



## Meeting Minutes of the Beta-Eta Chapter of Tau Kappa Epsilon Fraternity Board of Advisors

**Date and Time:** March 17, 2019, 10:00 A.M. CST

**Location:** #3 Fraternity Drive, Rolla, MO 65401 and remotely via Zoom Video Conferencing

**Purpose:** Conduct the necessary business of Missouri School of Mines Teke, Inc. to enable the Beta-Eta Chapter of Tau Kappa Epsilon Fraternity to contribute to the advancement of the Missouri University of Science and Technology and society through the personal growth of our members and service to others.

*The meeting was called to order at 10:05 A.M. by Chairman Steve Bahr.*

### 1. Attendance Report

Member	Role	Present	Absent
Steve Bahr	Chairman	X	
Ryan Rzdca	Vice Chairman	X	
Joshua Nixon	Secretary	X	
Jeff Steinhart	Treasurer		X
John Eash	Rush Advisor	X	
Dave Bernhard	House Management Advisor	X	
Darryl Brinkmann	Chapter Advisor	X	
Mark Fitch	Faculty Advisor	X	
Drew Hall	Alumni Association President	X	
Griffin Elliott	Chapter Prytanis	X	
Alex Gehrin	Chapter Crysophylos	X	
Mike McEvelly	Member-at-Large	X	



Mark Downer	Member-at-Large	X	
Rob Starrett	Member-at-Large	X	
Curt Costello	Member-at-Large		X
Ryan Elam	Member-at-Large	X	
Will Ruzicka	Member-at-Large	X	
Ivan Matthews	Member-at-Large		X
Michael Taylor	Member-at-Large	X	

*A quorum of members was determined as present, and the meeting could conduct business.*

## 2. Acceptance of Previous Meeting Minutes

*Motion by Michael Taylor to accept the previous meeting minutes. Seconded by Mark Fitch. Passed unanimously.*

## 3. Executive Report

### i. Chapter Operations

- Officer Corp's Upcoming Goals for March/April
  - Submit 20% of delinquent accounts to debt collections agency.
    - The officers are obtaining prerequisite documents and selecting the proper agency.
    - The Prytanis reported that the outstanding amount is around \$15,000.
    - The Prytanis noted that the 20% goal was selected as a measurable milestone, but ultimately all delinquent accounts will be pursued.
    - It was noted that maintaining financial records needs to be improved.
  - Meet community service KRA (key result area) established by TKE Headquarters.
    - There are currently 483 hours remaining to meet the goal.
  - Complete the study room project.
    - New carpet, wall art, computer stations, and whiteboards have been installed.
    - The officers are receiving approval for remaining furniture items.
    - The total cost of remaining study room furniture is estimated to be around \$550.



- Close the Pennington account.
  - Pennington & Company, Inc. was contracted as the fundraising and public relations counsel for the new chapter house.
  - The Pennington contract will be terminated after the final campaign reminder is sent out in the coming month.
  - It was noted that the website built and maintained by Pennington (<http://tkebetaeta.com/>) will still be retained for the chapter to manage.

## ii. Finances/Budget

### ➤ Auditing

- There were questions over auditing the finances of the chapter and ensuring that expenses being reported by various officers are truly accurate.
- It was proposed to create an audit committee on the BOA for auditing housing expenses.
  - The creation of an audit committee was decided to be more appropriate during the strategic meeting on the purpose and future of the BOA (discussed in New Business).

### ➤ Expenses for Tools

- The BOA questioned the \$860 spent on tools/supplies over the previous month.
- The House Manager reported that the majority of the cost was due to buying new tools for cudgel work.
- The BOA was concerned about not continuing to spend such amounts on tools/supplies every semester and ensuring that individuals are not taking advantage of the available tools/supplies at the cost of the house.
- The House Manager ensured the BOA that there was accurate inventory of the current tools and a process in place for checking out tools to individuals.

