111111111111111111111111111		1 41101	ddile io 24	o picagoa iii r aii, targot to o tor tito opinig	E monario boloro rabir	next 2 years	Citator	- mgn	2 yours min	relationships.	CONTON		acrosp and aposto pair to record 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	academics	current		
	•												relationships,			
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	academic focus	current		FSLIG maintains oversight and can assist in recruiting
l T				1									relationships,			
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	academic focus	current		Kappa Sigma has a model program
\vdash	47	Mortgage mgt	E Alderman		3 - high	10/1/2008		3 to 6 interactions	all year	either	medium	5 to 10		idea	Ungoing	Manage the new private mortgage with significant alumni donors
\vdash	194	Annual report to Commonwealth's Dept of State	N Lupton	HC	3 - high	10/1/2008	http://corp.sec.state.ma.us/corp/corpsearch/CorpSearch incl Rush oversight and rules, including the invoking of	noummary.asp?ReadF	romDB=True&Upi	ateAllowed	=&FEIN=04	90115213				
			I	1			"special attention" on the ATO-TDC arrangement by the									
			1	1			Rush Rules Police									
	198	publicize the ATO arrangement at the next few IFC meetings	A Mena	R	5 - Medium	10/1/2008	radii raico r dile.									
24-Aug		establish fees for non resident brothers	E Alderman		6 - medium			once	Fall 08	either	low			current		
		Develop system for identifying alumni contributors and notifying	1													
	157	Alumni Affairs for issuing thank you notes	E Alderman	F	6 - medium	10/1/2008	John Welch is current AA alum lead		L							
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?									
	•	Invite AILG Volunteer Committee to review volunteer recruitment														
24-Aug	110	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				POC	strengthen conection to undergrads and be a proactive resource
24-Aug 24-Aug		MIT FSILG Office - TDC Point-of-Contact IFC / ILG interaction	R Schreiber S Philips	MII	6 - medium 6 - medium	11/1/2008		6 to 12 interactions	all year	local	medium	1 to 2		current		Serve as alumni contact with MIT Deans
24-Aug 24-Aug	35	ALG participation and interaction	S Philips S Philips	RI	6 - medium	11/1/2008		5 to 10 interactions 6 to 12 interactions	all year	local	medium medium	1 to 2		new	Mtgs	Attend occasional meetings of undergrad frat governing board Serve as TDC rep to AILG for regularly scheduled breakfast meetings
24-Aug 24-Aug		FCI (AILG Coop) participation	S Philips	PI PI	6 - medium	11/1/2008		3 to 6 interactions	all year	local	low	2 to 4		current		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		local	low	2 to 4		idea		Serve as main contact person with CP and help coordinate undergrad mtgs
L47tug	- 01	mir dampas r dide point di contact	O T TIMPO	10	o modium	11/1/2000	discrete for the first	T OF E INTOTACTION	riag. a r cb.	10001	1011	2104	communications	NGCU .		Derive do main contact person with or and new secondinate anaergica mage
			House						prior to end of				relationships.			
