

**Eta Iota House Corporation
Meeting Minutes**

Meeting:	Special Meeting	Location:	Online
Date:	04/14/2021	Time:	2000 EDT
Officers present:	Gregg Dudzinski Mark O'Neill Kyle Stuhlweissenburg Dave Marino Anthony Hammond Allen Cassino Rob Pacheco Nick Weiss Chuck Bonini		

Agenda:

1. Approval of Old minutes:
 - 2020 & 2021 Annual Meeting Minutes.
 - Motion by Pacheco, 2nd by Hammond, unanimous approval.
2. Old business
 - No old business.
3. Officers Reports:
 - President: Gregg Dudzinski
 - Previous House Corp overspent on renovation. \$60K approved, \$143K spent! (Violates By-laws and fiduciary responsibility).
 - Currently below min account balance. Creates fiscal risk for monthly operations.
 - CANNOT overspend budget.
 - Rooms #5-10, #12 & #14 are sheet-rocked. Dream Home Builders will keep permit open. Bids are out for mudding and taping. Looking for alumni work crews to help finish up rooms in the near future. Rooms #12 & #14 received substantial water damage. Contractors are currently assessing the damage. Need as many rooms open as possible for the Fall semester. Only one room has new windows trimmed. Need full compliance with RMF/Corporate legal requirements.
 - Vice President: Mark O'Neill
 - Room occupancy charts created.
 - 30/60/90-day Committee goals established.
 - More committee support/participation requested.
 - Weekly workshop meetings will transition from weekly to bi-weekly to monthly.
 - See addendums for additional information.
 - Treasurer: Kyle Stuhlweissenburgh

- Account balances as follows: checking ~ \$6300, savings ~ \$19,000, PayPal ~ \$1000. \$15,000 of savings is for undergrad deposits. \$4000 net in savings!!!! (Violates By-laws).
- Outstanding bill to Dream Home builders for ~ \$6,700.
- March-April net balance **-\$7,820!**
- HC currently hamstrung with extremely low savings balance.
- Looking to streamline incoming revenue sources. Provide clear distinction/separation of revenue.
- See addendums for additional information.
- Trustee: Rob Pacheco
- Fundraising update. 671 emails sent in last batch. 43% opened. 5.6% click-throughs. Seven pledge class bricks paid for. Recognition of individual brothers – substantial March donations (\$9K in March). “Get a Room” campaign generated \$2,500 so far. Five year or lifetime plaque decision needs to be made. Total raised since March 2020, \$13,500. Will be running into brick headwinds soon. Deadline will be sometime this year.
- Trustee: Allen Cassino
- 50th birthday boxes being finalized. Estimating \$100 a box, excluding shipping. ~50% profit. Website to order boxes should be up shortly. Will collect all orders before processing.
- Trustee: Anthony Hammond
- Room construction update. 30-day goal is RMF punch-list, floodlight, wall light, misc. items. Some contractors will be necessary. Thanks to Bonini & Stuhlweissenburg for installing fire extinguishers and boxes. 60-day goal is for audit of on-site supplies and items required for job completion (Contractors currently off the job-site due to our inability to pay). All shower surrounds installed or on-site. Some vanities on-site. Carpet and hardware necessary in all rooms. Mike Wyble confirmed plumbing stubs are PEX. Shower doors cost \$565 each. Recommend shower curtains in the meantime. 90-day goal is final clean up on open items. Dudzinski will be visiting the chapter shortly. Will coordinate with undergrad House Manager and go through punch-list and get bids. stresses FIDUCIARY DUE DILLIGENCE by requesting multiple bids for work. Room #10 is a black hole, no access. Tom McSwiggan still has the key. Cassino, Pacheco, O’Neill, Dudzinski and Stuhlweissenburg have all tried to reach out to him. NO REPLY RECEIVED.

