

**Martin House Board of Director's Meeting Agenda**  
**November 20, 2019**  
**Thames River Community Service**  
**5:30 PM**

**Agenda**

- Presentation by Doherty, Beals and Banks, PC.
- Review/Acceptance of Minutes from October 16, 2019, (see attached email.)
- President's Report
- Executive Director's Report  
Ameriprise Financial-resign Corporate Resolution  
Motion to provide MH Employees with \$25 Stop and Shop Cards for the Holiday
- Treasurer's Report
- Committee Reports
- Old Business
- New Business

Next Meeting: January 15, 2020

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.

**"Everyone Deserves a Safe Place to Live!"**

**Martin House Board of Directors  
Meeting Minutes  
October 16, 2019  
Thames River Family Program**

**Present:** Nancy Roberts, Gayle O'Neill, Ornet Hines, Robert Fusari, Michael Bennett, Marilyn St. Onge, Debra Eskra, Ellen Chrichton

**Excused:** Theresa Madonna, Keith Lee, Louise Summa

**Executive Director:** Paula Oberg

**Guest:** Kathy Allen

Meeting took place at Three Rivers College in the President's Conference Room. Meeting called to order at 6:49 PM.

Approval of minutes was tabled until next month to clarify who are the signers on the Dime account and if all signature cards have been completed. Paula to look into it.

**President's Report**

**Executive Director's Report**

Paula addressed difficulty accessing the MH Principal web site financial information. This was addressed at the Investment Committee held earlier. Paula to contact Principal to determine solution.

Discussion about the Snowflake Dinner. Event planned for February 27, 2020 with a snow date of March 5, 2020. Mike Bennet suggested we look in to having the event on a night Tony D's is closed to accommodate a larger group of people. He also suggested we look into a banquet room. Paula will follow up to get answers to those possibilities. Ornet Hines suggested we have a silent auction as opposed to a raffle. Additional suggestions about how to improve the traffic flow of guests, as well as seating issues.

Discussion about a second smaller event at Billy Wilson's. Ornet suggested we look into Café Otis. Paula to follow up.

Audit scheduled for 10/23-25/19. Audit results to be presented at the 11/19 Board Meeting. Paula will be meeting with Dave Grigely to review and clarify our lease. This is part of the process to create a comprehensive facilities grid both current and for the next several years. Mike Bennett offered to join the meeting.

### **Investment/Finance Committee**

Bob presented information explained in Investment Meeting held before the Board Meeting.

Gayle presented the MH Balance Sheet and Profit and Loss Statement.

Discussion about moving MH funds to short term bonds.

### **New Business**

Paula suggested to Nancy that we consider having our meetings at Three Rivers Community College as we did in September. Nancy asked that Board Members think about it and report back next month. Initial feedback consisted of Directors finding a benefit to both Staff and Program Participants by having meetings in the settings services are provided.

Meeting adjourned at 7:32pm.

Respectfully submitted,  
Paula Oberg

**Martin House**  
**Executive Director's Report**  
**November 2019**

- There have been several facilities issues to report. During the recent storm that resulted in power outages locally and statewide MH experienced disruption in our phone system, security cameras and computers including wifi. These have all been corrected. In addition the motor that powers the sprinkler system in the building was affected and needs replacement. (Being done 11/14/19.) Konover contacted the State Fire Marshall who stated that because we are residential we needed to perform 15 minute safety checks in order to remain in the building. The task was exhausting for staff but essential. After the first five days Konover agreed to pay for security guards to perform the checks until the motor is replaced. We feel very fortunate that the motor replacement and costs associated with security guards 24/7 are being assumed by Konover.
- The fan motor, sheave and belt for the kitchen hood also was disabled. After Konover did an initial inspection it was determined that we would be responsible for the replacement and repair. This fan has been problematic for a few months, has been checked by two different vendors. The most recent vendor believes the wiring providing power to the fan was damaged in the storm. The fan has been replaced at our expense. Once we get the bill I will see if it is possible to file a claim with our ins. co.
- The motor that provides cooling to our walk-in freezer also broke down resulting in the freezer going below temperature. That too has been replaced. We had discussed this motor in the past in the Facilities Committee specific to the placement, above the freezer as opposed to placement in a small space on the side of the freezer. This may be a project for future discussion.
- All of these repairs were unexpected but necessary to maintain the safety of our building, residents and employees.
- We have hired a person to perform custodial work. We welcome Rodolfo Reyes. Rodolfo works Monday – Friday, twenty-five hours per week. His duties consist primarily of keeping the bathrooms clean but he also sweeps and mops the stairways once a week and sweeps and washes the dining room floor once each week. We are also seeking a twelve hour per week cooks helper. This has been a vacancy. Karl our Kitchen Manager and Brett our weekend cooked need the option of using accrued time.
- Zachry Nuclear Engineering, Inc., has once again volunteered to donate the ingredients for Thanksgiving Dinner. The donation will consist of 25lbs of Turkey, 20 lbs of sweet potatoes, French Style Green Beans, Fried Onions, Mushroom Soup, Dinner Rolls, Fresh Cranberries, and Dessert pies. We are very fortunate to receive this donation.

- Two Martin House Employees have taken on responsibility for conducting the United Way, Martin House Campaign. Forms were passed out to all Martin House employees asking them to donate either as a one-time donation or to have a donation deducted from their paycheck each pay period. The United Way is setting a goal of a 4% increase over last year for all partner agencies.
- Please see attachment regarding bank account signers. The minutes from the October 16<sup>th</sup> Board Meeting will be amended to reflect the information in this attachment with one exception. Mathew Lisee has to this date not completed the required paperwork, as of 11/14.

Respectfully submitted,  
Paula Oberg

**DEVELOPMENT REPORT  
MARTIN HOUSE, INC.  
NOVEMBER 2019**

**GRANTS RECEIVED:**

Martin House has received \$750 to assist us in the purchase of food and \$3,250 towards the purchase of a 32-channel digital video recorder (DVR), as well as 12 additional video surveillance cameras.

**GRANTS WRITTEN:**

Grant proposals totaling the amount of \$17,000 have been written to support the Food Service Program and a proposal in the amount of \$1,000 has been submitted to assist us in the purchase of a 32-channel DVR, as well as 12 additional video surveillance cameras.

**SNOWFLAKE DINNER:**

This writer met with Mike, the event planner at Tony D's, as a follow up to find answers to some of the Director's concerns.

- Is Tony D's able to open on a Monday night to accommodate this event?
  - No. Tony D's is not willing to open on a night that they are normally closed.
- Does Tony D's have a banquet room?
  - No. Tony D's largest dining spaces are the main dining and banquet room, which the Snowflake Dinner already occupies for this event.

A deposit has been made to secure Thursday, February 27, 2020, with a snow date of Thursday, March 5, 2020.

Respectfully Submitted,

Cara-Lynn M. Turner  
Administrative/Development Assistant

EMAIL ATTACHMENT

Signers for different accounts as follows:

<u>Dime</u>	<u>Liberty</u>	<u>Ameriprise</u>
Paula Oberg	Paula Oberg	Paula Oberg
Gayle C. O'Neill	Gayle C. O'Neill	Gayle C. O'Neill
Mathew Lisee	Mathew Lisee	Nancy Roberts
Ornet Hines	(signing 10/23/19)	

This is the info I have. I will amend the minutes from the 10/16/19 Board Meeting to reflect this information unless I get corrections. I know it was recommended that signers be the same for all accounts. As it is now that is not the case.

***Paula Oberg***

Executive Director  
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