24-Aug	95	develop progress report for bi annual report to MIT FSILG	Pres+HC	MIT	1-vital	11/8/2008		once	Fall 08 term	either	high	3 months	organization	current		
	204	Engage Armado Viteri in Thompson Fund	V lanello	FR	5 - Medium	15-Nov										
	•								prior to end of							
													communications,			
						l			Fall 08, Spring				relationships,			
1			R Schreiber						09, Fall 09,							
24-Aug	96	update and deliver bi annual report to MIT FSILG	and S Philips	MIT	1-vital	12/1/2008		2x/yr	09, Fall 09, Spring 10 terms	local	medium	2 years min	organization	current		
24-Aug	68.7	Shadow Risk Manager	and S Philips	MIT	3 - high	12/1/2008		6 to 12 interactions	09, Fall 09, Spring 10 terms all year	local	medium high	2 to 4	organization training	new	Coaching	Guide and mentor the undergrad officer
24-Aug	68.7 69	Shadow Risk Manager Risk Management Advisor	and S Philips E Alderman E Alderman	F	3 - high 3 - high	12/1/2008 12/1/2008			09, Fall 09, Spring 10 terms		medium high medium		organization	new	Coaching Ongoing	Guide and mentor the undergrad officer Serve on House Corp as new RMA including training by MIT
	68.7 69 191	Shadow Risk Manager Risk Management Advisor develop officer manual for Taskmaste	and S Philips E Alderman E Alderman J Chaney	F F	3 - high 3 - high 5-medium	12/1/2008 12/1/2008 12/1/2008		6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local	medium	2 to 4 2 to 4	organization training	new	Ongoing	Serve on House Corp as new RMA including training by MIT
24-Aug 24-Aug	68.7 69 191	Shadow Risk Manager Risk Management Advisor	and S Philips E Alderman E Alderman	F F D	3 - high 3 - high 5-medium 6 - medium	12/1/2008 12/1/2008		6 to 12 interactions	09, Fall 09, Spring 10 terms all year	local	medium high medium medium	2 to 4	organization training	new	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb.
24-Aug 24-Aug	68.7 69 191 63	Shadow Risk Manager Risk Management Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders	and S Philips E Alderman E Alderman J Chaney C Compean C Cashman	F D HM	3 - high 3 - high 5-medium 6 - medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008	MIT letter stated 'consider' this	6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local	medium	2 to 4 2 to 4	organization training	new	Ongoing	Serve on House Corp as new RMA including training by MIT
	68.7 69 191 63	Shadow Risk Manager Risk Management Advisor develop officer manual for Taskmaste Utilities management	and S Philips E Alderman E Alderman J Chaney C Compean	F D HM	3 - high 3 - high 5-medium 6 - medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008		6 to 12 interactions 6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local local	medium	2 to 4 2 to 4	organization training	new new idea	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html.or TDC
24-Aug 24-Aug 29-Jun	68.7 69 191 63 90 150	Shadow Risk Manager Risk Managemt Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders develop standard time line for regular events (taxes, filings, ett	and S Philips E Alderman E Alderman J Chaney C Compean C Cashman E Alderman	F D HM	3 - high 3 - high 5-medium 6 - medium 6 - medium 6 - medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008	milestones for the House Corp, and detailed each office	6 to 12 interactions 6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local local	medium	2 to 4 2 to 4	organization training	new new idea	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html.or TDC
24-Aug 24-Aug	68.7 69 191 63 90 150	Shadow Risk Manager Risk Managem Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders develop standard time line for regular events (taxes, filings, et develop standard timeline for non financial events	and S Philips E Alderman E Alderman J Chaney C Compean C Cashman E Alderman	F F D HM	3 - high 3 - high 5-medium 6 - medium 6 - medium 6- medium 6- medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008		6 to 12 interactions 6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local local	medium	2 to 4 2 to 4	organization training	new new idea	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html.or TDC
