



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

Date and Time: May 17, 2020, 1:00 P.M. CST
Location: 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 1:05 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 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 Joshua Nixon to accept the previous meeting minutes. Seconded by Will Ruzicka. Passed unanimously.

3. Officer Reports

i. Chairman

- Financial relief has been sought for the chapter after working with the BOA Treasurer, Chapter Advisor, and Chapter Crysophylos.
 - The chapter received a Paycheck Protection Program (PPP) loan to cover Bessie's salary.
 - The mortgage payment was reduced to interest only with principle deferred to the end of term.
 - Donations are being solicited from alumni with approximately \$1,500 in pledges received thus far.

- The University is currently planning on opening campus up for the fall semester.
 - If circumstances change, discussion will be held on how chapter operation will continue.

- TKE Headquarters has released a 5-year strategic plan document.
 - Goal One: People – To Advance Our Culture of Pursuing Excellence
 - Goal Two: Programs – To Foster the Declaration of Principles, Scholarship,



Character, Leadership, Service, Teamwork, & Brotherhood

- Goal Three: Potential – To Flourish as a Well-Resourced Fraternity Investing in Healthy, Safe, and Supportive Environments
- Goal Four: Promise – To Grow Our Legacy of Abiding Values
- TKE Headquarters will be establishing a Strategic Plan Task Committee to oversee the implementation process with targeted action plans.

ii. Vice Chairman

- No Report.

iii. Secretary

- The BH TKE Alumni Google Group email problems have been resolved.
 - Around February 2020, the University auto-changed all school email domains in Google Groups from @mst.edu to @umsystem.edu.
 - Since S&T recent alumni do not have @umsystem.edu email domains, this auto-change resulted in emails being bounced from alumni with @mst.edu emails in the Google Group.
 - After review, 38 alumni were affected in the Google Group. All emails have been reverted back to @mst.edu. The affected alumni were emailed concerning the above issue along with previous BH TKE communications not received.
- Communication is continuing with TKE Headquarters for chapter website development.
 - Two additional webmaster positions were added in the TKE module to allow multiple members to have editing privileges.
 - TKE Headquarters was emailed to add a fourth webmaster position. This would allow the active chapter to have two positions along with the BOA and Alumni Association.

iv. Treasurer

- Financial Update
 - After working with Phelps County Bank (PCB), the mortgage payment has been reduced due to COVID-19 concerns.
 - Options are being looked into for refinancing the chapter house loan.
 - The recently released PPP forgiveness information letter will be reviewed.

v. Alumni Association President

- The BH TKE Alumni Golf Tournament is moving forward.
- Ongoing consideration is being given for the status of the Alumni Family Picnic.



vi. Chapter Advisor

- Information has been received from other Greek advisors on their respective housing bills.
- The remaining BH TKE scholarship information has been submitted to the University.

vii. Faculty Advisor

- An update was given on the University's grading system implemented for the spring 2020 academic semester.

viii. Rush Advisor

Fall 2020 Rush Report	
Signed Bids	2
Outstanding Bids	3
Current Prospects (No Bid)	10

Current Membership Report		
In-house Membership	Freshmen	2 ^A
	Sophomores	18
	Juniors	13
	Seniors	3
	Seniors+	3
	Total	39
Out-of-house Membership	Freshmen	0 ^B
	Sophomores	1
	Juniors	6
	Seniors	17
	Seniors+	9
	Total	33
Total Membership	Actives	70
	New Members	2
	Co-op Members	0
	Chapter	72

^A Total represents number of signed bids for in-house new members.

^B Total represents number of signed bids for out-of-house new members.



ix. Chapter Prytanis

- The chapter is continuing to be flexible with COVID-19, and officers are planning for implementing necessary measures when returning for the fall 2020 semester.

x. Chapter Crysophylos

- Financial Update
 - All documents have been procured in order to have the PPP loan forgiven with the exception of second quarter files.
 - With the academic semester over, all actives owing more than \$100 are being contacted.

4. Housing Corporation Report

- The house manager will ensure personal belongings are removed from the chapter house by the end of May.
- In the first week of June, a project manager will tour the chapter house for submitting a bid for house refurbishment and painting.
- The active officers will follow up on room key and key fob access.
- Regular summer lawn maintenance will continue.
- Housing contracts will be amended as necessary from COVID-19 measures.

5. Committee Reports

- No Report.

6. Old Business

i. BOA Housing Corporation Split

- Background: TKE Headquarters has proposed legislation affecting the BOA structure in the International Constitution and Bylaws (*The Black Book*). The purpose and scope of the proposed legislation is as follows:

“This proposal addresses concerns raised by the Fraternity’s insurance carrier with the responsibilities of the Board of Advisors not being explicitly separated in our governing documents as they related to the oversight and management of real property assets. This legislation is mostly cosmetic in nature, bifurcating the already prescribed responsibilities in Chapter XIII between the separate oversight committees and making such other changes in language to effectuate this separation. We believe this legislation best protects the property and liability interests of each chapter through the separation of control over chapter operations/advisement and management of real property.”



