

**Zeta Alpha Alumni Chapter of Theta Chi, Inc**  
**Board of Directors Meeting**

**JANUARY 21, 2018**  
**Conference Call**

John J. "Jack" Shivetts called the meeting to order at 2:02 p.m. EDT. Those in attendance and constituting a quorum were:

**Present:** Douglas M. Bull, Charles T. "Chuckie" Boylan, John S. Farrar, Richard D. Fox, CAB Chairman Paul D. Herbert, John J. "Jack" Shivetts, Joseph S. Suprano

**Absent:** None

**Non-Voting Board Members in Attendance:** Andrew C. Blystone, Michael S. Burk, Dr. Donald F. "Doc" Hannon, Ray Rector, David L. Rooney, Scott W. Whiteman

**Motion** by Richard D. Fox

The minutes of the October 22, 2017 Zeta Alpha Chapter Alumni Board Conference Call Meeting be approved as distributed on November 1, 2017.

Second and carried without dissent.

**CAB Chair Report** CAB Chair Brother Paul D. Herbert reported a CAB meeting was held on December 10, 2017. Each CAB Officer has reached out to the corresponding Colony Officer to introduce themselves and begin to talk about the process, programs and expectations and to offer their assistance.

Brother Paul announced the Colony has approached a potential Faculty Advisor. His name is Dr. Richard Findler and he is a professor in the Psychology Department.

The semester ended on December 15 and resumes on January 22. The Colony has been too busy to organize any type of social gathering to this point, but they are considering the possibilities of organizing something in February.

As of the end of the semester there have been 37 bids accepted.

The Colony sent representatives to the Sasser Training Seminars held in Carmel, Indiana on January 5-7.

The Colony is working on "Thank You" notes for all those who have donated money to the Colony and received on December 11.

The Colony has experienced their first graduating senior this past December and are looking forward to 2 more seniors expecting to graduate this spring.

Brother Steve Pennell has volunteered to be on the CAB board and been asked to take on the Secretary Adviser responsibilities for the CAB. He has accepted the position.

A CAB/Colony Officer Retreat is scheduled for January 27, 2018 at Slippery Rock University. This is an opportunity for the CAB Officers and the Colony Officers to get together to provide some training and create a plan for the 2018 school year. Brother Paul expects 15 to 18 people to attend the retreat.

## Presidents Report

Brother John J. "Jack" Shivetts announced the appointment of Brother Michael S. Burk as the Parliamentarian for the Alumni Board to assist him.

Brother Jack expressed his gratitude to Brother John Farrar for volunteering to be the Chairperson for the Fundraising Committee.

President Shivetts contacted Brother Doc Hannon, Brother Tom Spagnolo and Rusty Riedwood and suggested to the Board that they be considered by the Board to consider them for appointment to the Code of Conduct Committee.

President Shivetts requested the Alumni Board Secretary have the minutes from each conference call meeting be prepared and presented to the Board for their review, via email, within a 96-hour period.

## Treasurers Report

Brother John S. Farrar distributed the financial report prior to the meeting for review. Brother John reviewed the report and there were no questions.

### Treasures Report January 22, 2018 BOD Meeting

<b>Balance as of Oct 8, report</b>	<b>\$15,192.09</b>	<b>Total funds</b>
	\$2,400.00	Brick fund
	\$12,792.02	General Fund
October Income Deposits	\$624.00	Colonization \$324.00 Donations \$300.00
Expenditures	\$773.00	Refreshments Colonization \$523.99
		Patrick Zurn \$250.00
<b>Balance Nov 2 statement</b>	<b>\$15,043.09</b>	<b>Total Funds</b>
November Income Deposits	\$3,390.00	Proceeds from Fund Raising Brother Shivetts
November Expenditure	\$1,040.00	Shirts for New Pledges \$464.00 Wrist Bands \$76
		Funds for New Account \$500.00
<b>Balance December 2 Statement</b>	<b>\$17,393.09</b>	Funds Old Account
	\$500.00	Funds New Account
	<b>\$17,893.09</b>	<b>Total Account Balance</b>
December Expenditures	\$ 3,390.00	Colony Gift Check
<b>Balance Jan 1, 2018</b>	<b>\$14,503.09</b>	<b>Combined Total All Accounts \$14,003.09 &amp; \$500</b>
	\$2,400.00	Brick Fund
	\$12,103.09	General Fund Balance

Brother John reported that he has received all the bank statements and is preparing for the audit of the first 8 months of records of the Alumni Board pending all receipts being received.

## **Old Business**

### **Motion** by John S. Farrar

Discussion and vote on the CAB budget be tabled for 30 days.

Second and carried without dissent.

### **Motion** by Douglas M. Bull

All funds remaining in the bank account in Latrobe, Pa. be moved to the newly established account in Slippery Rock, Pa. by January 31, 2018.

Second and carried without dissent.

## **New Business**

### **Motion** by John S. Farrar

The Board authorize the purchase of an 8" x 8" anchor brick for \$250.00 and 4 bricks for recently deceased Brothers at \$100.00 each and that the total is \$650.00 to be authorized from the Brick Fund and forwarded to Brother Joe Suprano for purchase.

Second and carried without dissent.

### **Motion** by Douglas M. Bull

The Alumni Board continue to move forward in the research process for filing a 501(c)7 application, pending further research of any membership or dues requirements. If requirements exist, the process and application will be further considered by the Board.

Second and carried without dissent.

Brothers John Farrar and Doug Bull will investigate any requirements regarding membership and/or dues in the application process for 501(c)7 status.

The Board took no action on the request on the appointments to the Code of Conduct Committee.

The Board took no action to appoint John Farrar as Fundraising Chair.

The Board took no action on the request by President Shvetts that the Secretary of the Alumni Board have the minutes for each conference call be prepared and presented, via email, within a 96-hour period.

## **Discussion Items**

The next conference call meeting of the Alumni Board will be held on Sunday February 25, 2018 at 7:00 p.m.

The meeting was adjourned at 3:35 pm EDT

Minutes submitted by Secretary Richard D. Fox