24-Aug 24-Aug 29-Jun	68.7 69 191 63 90 150	Shadow Risk Manager Risk Managemt Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders develop standard time line for regular events (taxes, filings, etc develop standard time line for non financial events Find a collections czar	and S Philips E Alderman E Alderman J Chaney C Compean C Cashman E Alderman J Chaney J Chaney	F F D HM	3 - high 3 - high 5-medium 6 - medium 6 - medium 6 - medium 6 - medium 5 - Medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 1/1/2009	milestones for the House Corp, and detailed each office	6 to 12 interactions 6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local local	medium	2 to 4 2 to 4	organization training	new new idea	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html.or TDC
24-Aug 24-Aug 29-Jun	68.7 69 191 63 90 150 151 205 192	Shadow Risk Manager Risk Managem Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders develop standard time line for regular events (taxes, filings, etc develop standard timeline for not financial events Find a collections czar legal standing of the undergrad house as opposed to House Corp	and S Philips E Alderman E Alderman J Chaney C Compean C Cashman E Alderman J Chaney J Chaney J Chaney N Lupton	F F D HM	3 - high 3 - high 5-medium 6 - medium 6 - medium 6 - medium 6 - medium 5 - Medium 5 - Medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 1/1/2009	milestones for the House Corp, and detailed each office	6 to 12 interactions 6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local local	medium	2 to 4 2 to 4	organization training	new new idea	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html.or TDC
24-Aug 24-Aug 29-Jun 29-Jun	68.7 69 191 63 90 150 151 205 192 125	Shadow Risk Manager Risk Managem Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders develop standard time line for regular events (taxes, filings, etc develop standard timeline for non financial events Find a collections carr legal standing of the undergrad house as opposed to House Corp Understand insvance coverage and risk management	and S Philips E Alderman E Alderman J Chaney C Compean C Cashman E Alderman J Chaney J Chaney	F D HM MIT F D HC F	3 - high 3 - high 5-medium 6 - medium 6 - medium 6 - medium 6 - medium 5 - Medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 1/1/2009	milestones for the House Corp, and detailed each office	6 to 12 interactions 6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local local	medium	2 to 4 2 to 4	organization training	new new idea	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html.or TDC
24-Aug 24-Aug 29-Jun 29-Jun	68.7 69 191 63 90 150 151 205 192 125 143	Shadow Risk Manager Risk Managem Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders develop standard time line for regular events (taxes, filings, et evelop standard timeline for non financial events feria a celections case legisla sending of the undergraf house as opposed to House Corp Understand insurance coverage and risk management Financial strateoic plan process	and S Philips E Alderman E Alderman J Chaney C Compean C Cashman E Alderman J Chaney J Chaney J Chaney J Chaney A Rupton E Alderman	F D HM MIT F D HC F	3 - high 3 - high 5-medium 6 - medium 6 - medium 6 - medium 5 - Medium 5 - Medium 5 - medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2009 1/1/2009	milestones for the House Corp, and detailed each office	6 to 12 interactions 6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local local	medium	2 to 4 2 to 4	organization training	new new idea	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html.or TDC