“To that extent, the proposal separates the duties from the current Board of Advisors, grants such authority to a new not-for-profit corporation to be created, and such other modifications to aide in effectuating the goal. Much of the language has long existed in the Black Book and is now simply being repositioned into the newly titled chapter. This separation creates a clear and unambiguous distinction between the guidance roll of the Board of Advisors and the managerial role of the new Chapter Housing Corporations.”

- A plan of action has been postponed until concerns with COVID-19 cease.

ii. Greek Advisory Group Proposal

- Background: The Greek Advisory Group consists of Missouri S&T fraternity and sorority alumni advisors that communicate concerns relating to the Greek system to University leadership. Due to COVID-19, the Greek Advisory Group has proposed to the University that chapters should be given financial relief from University housing fees due to new member recruitment challenges.
- No official plan of action has been compiled at this time.

iii. COVID-19 Plan of Action

- Current actions being taken by the Beta-Eta Chapter are as follows:
 - All chapter capital projects have been put on hold.
 - Bessie’s salary is being paid through the remainder of the academic year.
 - Housing bills have been reduced to cover only fixed costs and reduced variable costs.
 - Normal summer shutdown of the chapter house has been planned.
 - Options are being looked into for refinancing the house loan at a lower interest rate.
 - Coordination with the Alumni Association is continuing for communicating financial concerns to the alumni base.
 - The Chapter Advisor is continuing to confer with other chapter advisors to seek financial relief from the University.
 - Chapter officers are strategizing necessary measures for the fall 2020 semester.
 - Lead times on ordering cleaning supplies are being researched for the fall 2020 semester.
- The BOA Chairman will continue to monitor and implement the COVID-19 Plan of Action as necessary.



7. New Business

i. Removing BOA Member

- Member-at-Large Ivan Matthews has expressed a preference for resigning from the Beta-Eta Chapter Board of Advisors.

Motion by Joshua Nixon to remove Ivan Matthews from the Board of Advisors. Seconded by Drew Hall. Passed unanimously.

ii. Schedule for Next Meeting

Motion by Joshua Nixon to hold the next BOA meeting on Sunday, July 12th at 1:00 P.M. CST remotely via video conferencing. Seconded by Darryl Brinkmann. Passed unanimously.

8. Remarks for the Good of the Board

- No Remarks.

The meeting was adjourned at 2:10 P.M. by Chairman Michael Taylor.

Minutes were respectfully submitted by Secretary Joshua Nixon.



Outstanding Action Items			
Item	Responsible Party	Expected Completion Date	Current Status
Look into refinancing house loan.	Jeff Steinhart	7/12/20	Ongoing
Collaborate with other fraternities and University to seek COVID-19 financial relief.	John Eash, Brenden Bratsch, Mike Taylor	7/12/20	Incoming freshmen housing opt-out penalties have been pushed from June into July.
Reach out to alumni for COVID-19 assistance.	Mike Taylor, Drew Hall	7/12/20	Approximately \$1,500 in pledges have been received.
Compile documents for PPP loan forgiveness.	Ethan Lowrey, Jeff Steinhart	7/12/20	All documents have been compiled except for second quarter documents.
Communicate with TKE HQ to add chapter website functionality.	Joshua Nixon	7/12/20	Two additional webmaster positions have been added to the TKE chapter module.
Prepare chapter house for project manager walkthrough.	Griffin Elliott, Brenden Bratsch	6/1/20	There are actives who still need to remove personal belongings from the spring 2020 semester.
Update housing contracts from COVID-19 actions.	Dave Bernhard	7/12/20	Ongoing
Review chapter annual financials.	Ethan Lowrey, Jeff Steinhart	7/12/20	Ongoing
Follow up with Dave Bernhard on chapter house room and key fob access.	Griffin Elliott, Brenden Bratsch	6/1/20	Ongoing
Check lead times on ordering cleaning supplies and plan accordingly.	Griffin Elliott, Brenden Bratsch	7/12/20	Ongoing
Follow up with Ray Buehler on updating alumni pledge amounts and contact information.	Trey Breshears, Brenden Bratsch	7/12/20	Ongoing
Discuss with Bessie any concerns for implementing COVID-19 measures.	Griffin Elliott, Brenden Bratsch	8/17/20	Ongoing
Follow up with Dave Bernhard on obtaining hand sanitizer.	Griffin Elliott, Brenden Bratsch	8/17/20	Ongoing
Review TKE chapter module and add housing corp. officers if possible.	Mike Taylor	7/12/20	Ongoing
Follow up with Dave Bernhard on dates for IFC formal rush for scheduling lawn maintenance.	Griffin Elliott, Brenden Bratsch	8/17/20	Ongoing
Begin codifying processes and transition documents for chapter officers.	Mike Taylor, Brenden Bratsch	11/30/20	Ongoing

