

VPRO 1994
Cathy Conley and Nicole Weymouth
in retrospect

Women's Weekend

Pros

- Good advertising for Dating Game
- Makeovers by the Body Shop
- Cover band with known music

Cons

- Band hired too late, we ended up paying too much (paid \$700 rather than \$400)
- T-shirts were extravagant (5 colors = \$10 a shirt = too expensive), ordered too many (70, only selling 35)
- Bagel breakfast ended up being Bakerites, not prefrish

Suggestions

- Get MIT band early, order T-shirts sparingly

Rush

Pros

- Have event chairs for each event
- Side lawn events were very popular
- Tour guide crib sheet
- Lobby movies were a good draw
- Inventiveness such as fondue, other small events to keep people occupied
- We got some way cool freshmen!

Cons

- Clearinghouse desk is just a fraternity service
- Open party is lots of effort for small turnout
- Lack of a car made food runs difficult
- Sport events had low turnout (volleyball was OK)

Suggestions

- Make Baker rush more "active" -- seek out those you want in Baker and encourage them to choose it
- Have two people in charge of the clearinghouse operation (computer)
- Consider an alternative to the open party, e.g. pizza party, super subs, something earlier in the evening because too many parties go on for us to compete
- Get buttlloads of soda, you go through more than you could ever imagine

Blue Hills

Pros

- Dizzy bat, water balloon toss
- Brats, and lots of them

Cons

- OK, the buses never came

Suggestions

- Get Bakerites to talk it up to the freshmen
- Make sure you have a working emergency number for the buses, confirm the day before


1994-5 SOCIAL CHAIRS

I think our term as social chairs went well. We had some really great events. We had real flashers at Mardi Gras, Pub wasn't too much of a mess (thank god!), our tee shirt and decorations for MBPP were really cool. We had a lot of firsts: first Cider Keg (probably a record keg killing speed of just under 44 minutes!), first time cookies were served at TNS, and the first female, African American, Santa Claus. We tried to involve as many people in Baker as possible into all of our events and we tried to give everyone what they wanted. However, this wasn't easy.

Baker Spirit is dying fast. People are tired of the same old shit. We tried to do some new things, keep this up and more, or Baker will be lame.

Some advice: Open Parties are pretty much a waste. Bring things to the Baker residents. We aren't obligated to provide for all of MLT. Do open parties, but don't waste \$1000 on a band. It just isn't worth it. Save the money to do pool stuff for Baker.

If you do tee shirts, do pre orders only. Get a design out way ahead and get people's money. Otherwise you're going to eat a lot of money and a lot of tee shirts.


David Kronen Gold
Social Chair 1994

(DAVID KRONEN GOLD)
(LARRON LOUTSCH)

Baker House Secretary 1994-5 Written Report

by Jeff Temple, Baker House Secretary, 1994-5

Looking back over the year, I think that, in all honesty, I didn't do a whole heck of a lot. With that in mind, here are suggestions for what I would do differently:

- House Minutes — During my term of office, I tried to get more people interested in Baker events by spicing the minutes up and making them more humorous. This, I think, failed completely. The minutes were humorous, but too often they obscured what they were supposed to publicize. Too many times, people would remember every detail of the minutes' idiotic plotlines but would not remember a single real announcement in the minutes. Also, I noticed that just as many people immediately threw out the minutes when they were amusing as when they were in standard format. Lastly, it was a real pain to search through the elaborate minutes in order to find necessary information. It was much easier to check up on old and unfinished business when the minutes are concise.

On the plus side, I will say that I was able (in almost all cases) to get the minutes out within 48 hours of an Execon meeting, which was an improvement over the previous year. Also, I started a policy of letting the President read the minutes before I copied and distributed them, and I think this is a good idea. By doing so, we were able to keep the minutes from saying something insulting or offending (which, believe it or not, had been a problem previously. I'll leave it to you to go through previous years' minutes and try to discover the offending incident(s)).

Hmm, now I feel like I'm leading you on a treasure hunt.

There is currently a Baker House home page on the World Wide Web in development. You might want to consider the merits of making the minutes available over the computer.

Some quick notes on copying and distributing the minutes: I used the copiers at Graphic Arts to make copies of the minutes. Graphic Arts copies cost \$.03 per copy + tax, which is greater than the cost of copies made for Execon purposes at the house printer (that price is \$.03 with no tax). However, we felt that spending the extra money was better than contributing to the wear and tear of our copier. At Graphic Arts, 360 one-sided copies cost \$11.65; 350 one-sided copies cost \$11.34. Three hundred sixty and 350 two-sided copies cost \$23.31 and \$22.68, respectively. (I'm just tossing this in so that you know how much to appropriate for your minutes each week, and so that you can be impressed that I've memorized these figures.)