4. New Business

- Transition of keys. Wyble will be mailing his back. Still no word from McSwiggan. Cannot access Pump Room, internet access, security system without his keys. Dream Home Builders should have key to room #10. Wyble doesn’t know who has “cypher-key” to digital locks.
- Discussion of Commercial Banking Agreement and Resolutions. Pacheco motioned for 3rd Officer (VP) to be added. Seconded by Cassino. Motions passes unanimously. Banking agreement resolutions read aloud by Secretary. Motion to

accept by Pacheco. Seconded by O'Neill. Motion passes unanimously. Instituted 14 April 2021, 2056 EDT. See addendums for more information.

- Approval of Committee Chairs. John Banta selected as Nominations Chair. Motion from Marino to approve Chairs as a whole. Pacheco seconded. Motion passes unanimously. See addendums for more information.

5. Open Discussion

- Terry Owens: "Feels a lot better with the House Corp. Very professional. Couldn't be happier".
- Gregg Dudzinski: "Mike Wyble has been a gentleman. I respect all his hard-work and dedication. Thank you."

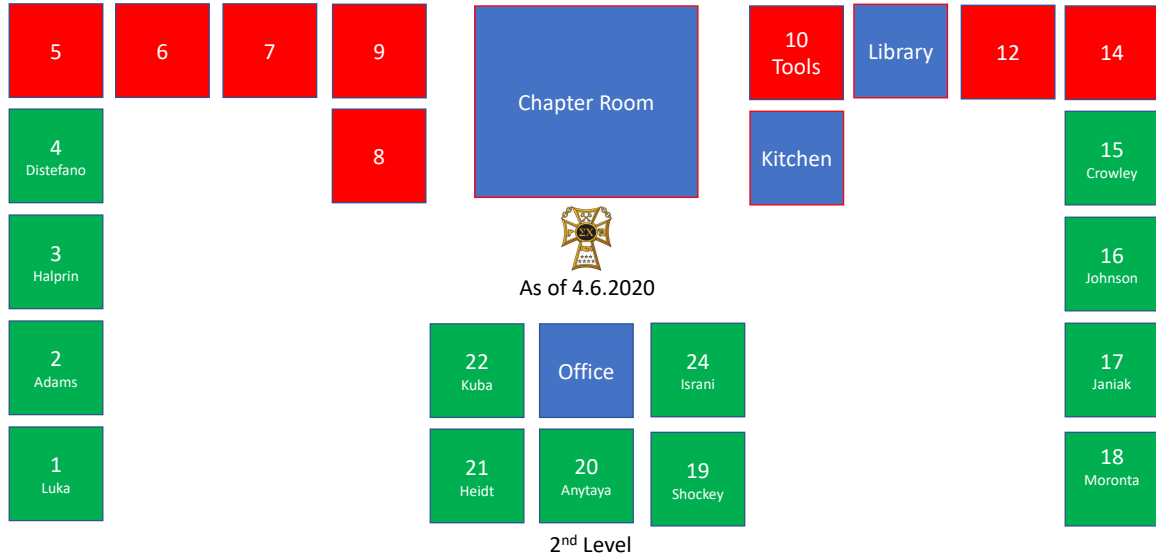
Motion to adjourn by Marino. Seconded by Stuhlweissenburgh. Passes unanimously. Meeting adjourned 2102 EDT.

DRAFT

Addendums



Eta Iota House Occupancy Spring 2021



Committee	Chair	Members
Audit	O'Neill	Stuhlweissenburg/Fraser/Aviakin
Birthday	Gassi	_____/Titus/Cassino/Weiss/Farina
Bylaws	Hammond	Marino/Cassino/_____
Chapter	Dudzinski	Stuhlweissenburg/Bonini/Weiss
Communications	Palmer	Pacheco/Marino/_____
Construction	Hammond	Bonini/Farina/_____
ERAU Relations	Kingsley III	Dudzinski/_____
Facilities	Bonini	_____/_____/_____
Finance	Stuhlweissenburgh	Pacheco/Downs/Dudzinski/Prosser??
Fund Raising	Pacheco	Cassino/Fraser/_____/_____
HQ Relations	Dudzinski	Wakefield/Nevins/_____
Nominating	Banta	English/_____/_____
Risk Management	Weiss	Whitlock?/Marino/Dudzinski
Security	Gerow	Bucklew/Keith Harrison/____





