

MEETING MINUTES

Meeting/Project Name:	ZPHC/ZPAA Joint meeting		
Date of Meeting:	11/23/2021	Start time:	7:00pm
Location:	Google Meet	End time:	7:58pm
Chair:	Jeff Waite	Minute taker:	Jeff Waite
1. Meeting Objective(s)			
Continue the organization discussions for the Zeta Pi Housing Corporation and/or Zeta Pi Alumni Association			
2. Attendance			
Present			Apologies
Cory Heck			Bob VanAcker
Mike Szettella			
Jeff Waite			
3. Agenda, Decisions, Issues			
Topic/ Discussion notes			Discussion led by
In order to maintain momentum, and due to logistics, it was suggested that we create both organizations at the same time (with separate sets of paperwork) with the same officers for both groups. It was agreed that since Cory already has the financial information, he be Treasurer. Since Jeff has the forms and research from trying to start the organization previously, he would be Secretary. Mike Szettella was chosen as Chair with Bob VanAcker chosen as Vice Chair. Officers to serve on both boards until the Alumni Association officer positions can be re-elected. Officer positions to be held every two years, with a special election to be held as soon as possible to replace the four officers on the Alumni Association.			Szettella
Articles of Incorporation for both organizations to be filed as soon as possible. Intent is to use the Fraternity's address at OU as our Incorporation address. This saves the need to change addresses on a regular basis.			Szettella/Heck
Agreed that the organization should be consisted of the four officers, one Active Chapter representative, preferably a Housing Committee Chair rather than an officer, the Chapter Director, and Members at Large. Active Housing Committee Chair would be the liaison between the Housing Corporation and the Active Chapter. All pertinent issues would be communicated to the Chapter through the Committee Chair, and he would bring the Chapter's feedback to the next meeting. The Chapter Director would be a non-voting, information-only member of the board.			Waite
NEW BUSINESS: * By-laws of both organizations were approved as submitted, with edits expected at the next meeting. (Documents attached).			Szettella
ANNOUCEMENTS: * Virtual platform for meetings to be Google Meets (Zoom only allows 40 minute meetings for groups of 3 or more - Google Meets allows 1 hour). Meeting in person, when possible.			Waite
4. Action Items			
Action	Responsible		Due Date
Submit Incorporation paperwork for both organizations with the State of Michigan	Jeff Waite		12/29/2021
Plans/ideas for recruitment for both organizations	All		12/29/2021
5. Next Meeting			
Date:	12/29/2021	Time:	7:00pm
Location:	Google Meet		
Objective(s):	Edit/modify By-Laws of both organizations and discuss recruitment plans.		