

**Delta Tau Housing Corporation  
(DTHC)**

**Board of Directors**

**Regular Meeting**

**November 22, 2017**



**6:00 pm**

***Conference Call via Wiggio***

# Minutes

## Meeting of the DTHC BOD

### CALL TO ORDER - President

A regular meeting of the Board of Directors was called to order November 22, 2017 at 6:00 pm, by Doug Eaton, President, on a conference call. The Officers present were Doug Eaton, DTHC President; Daniel Hearn, Secretary; Steve Langenberg, Director, and John Blake, Director. Members absent were: John Johnston, Treasurer, he reported in absentia.

### 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 AUGUST 3, 2017

**Recommendation:** That the Board approved the August 3<sup>rd</sup>, 2017 minutes as written.

**Action:** There was a motion from D. Eaton to approve the August 3<sup>rd</sup>, 2017 meeting minutes, and a second by S. Langenberg, there was no discussion. The Board unanimously approved the August 3<sup>rd</sup>, 2017 meeting minutes as written.

### AGENDA ITEMS FOR ACTION / REVIEW - Secretary

**Note:** A recommendation for Agenda Item #10 was added by the Board based upon discussions.

#### Agenda Item #1

IRS Determination Letter

**Recommendation:** That the Board receives an update from the Treasurer on the status of an IRS determination letter confirming the DTHC as a non-profit with appropriate tax identification number.

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**Action:** The treasurer reported - back in late spring 2016, Eric Paslack (DTCSN) was working with Justin Wenger (HQ SN) and they discovered the discrepancy and provided the HQ SN with corrected numbers for the chapter and the house corporation. HQ SN updates their subordinate listing with IRS once a year. At this point it was discovered HQ SN had already submitted their updates. HQ SN submitted their updates for 2017 at the end of June. They added the collegiate chapter's EIN to their subordinate chapter list and I changed the name of the one that is listed for chapter to the house corporation. HQ SN does not want to remove the house corporation number until they have a definite answer to whether the house corporation sought tax exempt status and was granted it. Unless someone can come up with the determination letter for the DT Housing Corporation will have to refile.

### **Agenda Item #2**

Luxton Fund Status

**Recommendation:** That the Board receive a status update from the Treasurer on Luxton Fund investment with a Vanguard mutual fund.

**Action:** The Treasurer reported the Luxton Fund balance is currently in a US Bank checking account. There has been a Vanguard account set up for the subject funds to be transferred to upon the DTHC finances becoming stable. The thought was to hold the Luxton funds available, to be borrowed by the DTHC, if the need arose. The total is slightly over \$20,000.

### **Agenda Item #3**

Treasurer Financial Report

**Recommendation:** That the Board receive a status report on the DTHC finances and cash flow to meet obligations.

**Action:** The Board received an update from J. Johnston, Treasurer. John expressed that the cash flow was tight, but manageable and all remaining bills could be paid through December 31<sup>st</sup>. The initial funding to start the TV room conversion to a study room has been received from HQ Sigma Nu. Additionally, the final payment to Pennington is due January 31, 2018, however they will provide pledge fund monitoring at no additional charge to us.

### **Agenda Item #4**

Banking Accounts & Location

**Recommendation:** That the Board receive a report from the Treasurer regarding current and future location of a bank for DTHC funds.

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**Action:** Oregon State Credit Union – The board approved John Johnston and Doug Eaton as the signers on the Oregon State Credit Union account number 418670. The Board directed that the existing signers of record are to be removed as they are no longer officers of the board.

**Action:** There was a motion by D. Eaton to move the DTHC and the Luxton US Bank accounts to Umpqua Bank. Steve Langenberg seconded the motion. The motion unanimously passed. The board appointed Doug Eaton, Dan Hearn and John Johnston as the signers on the account.

**Agenda Item #5**

Fitzpatrick Contract Approval

**Recommendation:** That the Board approve Doug Eaton signing a contract with Fitzpatrick Construction for converting the Chapter house TV room into a three man study room.

**Action:** There was a motion from S. Langenberg to authorize a contract with Fitzpatrick construction for the conversion of the TV room to a study room, there was a second by D. Eaton, and no discussion. The Board unanimously approved the motion to authorize a contract with Fitzpatrick Construction to proceed under supervision of the DTAC renovation committee.

**Agenda Item #6**

SNEF Funds Application to Convert TV Room to Study Room.

**Recommendation:** That the Board receive a status report from the Secretary on the submission of an application to request funding for the TV room conversion to a study room in the Chapter house.

**Action:** D. Hearn provided an update to the application for funds from the Sigma Nu Educational Foundation, noting that the application was at HQ Sigma Nu and undergoing administration legal review. D. Hearn stated that Nick Murphy has indicated the review process for projects generally takes 3 – 4 weeks.

**Agenda Item #7**

Dishwasher Purchase & Installation

**Recommendation:** That the Board receive a status report from the Treasurer on the purchase and installation of a dishwasher for the DTCSN.

**Action:** A report from D. Eaton noted the dishwasher is operating with no problems and greatly appreciated by the DTCSN. Doug stated that a new cook

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has been hired and working out well – it seems to be that this cook is sufficient and an assistant cook is not needed. J. Johnston added that the dishwasher has been paid in full.

**Agenda Item #8**

Pennington Contract

**Recommendation:** That the Board receives a report from the Treasurer regarding final payment to Pennington for Capital Campaign services.

**Action:** The Treasurer reported that the Pennington contract will end January 31, 2018 with final details to be reported at the next DTHC board meeting. The secretary has requested a cost proposal from Pennington to continue publication of a newsletter for the DTAC, DTAAB, and DTHC alumni organizations.

**Agenda Item #9**

Tarp Installation at Chapter House

**Recommendation:** That the Board discuss the installation of Tarp at the Chapter House and a lease violation letter.

**Action:** Doug Eaton led discussion that in the future DTAAB and DTAC be advised so they have knowledge of lease violation and can support.

**Action:** A motion was made by D. Eaton that the Treasurer ask the DTHC insurance provider for a liability determination statement regarding canopies or tarps in the back yard, there was a second by J. Blake, no discussion. The motion passed unanimously.

**Agenda Item #10**

Visits and Inspections of the Property by DTHC Board Members

**Recommendation:** That the Board discuss and develop a schedule for visits and inspection of property under the terms of .lease agreement.

**Action:** The board discussed the topic of quarterly inspections of the Chapter house – fall, winter, spring, and summer – to be coordinated with the DTCSN. D. Eaton made a motion to conduct inspections on a schedule as discussed, there was a second from J. Blake, and further no discussion. The motion passed unanimously.

**Recommendation:** That the Board advise the DTCSN there will be no members permitted to live in the Chapter house summer of 2018 due to construction.

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**Action:** A motion was made by J. Blake to advise the DTCSN that no members permitted to live in the Chapter house summer of 2018 due to construction, there was a second by D. Eaton, and no discussion. The motion passed unanimously.

**ADJOURN MEETING – President**

The meeting was adjourned by D. Eaton at 7:14 pm

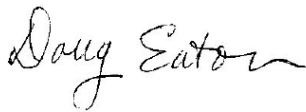
**MINUTES PREPARED BY:**

**Daniel Hearn, SECRETARY**



**APPROVED BY:**

**Doug Eaton, PRESIDENT**



**Notice**

This agenda and related documents are posted on the  
DTHC 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.