24-Aug 24-Aug 29-Jun 29-Jun 29-Jun 29-Jun	68.7 69 191 63 90 150 151 205 192 125 143	Shadow Risk Manager Risk Managem Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders develop standard time line for regular events (taxes, filings, etc develop standard timeline for non financial events Find a collections carr legal standing of the undergrad house as opposed to House Corp Understand insvance coverage and risk management	and S Philips E Alderman E Alderman J Chaney C Compean C Cashman E Alderman J Chaney J Chaney N Lupton E Alderman E Alderman	F F D HM MIT F D F HC F F F	3 - high 3 - high 5-medium 6 - medium 6 - medium 6 - medium 5 - Medium 5 - Medium 6 - medium 6 - medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2009 1/1/2009 1/1/2009 1/1/2009	milestones for the House Corp, and detailed each office	6 to 12 interactions 6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local local	medium	2 to 4 2 to 4	organization training	new new idea	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html.or TDC
24-Aug 24-Aug 29-Jun 29-Jun	68.7 69 191 63 90 150 151 205 192 125 143 144	Shadow Risk Manager Risk Managem Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders develop standard time line for regular events (taxes, filings, et develop standard timeline for non financial events Find a collections car legal standing of the undergrad house as opposed to House Corp Understand insurance coverage and risk management Financial strategic plan proposa Audit proposal Fund raising strategy	and S Philips E Alderman E Alderman J Chaney C Compean C Cashman E Alderman J Chaney J Chaney J Chaney J Chaney A Lupton E Alderman E Alderman E Alderman E Alderman	F F D HM MIT F D F HC F F F	3 - high 3 - high 5-medium 6 - medium 6 - medium 6 - medium 5 - Medium 5 - Medium 6 - medium 6 - medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2009 1/1/2009 1/1/2009 1/1/2009	milestones for the House Corp, and detailed each office	6 to 12 interactions 6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local local	medium	2 to 4 2 to 4	organization training	new new idea	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html.or TDC
24-Aug 24-Aug 29-Jun 29-Jun 29-Jun 29-Jun	68.7 69 191 63 90 150 151 205 192 125 143 144	Shadow Risk Manager Risk Management Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders develop standard time line for regular events (taxes, filings, etc develop standard time line for non financial events Find a collections crair legal standing of the undergrad house as opposed to House Corp Understand insurance coverage and risk management Audit proposal Fund raising strategy Develop withant section of the site be about what happens to TDC;	and S Philips E Alderman E Alderman J Chaney C Compean E Alderman J Chaney C Cashman E Alderman J Chaney J Chaney Lupton E Alderman E Alderman E Alderman E Alderman Fund raising leader	F F D HM MIT F F F F F AA	3 - high 3 - high 5-medium 6 - medium 6 - medium 6 - medium 5 - Medium 5 - Medium 5 - medium 6 - medium 6 - medium 6 - medium 6 - medium	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2009 1/1/2009 1/1/2009 1/1/2009 1/1/2009 1/1/2009	milestones for the House Corp, and detailed each office	6 to 12 interactions 6 to 12 interactions 6 to 12 interactions	09, Fall 09, Spring 10 terms all year all year	local local	medium	2 to 4 2 to 4	organization training	new new idea	Ongoing	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcamp/chapter.html.or TDC
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24-Aug 29-Jun 29-Jun 29-Jun 29-Jun 24-Aug 24-Aug 12-Oct 12-Oct 12-Oct 12-Oct 12-Oct 12-Oct 12-Oct 12-Oct	88.7 90 150 150 150 150 150 150 150 150 150 15	Shadow Risk Manager Risk Management Advisor develop officer manual for Taskmaste Utilities management recruitment training for current Frat leaders develop standard time line for regular events (taxes, filings, etc develop standard timeline for non financial events Find a collections czar legisl standing of the undergrad house as opposed to House Corp. Understand insurance coverage and risk management Financial strategic plan proposa Audit proposal Fund raising strategy Develop vibrant section of the site be about what happens to TDC: after school - for us and for prospectives Update the famous and helpful alum section of website at leas annually. Update the famous and helpful alum section of website at leas annually. ADP contact to help with boarders House Manager - Life Safety (plarms, stairs, other hazards) set room rent and