



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

Date and Time: January 26, 2020, 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 10:09 A.M. by Chairman Michael Taylor.

1. Attendance Report

Member	Role	Present	Absent
Michael Taylor	Chairman	X	
Will Ruzicka	Vice Chairman	X	
Joshua Nixon	Secretary	X	
Jeff Steinhart	Treasurer	X	
Drew Hall	Alumni Association President	X	
John Eash	Chapter Advisor	X	
Mark Fitch	Faculty Advisor	X	
Rob Starrett	Rush Advisor	X	
Brenden Bratsch	Chapter Prytanis	X	
Ethan Lowrey	Chapter Crysochylos	X	
Dave Bernhard	Housing Corporation Chairman	X	



Darryl Brinkmann	Housing Corporation Vice Chairman	X	
Steve Bahr	Housing Corporation Treasurer		X
Curt Costello	Housing Corporation Secretary		X
Mike McEvilly	Member-at-Large	X	
Mark Downer	Member-at-Large		X
Ryan Elam	Member-at-Large	X	
Ryan Rzdca	Member-at-Large	X	
Ivan Matthews	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 John Eash to accept the previous meeting minutes. Seconded by Will Ruzicka. Passed unanimously.

3. Officer Reports

i. Chairman

- The BOA Chairman attended the Missouri Province Forum with the active chapter.
 - It was noted that this was the first Missouri Province Forum hosted by TKE Headquarters in many years.
- Updates have been received by TKE Headquarters for the separation of the chapter housing corporations from the chapter board of advisors.
 - Changes to *The Blackbook* are still being written, which should be made public around April.
 - Until changes are officially implemented to *The Blackbook*, the BOA is still officially responsible for housing decisions.

ii. Vice Chairman

- There are changes to the Bylaws of the Board of Advisors to discuss in New Business.



iii. Secretary

- The BOA Secretary and Alumni Association Secretary now have access to the chapter website maintained by TKE Headquarters.
- The BOA Secretary will be meeting with Alex Baker, Chief Information Officer for TKE Headquarters, in order to discuss embedding a Google Calendar on the website that will include all chapter events.

iv. Treasurer

- Annual Financial Review
 - From bank statements, the chapter spent slightly more than collected in the last 6-month period.
 - Income was reported at \$282,688 with expenses at \$294,817.
 - The December 2019 bank balance following the fall semester was \$40,229.
 - The July 2019 bank balance was \$52,358.
 - Expenditures for the last calendar year totaled approximately \$485,000.
 - Approximately \$486,000 is being budgeted for the upcoming year.
 - Approximately \$15,000 in housing dues are still outstanding, with several individuals owing more than \$1,000.
- Delinquent Accounts
 - One (1) former chapter member (Thomas Gunsten) owes approximately \$6,000.
 - The former chapter member has since dropped out of school, and the active members are reporting that communication is not being returned.
 - A consensus was reached amongst BOA members that the legal process should be started immediately for potential collections.
 - The Chapter Prytanis and Darryl Brinkmann will be meeting with a local attorney to prepare legal documents.
 - Other individuals that owe more than \$1,000 are all being currently addressed by the Chapter Crysophylos.
 - An in-depth conversation was held on the chapter process for collecting dues and the legal process for submitting collection claims.
 - Several BOA members noted that documentation needs to improve for the eviction process.
- The BOA Treasurer noted that a plan needs to be enacted for gradual increases in housing dues in order to avoid financial losses.
 - A 5-year plan was modeled that assumes 50-man occupancy, 2% annual inflation, and a flat loan payment.
 - With the above assumptions, the chapter will become cash flow negative in the 2021-2022 school year.
 - Two (2) options were modeled for increasing housing dues, which both assume a 20-man turnover each year.