30/60/90

(sample)

Committee	30 (APR 30th)	60 (May 31 st)	90 (June 30th)
Audit-O'Neill	Start April 19th	Complete Audit/Submit for review	Receive feedback on audit
Awards-O'Neill	Focus on audit	HC Corps Award Requirements	Chapter Awards
Birthday-Ahrens	Review Contracts	ID Committee members	Name Venue
Bylaws-Hammond	rewrite	Present and Decide	Legal Review/Present for vote
Chapter (Unassigned)			
Communications-Palmer	Update Alumni		Town Hall
Construction-Hammond	RMF Audit Action Items	Fire safe and scope remaining 5-14 work	Resume construction (25 Aug Completion)
ERAU Relations (Unassigned)			
Facilities-Bonini	Key Control/RMF Items	Confirm Summer Occupancy	Refine Fall Occupancy
Finance-Stuhlweissenburg	Local Bank Acct	Separate Housing Deposits	Taxes
Fundraising-Pacheco	Brick/1855	Fund Rooms 5-14	Rooms 5-14 Funding Secure
HQ Relations-Dudzinski	CHI Corps loan options	Loan option decision point	Rooms 5-14 Funding Secure
Nominating- Past Presidents			
Risk Management- (unassigned)			
Security- Gerow	Key Control	Improved Security Proposal	Nest Security Requ. w/ Constr.

Grad	Summer A	Summer B	Fall Start	Fall End	Spring Start	50th
10 May	18 May	29 Jun	30 Aug	20 Dec	20 Jan ?	24 Mar
318 Days	311 Days	269 Days	207 Days	95 Days	64 Days	0 Days



QuickBooks® Official Site | Smart Tools. Better Business.

Banking App Transactions Rules Receipts Tags

PayPal Account Link account Update

Checking **\$6,354.84** BANK BALANCE Updated 9 hours ago **\$6,854.84** IN QUICKBOOKS 2

Savings **\$23,317.22** BANK BALANCE Updated 9 hours ago **\$19,085.30** IN QUICKBOOKS 4

PayPal Account **\$970.70** BANK BALANCE Updated on 4/12/2021 **\$970.70** IN QUICKBOOKS

For review (0) Categorized Excluded Take a tour Go to bank register

All dates All transactions

DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
------	-------------	-------	-------------------	-------	----------	--------

All set with this account

Go to the next account to review more transactions. You can also check out your updated [profit and loss](#) to see how your business is doing.

Eta Iota House Corporation

Statement of Activity
 March 21 - April 14, 2021

	TOTAL
Revenue	
Donations	0.00
Donations - 1855 Club	3,949.03
Donations - 1855 Club - paypal	7,372.48
Donations - Honor Wall	2,000.00
Total Donations	13,321.51
Operating Income	0.00
Parlor Fee	4,950.00
Total Operating Income	4,950.00
Total Revenue	\$18,271.51
GROSS PROFIT	\$18,271.51
Expenditures	
1855 Processing Fees	0.00
Check Processing	54.12
PayPal Fees	253.03
Total 1855 Processing Fees	307.15
Operational Business Expenses	0.00
Maintenance	53.25
QuickBooks Payments Fees	1.00
Repairs	51.49
Utilities	2,289.50
Total Operational Business Expenses	2,395.24
Renovations	0.00
Contractor Costs	23,176.78
Equipment Rental	212.63
Total Renovations	23,389.41
Total Expenditures	\$26,091.80
NET OPERATING REVENUE	\$ -7,820.29
Other Revenue	
Dividend's Reinvested	26.72
Interest Earned	17.41
Total Other Revenue	\$44.13
NET OTHER REVENUE	\$44.13
NET REVENUE	\$ -7,776.16



