

**Delta Tau Alumni Chapter
(DTAC)**

**Board of Directors
Regular Meeting**

January 29, 2018



6:00 pm

Conference Call



Minutes

Meeting of the DTHC BOD

CALL TO ORDER – Commander

A regular meeting of the DTAC Organizing Committee was called to order January 29, 2018 at 6:00 pm., by Coy Scroggins, Commander, on a conference call.

ESTABLISHMENT OF A QUORUM - Commander

Introductions, Establishment of Quorum, & Proof of Meeting Notice

The Commander noted the members present, established the presence of a quorum, and noted a posting of meeting agenda to the DTAC alumni website page and e-mail announcement to Board members. The following members were present: Commander, Coy Scroggins; Lieutenant Commander, Jon Black; Recorder, Daniel Hearn; Treasurer, Dick Pendergrass; At-Large-Member EXCOM, Greg Karpstein; Sentinel, Matt Staropoli; and Chaplain, Steve Langenberg; Marshall. The following Board member was absent: Marshall, David Molina-Lopez.

APPROVE MEETING MINUTES AUGUST 23, 2017

The Board unanimously approved the August 23rd meeting minutes.

APPROVE MEETING AGENDA JANUARY 29th, 2018

The committee unanimously approved the agenda as prepared.

AGENDA ITEMS FOR ACTION / REVIEW - Recorder

Agenda Item #1

Management of DTHC Database

Recommendation: That the Board review, discuss, and approve the Lieutenant Commander as the near term maintenance manager of the alumni database.

Action Taken: After discussion by the Board regarding the alumni database, there was a motion from Steve Langenberg to approve Jon Black to maintain the alumni database, there was a second by Greg Karpstein, and no discussion. The motion was approved unanimously.

Action Taken: The Board discussed using COMCOA for alumni communication media. There was a motion from Jon Black to use COMCOA for alumni communications, there was a 2nd from Steve Langenberg, and no further

discussion. The motion was approved unanimously.

Agenda Item #2

Communications Plan

Recommendation: That the Board review, discuss, and decide the type of communications means during 2018 with alumni e.g. newsletters, post cards, e-mail blasts, etc.

Action Taken: The board discussed using all types of communications for 2018 with no decision made on a specific type of media. The Board was in agreement to see how finances evolved through the year. A decision was tabled for review at a future meeting.

Agenda Item #3

2018 Annual DTAC Meeting

Recommendation: That the Board discuss, review, and approve the Annual DTAC alumni meeting for 20 – 21 April 2018.

Action Taken: The Board received an update from S. Langenberg on the annual meeting and events for Friday & Saturday 21 – 21 April 2018 in Corvallis, Oregon. The DTAC discussed sending out e-mail blasts and post cards to inform alums about the annual meeting activities with spouses, guests, and family members invited to attend. Jon Black made a motion to accept the meeting dates and events as presented by Steve Langenberg, there was a second by Dick Pendergrass, and no further discussion. The motion was approved unanimously.

Agenda Item #4

Delta Tau Survivor Assistance Bereavement Program (SABP)

Recommendation: That the Board discuss, review, and approve the draft Survivor Assistance Bereavement Program for the DTAC and discuss a plan for payment of production expenses.

Action Taken: S. Langenberg presented an overview of the Delta Tau SABP. The Board discussed options for paying production expenses. There was a motion by Dick Pendergrass to publish the information paper to DT alumni via COMCOA with payment from Steve Langenberg, there was a second from Greg Karpstein, and no further discussion. The motion was approved unanimously.

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Recommendation: That the Board discuss and decide if the DTAC should make the www.sigmanuous.org website as a “home” for DTAC Survivor Assistance Bereavement Program via a link.

Action Taken: The Board decided not to use the www.sigmanuous.org website for the DTAC Survivor Assistance Bereavement Program via a link. This agenda item was tabled for later action by the Commander.

Recommendation: That the Board discuss and decide if COMCOA (Hal Dick) should format the SABP draft into a “Business Letter” mailing configuration, produce an initial “run” of copies to accompany the DTAC Commander’s bereavement letter, and make the copies available at the annual alumni meeting April 21, 2018. **Note:** This enables the Chaplain to send a digital copy by e-mail, if contacted.

Action Taken: Jon Black made a motion to format the SABP draft into a trifold letter mailing configuration, produce an initial “run” of copies to accompany the DTAC Commander’s bereavement letter, and make the copies available at the annual alumni meeting April 21, 2018, there was a second Dick Pendergrass. There was no further discussion. The motion was approved unanimously.

Agenda Item #5

2018 Budget

Recommendation: That the Board initiate a plan to develop a DTAC budget for 2018 and research potential donation sources for funding a budget.

Action Taken: Dick Pendergrass presented a treasurer’s overview noting there currently 37 paid members, all bills paid, and no obligations. Dick made note that the recent DT golf event in eastern Oregon and similar future events are good sources of revenue. The Commander tabled budget development until more financial information could be made available.

Agenda Item #6

Capital Campaign Update

Recommendation: That the Board receive a report on the status of the DT Capital Campaign to renovate / upgrade the chapter house.

Action Taken: Daniel Hearn provided an update on the Capital Campaign to the DTAC Board, noting that the Campaign was starting the public phase in January with nearly 650K in pledged or received donations.

Agenda Item #7

TV Room Conversion to Study Room Update

Recommendation: That the Board receive a report on the status of the TV Room conversion project.

Action Taken: Daniel Hearn provided an update on the TV Room Conversion to DTAC Board and noted that the Sigma Nu Educational Foundation (SNEF), Chief Finance Officer has stated 100% of the project has been determined by legal review to be for educational purpose, thus tax deductible donations can be used for the entire project.

ADJOURNMENT

Being that there was no further business, Coy Scroggins adjourned the meeting at 7:25 pm.

MINUTES PREPARED BY:

Daniel Hearn, RECORDER



APPROVED BY:

Coy Scroggins, COMMANDER



Administrative Note

While these minutes are reflective of actions taken by the DTAC Board of Directors, the minutes are not a verbatim transcript of the discussion and meeting. The DTAC Board of Directors 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 DTAC Board of Directors 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 Secretary in all instances to gain a full appreciation of each agenda item and its meaning.