

**Eta Iota House Corporation
Meeting Minutes**

Meeting:	Special Meeting	Location:	Online
Date:	5/14/2020	Time:	8:28 PM EST
Invitees: (Attendees in bold)	Kyle Stuhlweissenburg Tom McSwiggan Rob Tetrault Mike Wyble Anthony Hammond Rob Pacheco Steve Dirino Allen Cassino James Ahrens Tom Henion Steve Whitlock Ryan Adams Chris Halprin Jim Deforest		

Agenda:

1. Treasurer Report - Tom McSwiggan
 - Bill received from the "DreamHome" Contractors
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2. VP Report - Mike Wyble
 - Room 5 is reframed and ready for plumbing
 - Floors are ripped up in the construction rooms on first floor
 - Exterior walls have furring strips nailed to cinder blocks which connect to the drywall. The Furring strips are dust due to termite damage - being replaced
 - Floor in room 5 is not cut up (Hammond)
3. Ryan Adams : Pressure washer missing and Fence in back lot broken
 - The most recent pressure washer being stolen from the house within the last few days
 - Garbage cans overflowing and pressure washer outside - Tom asked brothers to put it away in March
 - Do we have a receipt for the current missing pressure washer? (Allen Cassino)
Yes (Tom)

- Brothers are asking for security footage of the backyard : the answer is that the footage only lasts 10 days according to Tom. Tom said he asked the brothers back in March to put it away.
- Who has access to the security closet? (Allen) - According to Tom the footage in the past had been tampered with in the previous semesters hence why the door is locked, he has access to the electric closet where its stored
- Rob Pacheco Recommends pushing that footage to the cloud.
- Let's get a key on the pump room door and give the access to the house manager to access the pump room (Agreement)

4. What the HC is vs What the HC is not - Tom McSwiggan

- 501C Corporation - separate from the undergraduate chapter for liability
- Trustees - entrusted to look over the asset (the house)
- Executive Committee - Host the annual meeting and give a yearly report
- The Undergraduate chapter is the "renter"
- Reminder that HC is not an official branch of Sigma Chi
- HC manual provided by the Grand Trustees - manual that outlines the responsibilities of the trustees and the executive committee is on the google drive. (Allen)

5. 50th Birthday : James Ahrens

- Getting the team together to work on the budget now, and will get together with the volunteers starting in June
- Gassi has been getting ideas sent to him about "swag items" for 50th
- We want to offer an experience people will remember but also make it so people can afford it
- Tom asks if we have considered "Event Insurance?" - it is something that is possible to obtain - especially with COVID19 - is there a clause?
- What's the drop date if we can't make it in March for 50th? When will the decision to move the event be made? (Tetrault) - We are looking at November as the point to make or break moving forward with the event for March (Gassi)

6. Fundraising : Cassino, Ahrens, Deforest, Pacheco

- (Pacheco) bring up the powerpoint about alumni engagement with fundraising
- What if we make fundraising like a marketing challenge? (loyalty program, i.e expanding 1855)
- We have to consider the next generation of the loyalty program.
- We need to take advantage of getting people involved with 1855 - thinking when we have an event (i.e. birthday, initiation, some kind of experience/reminder)
- Developing a tier system to help get people interested

- Idea to let alumni “Sponsor Rooms” - to help with fundraising (i.e plaque on door)

7. Housing for the fall semester:

- The international fraternity is working on the plan for fall at all schools
- Let’s plan to be open for now - Housing Draft : Allen Cassino
- Maybe we need to set a date to have a final decision to give the active chapter time to make plans
- There is a webinar series on May 26th, 4-5 CST from Sigma Chi HQ about the housing
- (Marino) When are we planning on coming back to 100% capacity at the house? - it all depends on the time and the money
- June 1st we can expect to see an update from Tom regarding the work in the house and rooms available for the fall

10. VOTE ON THE FOLLOWING BYLAWS: Allen Proposed to accept the current changes as listed: *Makes Motion*

ARTICLE II - MEETINGS OF MEMBERS

2.1 Annual Meeting - The Annual Meeting of the House Corporation shall be held on the third Saturday of March at 12 noon at the Eta Iota Chapter House, or such other date, time, or place the Board of Directors may determine. The meeting agenda shall be made available to all members of the Eta Iota House Corporation Facebook group and via email to all members of the etaiota.org directory at least two weeks in advance of the meeting.

2.2 Special Meetings - Special Meetings of the House Corporation may be held at any time pursuant to a resolution of the Board of Directors, or upon call of the President. If a special meeting is to be called, a typed agenda must be provided no less than three days before the meeting time.

2.3 Notice of Meetings - Notice of the Annual Meeting must be sent to all members of the House Corporation no less than one month in advance and should include the time, date and location of the meeting. Notice of Special Meetings shall be given to each member of the House Corporation and such notice must be given by email, using the etaiota.org directory, and also posted to the Eta Iota House Corporation Facebook page, not less than three days prior to the time of holding such meeting. Calls for special meetings shall specify the time and object thereof, and failure or irregularity of notice of any Special Meeting shall invalidate such meeting, or any proceedings taken thereat.

Kyle (Second the motion)

- Motion Passes 6:2
- Kyle Will update the bylaws and get an updated copy to Bill Palmer to update the website

11. Serving Notice to the Chapter - Allen Cassino

Proposed

Policy of Serving Notice to the Active Eta Iota Chapter

The Eta Iota House Corporation will communicate to the Active Chapter via Chapter Advisor, Consul, ProConsul, and Annotator

The Eta Iota House Corporation will communicate any upcoming major maintenance projects on a monthly schedule on the first of the month. If nothing is planned, no report is necessary. The report will include:

1. The type of project.
2. Proposed closed areas.
3. Estimated time frame for the repair or caption improvement.

The Eta Iota House Corporation will serve notice if damage is incurred to the physical property. The expectation is that the Active Chapter, as a whole will be responsible for the damage and the cost of the repair. In serving notice the House Corporation will:

1. Contract for the repair.
2. Submit a bill to the active chapter.
3. Estimated time frame for the repair.

Once notice has been served, the active chapter will have two weeks or two chapter meetings to find a solution to resolve the issue and pay the bill by using their own disciplinary tools.

The Eta Iota House Corporation will serve notice if there is delinquent rent due on a monthly or quarterly report. This report will be addressed to the financially delinquent Brother, Chapter Advisor, Consul, ProConsul, Annotator, and Questor. The report will include:

1. The amount owed.
2. How many days the sum is past due.

The expectation is that the Active Chapter will take a role in encouraging the delinquent brother to resolve their financial responsibility. A plan for repayment shall be devised by a joint agreement of the House Corporation Treasurer, the Chapter Advisor, the Questor, and the financially delinquent brother.

12. Renewal of leases at the house - Fall Semester

**One lease was discussed in particular to have an undergraduate who is in town stay in the house to look over things as the caretaker of the house. HC members came to an agreement, Tom would reach out the undergrad to offer him that option

13. RMF : No Glass at the house reminder : Steve Whitlock

14. Dave Marino - developing transparency with undergraduates

15. Reminder: Members of House Corp are not permitted to stay at the chapter house as it is a violation of the RMF Policy.

5/14/ 10:52 pm EST Conclusion.

Notes

1. The next House Corp Meeting will be set for June 1, Tom agreed to give an update on projects in the house and tell the HC about the number of rooms available in the house for the fall semester