Dream Home Builders
 720 New York Ave
 South Daytona
 FL 32119
 Lic# CBC1259396

Invoice

Date	Invoice #
4/12/2021	164

Bill To
ETA IOTA House Corporation Tom McSwigan 520 South Ridgewood Ave. Daytona Beach, FL 32114

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
9.37	In house employee - Shelton 3/29 - Removed dump trailer, picked up and delivered drywall, hung drywall unit 8	50.00	468.50
9.37	In house employee - Johnny 3/29 "	50.00	468.50
2.5	In house employee - Shelton 3/30 - Finished drywall unit 8, installed drywall unit 12	50.00	125.00
2.5	In house employee - Johnny 3/30	50.00	125.00
	Materials purchased from Home Depot 3/30	264.29	264.29
	20% overhead and profit for sub-contractors charges and material costs.	20.00%	52.86
6.85	In house employee - Shelton 3/31 - Moved furniture , misc. items and cleaned/prepped room 10, installed ceiling drywall.	50.00	342.50
6.85	In house employee - Johnny 3/31	50.00	342.50
10.38	In house employee - Shelton 4/1 - Milled and installed fur stripping unit 10 walls and finished hanging drywall	50.00	519.00
10.38	In house employee - Johnny 4/1	50.00	519.00
7.92	In house employee - Shelton 4/2- Picked up and delivered remaining drywall, installed drywall unit 9	50.00	396.00
7.07	In house employee - Johnny 4/2	50.00	353.50
	Materials purchased from Home Depot 4/2	168.83	168.83
	20% overhead and profit for sub-contractors charges and material costs.	20.00%	33.77
7.62	In house employee - Shelton 4/7 - Repaired concrete slab in units 5 & 6, poured concrete in unit 5 closet to level with living area, finished hanging drywall unit 14, installed coaxle cable in rooms 5.6.7.8.and 10	50.00	381.00
7.62	In house employee - Johnny 4/7 -	50.00	381.00
5.83	In house employee - Shelton 4/8- Finish drywall unit 12, Adjust fan boxes in units 6,7,8 and 10, finish misc. drywall, install coaxle in rooms 9.12.14.	50.00	291.50
5.83	In house employee - Johnny 4/8	50.00	291.50
5.83	In house employee - Shelton 4/9 - Installed door knobs, peep holes and numbers rooms 5,6,7,8,10,12,14. cleaned up all units of drywall and all construction debris, finished misc.punch out.	50.00	291.50
5.83	In house employee - Johnny 4/9	50.00	291.50
	Jacco Electric, LLC - 4/9 Invoice #2019755	500.00	500.00
	20% overhead and profit for sub-contractors charges and material costs.	20.00%	100.00

Total	\$6,707.25
--------------	------------

Payments/Credits	\$0.00
Balance Due	\$6,707.25

Jacco Electric LLC

01 r/c # 3006

Invoice

deposit



COMMERCIAL BANKING ACCOUNT APPLICATION AND SIGNATURE CARD

Date: ~~04/05/2021~~ 04/14/2021

BUSINESS INFORMATION	
Business Entity Legal Title ("Company"): ETA IOTA CORPORATION OF THE SIGMA CHI INTERNATIONAL FRATERNITY, INC	
Type of Business/Industry: NONPROFIT	
Business Physical Address (cannot be a P.O. Box): 520 S RIDGEWOOD AVE. DAYTONA, FL 32114	
Business Mailing Address: 241 RIVERSIDE DR. HOLLYHILL FL, 32117	
Business EIN/SSN: [REDACTED]	Business Phone Number: [REDACTED]
Business E-mail Address: HI.HC.TREASURER@GMAIL.COM	Business Website: WWW.ETAIOTA.ORG
Date Business Established: 03/08/1974	Account Purpose (e.g., Operations, Reserve): OPERATIONS

