

**Delta Tau Alumni Association  
(DTAA)**

**Board of Directors  
Regular Meeting**

**January 03, 2017**



**10:00 am**

***Conference Call via Wigigio***



*Final Approved*

# Minutes

## Meeting of the DTAA BOD

### CALL TO ORDER - President

A regular meeting of the Board of Directors was called to order January 03, 2017 at 10:00 am., by Doug Eaton, President, on a conference call via Wiggiio. The Officers present were Doug Eaton, DTAA 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 the Board members present, established the presence of a quorum, and made note of a proper meeting/agenda announcement in accordance with the ORS, title 7. (See attachment #1).

### AGENDA ITEMS FOR ACTION / REVIEW - Secretary

#### Agenda Item #1

Pennington contract Phase II – Capital Campaign

**Recommendation:** That the Board receive an update and status from the Secretary and Treasurer.

**Action:** The Secretary and Treasurer reported that the Pennington contract for Phase II – “Quiet Phase” was agreed, signed by Doug Eaton, and sent to Pennington for final review and signature. The contract will start February 1<sup>st</sup>, 2017..

#### Agenda Item #2

Discussion meeting with Kyle Yarawsky Feb 17<sup>th</sup> – Pennington.

**Recommendation:** That the Board receive a update and status from the President, Doug Eaton pertaining to a meeting with Pennington on February 17<sup>th</sup>, 2017.

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January 3<sup>rd</sup>, 2017  
DTAA Minutes (continued)

**Action:** Doug Eaton reported that Pennington, Kyle Yarawsky has confirmed and agree to the a meeting on Feb 14<sup>th</sup> – Pennington is to set up a conference call. Doug noted that Kyle intends to go over all aspects of the campaign and start developing our strategy. After that meeting we start recruiting our volunteers. We will then have a campaign kickoff meeting maybe a month or two later, depending on how quickly we get the volunteers in place. The kickoff meeting is with the newly established campaign board and I will train the board on all aspects of the campaign.

**Agenda Item #3**

Tax Deductible DT Educational Fund

**Recommendation:** That the Board receive and update and status on the DT Educational Fund agreement with Sigma Nu National Fraternity.

**Action:** The Secretary reported that the agreement with Sigma Nu National Fraternity is ready for dispatch to Bard Hastings for signatures by the designated Sigma Nu Education Foundation signatory. This Board directed the Secretary to send the agreement following this meeting.

**Agenda Item #4**

Purchase of low cost kitchen items requiring repair or replacement.

**Recommendation:** That the Board approved a list of low cost kitchen items

**Action:** The Board gave unanimous approval, not to exceed \$1,320.00 for the purchase of low cost kitchen items requiring repair or replacement.

**Agenda Item #5**

AOI submission for the DTAA changing its name to DT Housing Corporation.

**Recommendation:** That the Board receive on update and status of revised and amended Articles of Incorporation for the DTAA – renaming to DT Housing Corporation.

**Action:** The Secretary reported that the Revised and Amended Articles renaming the DTAA to the DT Housing Corporation were ready for dispatch to the Oregon Secretary of State. The Board gave unanimous to file the Articles with Corporation Division, Oregon Secretary of State following this meeting.

*Final Approved*

January 3<sup>rd</sup>, 2017  
DTAA Minutes (continued)

**Agenda Item #6**

Budget for the 2017 – 2018 academic Year – September 2017 – June 2018.

**Recommendation:** That the Board receive an update and status on the operating budget for the 2017 – 2018 academic year from the Treasurer.

**Action:** The Treasurer reported that Corporation's budget for the fiscal year 2017 to 2018 was completed. The Treasurer noted that a balance of \$25,000 is maintainable and meeting the Pennington contract payment schedule will required judicious and careful monitoring of expenses.

**Agenda Item #7**

Clarification about who has lead regarding services to the house - AAB vs DTAA vs Treasurer vs House Manager etc.

**Recommendation:** That the Board agree that anything with a financial impact to the Chapter house regarding services, repairs, and maintenance is a Corporate responsibility to approve..

**Action:** The Board agreed that anything with a financial impact to the Chapter house regarding services, repairs, and maintenance is a Corporate responsibility to approve..

**Agenda Item #8**

Rent increase for 2017 – 2018 academic year

**Recommendation:** That the Board approve a proposal for increasing the Chapter house rent from the Treasurer for the period 1 October 2017 – 31 September 2018.

