**ALUMNI CORPORATION OF BETA ZETA CHAPTER, THETA CHI FRATERNITY DELPHIC ALUMNI ASSOCIATION INC.**

**Meeting Minutes**
9/20/2017

**Location:** This meeting was a conference call.

**Time:**  The meeting was called to order at 8 p.m. e.s.t.

**Board Participants:** Ken Marlin, Len Brunkey, John Ringlein, Mike Janz, Tom Van Antwerp, Tim Keaton

A quorum (6 Board members) was present.

**Not Attending:** Eric Peterson, David Bedells, Tim Conroy

**Other Attendees:** Rob Klein (Chapter Advisory Board), Jim Harvin

**Prior Meeting:** July 27, 2017

The minutes from July 27, 2017 were approved with no changes.

**Officers Reports**

1. President – David Bedells
	1. President was absent. No report.
2. Vice President & National Liaison – Mike Janz
	1. The Active Chapter volunteered to host the Theta Chi National winter regional conference. Theta Chi National accepted. Date is to be determined.
	2. Mike has been steadfast on the issue of creating a Business/Accountability plan for this board and the associated alumni leadership. Mike will poll the group for ideas and present the basics for this document at the first BOD meeting in the next term (after Homecoming).
3. Secretary
	1. Nothing new to report
4. Treasurer
	1. The Active chapter is current with rent and security deposit payments to the Board.
	2. All receivables from prior year have been closed.
	3. Finances are stable. No significant changes since last meeting.
	4. Summer renovation is adhering to budget. A portion of the budget remains to be spent on the front porch renovation which is behind schedule due to permit issues. Delphic fund is paying the renovation invoices.
5. Liaison to the Chapter Advisory Board – Conroy
	1. Liaison was absent.
	2. Rob Klein reported the Active chapter had the biggest first day of rush in years. Expecting a pledge class of 30+ gleaned from potentially 125+ rushes.
6. Fundraising Officer – Keaton
	1. John Ringlein provided and reviewed a discussion document for fund raising utilizing a consulting firm called Columns Fundraising. The document contained high level results of a database search performed by Columns Fundraising for a previously approved fee of $1000.
		1. Note: In the July 27, 2017 meeting, the Board tentatively decided to limit fund raising activity to house renovations. The concept of raising funds for scholarships and endowment funds was also discussed but tabled.
	2. A motion was made by John Ringlein to hire Columns fund raising to complete a feasibility study for a major capital campaign. Columns was one of three companies that quoted on the campaign.
		1. After debate, the motion passed unanimously.
		2. Total cost will be about $21,000
	3. A motion was made by John Ringlein to expand the Board’s scope of potential fund raising to include scholarships and endowment.
		1. After debate, the motion passed unanimously.
	4. John Ringlein reminded everyone that Jim Harvin had previously been appointed by the Board to manage the capital campaign and will take the lead working with Columns Fundraising for the duration of the study.
7. Facility Maintenance Officer - Marlin
	1. The first Alumni house manager/Undergraduate house manager walk through will occur on Sunday October 1. Overall house condition is very good. The undergraduates level of pride in the house continues to improve. The improvements to the basement are paying big dividends as the floor drain at the west end of the room is making floor mopping much easier.
	2. Our City of East Lansing Rental License re-inspection is scheduled for Monday October 2. Only 2 items on the list. Repair the second-floor bathroom ventilation system. Rob Klein has the project near completion with a rebuilt vent motor, connection of the vent pipes (yes, they had become disconnected at some point) and a new fan belt.
	3. Repair of the front balcony columns is set to be completed by mid-October.
8. Alumni Relations Officer - Unassigned
	1. Tom VanAntwerp reported on plans for the Homecoming parade and welcoming of alumni back to Beta Zeta
	2. Mike Janz agreed to take on the informal role of “Historian”. One of his first projects is to gather memorabilia to fill the trophy cases. The concept is to have one section for each decade. Possible artifacts include photos, plaques, balls, pledge paddles, clothing, and biographies of notable brothers.
	3. John Ringlein described an email campaign sent to over 800 brothers on September 20. The email invited alumni to Homecoming. Thanks to Tedd Aurelius for making it happen.
	4. A postage mail campaign will be completed by the end of the month with the same invitation.
	5. Len Brunkey, Tom Van Antwerp, Tim Keaton and Ken Marlin will gather in advance of the Friday October 20 parade to purchase supplies and set up the party scheduled to commence at 4:45pm. Len, Tom and Tim will all arrive Thursday night. Ken will arrive Friday at 2pm.
	6. Tedd Aurelius will send out two more email reminders and a postage mailing.
	7. After Homecoming, Tedd Aurelius will coordinate a follow up mailing of “thank you for attending” and “sorry we missed you” correspondence. This will include a formal request for payment of dues from all Alumni brothers.

**Old Business**

Project 453: House Renovation
Jim Harvin, local agent reported on the Project 453 progress and plans for Phase 2. Jim Harvin, Ken Marlin, Ty Damon, Rob Klein and the contractor will sit down on Sunday October 1 at 2pm in the House Dining room to discuss the next round of renovations. The main focus is the second and third floor, the laundry room and lower floor bathrooms. The timing of this allows for a presentation of the plans at homecoming and the soon to follow kick off of the capital campaign.

**New Business**

Eric Peterson’s resignation as trustee of the Delphic Endowment Fund was accepted and John Ringlein was voted in to replace Eric. Jim Harvin remains as the other trustee of this fund.

A discussion was held regarding the possibility and need of documenting a Strategic Plan for the Alumni Board. Mike Janz volunteered to start facilitating the Strategic Plan process. A goal was set to have a formal discussion about the Strategic Plan in the November 2017 Board meeting.

**Next meeting date and time – Wednesday October 18, 8 p.m. e.s.t. by phone.**Call in number:877-229-1130 code: 368 052 5117 Pin 8253

**Time of adjournment – 10:15 p.m. e.s.t.**

Respectfully submitted: Ken Marlin