

**DRAFT**

**Martin House, Inc.  
Board of Directors Meeting  
October 21, 2020 – 5:30 PM**

AGENDA

1. Review of Minutes
2. President's Report
3. Executive Director's Report
4. Committee Reports – As Needed
5. Old Business
6. New Business
7. Executive Session
8. Adjournment

Next Meeting: 5:30 p.m., November 18, 2020 at Martin House.

**MISSION:** To provide a nurturing community where individuals of limited income who have been alone, alienated, fearful, and dispossessed can develop healthy relationships, new dignity, and a renewed life. Our community will include people recovering from mental illness and addictions.

This mission is accomplished by providing dignified housing, nutritious food, a safe, caring environment, and supportive services for 54 men and women who seldom experience any of these.

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**Board of Director's Meeting Minutes  
Martin House, Inc.  
Wednesday, September 16, 2020  
Via Zoom**

**Present:** Elle Crichton, Debbie Eskra, Robert Fusari, Keith Lee, Matt Lisee, Theresa Madonna, Eric McDermott, Sara McDermott, Gayle O'Neill

**Excused:** Ornet Hines, Nancy Roberts, Margaret Sabe, Marilyn St. Onge, Carol Whitham

**LOA:** Louise Summa

**Staff:** Paula Oberg

**Guest:** Kathy Allen

Board President, Matt Lisee, called the meeting to order at 5:33 pm.

Matt asked for a motion to accept the minutes from the July 15, 2020 meeting. Theresa asks that the minutes be revised for review in the October meeting. She reports that the existing minutes did not include explicit language reflecting nominating and electing process. Paula will edit the minutes for the October meeting. Elle requested clarification about the role of the Governance Committee. Theresa reports the Governance Committee nominates Directors and presents those nominations to the entire Board of Directors for a vote.

**President's Report**

Matt thanked Theresa for hosting the August 2020 Board Retreat at her home. He reports there was a lot of discussion regarding new ideas and the snacks were great. Matt reports he has utilized Norwich Technical School for facilities projects. He states that the corporation needs to pay for supplies and the students supply the labor. They are currently not accepting new referrals now due to COVID-19. Deb suggested Grasso Tech may also be an option. Matt says his contact is through the state and they decide which school is the best match.

**Executive Director's Report**

Written Report provided. Paula added that during the month of September Big Y in Norwich is contributing \$1 for each shopping bag costing \$2.50 that is purchased.

**Development and Public Relations**

Theresa reports that the committee met since the last Board Meeting and is discussing the pros and cons of moving forward with the MH Annual Fundraiser, the Snowflake Dinner. The committee is meeting again in October

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and at that time will finalize the decision and identify alternate ways of doing fundraising.

### **Governance Committee**

Theresa reports the Governance Committee is beginning Annual Evaluations of the Executive Directors. Nancy has already reached out toward that end. Theresa states that Louise Summa has requested a leave of absence from the Board. Deb Eskra made a motion to approve Louise's request for a leave of absence. Keith Lee seconded. Motion carried.

### **Finance Committee**

Gayle reports that she received financials from Astrid by last Friday which gave her more time to prepare for the Board Meeting. She states that works out well. Areas addressed included:

- Depreciation
- Documentation of the Audit and the timing associated with that.
- The Bob's Furniture Gift Card
- Payment of Program Fees in advance
- Bulk Mail Status

Compensated Absences: The Board was reminded that all employees are to adhere to the amount of accumulated time consistent with the end date of 12/31/20. Paula informed the Board that at this time there are three MH employees who need to reduce their benefit time. Paula asks that the Board consider the possibility of extending the deadline for another month or two to allow those employees to use their time. Theresa suggest that the numbers be presented at the November meeting for review at which time the Board will make a decision about how to proceed. Theresa questions the percentage of the budget that has been used from the maintenance and repair line item should be 16% but it is 42%. Paula explained that there were two major facilities issues that resulted in expenses. The motor that powers the exhaust fan in the kitchen and the dining room air conditioner both were zapped during the last thunder storm.

### **Investment Committee**

Bob reports there will be a meeting next month. The issue about Directors getting reports from Ameriprise has been problematic. Paula explained that there had been a problem with the Ameriprise p.w. but it is corrected now. Eric asked about having a cash reserve policy. Gayle explained about having no less than three months of operating funds. Theresa will send out the Investment Policy to any Board Members wanting one. One question that may not be addressed in the current policies includes the decision making that is

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required when funds are sitting in an account without accruing interest and what should our policy be about that. Bob reports he would like us to be thinking about what we want to do with bonds coming due. Should they be reinvested? Is there a need for cash for projects in the near future?

Old Business-None

New Business-None

Executive Session- not needed

Meeting adjourned.

