

# Phi Delta Theta

## Washington Gamma

### Chapter Aid and House Makeover Plan



This plan describes a one-year program of support and financial aid by the alumni of the Phi Delta Theta fraternity, Washington State University, Pullman, Washington, to assist the active members of the chapter.

Date of Inception: July 24, 2007



## Executive Summary

The Phi Delta Theta Washington Gamma chapter was re-founded and installed as a chapter on March 15, 2003. The plan recognizes that many factors contributed to the loss of charter, but those factors are history and are not enumerated herein. Diligent work under exemplary leadership has brought the chapter to a high performance level as recognized by the national Phi Delta Theta fraternity. Currently, however, certain deficiencies in the physical condition of the house are constraining the number of brothers living in the house and impacting recruiting. These low numbers result in insufficient revenues to both sustain the operation of the house and repair the deficiencies.

**Minimal Interruption.** Active members and Phikeia in the chapter must be able to continue with all normal academic, recruiting, campus and chapter business activities with minimal interruption. Scheduling of work, inspections or other plan activities in the house will be controlled by the Operations Team to ensure that chapter activities can continue with a proper balance.

**Tasks.** A list exists at the inception of the plan of necessary tasks in three categories. The discrepancies needing repair and other expenses that are addressed by the plan are listed below with estimates for costs. The list is necessarily flexible, and the Operations Team will maintain a current list and correction status.

The tasks and deficiencies are explained briefly herein. A web site has been designed to provide additional information to all interested brothers, and it will be updated periodically to show task progress and funding status. The site is

<http://www.phideltathetafund.com>

**Funding.** The principle funding source for the plan is alumni donations. They began before the plan's inception, and the plan takes all donations into account. Funds donated during the term of the plan will be collected and accounted for by John Mills. John's address and fund collection progress will be displayed on the web site.

Acquiring sufficient funds to match the repair needs will depend on the donations of the alumni. Therefore, estimates must be made and schedules established based on predictions. If those predictions and the actual donations result in a condition of insufficient funds to complete the plan, an optional revenue plan will be executed. It is explained in the Alternate Revenue Strategy section.

**Cost Estimates.** The tasks and their estimated costs are:

<u>Description</u>	<u>\$ Amount</u>
<u>Urgent Repairs</u>	
1. Repair Water Leak – Street to House	4,500
2. Identify and Repair Shower Leak	3,000
3. Allowance for Estimate for Removal of Mold	2,500
Sub Total	\$10,000
<u>Kitchen and Furnishings</u>	
4. Kitchen Remodel. Floor, Walls, Refrigerator, Freezer, Convection Oven, Range Repair, Fixtures, Tables, Dishes, Flatware, etc., Dining Room Tables and Chairs.	60,000
5. Deferred Critical Maintenance. Repairs of Mechanical & Electrical, Plumbing, Heating, Roof	30,000
6. Furniture for Living Room & Library	25,000
7. Curtains for Living Room & Library	4,000
Sub Total	\$119,000
<u>Finishing and Loan Payments</u>	
8. Tile Main and Upstairs Showers & Bathrooms, Replace Fixtures, Counters, and Floor	40,000
9. Paint Exterior & Interior of House	10,000
10. Landscape the Front & Side of the House	6,000
11. Repay Loan to the House from Jon Anderson #1	27,000
12. Repay Loan to the House from Jon Anderson #2	31,765
Sub Total	\$114,765
<b>Total</b>	<b>\$243,765</b>

**In-Kind Contributions.** A very important contribution can be made to support the plan by giving goods, time, and/or expertise to help complete a task. All brothers are asked to consider and suggest ways to achieve a satisfactory result for any of the tasks listed above which will reduce expenditures. Whether in design, labor, materials, or in any other way, this support is welcome. Coordinate with the Advisory Group for a decision on implementation and for scheduling. This will be most effective if the needs of this plan are communicated to as many brothers as possible, and the web site is one means of disseminating the information and collecting suggestions. This support must be timely to be able to address tasks before they are completed with donated funds.

**Active Members and Phikeia.** The active members and Phikeia in the chapter understand the generosity and sincerity reflected in efforts of the alumni to address the issues stated above. They may participate in repair activities but are expected to maintain their academic, fraternity, and extracurricular priorities.

## **Advisory Group and Operations Team**

The authority and responsibility to carry out this plan rests with the Advisory Group. The Operations Team members will evaluate needed repairs, find cost effective solutions, and resolve problems as authorized by the Advisory Group. The web site will provide an effective means of communicating progress with everyone concerned and will be updated frequently. Supportive suggestions are welcome from all alumni and should be made directly to the Advisory Group. The members of the Operations Team at the inception of the plan are:

David Mincks, Principle Coordinator  
Jon Anderson, Chapter Advisor  
Mike Malcom, Chapter Advisor

All brothers listed on the signature page including those concurring with the plan are members of the Advisory Group. Additional advisors may be added after the plan's inception.

## **Operations Plan**

**Communications.** In addition to email communications the project web site will be maintained as a collection of information concerning fund raising progress and task completion. Appropriate input should be sent to John Mills who will keep the site current with periodic updates.

**Progress Milestones.** Only the urgent repairs are in work or scheduled at the plans inception. A schedule for the other tasks will be developed with milestone goals and coordinated by the Advisory Group with the alumni and the chapter.

**Revenue Milestones.** Funding needed to support the Operations Team will be coordinated with the Finance Team. Milestones will be established by the Operations Team and the Finance Team that will project expected funds needed to support the schedule. Web site visibility into progress in both financial and operations milestones will help keep all brothers informed.

## **Financial Plan**

Finance Team. The members of the Finance Team at the inception of the plan are:

John Mills, Funds Collection Coordinator  
Ron Haner, Fund Raising Coordinator  
Jon Anderson, Chapter Advisor  
Mike Malcolm, Chapter Advisor  
Wayne Rembold, Alternate Revenue Advisor

**Funding Sources and Fund Raising.** Direct contribution of cash by the alumni will provide the initial funds for the completion of urgent tasks. A fund raising activity will be organized by the Fund Raising Coordinator to finance the longer term needs. Motivation, expression of appreciation, and recognition will be important components of this activity.

**Switching to an Alternate Revenue Source.** If the funds needed do not meet the expense needs to meet Progress Milestones satisfactorily, it will be the responsibility of the combined Advisory Group to make a decision to switch to an alternate funding. The decision will be based in part on finding ways to preserve the viability of the work accomplished to date without leaving the chapter with unacceptable financial burdens. The alternate approach need not be a detailed plan but will provide a strategy.

### **Alternate Revenue Strategy**

An alternate strategy for financing task completion has been structured with an acceptable required lead time for implementation. It involves formation of a special purpose entity to purchase the house. The strategy would allow forgiveness or reduction of lease payments for a specified time to allow the chapter to become financially viable and assume lease payments. Protection of funds and disposition of the house are factored into the strategy. Brothers interested in further detail should contact the Finance Team.

### **Plan Termination**

The term of the plan may not provide sufficient time for complete resolution of all needed repairs and relevant issues. The Advisory Group will determine the need for extension or termination of the plan with a subsequent new plan as an option. The end of the term provides a reasonable point in time to assess progress and determine a follow-on course of action. Early termination, should it become necessary, will be carefully planned and executed by the Advisory Board to preserve the value of the improvements to the fraternity.