

**Delta Tau Housing Corporation
(DTHC)**

Board of Directors

Regular Meeting

January 16, 2018



9:00 am (PST)

Conference Call via Free Conference

Minutes

Meeting of the DTHC BOD

CALL TO ORDER - President

A regular meeting of the Board of Directors was called to order January 16, 2018 at 9:00 am (PST), by Doug Eaton, President, on a conference call.

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 the publication 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; Steve Langenberg, Director; and John Blake, Director.

APPROVE MEETING MINUTES NOVEMBER 22, 2017

Recommendation: That the Board approve the November 22nd, 2017 minutes as written.

Action Taken: There was a motion from Steve Langenberg to approve the November 22nd, 2017 meeting minutes, and a second by John Johnston - there was no discussion. The Board unanimously approved the November 22nd, 2017 meeting minutes as written.

APPROVAL OF AGENDA – January 16, 2018

Recommendation: That the Board approve the meeting agenda as published.

Action Taken: There was a motion from Daniel Hearn to approve the meeting agenda as published, there was a second by Doug Eaton, no discussion. The motion passed unanimously.

AGENDA ITEMS FOR ACTION / REVIEW - Secretary

Agenda Item #1

Investment of Luxton Funds

DTHC Minutes
January 16, 2017 (Continued)

Recommendation: That the Board decide whether or not to invest the Luxton Fund into a no-load Vanguard mutual fund account given the low amount of cash flow following the last payment of the Pennington contract.

Action Taken: The Board discussed the Luxton investment option lead by John Johnston. A motion was made by John Johnston to invest Luxton funds into a no-load Vanguard Mutual fund account, a second by Doug Eaton – no further discussion. The motion passed unanimously.

Agenda Item #2

Individual Lease Agreement with DTCSN

Recommendation: That the Board decide whether or not to have individual lease agreements with the collegiate members of the DTCSN - reference Sigma Nu Fraternity best practices.

Action Taken: The Board decided to discuss individual lease agreements with DTCSN members versus the current DTCSN agreement. The secretary recommended this agenda item be tabled until Sigma Nu Fraternity best practices could be reviewed by all board members. The Board unanimously agreed to table the agenda item.

Agenda Item #3

Lease Enforcement

Recommendation: That the Board discuss and develop ways to detect lease infractions quickly and take action.

Action Taken: The Board discussed measures to be taken for quick identification of lease infractions. The Board members raised several ideas regarding lease enforcement. However, like the preceding agenda items the Board believed a review of Sigma Nu Fraternity best practices was prudent. The secretary recommended this agenda item be tabled until Sigma Nu Fraternity best practices could be reviewed by all board members. The Board unanimously agreed to table the agenda item.

Agenda Item #4

DTAAB Communications

Recommendation: That the Board determine the best means of communication with the DTAAB, Director (Matt Camden) and co-chapter advisors (Andy Plymate & Nathan Sarles)

DTHC Minutes
January 16, 2017 (Continued)

Action Taken: The Board discussed ways to improve communications with the DTAAB. A motion was made by Daniel Hearn to include the DTAAB and DTAC officers as appropriate on DTHC e-mail and as appropriate to the their members (good staff work), a second by Steve Langenberg – there was no further discussion. The motion passed unanimously.

Agenda Item #5

Solicitation for bids 2nd floor renovation / upgrades

Recommendation: That the Board approve developing a bid solicitation for the 2nd floor renovation / upgrades.

Action Taken: The Board discussed the draft solicitation for 2nd floor renovation / upgrade work. A motion was made by John Johnston to accept the solicitation, a second by John Blake – there was no more discussion. The motion passed unanimously. **Comment** - Do not schedule the bidders meeting for Wednesday, February 21st – okay to use the church parking lot by bidders.

Agenda Item #6

Update Fitzpatrick Contract

Recommendation: That the Board receive an update on the Fitzpatrick contract, specifically use of an interior design architect (Bill Ryals, Modern Organic Architecture).