You can usually get away with making 350 copies for the dorm, although you should remember to keep some extra copies for the permanent records, display in the Secretary's cabinet, etc. Here's a tip: Graphic Arts usually assumes that you are only making single-sided copies. Thus, if you say you've made 350 copies, they'll usually charge you for single-sided copies even if you've made double-sided ones. I'll leave the ethical questions of such action to you.

Anyway, if I had it to do over again, I'd make the minutes nice and simple. I might toss in a cute phrase or two like I did when I was starting out,

but I wouldn't let it get out of hand. The minutes ended up taking on a life of their own, and they really didn't accomplish their original purpose.

- Procedures at the Meetings — When I started this job, it was expected that all announcements had to be given to the Secretary in written form in order to be included in the minutes. Somehow, that policy grew somewhat lax, and eventually I just ended up writing down the announcements as they were said. Although that improved my shorthand skills, it also caused some me to miss or forget to put some announcements at the meetings.

My recommendation on fixing this is something I meant to do but never got around to doing: I was going to make out special "announcement" forms. Each week, I wanted to put these forms in each Execon member's mailbox on the Friday before the meeting, with the understanding that any announcements not written on these forms would not be guaranteed a place in the minutes. (Cutthroat, isn't it?) I thought having a standardized form would keep me from forgetting or mistaking announcements, and it would also ensure that all the announcements were of a standard shape and size. (Sure, announcements written on rolls of toilet paper are cute at first, but they get annoying after a while...)

Also, it's a good idea to put the signs advertising House and Execon Meetings up in the lobby at least 48 hours before the actual meeting. I rarely made that deadline. Usually, 24 hours is plenty of notice, and you can even put up the signs the day of the meeting in a pinch (or if you've forgotten). Ideally, though, signs for Sunday Execon Meetings should go up on Fridays. I would try to make it as much of a routine as possible — put up the signs, put the announcement slips in mailboxes, etc.

As for the meetings themselves, definitely talk to the president ahead of time to set the agenda to be written on the publicity signs. Again, I'd set up a particular time every week to meet with the president, maybe some time on Friday when you're doing the rest of the stuff. (Keep in mind that this advice is coming from someone who usually didn't have much to do with his Friday nights...)

Also, always look over the old and new business from previous meetings before going to the current Execon Meeting. Nothing is more embarrassing than having the president ask, "Do we have any old business to take care of?" and just being able to respond, "Uh..."

- Copier — This thing is just one giant pain in the butt. I'm not really sure why it's included in the Secretary's duties, especially since the Secretary doesn't use it to make copies of the minutes. If you ever have the chance to hand this duty over to an ambitious or gullible VPFS, do so without a hesitation. In my experience, it's more headache that it's worth.

Okay, first thing's first: copier payments. We are leasing-to-own our current copier (the Sharp SF-7370, serial # 36618041) at the rate of \$84.00/month for a period of 36 months (plus a \$4.20/month "use fee"), with a \$1.00 buyout at the end of the lease. First of all, this method seems pretty darn dumb to me (don't blame me, though; I was appointed after the copier was already leased...). We are going to end up paying over \$3175 for this copier, which seems very excessive. If we paid that kind of money up front, we could probably get a far superior copier. We could probably take that money out of Baker Funds. Just keep that in mind if you ever have to get a new copier.

Anyway, if you're still using the current lease, I recommend just sending all the budgeted copier money for the term in one lump sum. The company we're leasing from isn't particularly good with getting their bills to

us on time, and then it tries to bill us late charges. It's better just to send all the money for the term to them at once, and avoid the problems.

Also, be very careful that someone is taking care of the copier bills during the summer. This summer, the person I had watching over my mail didn't notice the copier bills in my mailbox, and I ended up getting some nasty calls at home from creditors. Remember, as Secretary, you are the one eventually responsible for the copier.

Regarding copier paper, it's probably good to order between 2-4 cases of paper a term. These cases currently cost \$35.70 apiece. Of course, if you feel justified in stealing paper from the computer clusters, you can do that as well. You may also want to double this paper order to include paper supplies for the new house printer. Technically, this isn't your responsibility, but paper has thus far tended to be shared between the printer and copier.

