

**Delta Tau Housing Corporation
(DTHC)**

Board of Directors

Regular Meeting

August 3, 2017



10:00 am

Conference Call via Wigigio



Approved Minutes

Minutes

Meeting of the DTHC BOD

CALL TO ORDER - President

A regular meeting of the Board of Directors was called to order August 3, 2017 at 10:00 am., by Doug Eaton, President, on a conference call via Wiggio. The Officers present were Doug Eaton, DTHC President; John Johnston, Treasurer; Daniel Hearn, Secretary; and Steve Langenberg, Director.

ESTABLISHMENT OF A QUORUM - President

Introductions, Establishment of Quorum, & Proof of Meeting Notice

Recommendation: That the President of the Board introduced the Board members present, established the presence of a quorum, and noted a posting of meeting/agenda via e-mail announcement to the Board officers and directors in accordance with the ORS, Title 7.

Action: The President of the Board noted that the Board members present established a quorum, and made note of a proper meeting/agenda announcement in accordance with the ORS, title 7. The following Board members were present: Doug Eaton, President; Daniel Hearn, Secretary; John Johnston, Treasurer, and Steve Langenberg, Director.

APPROVE MEETING MINUTES MAY 30, 2017

Recommendation: That the Board approved the May 30th, 2017 minutes as written.

Action: There was a motion from S. Langenberg to approve the May 30th, 2017 meeting minutes, and a second by D. Eaton, there was no discussion. The Board unanimously approved the May 30th, 2017 meeting minutes as written.

AGENDA ITEMS FOR ACTION / REVIEW - Secretary

Note: Recommendations for Agenda Item #3 were changed by the Board based upon discussions.

Agenda Item #1

House Director Update

Approved Minutes

August 3rd, 2017
DTHC Minutes (continued)

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.

Action: D. Eaton provided a summary of his discussion with an applicant named Isabella and recommended we pursue another application. The Board agreed the search for a new applicant for House Director duties.

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

Action: The Board confirmed its position for no pets in the Chapter House. A motion was made by J. Johnston, there was a second S. Langenberg, and no discussion – the motion approved unanimously.

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.

Action: D. Eaton provided an update on availability of D. Johnson's company to provide thermostats and make radiator repairs. J. Johnston recommended the thermostat be accomplished, since this was previously approved by the Board. D. Eaton agreed to call D. Johnson to schedule thermostat work and obtain a bid for radiator work.

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

Action: D. Eaton reported that a landscaper bid of \$150.00 had been obtained. The total cost for Sep – Dec would be \$600.00. The DTCSN has a work party to prepare the Chapter House for 2017 – 2018 planned in September. The Board agreed to use this work party to perform landscaping clean-up and re-evaluate use of a professional landscaper in October. D. Eaton is to provide oversight of DTCSN landscaping efforts in September.

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

Action: The Board agreed to obtain an estimate for installation of an irrigation system and postpone action until 2018.

Approved Minutes

August 3rd, 2017
DTHC Minutes (continued)

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

Action: D. Eaton reported this work was planned for September at a cost of \$180. J. Johnston made a motion to approve the OHC expenditure, a second was made by S. Langenberg, there was no substantive discussion, and the motion was unanimous.

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.

Action: The Board agreed the lease contain statements regarding no fire pit, trampoline, and alcohol on the property.

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

Action: The agreed the lease contain a statement for no smoking 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.

Action: The Board agreed to postpone an election of DTHC Directors due to a lack of readiness, funding, and no published policy.

Agenda Item #5

Alignment of DTHC and Chapter Responsibilities

Approved Minutes

August 3rd, 2017
DTHC Minutes (continued)

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

Action: The Board reviewed the DTHC & DTCSN responsibilities document and agreed the document is accurate. The Board approved a chimney sweep at a cost of \$260.00.

Agenda Item #6

Health Inspections

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

Action: See item #5 above. The Board agreed to the IFC inspection schedule.

Agenda Item #7

Letter of Congratulations to DTCSN

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:

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

Action: The Board directed the Secretary to draft letter and send out for review and signatures.

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.

Action: The Board recommended draft lease be presented to the DTCSN for approval and negotiated final by J. Johnson and D. Hearn.

Approved Minutes

August 3rd, 2017
DTHC Minutes (continued)

ADJOURNMENT

Being that there was no further business, the Doug Eaton adjourned the meeting at 11:45 pm.

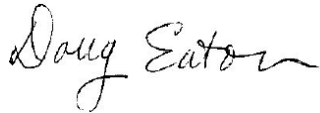
MINUTES PREPARED BY:

Daniel Hearn, SECRETARY



APPROVED BY:

Doug Eaton, PRESIDENT



Administrative Note

While these minutes are reflective of actions taken by the BoDs, they are not a verbatim transcript of the discussion and meeting. The BoDs reserves its right to amend, amplify, or revise these minutes at any future time, if clarification is called for on the part of a Board member or DT alumni member. The BoD does not hire professional help to record minutes. In view of this, it is humanly possible for typographical errors, use of brevity, and absence of total discussion. Clarification should be sought from the Board in all instances to gain a full appreciation of each agenda item and its meaning.

Approved Minutes

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//



Agenda

Date: Thursday, August 3, 2017

Place: Conference Call via Wiggin

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

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DTHC Agenda

August 3rd, 2017 (Continued)

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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.