- Option 1: 4% annual increase for new initiates
 - Option 2: 3% annual increase for new initiates
 - Both options slowly bridge the gap towards obtaining the targeted surplus for long-term budgeting.
 - The BOA Chairman noted that more information needs to be gathered before making any action on raising housing dues.
- Chapter Fundraising
- A recommendation was made to identify the fundraising responsibilities of the BOA and develop a strategic plan as necessary.
 - The BOA is assuming more of a responsibility with chapter fundraising from the Alumni Association as its focusing more on alumni engagement and social events.
 - It was noted that Ray Buehler has taken over the responsibility from Pennington on collecting outstanding pledges from the New House Campaign.
 - The special projects fund held with TKE Headquarters currently has a balance of approximately \$50,000.

v. Alumni Association President

- The Alumni Association hosted a Founder's Day Social, which had an increase in alumni participation.
- A brunch social will be hosted next month.
- Elections for Alumni Association officers will be held during St. Pats.

vi. Chapter Advisor

- A Chapter Retreat was hosted with the active members on the weekend of January 24, 2020.
 - The agenda included a group project to get feedback on issues in the house as well as discussing various service and brotherhood events.
- A kick-off meeting of the Scholarship Committee was held on January 26, 2020.
 - Topics included a recap of all scholarships, application deadlines, an active-led session to fill out applications, and committee involvement in the selection process.
 - The Chapter Advisor is working with TKE Headquarters, Missouri S&T Student Financial Aid, and the Missouri S&T Alumni Office to coordinate the selection inputs.
- A meeting was held on December 17, 2019 with Greek Advisors and the Chancellor to discuss campus issues and the Greek community.



- Chancellor Mo Dehghani shared his concerns on the current enrollment decline and that the University can help get the message out to students on the value of the Greek system.
 - A dynamic video on the benefits of Greek life is being developed for distribution on a number of Missouri S&T social media platforms.
 - Chancellor Mo shared two “undesirable” issues that he has with the Greek system: mental health and sexual assaults. Actions recommended were to review gun policies and policies associated with ensuring environments are free of sexual assaults.
 - A discussion was held on introducing international students to the Greek system, which would require a different approach compared to attracting U.S. students.
- The University is kicking off a new high school student immersion program that begins on the weekend of February 1, 2020.
- The goal of the program is to attract 100+ high school students to campus that have already been accepted.
 - A meeting was held between the Chapter Advisor and Andy Careaga, Executive Director of Marketing and Communications, on January 17, 2020 to discuss opportunities with the immersion program.
 - There will not be Greek participation in the first event, but there may be opportunities in future immersion days.
 - Primary coordination between the events and the Greek community was decided as needing to be through the Interfraternity Council (IFC).
 - More on this topic will be explored after the first immersion day is assessed.
- Professional Development
- The Chapter Advisor will be working with the actives in providing professional development opportunities that are of interest to the chapter members.
 - Chapter inputs on the types of professional development and topics of interest were obtained at the Chapter Retreat.

vii. Faculty Advisor

- The Faculty Advisor emailed the Fall 2019 Greek Community Grade Report to the BOA for review.
- For Fall 2019, the average all-fraternity GPA was 3.05, which was slightly higher than the average all-male GPA of 3.034.
 - The GPA results for BH TKE are as follows:
 - Cumulative GPA – 3.044 (12th out of 18 IFC fraternities)
 - Fall 2019 Chapter GPA – 2.882 (14th out of 18 IFC fraternities)
 - Fall 2019 Active Member GPA – 2.903 (14th out of 18 IFC fraternities)
 - Fall 2019 New Member GPA – 2.823 (14th out of 18 IFC fraternities)



viii. Rush Advisor

Spring 2020 Rush Report	
Signed Bids	2
Outstanding Bids	0
Current Prospects (No Bid)	0

Current Membership Report		
In-house Membership	Freshmen	18
	Sophomores	16
	Juniors	13
	Seniors	4
	Total	51
Out-of-house Membership	Freshmen	1
	Sophomores	2
	Juniors	6
	Seniors	7
	Seniors+	6
	Total	22
Total Membership	Actives	71
	New Members	2
	Co-op Members	2
	Chapter	75

ix. Chapter Prytanis

- Officer Corp's Completed Goal(s) from Fall 2019
 - Twelve (12) members were registered for the Regional Leadership Conference (RLC).
 - A Chapter Retreat was planned and conducted on the weekend of January 24, 2020.
 - The Fire Marshall and TKE Regional Advisor were contacted to ensure all risk management areas were completed.
- Officer Corp's Upcoming Goal(s) for January/February 2020
 - Hold a risk management meeting with the entire chapter.
 - Scan all housing contracts to the Google Drive.
 - Reorganize the officer room in order to locate important files.

x. Chapter Crysophylos

- Financial Update



- The BOA Treasurer reported all of the necessary items.

