

737 Comstock Avenue Inc. (a.k.a. House Corp.)

Meeting Minutes

February 21, 2015

Syracuse, NY

Alumni Brothers in Attendance

Hank Suominen (Board President and Treasurer), Bill Gerbig (Board Secretary), Bill Beach (Board Member), Brad Short (Board Member), Chris Dowd (Board Member), Steve Oliva (Board Member), Keegan Slattery (Board Member)

Undergraduate Brothers in Attendance

Hunter Viscarello (Consul), Brett Polinsky (Pro Consul)

Hank Suominen opened the meeting at 9 a.m.

Consul's report

Initiation is scheduled for April 4th.

Clambake is scheduled for April 25th.

It's important that the Saltine Sig gets published very soon. Hank asked Hunter to get the articles compiled and include pictures. Hunter committed to completing those by this coming Monday, 2/24. It should be mailed first or second week in March.

Operations Update

We have one semester under our belt with the new janitorial, property management, and board club. Board club is going well. About 12 brothers who live out of the house are participating board club. There have been concerns about weekend meals. Hunter said that some days are better than others, and food sitting out too long has been a problem. John comes in at 10 and serves breakfast from 10-2, which works out well. He then leaves and has to leave dinner for the brothers to serve themselves. Hank asked that the undergrads sort this out with John and express any concerns to Hank.

7-day janitorial seems to be working well. The cleaning personnel are very good. Lisa gets along well with the brothers, is at the house every day. Red used to take care of everything, fix everything, take care of parking issues, etc. The undergrads feel that Jim needs to be there more often. The undergrads are left to handle issues themselves. Hank expressed that they need to use the service request forms.

Hank gets copied on every one and communicates with Jim on the status of each one. Hunter said that Jim doesn't always get the notification on service requests. Hank wasn't sure why, and asked why he hadn't been informed of the problem. Hunter said that Jim had promised to discuss this with Hank. All agreed to work closer together to resolve this. Hank explained that Jim is not a full-time employee as Red was. He is expected visit the house periodically, compile issues, and resolve them, and respond to specific service requests. Jim is paid time and material for anything he works on. He's expected to be at the house 4-8 hours per week.

Fire inspection was completed in the fall. There were a few items, such as dryers hard piped in the basement. All have been resolved and we passed the inspection.

Parking continues to be an issue. Applications are now filled out online, but it's not happening. Hank stated that it would be up to the undergrads to manage this issue going forward. House Corporation will no longer manage this. There will be no permits unless the undergrads want to initiate their own permit process. A few options were discussed, such as assigned parking spaces. All agreed that this will be an undergraduate managed process going forward.

New Website

Hank explained that the primary reason for the new site was the "e-commerce" functionality, with all contracts, agreements, and programs accessible online, eliminating the need to mail documents. We're still in the debug stage, but it is functional. The site was derived from a sports league format, which should work well for us. Keegan expressed that this is a big step forward.

Hank said that it is still a struggle to get people to go to the site and fill out the forms. Even with over 70 active undergrads, only 36 have signed up. 25 are signed up to live in the house, but only 6 have registered. No one has registered for parking. The only good participation was for the board program by those who live out of the house.

Payments can be made online through Dwolla after setting up an account with them, which is easy and takes about two days to complete the process. We can process payments now for 75 cents each, versus \$100 to process a check through the accounting firm. Funds administration is also easier and account assignment is automatic. The undergrads can use this functionality for all of the different fees that they need to collect, and the funds will get routed into the correct account automatically.

All officers can log on and update their pages, but we're not getting any undergraduate content. We imported 800-900 addresses, including all the undergrads.

Hank highlighted some of the details, features, and functionality of the new site:

- Alumni pages are set up.
- Alumni dues can be paid online.
- There is a direct link to the Sigma Chi headquarters website and database.
- Everyone who had an active e-mail address was sent an e-mail allowing them to log in and update their profile, both alumni and undergrads.

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- A list of board members is posted.
- All Saltine Sigs will be online, an e-mail will be sent when a new Saltine Sig is published to drive traffic to the site.
- Pictures can be posted.
- An events calendar is included. People can subscribe to the calendar, and updates can be automatically e-mailed.
- The “exchange” could be used for a job post board. Phil Oldham is looking into this.
- We’re still working out issues with public vs. private. We’d like to provide functionality allowing users to search the database for other users.
- We pay a service fee of \$250 per year, and the provider keeps the code current for all browsers and operating systems.
- The graphic presentation can be customized if an undergrad wants to take that responsibility.
- Surveys and polls can be initiated.

Chris asked if a subscriber to the events calendar can generate an invite to add the even to your personal calendar. Hank wasn’t sure, but a “team manager” can add a calendar item that contacts everyone on the “team,” or every registered user can be sent an e-mail.

Right now the users are set up with year of initiation, rather than year of graduation, which presents some challenges, so there is more work to do. The current undergrad Webmaster is Robert Vroman, and not much work has been done. Hunter suggested that Dan Jung might be a better candidate for Webmaster, a position he held previously. Dan was abroad last semester, but is back and may consider taking the position back.

If anyone has any issues, Hank can help.

One of the photo albums on the site shows Sammy pictures, which upset some of the undergrads – they don’t want to be associated with Sammy or reminded of the past. Hank expressed that it’s part of our history and a good reminder for all of us.

Chapter Matters

Housing waivers need to be submitted to Eddie Banks-Crosson’s office. Anyone who is expected to live in the house during their sophomore year needs to submit a waiver request and get it approved. This needs to be done before Spring Break. The process is easier for Juniors, and Hunter expects that the house will be full with Juniors, thanks to pledge classes of 27 and 10 the last two semesters.

Chapter debt – the undergrads have done a good job of working the debt down. The balance of \$5900 includes a \$2000 fine for covering smoke detectors, which will be waived if there are no more covered smoke detectors found the balance of the year. There are post-party cleanups included in the balance, and a charge from a fire alarm incident involving a visitor, who has been asked to pay the fee.

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All undergrads who have outstanding balances have been sent an e-mail over the last few days. There are a couple of out-of-house board members who haven't paid for board club that need to be resolved quickly. Those highlighted in red on Hank's list owe either promissory notes or have bursar hold agreements – that's the only way they are eligible for a payment plan. All have been reminded. Hank won't get Hunter involved unless they don't communicate with him.

Next Meeting

Future House Corp. meetings will be on the calendar. The next one is scheduled for March 14th. The house re-opens from Spring Break at noon that day. Hunter expressed concern that there it will be difficult to get undergrad participation in that meeting due to Spring Break. The Board requested that at least one officer be present at the meeting.

Meeting was adjourned at 10:00 a.m.

Respectfully Submitted,

William Gerbig

Secretary