develop plan for getting boarders and submit to HC who is in charge of obtaining boarders? - advise House Cor Contact information - maintenance and dissemination Judical process and enforcement House Manager - alarm system Project Aurora - point-of-cortiact Auditing House Meeting and Housework Memorial Avands Memorial Avands Memorial Avands Memorial Avands Memorial Avands Memorial Avands Menorial Compilation Annual banquet - Class Captain Interpretation - maintenance on the control of the standards Annual banquet - Class Captain Annual banquet - Class Captain Annual banquet - Class Captain	and S Philips E Alderman E Alderman J Chaney C Compean C Compean E Alderman J Chaney J Chaney J Chaney J Chaney J Chaney N Lupton E Alderman D C Alderman E Alderman E Alderman D D Stracher J Welch J Welch J Welch J Welch J Beviacqua D D Stracher C Compean C Compean N Lupton	F F F F AA AA AA AA AA RI E E R	3 - high 3 - high 5-medium 6 - medium 6 - medium 6 - medium 7 - hedium 7 - hedium 8 - medium 8 - medium 8 - medium 8 - medium 9 - medium 1 - medium 1 - medium 1 - medium 1 - medium 2 - high 1 - vital 1 - vital 2 - very high 3 - high	12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 12/1/2008 11/1/2009 1/1/2009	milestones for the House Corp, and detailed each office - as part of refined manuals incl adding to alumni affairs office manual timeline with checklist boarder plan set, using ATO Replaced all sprinklers House Corp led this effort	6 to 12 interactions 6 to 12 interactions 6 to 12 interactions annual? 2 events one-timer 1 event Work Weeks, monthly 4 quarterly publs 3 to 6 interactions designated on-call 3 to 6 interactions annual event 4 quarterly publs for annual banquet 4 quarterly publs 5 to 12 interactions	09, Fail 09, Spring 10 terms all year school terms immediate March Worthly was chool terms all year school terms all year all year all year all year school terms s	local local local either local	medium low medium low medium low medium low low medium low low low medium low low low low medium low	2 to 4 2 to 4 2 to 4 2 to 4 1 to 2 1 to 2 2 to 4 1 to 2 2 to 4 2 to 2 to 3 2 to 4 2 to 2 to 4 2 to 3 to	organization training training training mech.	new idea current idea idea idea idea current c	Event One-timer Ongoing Ongoing Event One-timer Ongoing Ongoing PO Ongoing PO Ongoing PO Ongoing PO Ongoing PO Ongoing Event Ongoing Event	Serve on House Corp as new RMA including training by MIT Explore reductions in steam costs from MIT and water & sewer from Camb. Campuspeak bootcamp: www.campuspeak.com/programs/bootcampic/haipter.html.or TDC CPO sponsored bootcamp: Funding available from MIT FSLIG and the TDC CPO CPO sponsored bootcamp: Funding available from MIT FSLIG and the TDC CPO Coach undergrads in running event Report to House Corp with copies of official County/City documents Guide and coach undergrads in process & procedures for officer elections Oversee and maintain smoke and fire alarms, exit systems, stainway and other life safety Maintain & disseminate the TDC database of alumni & undergrads Facilitate creation of undergrad judical process & ensure implementation Act as "point person" alumnus for alarm system(s) Serve as the TDC rep on this MIT-sponsored effort of strengthen FSILGs Vall House for spot checks Act as primary corract for our allumni service company Work on specific functions during barquet weekend Serve as the TDC-riched TDCS quarterly allumni mewstetler Constant all members of designated pietge classes for banquet participation Report guident processing and pr

	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
		Auditing compliance with sanctions		1	6 - medium		2 to 5 inspections	all year	local	medium	1 to 2	<u> </u>	current		ouse 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 Formul	late 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 an	nd 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 Concei	ive 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	FebApril	either	high	1 to 2		idea	Annual Facilita	te official end-of-term reporting per TDC policy
