

**Martin House, Inc.**  
**Board of Directors Meeting**  
**June 16, 2021**  
**Via Teams**

**\*\*\*Please Refer to Mat Lisee's Microsoft Teams Email for Link\*\*\***

**AGENDA**

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

Next Meeting: 5:30 PM, July 21, 2021 at Thames River.

**Board of Directors Meeting Minutes**  
**Martin House, Inc.**  
**Wednesday, May 19, 2021**  
**Virtual, Via Zoom**

Present: Sheila Coleman, Elle Crichton, Deb Eskra, Bob Fusari, Ornet Hines, Keith Lee, Mat Lisee, Eric McDermott, Sarah McDermott, Theresa Madonna, Gayle O’Neill, Maraget Sabe, Marilynn St. Onge

Excused: Courtney MacNeill, Louise Summa

Guest: Kathy Allen

Meeting called to order at 6:07, by Board President, Mat Lisee.

Mat asks for a motion to accept the minutes from the April 21, 2021 meeting. Elle Crichton made the motion, Keith Lee and Bob Fusari seconded. Motion carried.

**President’s Report**

No report

- Welcome to Sheila Coleman, Board and staff introduced themselves.

**Executive Director’s Report**

- Written report provided.
- General Discussion
- COVID-19 update. MH, following Governor Lamont’s directive beginning 5/19/21. Having no word from Property Manager, or Uncas Health District, decision made to relax the face covering requirement of wearing masks in common areas of the building for both residents and staff. Received an email in afternoon from Konover that DAS has requested that programs like MH continue to wear masks in the building. MH will comply.
- Catering request. Proposal has been submitted; specifics explained.
- Conflict of Interest forms need to be signed by all Board Members, just a reminder. Forms will be emailed to Board Members. Paula requests for them to be signed and returned by mail or email.
- Ornet mentioned that MH staff person Melanie White, was recognized by the United Way of Southeastern CT for her participation in the United Way Campaign. Ornet also expressed thanks to all MH staff who have contributed to the Campaign. Kathy Allen, reported that the United Way has informed Partner Agencies that their Campaign generated more funds than expected given the pandemic. The Executive Board of the United Way has also approved a contribution of not more than one million dollars from their savings, if needed, to allow for level funding for the upcoming year.

### **Finance Committee**

- Gayle has had a job change and is working on replacing the template she was using. Since making the move she has been unable to find it. Financials presented, in good shape. Bob asked about depreciation line item, it will be corrected.

### **Strategic Planning Committee Sub-Committee.**

- Eric has been working on an RFP to secure a consultant from CT Nonprofit Alliance, to assist the committee in developing a plan to be presented to the Board for responses and approval. The early stages of the plan suggest there will be a short-term plan and a longer-term plan. Eric has secured the job description. The Board will be going into Executive Session following this meeting to further discuss the issue.

### **Governance Committee**

- Theresa asks for any Board members who are interested in being on the Executive Committee to contact a Director on the Governance Committee. If there are no interested parties the Governance Committee will appoint Directors. Theresa will be sending out info on the new board member for the June meeting. Everyone agreed there is a need for more Board members. June will be the last month for three current Board Directors, Bob Fusari, Theresa Madonna, and Margaret Sabe.

Next meeting will be June 16<sup>th</sup>, virtually. At that time there will be discussion about continuing with virtual meetings or returning to in person meetings. Discussed having the in-person meetings at Martin House, in the Community room. Is it possible to use a hybrid approach, some Board members and staff in person and some virtual? Steps will be taken to identify the possibility.

Board going into Executive Session, 6:44pm.

Respectfully submitted,  
Paula Oberg

Executive Director's Report  
Martin House, Inc.  
June 2021

On June 30<sup>th</sup>, Martin House will be celebrating 39 Years of providing safe, affordable, housing to more than 800 adult men and women in New London County since 1982. As many of you remember in past years Foxwoods Resort and Casino hosted the event. They prepared and served the same fine dining offerings that you would find at the Casino Buffet. Last year, due to Covid, we did not celebrate. This year we are celebrating but don't yet feel comfortable asking Foxwoods to host once again, maybe next year. Instead, Karl, MH Kitchen Manager, and Brian, MH cook, will be offering a cookout with all the fixing's. The menu is as follows:

- Cheeseburgers
- Hotdogs
- BBQ Chicken
- Potato Salad
- Cole Slaw
- Corn on the Cobb
- Cake and Ice Cream social to follow the meal

The meal will be eaten outdoors, weather permitting. By the way, we have several chairs but if you have a folding chair you would like to bring for yourself feel free. You are all invited to come and hear what residents have to say about their experience living at MH. I encourage you to say a few words. You will be impressed by residents who share their stories and relay their gratitude to everyone who works so hard to make their lives better than before they called Martin House, "Home". Hope to see you!

United Way of Southeastern CT has notified Martin House that our funded program, Housing with Support Services will receive \$119,117 in a program allocation and \$2,439 in Agency Designation, for a total of \$121,556. This is very good news because the UW was fearful allocations would be reduced for the 2021-2022 year. This could have resulted in a significant reduction in the largest Martin House Program, Housing Supports. HS serves thirty-eight of the fifty-four Martin House residents. This program receives no state funds and relies on program fees, grants, and donations. We are very pleased.

Join me in congratulating our own Cara-Lynn Turner, Administrative/Development Assistant, who will be awarded the 2021 Lt. Daniel Jenkins Memorial Award by Ms. Sheila Hayes, Norwich Branch NAACP President. Cara-Lynn will receive her award on June 18<sup>th</sup> at the NAACP Juneteenth Commemoration and Flag Raising in front of Norwich City Hall. In

addition, Rose City United, an organization that is comprised of community leaders (Cara-Lynn included) and the Norwich Police Department's Community Policing Unit, will also be recipients of this same award.

Vickie Hyland, Tom Hyland's widow, for those who are new to the Board, has planned a Celebration of Life, on August 14<sup>th</sup>, 11am-2pm, at the Mystic Marriot. My attempts to be in touch directly with her to date have been unsuccessful but I will keep trying. Once I know more I will share the information.

On behalf of Martin House residents and staff I want to thank three Board Directors who are leaving at the end of June. Robert Fusari, Margaret Sabe, and Theresa Madonna have been long standing Directors donating countless hours as well as financial support to the mission of Martin House. Best of Luck in your future endeavors.

Respectfully,  
Paula Oberg

**DEVELOPMENT REPORT  
MARTIN HOUSE, INC.  
JUNE 2021**

**GRANTS WRITTEN:**

No grants have been written since the last Board of Directors meeting.

**GRANTS RECEIVED:**

We have received one grant award since the last Board of Directors meeting.

- Mystic Woman's Club - \$1,000 – Medical Advocacy

The months of May and June do not have many grants available to pursue. Once the 2021/2022 budget is approved, there will be roughly six grants due for the month of July 2021.

*Thank you to Robert Fusari, Theresa Madonna and Margaret Sabe for your dedicated service to both Martin House and Thames River. We will miss you and hope that you will be back!*

Respectfully Submitted,

Cara-Lynn M. Turner  
Administrative/Development Assistant



*Martin House 39th  
Anniversary Menu*

**Cheeseburgers**

**Hotdogs**

**BBQ Chicken**

**Potato Salad**

**Cole Slaw**

**Corn on the Cob**

**Cake and Ice Cream**

**Social to follow the Meal**