



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

**Date and Time:** December 1, 2019, 1:00 P.M. CST

**Location:** 11336 Lackland Rd., St. Louis, MO 63146 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 1:09 P.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 Crysophylos	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 McEvelly	Member-at-Large	X	
Mark Downer	Member-at-Large		X
Ryan Elam	Member-at-Large		X
Ryan Rzasca	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 Michael Taylor to accept the previous meeting minutes. Seconded by Joshua Nixon. Passed unanimously.*

## 3. Officer Reports

### i. Chairman

- The BOA Chairman met with the active chapter officers to discuss topics from the BOA Strategic Meeting.
  - Updated criteria for the Top TKE Chapter was reviewed.
  - BOA expectations for the active officers were discussed.
    - Actives will resume sending out monthly reports.
    - Leadership documentation and transition files will be updated.
    - Development will continue on the professional development program.
- A proposal for updating the BOA membership structure was submitted and will be discussed in New Business.
  - There are challenges with the new separate housing corporation structure as mandated by TKE Headquarters. The BOA Chairman is continuing discussion with contacts from TKE Headquarters for clarification.



**ii. Vice Chairman**

- The BOA Bylaws will be reviewed for any necessary changes from the new membership structure and responsibilities of officers.

**iii. Secretary**

- The BOA Secretary met with the Chapter Webmaster to discuss website coordination.
  - Pros and cons were discussed between the two websites currently being maintained: one developed by Pennington during the New House Campaign (<http://tkebetaeta.com/>) and one developed by TKE Headquarters (<http://www.tkemst.org/>).
  - Discussion was held in New Business on which website would be the best to use moving forward.
- Edits are continuing for updating the BOA and Alumni Google Groups.

**iv. Treasurer**

- Coordination is continuing with the Chapter Crysophylos for maintaining the chapter's finances.

**v. Alumni Association President**

- The Alumni Association is planning on continuing to host socials.
- TKE Headquarters is looking to formalize the structure and engagement of chapter alumni associations.
  - Discussion is continuing at TKE Headquarters on measuring alumni engagement through an addition to the chapter's key result areas (KRAs).
  - March 2020 was mentioned as the target date for more information being published from TKE Headquarters regarding the matter.

**vi. Chapter Advisor**

- The Chapter Advisor is meeting with the Chancellor later this month as part of the Missouri S&T Greek Advisors Group that will discuss the importance of Greek Life and ensure continued support from campus leadership.

**vii. Faculty Advisor**

- No Report



## viii. Rush Advisor

<b>Spring 2020 Rush Report</b>	
Signed Bids	1
Outstanding Bids	1
Current Prospects (No Bid)	0

<b>Current Membership Report</b>		
In-house Membership	Freshmen	18
	Sophomores	18
	Juniors	14
	Seniors	4
	<b>Total</b>	<b>54</b>
Out-of-house Membership	Freshmen	1
	Sophomores	2
	Juniors	6
	Seniors	7
	Seniors+	6
	<b>Total</b>	<b>22</b>
Total Membership	Actives	75
	New Members	1 <sup>A</sup>
	Co-op Members	2
	<b>Chapter</b>	<b>78</b>

A: One new member did not meet GPA requirements at the time of initiation and remains at “neophyte” status until GPA requirements can be reevaluated following the end of the fall 2019 semester.

## ➤ Rush Update

- The Rush Committee is pushing back new member induction in spring 2020 by two weeks in order to revamp spring recruitment.
- Due to losing two previously committed new members for spring 2020, two more new members need to be signed in order to reach Top TKE requirements.
- Four recruitment events are planned, one of which is in St. Louis over the winter break and three are in Rolla when students return from break.
- The Bid Committee was expanded to 7 members to increase membership and have more actives involved with recruitment.



## ix. Chapter Prytanis

- Officer Corp's Completed Goal(s) from Fall 2019
  - Top TKE tracker is in place for weekly updates from officers.
  - Weapons Policy has been updated and sent to the Campus Greek Advisor.
  - A new academic policy has been approved for the academic term.
  - Social media presence has been increased, a minimum number of weekly interactions has been set, and social media posts are being trended.
  - New Thanksgiving philanthropy event for St. Jude's was created.
- Officer Corp's Upcoming Goal(s) for Winter 2019/2020
  - Conduct a chapter retreat (scheduled for January 24-26).
  - Register members for the Regional Leadership Conference (RLC).
  - Contact the Fire Marshal and Regional Advisor to ensure all risk management areas of new Top TKE requirements are being met.
  - Computing Services will upgrade systems in the party room.

