

**Martin House, Inc.  
Board of Directors Meeting  
September 16, 2020  
Via Zoom**

**<https://zoom.us/j/95978423089?pwd=YnpvTDdRanY3K3BTdkd3bGo4VVBOdz09>**

**Meeting ID: 959 7842 3089**

**Passcode: 496653**

**AGENDA**

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

Next Meeting: 5:30 PM, October 21, 2020 at Martin House, Inc.

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.

**September Board of Director's Meeting Minutes  
Martin House, Inc.  
Wednesday, July 15, 2020  
Via Zoom**

**Present:** Elle Crichton, Robert Fusari, Ornet Hines, Mathew Lisee, Theresa Madonna, Gayle O'Neill, Marilynn St. Onge, Nancy Roberts

**Excused:** Deb Eskra, Keith Lee, Margaret Sabe, Louise Summa

**Guest:** Kathy Allen

Meeting called to order at 5:43 PM.

June 17, 2020 minutes were accepted.

**Presidents Report**

Nancy expressed her appreciation to Directors for their commitment to the support of MH for the past year. (See Attachment 1)

**Executive Directors Report**

Paula requests the Board move to allow her to sign the Dime Bank Line of Credit document to renew MH \$100,000.00 line of credit. Paula asked for any outstanding Conflict of Interest forms that have not yet been turned in. United Way funding for next year is a concern. Discussion about same. Bob reports he has information about UW in another area and expressed his concerns also. Paula identified that a MH employee, Melanie White, has been awarded the United Way Partner Agency Campaign Coordinator Award. She is sharing in this achievement with one other UW Partner Agency. The Board suggested someone write a letter of congratulations to Melanie. The Board also identified that a letter should be written to Karl Magnuson for single handily prepared and served the MH Anniversary Dinner this year, due to the Covid-19 Pandemic.

**Finance Committee**

Financials reviewed. Gayle had put together a list of questions for Astrid to respond to. (See Attachment 2)

**Investments**

Bob reports MH Investments are in good shape. Reports there was an Investment Committee Meeting just prior to Board Meeting. Ameriprise will now send monthly reports to Bob.

**Governance Report**

- Theresa Madonna, Chair of the Governance Committee, announces nomination of new Board Members, Eric McDermott and Sarah Dudley McDermott.
- Theresa reported assignment of Directors to Class List. (See Attachment 3)
- Theresa states it is important for a Director to learn how to report and prepare Class List for future years.
- Theresa announced that recruitment of additional Directors is requested for a maximum of 20. There are currently five vacancies, next year there will be three more.
- Theresa volunteered Nancy Roberts, as Past President, to carry the responsibility to mentor new Board Members.
- Theresa reports that according to the Board of Directors Calendar in August there is no business meeting of the Board. She suggests a Board Retreat to review the By-Laws. It is tentatively planned for Wednesday, August, 19, at 5:30, to be held at Theresa's home. Her home will accommodate social distancing. Directors should bring their own food, Theresa to provide beverages. New Board Members will be invited as well as Michael Bennett, who is going off the Board.

Meeting adjourned at 6:17 PM.

Respectfully Submitted,

Paula Oberg

Martin House, Inc.  
September 2020  
Presidents Report

### **COVID-19 Update**

I am pleased to report there have been to date no confirmed cases of Covid-19 for residents or staff. We continue to enforce the no visitor's guideline. We are however accepting new residents, and at this time are at 100% capacity. Interviews were modified to application review, telephone interview, and only after being accepted will a new resident get a tour of the facility. We do continue to have essential vendors come in, masked only. Residents are required to wear masks when out of their rooms. They must wear a mask in the cafeteria line but can remove the mask to eat or drink only. We continue to have two employees out of work after submitting doctor's letters about the risk of COVID-19 in our setting. One person was part time and has since submitted a request to change her status to per diem, another person is twelve hours per week and continues to be on an unpaid leave, and the third person is a full-time, 3<sup>rd</sup> shift Residential Support Staff, also on an unpaid leave. The full time hours were essential to maintaining the safety of the program so we have filled them. If she decides to return at some point we will follow the policies and procedures as prescribed, those being to return her to her original position, if not available then hours of comparable duty.

### **Genoa Pharmacy**

Genoa Pharmacy has once again offered to come to MH to administer the flu shot to both residents and staff. They will be coming Wednesday, October 10<sup>th</sup>. In the past they provide us with forms to complete for each person giving permission as well as getting insurance information to bill. They are usually not here for more than a few hours. They set up in the dining room. I have asked staff to reinforce the benefit of getting the shot this year especially since some of the symptoms of the flu can be confused with Covid-19.

### **Development**

The Annual Appeal is out, hopefully you received one. If not please let me know. The Martin House Development and Public Relations Committee is discussing the pros and cons of moving forward with Snowflake Dinner, we usually hold in February. As with all other things, the biggest barrier is the Covid-19 Pandemic.

### **Big Y**

Reminder that Big Y, in Norwich, is supporting Martin House by donating \$1 for every purchase of a \$2.50 reusable Community Bag. This lasts till the end of September. Check out our website [www.martinhousect.org](http://www.martinhousect.org) or Facebook page [www.facebook.com/martinhousect](https://www.facebook.com/martinhousect) for more info.