	43	Annual House Corp. and Alumni Organization reports		HC	6 - medium		3 to 6 interactions	FebApril	either	high	1 to 2		idea		nate 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		reate in-House program and MIT participation in parents events
		Family Weekend & Pre-Frosh Preview / Visitation		R	6 - medium		1 event	JanMarch	either	medium	1 to 2		idea		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 TI	DC's participation in MIT annual event
	7	TDC Scholarship		E	9 - low		yearly award	July-Oct.	either	low	2 to 4	<u> </u>	idea	Annual Create	proposal for competitive scholarship for freshmen
		Technique Picture		R	9 - low		annual event	1st term	local	low	2 to 4	†	current		rolved in picture creation to ensure appropriateness
	11	Community service - strategic		S	9 - low		2 to 5 interactions	school terms	either	low	1 to 2		idea	Coaching Facilita	ate undergrads' participation
		Cambridge License Commission point-of-contact		RI	9 - low		1 to 2 interactions	fall & spring	local	low	2 to 4		current		annual submittal of housing license and serve as alumni contact
	22	Live-in maid/handyman		HM	9 - low		experiment	2005-6	local	2 - very high	1	mech	idea	.lob Perform	n part-time job for easing undergrads' work burden
		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
		Annual retreat		R	9 - low		1 event	August-Sept.	local	high	< 1		idea		early 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		undergrad participation & leadership in 1 or 2 service events
		Geographic clubs		AA	9 - low		individual initiative	up to you	long dx	TBD	TBD		idea		and run a MIT-TDC club in a geographic area
_		Social events		R	9 - low		2 events	school terms	local	medium	1 to 2		idea		and run a social event for MIT alumni
		Renovations documentation		HM	9 - low		one-timer	2005-6	local	high	<1		idea		pooklet 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 e	fforts to set aside 1 or 2 rooms for alumni guests
		Outsourcing Cleaning Alumni at MIT involvement in House		HM AA	9 - low 9 - low		selection & follow-up 3 to 6 interactions	immediate	either either	medium	< 1 2 to 4		idea idea		nead efforts for outsourcing montly thorough cleaning of House sent alumni working for MIT & facilitate their participation as alums
		Thompson Fund	E Alderman	- AA	9 - low		3 to 6 interactions	all year	either	medium	2 to 4				is education-related fund for educational grants to the House
		Composite pictures	L AluelIIIdii	R	9 - low		fix-up & follow-up	immediate	local	medium	<1	-	new		composites to restore them to past glory
		MIT FSII G Annual Awards			9 - low			FebApril	either	medium	2 to 4				applications for FSILG awards in one or more categories
		"Publicize" the arrangement at the AILG bi-monthly breakfast mtgs		RI	9 - 10W		once	reuApril	either	medium	∠ 10 4	-	idea	Armuai Submit	applications for FOILO awards in one or more categories
1		"Publicize" the arrangement at the AILG bi-monthly breakfast mtgs and at the Board mtgs	411.0	ъ.	1		1		1	1				1	
			AILG rep	RI		need to recruit the rep						ļ			
		after 8-10-08							-			-			
		added 10-12-08													

0		dl th - O		E-4			1												_	_
At the ne	ed action items are posted as "done" or "close ext Action Item update, the completed items are	e moved to the	"Complete	ed" list once.			+	-									-		+	+
				T																1
ID Code	Action Item	Responsible	Team	Priority	Due	Notes														
2	Summer boarders		В	3 - high	close 8-10	summer over	-			-									_	+
					done 8-24															
14	Alumni Association point-of-contact		AA	9 - low	08	John Welch	6 interact	all year	either	low	2 to 4		new	POC	Serve as 1	'DC's conta	ct with Bob	Ferrara's office		
16	Chain-of-Command		HC	6 - medium	close 8-24	will be covered by #102	Linteraction	lay, Aug, Ja	local	low	2 to 4		idea	One-timer	Create me	thad for 24	7 ID of "in-	charge" person at H	nuse	
- 10	Origin of Commune		- 110	- medium	done 8-24	Will be corolled by #102	, intordotto	ady, ridg, oc	iooui	1011	2104		idod	One union	Orodio inc	LIIOU IOI E-II	1 10 01 111	sharge person at the	1	+
17	Massachusetts Corporation requirements	E Alderman	F	6 - medium	08															