AUTHORIZED SIGNER(S)		
<p>The authorized signers whose names appear below are hereby authorized to act collectively or individually as "Authorized Signer(s)," pursuant to the Company Resolutions included herein and subject to the terms and conditions in the Business Deposit Account Agreement and Schedule of Fees (the "Account Agreement").</p> <p>BY SIGNING BELOW, I/WE ACKNOWLEDGE RECEIPT OF THE ACCOUNT AGREEMENT, WHICH ADDRESSES THE ACCOUNTS, SERVICES AND FEES FOR AXOS BANK™. CLICK HERE TO VIEW AND PRINT THE ACCOUNT AGREEMENT (website address: https://www.axosbank.com/Legal/Disclosures#business).</p> <p>Axos Bank™ is hereby authorized to act without further inquiry in accordance with writings bearing one signature of the undersigned until Axos Bank™ receives written notice that the signers have changed. Any one (1) of the following Authorized Signers may conduct any transaction allowed by Axos Bank™ related to each Account that is subject to this Commercial Banking Account Application and Signature Card.</p>		
PRINTED NAME / TITLE	SIGNATURE	SELECT ONE
NAME: Kyle Stuhlweissenburg TITLE: Treasurer		<input checked="" type="checkbox"/> SIGNER <input type="checkbox"/> OWNER <input type="checkbox"/> BOTH BANK USE ONLY:
NAME: Gregg Dudzinski TITLE: President		<input checked="" type="checkbox"/> SIGNER <input type="checkbox"/> OWNER <input type="checkbox"/> BOTH BANK USE ONLY:
NAME: Mark O'Neill TITLE: Vice President		<input checked="" type="checkbox"/> SIGNER <input type="checkbox"/> OWNER <input type="checkbox"/> BOTH BANK USE ONLY:
NAME: TITLE:		<input type="checkbox"/> SIGNER <input type="checkbox"/> OWNER <input type="checkbox"/> BOTH BANK USE ONLY:
NAME: TITLE:		<input type="checkbox"/> SIGNER <input type="checkbox"/> OWNER <input type="checkbox"/> BOTH BANK USE ONLY:
NAME: TITLE:		<input type="checkbox"/> SIGNER <input type="checkbox"/> OWNER <input type="checkbox"/> BOTH BANK USE ONLY:
NAME: TITLE:		<input type="checkbox"/> SIGNER <input type="checkbox"/> OWNER <input type="checkbox"/> BOTH BANK USE ONLY:
NAME: TITLE:		<input type="checkbox"/> SIGNER <input type="checkbox"/> OWNER <input type="checkbox"/> BOTH BANK USE ONLY:

TAXPAYER CERTIFICATION

On behalf of the Company, under penalties of perjury, an officer of the Company or other Authorized Signatory hereby certifies that:
1. The number shown on this form is the Company's correct taxpayer identification number; and
2. The Company is not subject to backup withholding because (a) the Company is exempt from backup withholding, or (b) the Company has not been notified by the Internal Revenue Service (IRS) that the Company is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the Company that it is no longer subject to backup withholding; and
3. The Company is a U.S. citizen or other U.S. person (defined in IRS instructions available upon request); and
4. The FATCA code(s) entered on this form (if any) indicating that are exempt from FATCA reporting is correct (not applicable to this account).
Confirmation Instructions. You must cross out item 2 above if the Company has been notified by the IRS that it is currently subject to backup withholding because the Company has failed to report all interest and dividends on its tax return.
Signature: _____ Print Name / Title: _____ Date: _____

