



Agenda

Regular Meeting of the DTHC BOD

Date: Thursday, August 3, 2017

Place: Conference Call via Wiggio

Time: 10:00 am PST

CALL TO ORDER – Doug Eaton

ESTABLISHMENT OF A QUORUM – President

PROOF OF MEETING NOTICE – President

APPROVE MEETING MINUTES May 30, 2017

APPROVE AGENDA ITEMS FOR ACTION / REVIEW - Secretary

Agenda Item #1

House Director Update

Recommendation: That the Board review the application for House Director and decline Jon Parson's recommendation that the DTHC take on the contracting this year.

Recommendation: That the Board confirm no pets in the 2017 – 2018 lease.

Agenda Item #2

Future Repairs, Maintenance, & Replacements

Recommendation: That the Board review funding for new thermostats and radiator repairs prior to 1 November 2017 and approve / disapprove these repairs.

Recommendation: That the Board approve lawn and leaf service for four months beginning September and ending December 2017.

Recommendation: That the Board review installation of irrigation system in the front yard and a drip line system in the back yard fence line.

Recommendation: That the Board approve Oregon Hood Cleaning and caulking in September.

Approved Agenda

DTHC Agenda
August 3rd, 2017 (Continued)

Agenda Item #3

Lease Issues

Recommendation: That the Board discuss and approve a position statement regarding a fire pit, trampoline, and alcohol on the property near and far term.

Recommendation: That the Board discuss and approve a position statement regarding non-smoking or vaping on the property.

Agenda Item #4

Schedule annual meeting elections and notices

Recommendation: That the Board decide how the election announcement is to be sent out.

NOTE: The Board approved on May 30th that DTHC Director elections be initiated no later than August 30th. The noted that the election announcement should include incumbent willing to serve three year, two year, and one year terms in addition to soliciting nominations to serve in one of the five Board positions.

Agenda Item #5

Alignment of DTHC and Chapter Responsibilities

Recommendation: That the Board review proposed House Manager DTCSN and DTHC responsibilities. See attached document.

Agenda Item #6

Health Inspections

Recommendation: That the Board approve / disapprove two health inspections – one in September and one in March.

Agenda Item #7

Letter of Congratulations to DTCSN

Approved Agenda

DTHC Agenda
August 3rd, 2017 (Continued)

Recommendation: That the Board approve a joint letter of Congratulation from the DTHC, DTAAB, and DTAC to the DTCSN for selection by the SN General Fraternity's Pursuit of Excellence Program in the following areas:
August 3rd, 2017 (Continued)

- Excellence in All Chapter LEAD
- Excellence in LEAD Phase I
- Excellence in LEAD Phase II

Agenda Item #8

Lease for 2017 – 2018 Academic Year

Recommendation: That the Board discuss the draft proposed lease for discussion with the DTCSN House Manager and Treasurer.

ADJOURN MEETING – President

Notice

This agenda and related documents are posted on the DT Alumni Website TBD

Administrative Note

The BoDs reserves to the right to make unanticipated changes to this Agenda that may be the result of unknown circumstances at the time of this printing and distribution. The meeting date and time may be postponed due to unforeseen Board member conflicts of an extraordinary nature. All attempts will be made to conduct the agenda and meeting as announced.

Approved Agenda

DTCSN & DTHC Responsibilities

This document is to outline the division of labor and duties between the DTHC (Housing Corp.) and the DTCSN. If a duty has been assigned to a specific officer, or is part of a certain officer's duties, that officer will be listed next to the task.

DTHC Responsibilities

- [Fall] Annual fire sprinkler system inspection and service. Contact: Carter's Fire Sprinkler, Inc. 541-258-8510. Annual inspection month: December. Average annual inspection cost: \$280.00
- [Fall] Annual fire extinguisher and kitchen fire suppression system recertification. Contact: Rob Lambert, Alliance Fire – Cost \$161.00
- [Fall] Annual Fire Monitoring System check. Contact: Fred, Tyco Integrated Systems, (503) 838-2163
- [Fall] Annual Kitchen Exhaust Hood Cleaning. Contact: Oregon Hood Cleaning, 541-000-0000. Cost: ~\$180.

DTCSN Responsibilities

- Annual Corvallis Fire Department (CFD) Fire Safety Inspection and completion of tasks. Contact: Jim Patton, Fire Safety Officer, (541) 766-6903, Jim.patton@corvallisoregon.gov. Re-inspection cost, if violations / tasks are not completed by second visit, is \$75.00 per visit afterward. Annual fire safety inspection must be scheduled before the end of September each year and completed by the inspection date, which is to be before the end of October each year.
- [Fall] Benton County Health Department Food Safety & Kitchen Operations Check. IFC will schedule and organize. Cost billed to DTCSN through IFC.
- [Fall, Winter, Spring] Beginning of term fire drill and safety discussion. House Manager, Sentinel, and LEAD Chairman organize an all Chapter LEAD. House Manager will complete and submit the required CFD Safety Training report upon completion of the LEAD session.

//Christian Schuster, 26 July 2017//