Something to remember about copier toner: it's very expensive. A case of the stuff (10 bottles worth) costs about \$300.00. I learned this the hard way when I nonchalantly ordered a case without checking first on the price. Check at the beginning of the term to see if you're running low on paper, and then budget accordingly.

Lastly, be sure to check in on the copier every once in a while, and if maintenance is needed, order it quickly. Even a few days of having people say "Is the copier fixed yet?" can get to you.

- **Picture Book** — This is where I screwed up big time this year. The end of my term is here, and the Baker Picture Book still has not come out. This may have something to do with my choice of Historian, who is in charge of the Picture Book. I chose someone who was recommended by the previous Historian, but who I didn't know personally. Moral of the story: if you want a job done right,...

Anyway, as Secretary, you need to personally see to it that the Picture Book is started and finished as promptly as possible. It would be a good idea for you and your Historian to start planning the Picture Book over rush. The Book should come out no later than the end of October. Make sure that pictures of the House Staff, the House Masters, and the current Execon are taken for inclusion in the book.

- **Historian** — This is an office over which you control, and which really can do quite a lot. There is a lot of interesting history in the Secretary's Closet which needs to be properly organized. I got as far as cleaning the closet out (which was a task in itself), but not much further than that.

- **Baker Productions** — This is a now defunct organization which used to organize and produce musicals in Baker House. Though not technically part of your duty, it might be nice to try to get this organization up and running for it, if for no other reason than to clear all of their old props out of the Secretary Closet.

- **Budget:** Here's is a sample Secretary's budget for one term:

Copier: \$529.20 (this is to cover 6 months of the current lease)

Supplies: \$264.20 (this is enough for 6 cases of copier/printer paper,
+ \$50.00 for miscellaneous costs such as buying
large reams of paper for signs, etc.)

Minutes: \$280.00 (this roughly covers 7 sets of one-sided minutes, 7 sets
of two-sided minutes, and 3 sets of one-sided House

Meeting minutes. Change as you see fit.)

Miscellaneous: \$50.00 (because it's always good to have some extra cash)

- Other ideas: Apparently, a house calendar used to be kept in the Secretary cabinet. You might want to start that up again. Also, it might be nice to put a column in the minutes every week describing the feats of Baker IM sports teams or of Bakerites on varsity sports teams. A really good idea is to keep one spare bottle of copier toner and one spare ream of paper in your room. Desk workers will tell you when the copier is out of toner or paper, but not when it is low on them. This way, if you do run out, you have some backup to tide you over while you order new supplies.

I got these ideas from looking at the notes of Cary Wong, who was Secretary a few years ago. That brings me to my next idea: every year, the current Secretary is required to put one of these sheets together discussing the ups and downs of the jobs. One of the best ways of finding new ideas for you to implement is to search through the House Records of previous years (shouldn't be too hard, since these records are kept in the Secretary's closet). A lot of good advice can be found there, and if nothing else, you can have a lot of fun reading old minutes.

In closing, here's a letter I found that one Secretary wrote to another at the end of the year. I think it says everything there is to say about the job:

"Congratulations and good luck as the Baker House Secretary. You're going to have to do a lot of work and not get much recognition for it. As I see it, you are the person who keeps Execon running smoothly. In reality, you set the Agenda, recognize motions (since they must appear in the minutes to be official), and communicate to the House. Don't forget that you are a full voting member of Execon, and with that power comes responsibility. Don't abuse it. This position is tough. In some ways almost as tough as Social because you have at least one set of minutes a week. You may burn out after a while. All the Secretaries I have known did. Most of all, have fun and remember to work with the rest of Execon as a team."

One last note: I, like many Secretaries before me, burned out at this job. Don't be afraid to delegate your authority if you feel yourself burning out. The Constitution even allows you to appoint someone to write the minutes! Though I've never seen this done, you might want to consider this if you're good at organization.

Well, that's about it. Hopefully, that covers most everything in the job in painful detail. Good luck, and have a great time!

*Katherine -
Enjoy yourself this year! You have a fantastic
Execon to work with, so go crazy with new ideas!
If you ever have any questions or need help with
anything, let me know!*

Jeff

VAR

\$30

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Top ten Dumb things to say to Han Solo

10. Drag nose 'ya.
9. You owe me money.
8. I thought you said this thing was fast?
7. You big, funny wimp (no want, that is a dumb thing to say to Chewie)
6. It's just an asteroid field, he can't go in there.
5. Jabba sent me.
4. Pardon me, Captain Solo, but it's against my programming to impersonate a droid.
3. Would it help if I got out and pushed?
2. Who is this? What's your operating number?
1. But sir! The chance of surviving is 8367259 to 1!

