



**Martin House, Inc.**  
**Board of Directors Meeting**  
**November 18, 2020 – 5:30 PM**  
**Via Zoom**

<https://zoom.us/j/95020172673?pwd=NWhiteXNBVDEyck1hR3lFSjB3R1lPZz09>

Meeting ID: 950 2017 2673

Passcode: 251045

**AGENDA**

1. Review of Minutes
  - a. July
  - b. September
2. Presidents Report
3. Executive Directors Report
  - a. October
  - b. November
4. Committee Reports – As Needed
5. MH Audit
6. Old Business
7. New Business

Next Meeting: 5:30 p.m., January 20, 2021 at Thames River Community Service.

**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.

Bob Fusari made a motion to accept the minutes from the June 17, 2020 meeting. Motion seconded by Nancy Roberts, motion carried.

### **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. Motion was made by Bob Fusari, seconded by Gayle O'Neill, the motion carried. 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.

### **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, requests that Marilynn St. Onge report on behalf of the Governance Committee. Marilynn moves that Eric McDermott and Sarah Dudley McDermott be accepted to the Martin House Board of Directors, each for a three-year term. Motion seconded by Bob Fusai, motion carried.
- Marilynn St. Onge makes a motion that Deb Eskra, Nancy Roberts, Ornet Hines, Louise Summa, and Gayle O'Neill be nominated for a second three-year term. Bob Fusari seconds, motion carried.



- Marilyn St. Onge moves that Bob Fusari, Theresa Madonna, and Margaret Sabe be nominated for a one-year term. Motion seconded by Theresa Madonna. Motion carried.
- Theresa Madonna makes a motion that Marilyn St. Onge be nominated for a one-year term. Seconded by Gayle O'Neill. Motion carried.
- Marilyn St. Onge presents the list of Officers. She makes a motion to elect the following for the period July 1, 2020-June 30, 2021.
  - President Matthew Lisee
  - Vice President Theresa Madonna
  - Secretary Ornet Hines
  - Treasurer Gayle O'Neill
  - Past President Nancy Roberts
- Seconded by Bob Fusari, motion carried.
- Theresa states it is important for a Director to learn how to prepare and report on 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**  
**November 2020**  
**Executive Director's Report**



*Just as a reminder, Martin House was in crisis mode last month resulting in a postponement of the October meeting. Because of that I am re-sending the edited minutes from the July meeting for review and approval as well as September's minutes. There are of course no October minutes.*

Covid-19 preparedness has turned into our main focus at Martin House. We continue with the practice of wearing masks, wearing gloves when appropriate, frequent handwashing, practicing social distancing as often as possible. We have added using Universal Precautions, something we practice at all times as an extra reminder that Covid-19 can be undetectable to the naked eye. Our protocol for any episodes of possible exposure including for residents; getting an ASAP Covid-19 test and practicing quarantine pending results, and for employees; the same but of course quarantining at home. Thus far we have had good results. I have coordinated with UCFS to have them come to Martin House and administer Covid-19 tests for all residents and employees. At this time I am unclear if it is a one-time visit or something that will occur on a scheduled basis. We are currently scheduling tests on-line with Greeneville Drug or using the Hartford Health Care site at Dodd Stadium. Any medical/dental procedures that residents may be scheduled for require they are tested prior to the procedure.

Covid-19 has also altered the way holidays will be celebrated. Thanksgiving will be in-house of course but without family or friends. Christmas at Martin House in the past has been celebrated through the generosity of local civic and religious groups. It is a highly coordinated process that involves members of those groups receiving wish lists, shopping for the requests, and delivering wrapped gifts. This year we are asking for either gift cards or donations for us to purchase gift cards. This supports additional evidence regarding our interest in the general well-being of the community in which we live and work. Instead of receiving grant checks in person we are inviting grantors to a virtual meeting that will be filmed and with permission used on fb or our website, an addition to our social media outreach.

Resident and employee travel are being monitored in accordance with local, state and national guidelines. Most residents are receiving services virtually when possible. Martin House staff is working closely with the Utopia nursing staff. She/he will keep us posted on a daily basis regarding any health issues that need to be addressed. I am taking advantage of our network of providers when questions about proper procedure come up. I reach out to other Executive Directors as well as the Uncas Health District. This has proven very helpful, especially around any Human Resource issues.

On behalf of everyone who lives and works at Martin House we wish you and your loved ones a Happy, Healthy, Holiday Season!

Respectfully Submitted,  
Paula Oberg





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

**GRANTS RECEIVED:**

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

- Chelsea Groton Bank Foundation - \$15,000 – Basic Needs/Food Security Program
- Dominion Energy - \$5,000 – Basic Needs/Food Security Program
- Community Foundation of Eastern CT Neighbors for Neighbors Round Two - \$7,000 – Basic Needs/Food Security Program

**GRANTS WRITTEN:**

The following grant proposals have been written:

- Bodenwine - \$2,500 – Medical Advocacy
- Dominion Energy - \$5,000 – Basic Needs/Food Security Program

Eleven grants are pending approval.

**NEWSLETTER:**

The annual newsletter will be sent out by next week. If you do not receive one, please reach out to either Astrid or myself to be added to the mailing list. It will also be available on our website [www.martinhousect.org](http://www.martinhousect.org).

**ANNUAL APPEAL:**

Since the October Development Report, we have received an additional \$672 of donations, in regards to the 2020 Annual Appeal. The current total is \$7,722.

**CHARTER OAK MATCHING GIFT PROGRAM:**

The Charter Oak Matching Gift Program has sadly ended, but on a positive note, Martin House received a total of \$1,875 in matches! Thank you Charter Oak!

Hoping that you all have a healthy and happy holiday!

Respectfully Submitted,

Cara-Lynn M. Turner  
Administrative/Development Assistant