

The Corporation of Alpha Zeta Delta of Chi Psi

Date: 05/03/03

REPORT TO THE CORPORATION BOARD

FROM: James McElwee, Operations Committee Chair

SUBJECT: Operations Committee Report

PREVIOUS DIRECTIVES FROM THE CORPORATION BOARD: Maintain Lodge through use of Property Management Service (Greek Management)

RECOMMENDATIONS: None

CONSISTENCY WITH MASTER PLAN: On target!

COMPLIANCE WITH ANNUAL OBJECTIVES OF THE BOARD (FROM THE AMR):

IMPACT ON FRATERNITY BUDGET: Under Review, Possible issue due to confusion re: who can request services

IMPORTANT DATES: none

Introduction:

Review of the performance of Greek Management and procedure for requesting work

Committee Analysis and Findings:

Property Management:

- Services performed are performed well.
- Good relationship between Eric and Dave Kelton.
- Concern over the Actives requesting and receiving services without Corporation / Committee Approval.

Conclusions and Recommendations:

- Need to discuss during the meeting related to:
 - Who is authorized to order work
 - What is the proper procedure to request work
 - Who owns the process
 - What is the message we want to communicate to Greek Management to prevent future issues and ensure timely payment of approved projects.
- Plan to renew property management for situation next fall if appropriate.

From: Eric Prester

Subject: Finance Committee

Previous Directions from the Corporation Board:

Daily tasks of Treasurer, maintain communications with Undergraduate #4

Recommendations:

Submit internal collection notices to **current past due** actives and those out of the university and campus whom owe any amount of rent.

Consistency With Master Plan:

N/A

Impact on Fraternity Budget:

2nd large downpayment, Past due vendor bills, other maintenance requests

Important Dates:

July 13th 2nd down payment, July 2004 Balloon payment.

Introduction:

It has been a rough couple of months since losing T.J. in December. Some of the methods of not only collection but accounting procedures were **simply too complicated**. Money was being transferred back and forth from undergrads to the corporation **with confusion in the middle**. Scott Kolman has done a fantastic job in bringing the separation of **rent and lodge bills** back to the utmost importance. And currently the corporation's files are updated and organized **the best in years**.

Committee Analysis and Findings:

1. Collecting our past due rents is at **the top of our list**. We have said this in the past, but now it really is starting to hurt. Our reserves in **both accounts** is down to an emergency level. We start from the couple of people still owing money from last year's contract and move forward with this year's as well.
2. We owe the 2nd down payment for the lodge purchase in a little over two months. We must decide an alternative decision if the funds are unavailable. This may tie into the capital campaign progress.
3. Do not ruin our relationships with **some of our owed vendors**. If anything, just like the undergrads, make contact with **these vendors on payment options or plans**.

Conclusions and Recommendations:

First, I would recommend that we restate some of the roles between the treasurer and the property management chair. Also, define the role in collections for the treasurer and the undergrad #4.

Next, get collection notices out immediately. **I may need** some help on this including recruiting a new member to the finance committee. Everything else is running itself, so this should be no problem to do. Results may be a problem though.

Finally, set up a finance committee meeting to discuss the 2nd down payment plans...maybe around Founder's Day Banquet?

From: Kevin O'Neill

Subject: Recruitment

Previous Directions from the Corporation Board:

None (that I know of)

Recommendations:

Something must be done to improve attendance –especially underclassmen- at Rush Workshops. I would like to see it as possible criteria for Corporation scholarships. Also, perhaps a small budget to provide food and beverage at the workshops would entice others to come.

Consistency With Master Plan:

N/A

Impact on Fraternity Budget:

Possibility of a minimal allocation for rush workshops.

Important Dates:

Date for next rush workshop to be determined this weekend.

Introduction:

Since the last meeting, we

1. Had our Spring Rush Workshop.
2. Had follow-up meeting with the Rush Chair.

Committee Analysis and Findings:

1. Spring Rush Workshop:

The workshop went very well, with good impute from the actives that attended. Attendance, however, was a problem. This is the third workshop I've run, and that has always been the main problem. As my workshops are directed at the underclassmen, their value is greatly diminished when they don't show up.

At the workshop, we set goals of 40 bids and 12 pledges. Obviously, we came up short of reaching our goal, though I would still consider our rush effort a success.

2. Follow-up Meeting

Let me begin by saying that in my position, I relied VERY heavily on the Rush Chair to communicate with me not only concerns or questions, but also what was going on. Whit was outstanding in this capacity. I never felt out of the loop and knew exactly what was going on throughout rush. THIS IS CRUTIAL. I feel the success of the position relies on this communication.

As for the follow up meeting itself, Whit & I discussed what was successful during this rush and what was not, as well as his recommendations for next rush and rush chair. I feel this should become standard. In the past, we have not evaluated the recent rush which has caused us to repeat mistakes. A simple follow-up meeting should alleviate this problem.

Conclusions and Recommendations:

To improve underclassmen attendance at Rush Workshops, I would like to see participation as partial criteria for Corporation scholarships.

A small budget to provide food and beverage at the workshops

As one discussion topic, I would like impute on WHEN workshops should be. Spring is good because of the new I's, but fall is our big rush season. Two a year might be redundant, but should we run *something* in the fall?