WEEK of 3-6 to 3-13

APPROPRIATIONS

- \$40.00 - supplies - for fac. rec.
- \$10.00 - Fac. Rec. - " "
- \$60.00 - House Mtg - for Hse Mtg food.

For the
FACULTY RECEPTION ^{Carrie/Eddie catering}

Social Chairs, Beer Bar / Bar / Door work
 A BIG THANK-YOU to Julia K. for playing piano, Sue-A. for playing piano, Andrew Newberg for ~~offering~~ to play piano
 & Denise, Angela, Christina & Jen for playing guitar / THH
 & Brian ^{Gene} for playing guitar

FINANCIAL STATEMENTS

- 1. (2) Can't keep the number of detentions story about this!! a month & a half away! Great kidding
- Hunger Action Group Still needs drivers for Tuesday nt. food deliv
- Call Almit (5-7332) Ashworths - 7215) & grade (5-7257)

Your help is NEEDED!!

- 3 Red Cross Blood Drive: Tues Mar. 8 - Fri. Mar. 11
 1 pm - 6 pm, 3rd floor Student Center

Mar 9 16:51 1995 12 Page 1

Received: from SOUTH-STATION-ANNEX.MIT.EDU by po5.MIT.EDU (5.61/4.7) id AA29841; Tue
Received: from W20-575-11.MIT.EDU by MIT.EDU with SMTP
id AA27248; Tue, 7 Mar 95 17:09:03 EST
Received: by w20-575-11.MIT.EDU (5.0/4.7) id AA22070; Tue, 7 Mar 1995 17:09:03 -0500
Message-Id: <9503072209.AA22070@w20-575-11.MIT.EDU>
To: jwtemple@MIT.EDU
Subject: Athletic Chair
Date: Tue, 07 Mar 1995 17:09:02 EST
From: Frank E Benham <frankb@MIT.EDU>
Content-Length: 1544

The Athletic Chairman's Closing Remarks

This is the Athletic Chair's poem,
and it won't take you long to find,
that at the end of my Execon term,
only alcohol is on my mind.
For me and my friends,
it has been a long year,
so it is for this very reason,
that I chug a lot of beer.
Many I.M. Council meetings,
have slowly passed by;
I wish I would have brought to them,
some whiskey and rye.
Unfortunately for Baker,
we often incurred a fine,

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What say we get together,
and have some Pete's Wicked Ale?
And though many of you may not know it,
our president is the tops,
so to Adam and old Execon,
I propose a toast of your favorite Schnapps.

Thank you's

Social: Thanks to Brian Fitch and Ed Otte for setting up on Friday, Anne Heible et. al. for setting up on Saturday, and Ed, Ashwin, Per, Odysseas, and Cristina for cleaning up after the party.

Thanks to Monica for loaning us her stereo for TNS, and thanks to everyone who worked door at the Faculty Reception and the Mardi Gras party.

VPIR: GREAT BIG MUSHY THANKS to Julia R. for playing the piano, Sue-Ann W. for playing the harp, Dave Brann, Angela Chen, Christine Sonu, and Jen Shen for playing the violin, Andrew N. for offering to play the piano at the Faculty Reception.

Thanks also to the Social Chairs and the bar and door workers for their great work! Special thanks to everyone who invited prof's and TA's and showed up as well!

Prez: Thanks to Grace for a great job on the Faculty Reception!

FRANK TALK

Sign up now for IM sports! Congratulations to Baker gymnasts for a great performance at ECACs! Dave K. makes a cute beaver. (*I'm not saying anything.— Jeff*).

BUSINESS WEEK

Cathy & Nicole reported that the *Body Shop* will be doing makeovers on Friday of women's weekend starting at 3:30 PM. There will be sign-ups for 15-minute makeovers. Bring your pre-frosh!

We discussed what should be done with the extra \$200 in the VPRO budget. We may possibly allocate the money to Client Team, Baker Productions, Athletic, or VPFS/Cable. We'll discuss it at the house meeting, so make sure you come!

We will be purchasing a new vacuum soon (at 60% off!). Either Ken or VPFS will pay for the vacuum. We decided against buying a fax machine for Baker.

We also set the agenda for the House Meeting, but it's a secret. If you want to know the agenda, come to the meeting!

ASK JEFF

Who moved to approve last week's minutes?

Cathy and Dave R. Dave K. disagreed, arguing that the minutes weren't funny enough.

Why doesn't the copier have any paper?