18	0	E Alderman	_	0 61-6	close 8-24															
	Contract documents TDC-National point-of-contact	E Alderman	HC	3 - high 6 - medium	done 8-10	J Welch	+	-									-		+	+
					done 8-24															1
23	Website/yahoo-group maintenance	K Kelley	W	3 - high	08															
31	House occupancy and rooming plans		R	6 - medium	done 8-24 08							1						1	1	
	Resident Advisor		RA	2 - very high		P Marfuta and M Berarano														+
45	Treasury - accounts receivable	E Alderman	F	2 - very high	close 8-24	6 ti	o 12 interac	all year	either	low	2 to 4		idea	Ongoing	Help unde	rgrad Treas	urer pay bi	ls		
46	Treasury - budgeting / tracking	E Alderman	F	3 - high	close 8-24		12 monthlie	all vear	either	low	2 to 4	1	idea	Ongoing	Help unde	rgrad Treas	urer create	budgets for officers	and track si	pendina
	, , , , , , , , , , , , , , , , , , , ,				done 8-24									- 0 - 0		ľ			T	T
44	Treasury - accounts payable	E Alderman	F	6 - medium	08															
48	House Manager - exterior - lawn & garden	D Stracher	НМ	6 - medium	done 8-24 08														-	
40	i louse Mariager - exterior - lawir & garderi	Dollacilei	1 1141	0 - medium	done 8-24		-												+-	+
49	House Manager - security; doors & locks, an	D Stracher	HM	6 - medium	08															
					done 8-24														1	
50	House Manager - kitchen area, including app	D Stracher	HM	6 - medium	08		<u> </u>													
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 re	epairs and r	egular maii	ntenance of heating	and plumbin	g systems
					done 8-24															
52	House Manager - "other" and general upkeep	D Stracher	HM	6 - medium	08		1												_	
52.1	House Manager - house cleaning	D Stracher	НМ	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	31	to 6 interact	all year	local	medium	1 to 2	electron.	idea	Ongoing	Oversee u	pkeep and	maintenand	e of phone and inte	net facilities	
55	House Manager - inspections coordination	D Stracher	НМ	3 - high	close 8-24	31	to 6 interact	allyear	local	medium	1 to 2		current	Coord	Coordinate	and partic	inate in inci	pections for health &	eafaty comp	liance
68.1	Shadow Treasurer	E Alderman	F	2 - very high		Michael Perfit	T Interact	all your	iocai	mediam	1102		Current	Coold	Coordinate	and partic	pate iii iiisj	Dections for Health &	Salety Comp	ilaiice
68.2	Shadow Rush Chairman		R	3 - high	done 8-10	K Byerly														
			P		done 8-24				١	1 . 1									İ	
68.3	Shadow Pledge Trainer Shadow House Manager	C Cashman	HM	3 - high 3 - high	08 done 8-10	K Byerly D Stracher and E Hammond	p 6 interact	4 months	local	medium	2 to 4	past exp.	new	Coaching	Guide and	mentor the	undergrad	officer	-	-
68.5	Shadow President		RI	6 - medium	done 8-10	Dave Vislosky														1
	Shadow Social Chairman		R	6 - medium	done 8-10	J Welch														
60.0	Shadow Steward		Fd	9 - low	done 8-24 08	F Gay	e internet	school term	local	medium	2 to 4	past exp.	new	Cocobina	Cuido ond	montor the	undergred	officer		
00.9	Siladow Steward		Fu	9 - 10W	done 8-24	r Gay) 6 IIILEIACI	bullool tellii	IUCal	medium	2104	pasi exp.	new	Coaching	Guide and	mentor trie	unuergrau	Officer		+
70	Holiday & vacation coverage		HM	6 - medium	08	see FSLG list	one period	mas holida	local	low	2 to 4		new	Annual	Visit the H	ouse during	times whe	n undergrads & boa	ders are gor	ne
			_		done 8-24															
74.1	Outsourcing Treasury	E Alderman	F	6 - medium	08 done 8-24	Sele	ection & follo	immediate	either	medium	< 1		idea	One-timer	Spearhead	efforts for	outsourcing	collections & other	mundane ta:	sks
83	Volunteer recruitment & coordination	J Chaney	AA	3 - high	08	Chaney maintaining list	tinuous sei	all year	either	high	1 to 2		idea	Ongoing	Serve as F	resident of	the new Ti	C Alumni Organiza	ior	
89	membership review - who will return to TDC	C Cashman	MIT	1-vital	done 8-10															
92	set policy regarding officers residency in	A Mena	MIT	3 - high	done 8-10	required to reside in house														
	house (MIT recommends this be required) set upper class in house residency policy	A Mena	MIT	3 - high	done 8-10	required to reside in house	-	-												+
	, , , , , , , , , , , , , , , , , , ,																			