**Charter Oak**

Charter Oak Credit Union has started their annual Matching Gift Program. For any Charter Oak member that makes a donation to Martin House, it will be matched up to \$500. Please follow the link to Charter Oak for more information. <https://charteroak.org/community-giving/matching-gifts-program/>

**Self-Evaluation**

As requested, I have completed and submitted by Annual Self-Evaluation to Nancy Roberts. Thank you for the opportunity to share it with you.

Cordially,  
Paula Oberg  
Executive Director

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

**GRANTS RECEIVED:**

Martin House has received zero grant awards since the last Board of Directors meeting.

**GRANTS WRITTEN:**

The following grant proposals have been written:

- Catholic Campaign for Human Development - \$1,200 (Food)
- Chelsea Groton Bank Foundation - \$5,000 (Food)
- Dime Bank Foundation - \$5,000 (Food)
- Gannett Foundation – New Grant - \$5,000 (Food)
- Gernon Trust - \$6,000 (Food)

Nine grants are pending approval.

**ANNUAL APPEAL:**

The 2020 Annual Appeal was mailed out last month. We have received \$3,400.00 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).

**DEVELOPMENT MEETING:**

The Development & Public Relations Committee is scheduled to meet on: *Wednesday, October 7, 2020.*

Respectfully Submitted,

Cara-Lynn M. Turner  
Administrative/Development Assistant

## **Attachment 1**

Presidents Report

What a year it has been, When elected Board President last July initial plans were to streamline some processes and spend significant time strategizing with Paula and Kathy on how to capture donors and donations. Little did we know a worldwide Pandemic would change our lives for what may be and seems like forever.

How quickly we learned to adapt. As leaders do, we found new ways to communicate and move forward focusing on the greater task. Board and committee meetings continued as we navigated the virtual world. We added new words to our vocabulary, Zoom, Social Distancing, PPE and PPP. We acted quickly to complete applications for federal funds and we managed through the unending state mandates for health and safety, almost without incident.

Bravo my friends. I am proud to be part of a team of professionals with a never ending flow of commitment and passion.

Thank you for the privilege to serve as Board President and I look forward to supporting our new leaders this coming year.

Nancy

**Attachment 2**

- There is \$85K in the checking account. Will all of this be needed in the short-term? **We received the OPM funds, \$24,359, toward the end of the month. Funds transferred to savings account to earn interest.**
- I noted an increase in the Due from United Way. When do they typically make their payments? **United Way makes payments monthly.**
- There is \$10 left in the SBA PPP account. Do you expect to draw this down? **We were requested to maintain \$10 to keep the account open by Dime. We were told this would be at least through October.**
- Loan Payment Withholding - How was this amount determined. **Payroll reports.**
- Do you expect that we will be able to have all of the SBA PPP funds forgiven? **Yes.**
- What is the \$171,171 in InKind Rent? **Martin House pays \$1 annually for the building. The in-kind rent is the amount we book to represent the value.**



**Attachment 3**

DRAFT

**REPORT OF THE  
GOVERNANCE COMMITTEE  
July 1, 2020**

- I. Re-election of Directors:
  - a. The Governance hereby nominates for election to their first three (3) year term as Director: Eric McDermott and Sarah McDermott
  - b. The Planning and Board Development Committee hereby nominates for election to a second three (3) year term as Director:  
*Debbie Eskra, Nancy Roberts, Ornet Hines, Louise Summa, Gayle O'Neill*
  - c. The Planning and Board Development Committee hereby nominates for election to a one (1) year term  
*Robert Fusari, Theresa Madonna, Margaret Sabe, Marilyn St.Onge*
- II. Assignment of Directors to Class Years: The following is a listing of current Directors as well as their class, i.e. the year in which their current term expires, and the number of their current term (in parenthesis), i.e. zero (if completing a former Director's term), first or second three (3) year term and the number of their supplemental one (1) term if two (2) three (3) year terms have been completed:

Class of 2021	Class of 2022	Class of 2023
Matthew Lisee (1)	Keith Lee (2)	Eric McDermott (1)
Theresa Madonna (2+3)	Carol Whitman (1)	Sarah McDermott (1)
Margaret Sabe (2+3)	Ellen Crichton (1)	Debbie Eskra (2)
Marilynn St.Onge (2+1)		Nancy Roberts (2)
Robert Fusari (2+3)		Ornet Hines (2)
		Louise Summa (2)
		Gayle O'Neill (2)

- III. Nomination of Officers: The Committee hereby nominates the following as Officers for the year July 1, 2020 – June 30, 2021:
  - President: Matt Lisee
  - Vice-President: Theresa Madonna
  - Secretary: Ornet Hines
  - Treasurer: Gayle O'Neill
  - Past President: Nancy Roberts (and mentor for new board members)
- IV. Recruitment of Additional Directors: Kindly continue to consider the nominations of those who you know that may be interested in sharing their time, talent, and energy for the benefit of those we serve. (Maximum number of board members = 20)