4. Housing Corporation Report

➤ Flooring Proposal

- The Housing Corp. President compiled budget pricing numbers for the TKE floor renovations in the living quarters as quoted from Show Me Industrial Services, Inc.
- The total area of the living quarters was estimated to 5,236 square feet (SF) with an estimated 1,047 linear feet (LF) of joints.
- Using the above measurements, the pricing for the three (3) different flooring options are as follows:
 - Option 1: Sealed Concrete with Control Joint Caulking
 - Unit price for sealed concrete: **\$4.50 / SF**
 - Unit price for control joint caulking: **\$3.25 / LF**
 - Budget price: **\$26,964.75**
 - This option would provide basic concrete protection which includes removing existing coatings, cleaning concrete, and applying concrete densifier to strengthen concrete.
 - Option 2: Polished Concrete with Control Joint Caulking
 - Unit price for polished concrete: **\$6.50 / SF**
 - Unit price for control joint caulking: **\$3.25 / LF**
 - Budget price: **\$37,436.75**
 - This option would provide more advanced concrete protection which includes removing existing coatings, grinding concrete, applying densifier, polishing, and then applying a seal guard.
 - This option would provide a great aesthetic look and is easy to clean and maintain, dust-proof, water-resistant, and provides minimal chemical protection.
 - Option 3: Epoxy Single Broadcast System
 - Unit price for epoxy: **\$8.50 / SF**
 - Budget price: **\$44,506.00**
 - This option is the best flooring option for protection against impact, chemicals, water, and thermal expansion.
 - This option can be customized in a variety of styles and aesthetics.
 - All of the above options include removal of the existing epoxy and surface preparation for the new flooring system.

➤ Housing Bill Breakdown

- The Housing Corp. President provided a proposed breakdown of house bill categories in order to plan for long-term finances and capital projects:
 - Mortgage
 - Taxes
 - Maintenance



- Service Contracts
 - Long-term Repair Projects
 - Long-term Enhancement Projects
 - Chapter Operations
- Out-of-House Fees Contract
- Current out-of-house fees are set at \$400 per semester along with a \$250 security deposit.
 - The Chapter Prytanis confirmed that those fees are satisfactory with the active numbers.
- Maintenance Contracts
- The current list of maintenance contracts includes the following:
 - Cintas
 - Hartley's Climate Control
 - Ozark Fire Protection
 - Otis Elevator
 - Tech Electronics
 - Daniel's Lawn Care
 - ProCare
- Closet Furnace Overheat Issue
- Louvers were installed in various doors to assist with air circulation.
 - Duct work still needs to be insulated.
- Kappa Sigma Storm Water Drainage
- No immediate action is being taken on a potential pathway or bridge being installed across Kappa Sigma's yard.
 - The Chapter Advisor and Prytanis have taken action items to follow up with Kappa Sigma's president and housing corporation on any additional actions to be taken.
- Door Damages
- Several doors have had their closure arms break off from the particle board, which could present fire door compliance issues.
 - Doors are being repaired and replaced as necessary.
- Postponed Items
- The Housing Corp. President noted that several items need to be discussed at length at the next BOA Meeting.
 - Several items that were not discussed or expanded upon include the following:
 - Parking Lot Asphalt Maintenance
 - Concrete Sealant and Power Wash Maintenance
 - Security Camera System Modifications



- Summer House Manager Contract

5. Committee Reports

- Committees will be officially added to the BOA structure as proposed in New Business.

6. Old Business

i. Flooring Solution for the Chapter House

- A consensus was reached that Option 3 for applying epoxy to the flooring was the most preferable option.
 - However, it was decided that further budgeting needs to be conducted before any official action is taken.

7. New Business

i. Proposed BOA Bylaw Changes

- The BOA Chairman shared proposed amendments to the Bylaws of the Board of Advisors, which are summarized in the below comments.
 - Amendment I: The “House Management Advisor” as an elected alumni officer of the Board would be replaced with the “House Management Committee” to comply with the expected restructuring of chapter housing corporations.