COMPANY RESOLUTIONS

I, we, the undersigned ("undersigned"), hereby certify to Axis Bank ("Bank") that the undersigned is/are the individual owner of the sole proprietorship, or the secretary of the corporation, or all the general partners, or all the members (if management is by members), or all the managers (if management is by managers), or all the representatives of the governing body of the Company, and designated keeper of the record and minutes of the Company.
WHEREAS, the following is a true and correct copy of Company Resolutions duly adopted by the Board of Directors (if a corporation), the partners (if a partnership), members/managers (if a limited liability company ("LLC")), proprietor (if a sole proprietorship) or other governing authority of the Company at a meeting held on the 25th day of April, 2021, at which a quorum was present and acting throughout, or adopted by the written consent of a majority of those entitled or required to act to bind the Company, and that such Company Resolutions are in full force and effect and have not been amended, modified or repealed.
WHEREAS, the undersigned has/have reviewed and approved the Commercial Banking Account Application and Signature Card (the "Signature Card") and the Business Deposit Account Agreement and Schedule of Fees (collectively, the "Account Agreements");
WHEREAS, defined terms in this document shall have the meanings provided in the Signature Card, unless otherwise provided herein; and
WHEREAS, the parties desire that the Signature Card shall serve as the signature card for all accounts opened at Bank by Company now, excepting such accounts as may be specifically designated in writing by Company as not subject to these Company Resolutions;
WHEREAS, the undersigned has/have determined that it is in the best interests of the Company to enter into the Account Agreements and to be subject to the terms and conditions of the Account Agreements, as amended from time to time;
NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:
RESOLVED, that it is in the best interest of Company to establish and maintain one or more deposit accounts at Bank;
RESOLVED, that each person signing the Signature Card as an "Authorized Signer," (a) is an "Authorized Signer," as that term is defined in the Signature Card; and (b) all Authorized Signers, as well as all officers of Company, whether acting individually or together are authorized to do each of the following on Company's own behalf: (i) negotiate and agree to the terms of the Account Agreements and related service agreements, as to accounts and services established for Company now and in the future; (ii) to open, close, and otherwise transact on any deposit account that is subject to the Account Agreements, including any new accounts established on Company's behalf in the future; and (iii) take such other action for and on behalf of Company as may be deemed by any one or more Authorized Signers or officers of Company as they deem reasonable or appropriate for the furtherance of the foregoing. Any Company restrictions on access to or authority to transact on any of the accounts by one or more Authorized Signers shall not apply to or limit Bank, even if Bank is aware of the same. For the avoidance of doubt, "transact" on an account shall include all services made available by Bank in connection with an account, signing and indorsing checks, making deposits and withdrawals, initiating payment orders and otherwise using the account services that are provided by Bank.
RESOLVED, that all such acts and deeds by an Authorized Signer or officer of Company are and shall be deemed to be the acts and deeds of Company;
RESOLVED, for the avoidance of doubt, the grant of authority to an Authorized Signer under these Company Resolutions does not preclude any person who is otherwise duly authorized by Company from performing or acting on behalf of Company in connection with an account or account service, including as to matters included as within the scope of authority of an Authorized Signer; and
RESOLVED, the addition, deletion or other modification of an Authorized Signer may be taken by any person authorized by Company to do so and, without limitation, the following are so authorized: (a) the CEO, Treasurer or CFO, if Company is a corporation; (b) any member or manager of Company if Company is an LLC; (c) any general partner if Company is a general partnership, limited partnership or limited liability partnership; and (d) any person authorized as a representative of the governing body of Company if Company is not a corporation, LLC or partnership.
The Undersigned hereby certifies under penalty of perjury under the laws of the state of California that the foregoing resolutions were duly and legally adopted by the governing body of the Company and that said Company Resolutions have not been revoked and are currently in full force and effect.
Signature: _____
Print Name: _____ Title: _____
Date: _____
Signature: _____
Print Name: _____ Title: _____
Date: _____
Signature: _____
Print Name: _____ Title: _____
Date: _____

BANK USE ONLY

ACCOUNTS OPENED

ACCOUNT SUBTITLE	ACCOUNT NUMBER	PRODUCT CODE	RECEIVED BY	OPENED DATE	OPENED BY

Officer Name/Code: _____ Relationship Manager: _____
Branch Number: _____ Cost Center Number: _____

DRAFT