

Martin House, Inc.
Board of Directors Meeting
June 17, 2020
Via Zoom

<https://zoom.us/j/92048672835?pwd=UWJjM1FnWS9TSVZCY0hGam5LMUlwZz09>

Meeting ID: 920 4867 2835
Password: 560378

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. Adjournment

Next Meeting: 5:30 p.m., July 15, 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.

April Board of Director's Meeting Minutes

Martin House, Inc.

Wednesday, May 20, 2020

Via Conference Call

Present: Mike Bennett, Elle Crichton, Robert Fusari, Ornet Hines, Keith Lee, Mathew Lisee, Theresa Madonna, Gayle O'Neill, Marilyn St. Onge, Nancy Roberts

Excused: Margaret Sabe, Louise Summa, Carol Whitham

Guests: Kathy Allen, Astrid Aalund

Meeting called to order by Board President, Nancy Roberts, at 6:18pm.

April 15, 2020 minutes accepted with correction emailed to Paula by Theresa Madonna.

President's report

Nancy expressed the Board's appreciation to Martin House staff for doing such a great job during the Covid-19 pandemic. Nancy had questions about the PPP requirements.

Executive Director's Report

Submitted to Board prior to the meeting. Paula informed the Board that due to the Covid-19 pandemic, the Martin House 38th Anniversary will be an "in-house" affair. Karl will contact Chef Eddie, from Foxwoods Resort and Casino, to see if he would like to make a donation of food and deliver it. If not, Karl will prepare a special meal for a July 1st dinner, but it will be limited to residents and staff.

Paula informed the Board that a few staff have applied for unemployment but remain employed. Discussion took place regarding benefits available to people granted unemployment under those circumstances. Theresa reports that those Covid-19 benefits will not be drawn from employer's accounts. Paula requested that capital costs of \$1,000 or less, need not be considered separately for purposes of accepting the proposed budget, as they are included in the budget already.

Finance Committee

Gayle presented the proposed budget. Some discussion about the special events projection. Concern that due to Covid-19 gatherings that accompany events may be in question. Gayle and Astrid responded to Board questions. Committee will meet before the next Board meeting to finalize the proposed budget to be presented to the entire Board June 17th.

Development and Public Relations

Theresa reported issues discussed at committee meeting that took place just before today's Board Meeting. Issues covered: 38th Anniversary will be an in-house event on July 1st, due to restrictions of covid-19 pandemic, results of 2020 Snowflake Dinner and need to begin planning sooner for 2021 event, if it takes place, annual appeal and newsletter coming up in late summer and fall. Committee meeting before next Board mtg.

Meeting adjourned: 6:46pm.

Respectfully submitted,

Paula Oberg

Martin House June 2020 Executive Director's Report

Employee Scheduling

Martin House employees are returning to their routine schedules. Since March 18th we have been following the directions determined by Governor Lamont. Now that the State is entering 2nd phase of reopening we will resume asking employees to request time off. They will need to use their benefit time. We have managed well during last two plus months but now are looking forward to the support from all staff. To date we have had no staff incidences of COVID-19. We have had one incident of confirmed COVID-19 for a resident who has since been discharged to a higher level of care, due to a combination of suffering a stroke and testing positive for the virus. Exposure to others was minimal. Those exposed were tested and came back negative.

Anniversary Dinner

The period of time since last report has been relatively quiet. Perhaps the only new news is that the 38th Martin House Anniversary Dinner will be held July 1, 2020, in the dining room. Because of COVID-19, this year's event will be limited to current residents and employees. We continue to have a no visitor restriction in accordance with Konover, who is directed by State of CT, DAS. We will miss seeing Chef Eddie and his executive chefs from Foxwood Resort and Casino, but hope to see them again next year.

United Way

Our United Way Outcomes Report is due in August. I will submit it before going on vacation 7/17 returning 8/3. During my absence my two Program Directors will be responsible for the well-being of the facility and the safety of Martin House residents. If needed they will contact me.

OPM

We have submitted proof of payment to replace flooring in the building to OPM in the amount of \$24,358.65. The project is not yet complete. Due to COVID-19 work has stalled. Work is set to resume 6/22/20. We will receive the remaining \$14,474.35 upon completion of the second phase.

There is no Board of Director's meeting in August so see you in September!

Respectfully,
Paula

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

GRANTS RECEIVED:

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

- George & Grace Long - \$3,000 – Food
- Mystic Women’s Club - \$500 - Food
- Neighbors for Neighbors Fund - \$6,000 – Food

GRANTS WRITTEN:

The following grant proposals have been written:

- Connecticut Humanities - \$12,000 – Employee Payroll Support & Personal Protective Equipment.
- Deupree Foundation - \$3,000 – Adult Education/Employment Supports
- An inquiry has been made to Melville Trust, in regards to Basic Needs – Food Security and if Martin House can apply for funding.

Seven grants are pending approval.

DEVELOPMENT MEETING:

The Development & Public Relations Committee will be meeting, via Zoom, on Thursday, June 11, 2020 at 5:00PM. Topics to be discussed are:

- Snowflake Dinner
- Annual Appeal
- Newsletter
- New Donor Retention
- Getting Away From Conventional Fundraising
- The Board of Directors Role in Fundraising

Respectfully Submitted,

Cara-Lynn M. Turner
Administrative/Development Assistant