## x. Chapter Crysophylos

- Financial Update
  - The Chapter Crysophylos reported that the semester budget is on track with expected revenue collections and estimated expenses.
  - The current balance at Phelp's County Bank (PCB) is \$20,854.84, which is after the Fall 2019 house loan payment of \$93,748.93.
  - The Chapter Crysophylos is noticing discrepancies between bank statements and the itemized budget, which seems to be due to expenses from earlier in the semester that were not booked.
    - The BOA Treasurer and Chapter Crysophylos pledged to resolve the issue in the coming week.
  - The Chapter Crysophylos reported that there are no problems with collections except for one Frater who owes approximately \$6,000 and is potentially being evicted.
    - The BOA Chairman requested that the Chapter Crysophylos send a list of everyone owing more than \$500 after December to the BOA.

## 4. Housing Corporation Report

- Completed Maintenance from Fall 2019
  - A routine maintenance document was created to track common tasks such as changing air filters.
- Scheduled Maintenance for Winter 2019/2020
  - Weather-stripping repairs on floors will be addressed.
  - The large dish sink is leaking from the drainage system during heavy usage and may be addressed if the problem worsens.



## 5. Committee Reports

- The BOA Chairman has proposed a new structure for committees that will be discussed in New Business.

## 6. Old Business

### i. Review of Strategic Goals

- The BOA discussed beginning focus on three metrics for comparing BH TKE to other Missouri S&T campus fraternities: GPA, size, and recruitment. Later metrics may be added as the active chapter sees fit.
  - The Chapter Prytanis pledged to actively track and trend applicable metrics.

## 7. New Business

### i. New Committee Structure Proposal

- Operations Committee
  - The Operations Committee would be presided over by the BOA Chairman.
  - Areas of responsibilities would include rush, academics, risk management, and national presence.
- Bylaws Committee
  - The Bylaws Committee would be presided over by the BOA Vice Chairman.
  - Areas of responsibilities would include TKE International compliance and University compliance.
- Communications Committee
  - The Communications Committee would be presided over by the BOA Secretary.
  - Areas of responsibilities would include website administration and alumni communications.
- Finance and Fundraising Committee
  - The Operations Committee would be presided over by the BOA Treasurer.
  - Areas of responsibilities would include scholarships and fundraising.
- Member Development Committee
  - The Operations Committee would be presided over by the Chapter Advisor.
  - Areas of responsibilities would include professional development, member retention, brotherhood, and campus leadership.



**ii. BH TKE Website Consolidation**

- More information needs to be sought on the capabilities of the website hosted by TKE Headquarters. The BOA Secretary and Chapter Webmaster pledged to email Alex Baker, TKE HQ Chief Information Officer, for more information.

**iii. Schedule for Next Meeting**

*Motion by Michael Taylor to hold the next BOA meeting on January 26, 2020 at 10:00 A.M. CST at the TKE House. Seconded by Joshua Nixon. Passed unanimously.*

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

- None

*The meeting was adjourned at 2:45 P.M. by Chairman Michael Taylor.*

*Minutes were respectfully submitted by Secretary Joshua Nixon.*



<b>Outstanding Action Items</b>			
<b>Item</b>	<b>Responsible Party</b>	<b>Expected Completion Date</b>	<b>Expected Progress By (Next Meeting)</b>
Complete finance plan for Tom Gunstenn.	Ethan Lowrey, Brenden Bratsch	12/8/19	Completed
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	Identify why spending habits were not accurately tracked and recorded for fall semester.
Create performance tracker for S&T chapters.	Brenden Bratsch, Mike Taylor	1/26/20	Completed
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.	Dave Bernhard, Darryl Brinkmann, Steve Bahr, Curt Costello	1/26/20	Have proposal ready for vote at BOA Meeting.
Determine updates needed on bylaws to reflect proposed committee/officer structure.	Will Ruzicka, Mike Taylor, Joshua Nixon	3/15/20	Have bylaw changes ready for review for BOA Meeting.
Determine capabilities of calendar on website for communicating meetings.	Joshua Nixon, Eric Hanson	1/26/20	Completed