Because we ran out. Paper was ordered last week, and should get here soon. The repairmen have also been called, so the copier should also be serviced soon.

★What is Baker Productions?

It's an organization of Bakerites (now defunct) which used to perform plays in Baker House. If you are interested in reviving Baker Productions, talk to any member of Execon, and we'll try to get Baker Productions going once again!

When is the next Execon meeting?

The next Execon meeting is at 10:00 PM Sunday night in Fifth West. There is a House Meeting at 9:30 on Monday night in Commons.

Who adjourned the last meeting?
Jimmy

APPROPRIATIONS

(unless otherwise noted, all votes are by White Ballot)

<u>Motion by</u>	<u>From</u>	<u>For</u>	<u>Amount</u>
Grace/Jimmy	VPIR/Faculty Reception	Faculty Reception	\$40.00
Grace/Jeff	VPIR/Supplies	Faculty Reception	\$10.00
Grace/Jimmy	VPIR/House Meeting Food	House Meeting Food	\$60.00
Dave K/Cathy	Social/Miscellaneous	Brooms and Punch Buckets	\$40.00
Dave K/Grace	Social/Thursday Night Social	Thursday Night Social	\$40.00
Aaron/Brian	Social/Happy Hour	Happy Hour	\$20.00
Jimmy/Frank	VPFS-Miscellaneous	TV Cost Overflow and Misc.	\$50.00
Frank/Dave K.	Athletic/Octathon	Octathon Entry Fee	\$70.00
Jeff/Dave R.	Secretary/Minutes	Minutes	\$23.31

The Baker Minutes

Execcon Meeting — First West

March 6, 1994

STATE OF GRACE (VPIR)

The *last* blood drive of this school year is taking place this week, from Tuesday to Friday in the Student Center. Please donate, and mention that you're from Baker! If we get at least 90 Bakerites to donate, we'll get a free study break!

If you are interested in volunteering at the Children's Hospital in Boston during this summer or next fall, call 735-7885 NOW! Applications are due now, and the staff interviews and screens applicants before they let you work in the hospital. It's a great experience — talk to Grace if you want more information.

Jimmy's Journal (VPFS)

I've bought a boom box for Thursday Night Socials. It is dope. I also bought a TV/VCR unit, but that is currently out of stock. It should get here in a couple of weeks. The board game *Taboo* is now behind the desk. If you lose any of the pieces to it, you'll be reincarnated as a Harvard student.

(Secretary's note: I don't writes 'em, I just types 'em)

If anyone is interested in being trunk room manager for the rest of this year and for next year, please see me soon!

EAT AT BAKER DINING!

Starting TONIGHT,
BAKER DINING
will offer ALL-YOU-CAN-EAT
EAT dinners
every TUESDAY for the
low, low price of
\$6.95!!!

BAKER DINING —
OUR PRICES ARE INSANE!!

DINING COMMITTEE SAVES CIVILIZATION

In addition to the new all-you-can-eat Tuesday dinners, Baker Dining will begin serving Sunday brunch some time after spring break. For early eaters, dinner hours may soon change to 5-8 PM.

In spite of this progress, we still need to create a plan for the future of Baker Dining, or else it will have no future. There will soon be floor study breaks with surveys asking you what you want from an ideal dining service. Start thinking now.

If you have any questions, comments, complaints (or even possibly praise), or if you want to be part of the Dining Committee, talk to Albert Hsu or Stacey Morris.

HUNGRY MASSES MOURN SPEED RACER

Speed Racer's brilliant career came to a tragic end Tuesday as he was killed in a car accident while trying to deliver food from Baker Dining to the CASPAR shelter. He had been in bed with a temperature of 106 degrees — Kelvin — but he was forced to carry the food to CASPAR when NOT A SINGLE PERSON FROM BAKER HOUSE VOLUNTEERED to drive the food.

Even though Speed outclassed every other professional driver in the world, he was no match for the streets of Boston. He was killed in a rear-end collision when he failed to turn left at a red light. Jeff Gillooly was seen speeding from the scene of the crime.

Although the food in Speed's car was picked up and delivered by Racer X (who is actually Speed's brother who ran away when he was just a boy), there is now no one left to take food to the shelter. Even though it takes only thirty minutes a week, no Bakerite has volunteered to drive! Hopefully, someone will talk to Ashwin (room 215) or Amit (room 332) and volunteer before more cartoon characters have to die. Next week, I kill off Ziggy...

Social Reminder:

Floor tutors — Elect your
Floor social chairs
soon!