Motion by John Eash to accept Amendment I to the Bylaws of the Board of Advisors. Seconded by Darryl Brinkmann. Passed unanimously.

- Amendment II: Two committees would be created: the “Operations Committee” would be overseen by the BOA Chairman while the “Member Development Committee” would be overseen by the Chapter Advisor.
 - Several BOA members questioned the duties and responsibilities of the newly formed committees.
 - The BOA Chairman noted that he would expand upon the structure of the committees at the following BOA Meeting.

Motion by Mark Fitch to table Amendment II to the Bylaws of the Board of Advisors. Seconded by John Eash. Passed unanimously.

ii. Blacklisting Members

- Several active members have voiced their preference for going “inactive” and are willing to be blacklisted by the chapter.
 - A discussion was held with the chapter officers on these active members and how the situation had evolved to its current state.



- Several BOA members emphasized the importance of brotherhood amongst the chapter members, and if membership removal is truly necessary, that BOA members should be contacted and responsible for such drastic action in lieu of the chapter officers.

iii. House Management Committee Elections

- After acceptance of Amendment I to the BOA Bylaws, elections were officially held for the four (4) members of the House Management Committee.

Motion by Mark Fitch to elect Dave Bernhard, Darryl Brinkmann, Steve Bahr, and Curt Costello to the House Management Committee. Seconded by Will Ruzicka. Passed unanimously.

iv. Old House Bricks Discussion

- A discussion was held on what the criteria or process should be for distributing the bricks collected from the demolition of the old TKE House.
- The Chapter Advisor took the action to propose the allocation criteria at the next BOA Meeting.

v. Schedule for Next Meeting

Motion by Joshua Nixon to hold the next BOA meeting on Sunday, March 15th at 10:00 A.M. CST at the TKE House. Seconded by Darryl Brinkmann. Passed unanimously.

8. Remarks for the Good of the Board

- Make sure everyone is informed and on the same page with BOA issues.
- Great work on the Chapter Retreat!

The meeting was adjourned at 12:09 P.M. by Chairman Michael Taylor.

Minutes were respectfully submitted by Secretary Joshua Nixon.



Outstanding Action Items			
Item	Responsible Party	Expected Completion Date	Expected Progress By (Next Meeting)
Complete finance plan for Tom Gunstenn (added to begin legal proceedings)	Ethan Lowrey, Brenden Bratsch (added Darryl Brinkmann)	12/8/19 (3/15/20)	Incomplete
Address financial discrepancy between bank statements and TKE Book.	Ethan Lowrey, Jeff Steinhart	12/8/19	Completed
Establish better spending procedures for chapter.	Ethan Lowrey, Jeff Steinhart, Brenden Bratsch	3/15/20	Progress Unknown
Create performance tracker for S&T chapters.	Brenden Bratsch, Mike Taylor	1/26/20	Waiting on feedback from the University's Greek Life Office
Determine which website the chapter will utilize moving forward.	Joshua Nixon, Eric Hanson	1/26/20	Completed
Determine course of action for addressing residential floors. (added to draft budgeting impact)	Dave Bernhard, Darryl Brinkmann, Steve Bahr, Curt Costello (added Mike Taylor and Jeff Steinhart)	1/26/20 (3/15/20)	Ongoing
Determine updates needed on bylaws to reflect proposed committee/officer structure.	Will Ruzicka, Mike Taylor, Joshua Nixon	3/15/20	Proposed changes are ready for discussion in New Business
Determine capabilities of calendar on website for communicating meetings.	Joshua Nixon, Eric Hanson	1/26/20	Completed
Revitalize chapter eviction process	Ethan Lowrey, Brenden Bratsch	3/15/20	Ongoing
Improve documentation for housing collections and communication with delinquent members	Ethan Lowrey	3/15/20	Ongoing
Obtain clarifying information for potential housing dues increase	Mike Taylor, Jeff Steinhart	3/15/20	Ongoing
Follow-up with members potentially being blacklisted	Mike Taylor, Brenden Bratsch	3/15/20	Ongoing
Propose criteria for distributing bricks from the Old TKE House	John Eash	3/15/20	Completed