**Action:** The Treasurer reported that the budget as presented in agenda item #6, does require a rent increase. The current rent being received of \$4,500 per month is insufficient to sustain operations and that an annual rental income of \$117,000 was needed. A motion was made to meet with the colony on either the 14<sup>th</sup> or 21<sup>st</sup> of January to discuss a rent increase to \$9,750 per month, payable in 9 monthly payments, the motion was seconded by Daniel Hearn with a unanimous vote to approve. The Secretary was directed to send a letter to the colony requesting a meeting date of either the 14<sup>th</sup> or 21<sup>st</sup> of January following this meeting.

***Final Approved***

January 3<sup>rd</sup>, 2017  
DTAA Minutes (continued)

**Agenda Item #9**

Alumni data base / donations letters.

**Recommendation:** That the Board receive a report from the Secretary regarding alumni data base development and donation thank you letters.

**Action:** The Secretary reported that alumni data had been received from the National Fraternity, COCOM (DT newsletter provider), and the Feasibility Study database. A listing was created from these sources and appears to have a high accuracy. Correspondence with alumni the more than 600 brothers is expected to begin once the Alumni Chapter is up and running.

**Agenda Item #10**

DT Alumni Website

**Recommendation:** That the Board receive an update and status from the Secretary

**Action:** The Secretary reported the colony has provided excellent support in creating a secure, password protected page on the DT Colony website. Folders have been identified and sent to Trevor Bailey – soon these folders will be populated with Corporation documents.

**ADJOURNMENT**

Being that there was no further business, the Doug Eaton adjourned the meeting at 07:25 pm

**MINUTES PREPARED BY:**

**Daniel Hearn, SECRETARY**

**APPROVED BY:**

**Doug Eaton, PRESIDENT**

*Final Approved*

January 3<sup>rd</sup>, 2017  
DTAA Minutes (continued)

**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.*



# **Agenda**

## **Regular Meeting of the DTAA BOD**

**Date: Tuesday, January 3, 2017**

**Place: Conference Call via Wiggo**

**Time: 10:00 am PST**

**CALL TO ORDER - President**

**ESTABLISHMENT OF A QUORUM – President**

**PROOF OF MEETING NOTICE - President**

### **AGENDA ITEMS FOR ACTION / REVIEW - Secretary**

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**Recommendation:** that the Board receive a update and status from the President, Doug Eaton pertaining to a meeting with Pennington on February 17<sup>th</sup>, 2017.

#### **Agenda Item #3**

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**Recommendation:** That the Board receive and update and status on the DT Educational Fund agreement with Sigma Nu National Fraternity.

#### **Agenda Item #4**

Purchase of low cost kitchen items requiring repair or replacement.

Board of Direction Meeting Agenda  
January 3<sup>rd</sup>, 2017 (Continued)

**Recommendation:** That the Board approved a list of low cost kitchen items

**Agenda Item #5**

AOI submission for the DTAA changing its name to DT Housing Corporation.

**Recommendation:** That the Board receive an update and status of revised and amended Articles of Incorporation for the DTAA – renaming to DT Housing Corporation.

**Agenda Item #6**

Budget for the 2017 – 2018 academic Year – September 2017 – June 2018.

**Recommendation:** That the Board receive an update and status on the operating budget for the 2017 – 2018 academic year from the Treasurer.

**Agenda Item #7**

Clarification about who has lead regarding services to the house - AAB vs DTAA vs Treasurer vs House Manager etc.

**Recommendation:** That the Board agree that anything with a financial impact to the Chapter house regarding services, repairs, and maintenance is a Corporate responsibility to approve.

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**Agenda Item #9**

Alumni data base / donations Letters.

**Recommendation:** That the Board receive a report from the Secretary regarding alumni data base development and donation thank you letters.

**Agenda Item #10**

DT Alumni Website

**Recommendation:** That the Board receive an update and status from the Secretary.



Board of Direction Meeting Agenda  
January 3<sup>rd</sup>, 2017 (Continued)

**Agenda Item #11**

Scholastic Program update

**Recommendation:** That the Board receive an update and status from Director, Steve Langenberg.

**Agenda Item #12**

Renovation Walk-Through – Hand off to Renovation Committee

**Recommendation:** That the Board receive an update and status from the President, Doug Eaton.

**ADJOURN MEETING – President**

**Notice**

This agenda and related documents are posted on the  
DTAA 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.