### ➤ Tax Accounting

- Due to the increase in salary for Bessie, tax brackets and collection methods have changed.
- The Crysophylos is obtaining documents and guidance from the accountant for reporting taxes on a monthly basis instead of on a quarterly basis.
- The BOA noted that communication needs to be improved for making sure financial obligations with taxes are being completed.
- A change in accountants was discussed, and it was suggested there is an accountant that most Rolla fraternities use that may be better suited for the chapter.
- It was noted to the officers that any conversations with the accountant need to be put in writing instead of relying on verbal communications.

### ➤ Summer Housing

- Summer pricing was briefly discussed for members staying in the chapter house over the upcoming summer.



- It was stressed that last year's summer fee structure will not be repeated due to members not meeting expectations for maintaining the chapter house and property.
  - It was noted that last summer's fee structure may be repeated for only one or two individuals, but the summer housing bill would be reimbursed instead of waived, assuming house duties were satisfactorily completed.
- Capital Improvements
- A capital improvement fund needs to be established to address long-term housing projects and major maintenance items.
  - Initial capital improvement planning was included in the new chapter house Proforma, which was proposed by Treanor Architects, P.A. and included base line goals, budgets, and allowances for all identified revenue opportunities and expenses.
    - The Proforma assessment allowed \$10,000 a year to be allocated for capital improvements.
    - However, that money has been allocated for other emergent issues, such as paying off the short-term loan and fixing patio construction issues, instead of being set aside for future capital improvements.
  - The BOA discussed needing to develop a more concrete plan for planning and allocating for capital improvements. It was decided to hold a separate, stand-alone meeting for discussing those items.

### iii. Rush/Membership

<b>Fall 2019 Rush Report</b>	
Signed Bids	0
Outstanding Bids	0
Current Prospects (No Bid)	4

<b>Current Membership Report</b>		
In-house Membership	Actives	39
	New Members	9 <sup>A</sup>
	Total	48
Out-of-house Membership	Actives	16
	New Members	2
	Total	18
Total Membership	Actives	55
	New Members	11 <sup>A</sup>
	Chapter	66

<sup>A</sup> The total includes 3 freshmen that didn't meet the academic requirements for initiation in fall 2018 but that remain enrolled at the school and involved in TKE for spring 2019.



- Recruitment Video/Online Presence
  - The actives are no longer pursuing a recruitment video of the chapter house for posting online.
    - The actives reported that money is too tight to spend rush funds on a professional service and that the return on the money would not be worthwhile.
    - A free app was suggested for the actives to explore that realtors use as a free option for showcasing houses.
  - A discussion was held on the best methods to recruit online through websites and social media.
  - Search engine optimization (SEO) was offered as a tool for increasing viewership of BH TKE websites.
  
- Fall 2019 Rush
  - It was suggested to the actives to establish milestones for different points in the recruitment season for reaching certain membership totals.
  - Actives reported that they are still struggling to establish KC alumni hosts.
    - The Rush Chairmen are planning for 2 KC rush events.
    - The BOA offered suggestions of KC alumni that would be willing to host events for the Rush Chairmen to contact.
  - New for the fall 2019 rush season, a bid committee has been established for ensuring quality members are being extended bid cards.
    - The bid committee was established, in part, to address the poor retention rate of members seen over the past year.
    - The bid committee is composed of 5 members that will attend every rush event possible, and 3 out of the 5 members must vote yes to extend a bid to a prospective candidate.
    - It was noted to the actives that it must be ensured that those bid committee members follow through in attending every rush event possible, otherwise a problem may develop with bid committee members voting blindly.
  - The Prytanis reported that there is an enthusiasm gap from actives for attending rush events.
    - The BOA offered various recommendations on how to address the enthusiasm problem, and it was stressed that every member should understand the role that he must fulfill before the rush season begins.
  