				ļ																
	schedule regular meetings for HC and	Schreiber and																	1	
104	advisory board	Cashman	MIT	1-vital	done 8-10						-						1		1	
	confirm FSLIG toolkit being used for																			
106	volunteer management recruit RA		MIT	3 - high 1-vital	done 8-10		-										-	-	+	+
107	Include Chapter President and Treasurer on		IVIII	i-vitai	uune 8-10		-	-									-	 	+	+
109	HC	R Schrieber	MIT	1-vital	done 8-10															
	Set and enforce written policy for bil				done 8-24															
114	Study use of outside bill collectors and	E Alderman	MIT	1-vital	- 08	through Omega	once	summer	either							-	-		+	+
117	propose response	E Alderman	MIT	1-vital	done 8-10	will hire Omega														
	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	-	_		_	T									+
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			L						L					
	set up web site for house	K Kelley	W	6 - medium																
	forward FSILG Toolkit roles and responsibilities email-listing to all alums and							1	1		-								1	
129	brothers.	R Schrieber	MIT	3 - high	done 6-23	by email and see action item 146														
	Advisory Group meeting and emai	C Cashman	AC		done 8-10	-,														
	Notes from 6-15 meeting	R Schrieber	HC	3 - high	done 6/22		_												_	
	Listing of those who have offered to																			
	volunteer, to be sent to recruitment					see Teams tab, this file														
	committee / group.	J Chaney	MIT	3 - high	done 6-29															

	HC meeting should be held within next														
133	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										
	Compile and issue Action Item List	J Chaney	HC	3 - high	done 6-22										
	is Scudder account closed?	K Mason	F	9 - low	done 6-29	low but not empty									
	is TDC current regarding withholding FICA														
	taxes on their employee (cook) and paying						1		1	1 1		l		- 1	
137	those at the end of the year?	Shuyi Chen	F	2- Very high	done 8-10	Paychex covers									
	transfer account ownership to Ed Alderman	K Mason	F	2- Very high							 				
139	understand # of financial accounts and their :	E Alderman	F	2- Very high	lone 8-24-0	8					 				
	add second access person to financial														
	accounts HC person - chair or Finance														
140	second in command	E Alderman	F	2- Very high	done 8-10	Bevilacqua and Schrieber									
	Deposit contributions from alums and others	E Alderman	F		close 8-10							<u> </u>			
143	thanks you letters for contribution:		AA	5 - medium	close 8-10	see #184 - 186									
	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			1						
	FSILG Toolkit* at														
	http://alum.mit.edu/ccg/living-groups/fsilg-					Within the Toolkit is a set of webpages on volunteer roles:									
146	toolkit.html	all volunteers	all			http://alum.mit.edu/ccg/living-groups/fsilg/volunteers/index.html									
					done 8-24										
153	update automated emergency contact lists fo	J Chaney	V	3 - high	08	http://inside.fsilg.coop	1	1		1				- 1	
	list manuals being worked on, and who is														
188	doing the work	J Chaney	D	2-high	done 8-10	Lijana - Treasurer, Bisel - Rush, Soenneker - House Manager								- 1	
	test Action Items list/MIT "team" - does it														
203	clearly cover the MIT expectations?	R Lijanja	MIT	3 - High	done 10-12										

Sources of A	Action Items						
ID code	Source	Notes					
0 to 84	TDC Alum Org - action list #2	items with	n decimal ex	tensions we	ere added b	y 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 fro	m 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
01
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 co	ado liet
AC	Advisory Committee
В	Boarders; recruting and retainage of outside boarders to help with finances
Ср	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
0	Open; a volunteer who has no specific role yet, but has shown interest in helping
Р	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 f	rom Action Lists. No visible Alumni team members yet
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