Action Taken: The Board received a written update from Coy Scroggins (attached e-mail to the agenda) on TV room conversion and Fitzpatrick contract status. . A motion was made by John Blake, a second by Steve Langenberg to accept the update report as written – there was no further discussion. The motion passed unanimously. **Note:** Doug Eaton is planning to join the meeting with City of Corvallis planning department for permits. Also Doug will speak to the church regarding limited use of the parking lot as an entrance to the Chapter house property for people with disabilities.

Recommendation: That the Board develop guidelines for Terry Hackenbruck, contracting officer's representative (COR).

Action Taken: The Board recommended the secretary prepare some draft guidelines for the COR (Terry Hackenbruck) and board approval. A motion was made by Daniel Hearn for the secretary to prepare some draft guidelines for the COR (Terry Hackenbruck / Coy Scroggins), there was a second by John Johnston – no further discussion. The motion passed unanimously.

**DTHC Minutes
January 16, 2017 (Continued)**

Agenda Item #7

Summer Occupancy

Recommendation: That the Board approve release of a letter advising the DTCSN of summer renovation / upgrade work.

Action Taken: The Board reviewed a draft letter to the DTCSN advising there would be no members permitted to live in the Chapter house from June 15 to September 15, 2018. A motion was made by Doug Eaton to accept the update report as written, a second by John Blake – no further discussion. The motion passed unanimously.

Agenda Item #8

Summer Alumni Work Party 2018

Recommendation: That the Board decide whether or not a 2018 alumni work party is needed.

Action Taken: The Board discussed a 2018 alumni summer work party. A motion was made by Daniel Hearn to not hold a summer work party due to planned construction and refer a summer event to the DTAC to view on-going renovation / upgrade work, there was a second by John Johnston – no further discussion. The motion passed unanimously.

Agenda Item #9

Outstanding Obligations

Recommendation: That the Board receive a financial report from the Treasurer, specifically, outstanding obligations, e.g. Pennington, Waterproofing, Property taxes, and etc.

Action Taken: The Board received a financial report from the Treasurer, John Johnston and discussed the outstanding obligations. A motion was made by Daniel Hearn to accept the report as received with the proviso to cancel the Waterproofing upon evaluation and request return of deposit, a second by John Blake – no further discussion. The motion passed unanimously

Agenda Item #10

Resident Advisor & Cooks

DTHC Minutes
January 16, 2017 (Continued)

Recommendation: That the Board consider and discuss the DTHC assuming responsibility for resident advisor and cook contract.

Action Taken: The Board discussed the recommendation from the Director DTAAB to assume responsibility for resident advisor contract and cooks. A motion was made by Daniel Hearn for the DTHC to take responsibility for the Resident Advisor (RA) contract and the DTCSN to continue responsibility for the cook(s), there was a second by John Blake – no further discussion. **Note:** Health and Safety is a major kitchen issue. The motion passed unanimously.

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Agenda Item #11

Carter's Fire Suppression System

Recommendation: That the Board review the recent inspection system and decide those pertaining to the DTHC and those pertaining to the residents.

Action Taken: The Board reviewed the fire suppression report. A motion was made by Daniel Hearn for the DTHC to send the report to Seth Larch and Steve Mawdsley to advise the DTCSN accordingly about the inspection report, there was a second by Doug Eaton – no further discussion. The motion passed unanimously.

Agenda Item #12

Treasurer's Report

Recommendation: That the Board receive a report from the Treasurer on cash flow and 2018 – 2019 budget.

Action Taken: The Board received a financial report from the treasurer, John Johnston. A motion was made by John Blake to accept the report as received, there was a second by Steve Langenberg – no further discussion. The motion passed unanimously.

ADJOURN MEETING – President

The meeting was adjourned by D. Eaton at 10:50 pm.

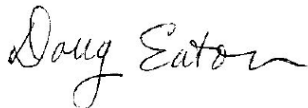
MINUTES PREPARED BY:

Daniel Hearn, SECRETARY



APPROVED BY:

Doug Eaton, PRESIDENT



Notice

These minutes and related documents are posted on the
DTCSN Website – Alumni Section
<http://www.sigmanuosu.org>

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.