- Membership Retention
  - For fall 2018, 25 new members were signed, 23 were inducted, but only 12 men were initiated.
  - The retention problem of new members has been analyzed from conducting brief exit interviews with those new members that have left.
    - The biggest 2 reasons for not achieving initiation standards were determined to be grades and pledging out-of-house.



- A lengthy discussion was held on how to approach the retention problem and combat the largest 2 contributors for new members leaving.
- It was suggested that the bid committee should play a central role in identifying problematic behavior in potential new members to avoid retention issues.
  - The BOA offered various indicators that may reveal issues with membership quality or retaining new members.
    - Social media accounts could be investigated.
      - Is there problematic social behavior being presented?
      - Does the behavior and character of prospective new members at rush events match their online presence?
    - High school academics could be investigated.
      - Was the prospective candidate challenged in high school?
    - Payment methods could be investigated.
      - Is there a work ethic gap seen between students that pay their own way versus students that have their parents pay?

#### 4. Housing Report

- The HVAC issues in the attic will be addressed during the summer.
- The concrete pouring between TKE and Kappa Sigma will be addressed with better weather (discussed in Old Business).
- The firepit project proposal has been approved by the BOA and will be finished in the next few weeks.
- Doors need to be re-bolted due to the screws not holding the door arms intact.
  - The BOA was ensured by the actives that the door arms are breaking from regular traffic and not excessive force.
  - The House Manager is aware of the issue and addressing it.
- Study room furniture has been selected and approved by the BOA.
- Repainting floors/adding tile to rooms will be included as part of the capital improvements plan.
- A fire alarm was actuated last month without any apparent reason as determined by the actives and fire department.
  - The likely cause discussed was dirty alarms, so cleaning the alarms is being looked into.

#### 5. Alumni Association Report

- Alumni turnout was good for Pats.
- The Alumni Association representative noted that the chapter winning the Pats Competition was a great moment for actives and alumni present.
- The 1107 Club is now complete, and the Triangle Club is now the focus going forward.



## 6. Old Business

### i. Sidewalk Between TKE and Kappa Sigma

- Kappa Sigma rejected the sidewalk proposal due to concerns about drainage, and their housing corporation would like to meet with members of the BOA to discuss the proposal.
- The Prytanis reported concern with the project, describing it as a “money pit” and citing poor communication between the two chapters.
- The recommendation discussed was to pour a concrete pad to let water drain over the pad instead of constructing a bridge with drainage.

## 7. New Business

### i. Strategic Plan

- An initial proposal has been shared with members of the BOA outlining proposed restructuring and focus items for the Board.
- A lengthy discussion was held over the BOA’s purpose moving forward now that focus is no longer on new house construction.
- There was disagreement among BOA members on where the balance should be placed between a “stand back” and advising role versus a more “hands on” and operational role.

*Motion by Mark Fitch for the BOA Chairman to hold a strategic meeting to discuss in-depth strategic planning for the BOA. Seconded by Rob Starrett. Passed unanimously.*

### ii. External Cameras

- The Prytanis reported that Kappa Sigma members are suspected as causing petty vandalism acts on multiple occasions on TKE property.
- It was proposed by the BOA that the Chief of University Police may be willing to install a university-owned camera viewing TKE/Kappa Sigma property at no cost to TKE. The pros and cons of such action were discussed.
- The Prytanis will be meeting face-to-face with Kappa Sigma’s president to discuss ending the vandalism acts, and it was recommended by the BOA that University Police should be involved if the issues are not resolved.

### iii. Schedule for Next Meeting

*Motion by Steve Bahr to hold the next BOA meeting on April 28, 2019 at 10:00 A.M. CST. Seconded by Darryl Brinkmann. Passed unanimously.*



**8. Remarks for the Good of the Board**

➤ Good job on winning Pats!

*The meeting was adjourned at 12:27 P.M. by Chairman Steve Bahr.*

*Minutes were respectfully submitted by Secretary Joshua Nixon.*