Respectfully submitted,  
Paula Oberg

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### **Martin House October 2020 Executive Directors Report**

- Residents and staff are doing their best to practice social distancing, wearing facemasks, and washing hands frequently.
- We had a flu shot clinic 10/14 for residents and staff.
- I am meeting with Program Directors and other staff to identify strategies we may need to use throughout the coming months, specific to any contagious medical conditions, like COVID-19 and the flu. We are seeking a few more per diem employees as well as a part time kitchen helper. In an attempt to reduce the possibility of our Kitchen Manager becoming ill, several Martin House employees will be taking the Serve-Safe online course and receive a certificate good for three years. In the event of an emergency those staff will be certified to work in the kitchen should we receive an unannounced kitchen inspection from either Uncas Health District, or United Way Gemma Moran Food Bank.
- Astrid and I received an email from Chris Gauthier, Vice President, Senior Commercial Lender, Dime Bank, that our SBA PPP loan was officially forgiven. We will receive an official letter in USP.
- Since the last Board Meeting I had a call from Southeastern Mental Health Authority, asking if I was willing to review the records of a CT resident with significant behavior issues? There are obviously some areas of need this resident has to warrant attaching dollars to his care. Another bit of a long shot, but this may be the wave of the future, having residents' resources available to providers, sometimes known as "money follows the person" or "discharge dollars" to get folks out of CVH. I'll keep you informed.
- Martin House will be conducting Christmas Giving for residents differently this year, especially because of Covid-19. We have contacted the organizations who have contributed in the past and have asked that donations of Gift Cards to local grocery and department stores are best suited for everyone's health. We will then be able to make the best use of the donations to provide for residents as well as program needs.
- I have met individually with staff I supervise and will be completing their annual evaluations in the next month.

Just back from one of my weeks off to use my vacation time so this is all for today!

Paula Oberg

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**DEVELOPMENT REPORT  
MARTIN HOUSE, INC.  
OCTOBER 2020**

**GRANTS RECEIVED:**

Martin House has received one grant award since the last Board of Directors meeting.

- Catholic Campaign for Human Development - \$720 – Basic Needs/Food Security

**GRANTS WRITTEN:**

The following grant proposals have been written:

- Neighbors for Neighbors (Round Two) - \$15,000 – Basic Needs/Food Security
- Niantic Rotary Foundation - \$1,000 – Computer Upgrade
- Community Foundation of Eastern CT/Southeast Women & Girls Fund - \$6,000 – Medical Advocacy
- Citizen's Bank - \$5,000 – Basic Needs/Food Security
- Mystic Rotary Foundation - \$1,000 – Computer Upgrade
- Centreville Bank Foundation (Formerly Putnam Bank Foundation) - \$1,500 – Basic Needs/Food Security

Fourteen grants are pending approval.

**ANNUAL APPEAL:**

We have received \$7,050 in contributions specific to the Appeal. Please let me know if you would like a copy or if you have yet to receive it in the mail. It is also available on our website at: [www.martinhousect.org/donate](http://www.martinhousect.org/donate).

**CHARTER OAK MATCHING GIFT PROGRAM:**

Charter Oak Credit Union is running their annual matching gift program. Any Charter Oak member that donates to a nonprofit can have their donation matched up to \$500. We currently have received \$1,075 in matches!

**BIG Y:**

Throughout the month of September, Martin House was able to receive \$1.00 off of every Community reusable shopping bag sold at the Norwich location. \$32.00 was raised from this campaign.

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**DEVELOPMENT MEETING:**

The Development & Public Relations Committee is scheduled to meet on:  
*Wednesday, October 28, 2020.*

Respectfully Submitted,  
Cara-Lynn M. Turner  
Administrative/Development Assistant

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MARTIN HOUSE BOARD COMMITTEES  
2019-2020

<b>GOVERNANCE</b>	<b>FACILITIES</b>
Theresa Madonna - Co-chair	Michael Bennett - Chair
Marilynn St. Onge - Co-chair	Bob Fusari
Michael Bennett	Matt Lisee
Nancy Roberts	Nort Wheeler
Margaret Sabe	
Louise Summa	
<b>FINANCE</b>	<b>INVESTMENT</b>
Gayle O'Neill - Chair	Bob Fusari - Chair
Bob Fusari	Keith Lee
Theresa Madonna	Gayle O'Neill
Nancy Roberts	Margaret Sabe
Margaret Sabe	Marilynn St. Onge
Marilynn St. Onge	
<b>MH DEVELOPMENT &amp; PUBLIC RELATIONS</b>	
Theresa Madonna - Chair	
Ornet Hines	
Keith Lee	
Sandra Sharr	