

**Martin House Inc./TRCS  
Governance Committee Meeting  
August 26, 2024**

**Next Meeting: September 30, 2024 @ 4:00 pm**

**Attendees:** Sheila Coleman, Michael Vaz,  
**Excused:** Eric Mcdermott. Jon Maderia,

**AGENDA**

**1. Review of Minutes:**

- a.** Minutes from the July 31, 2024 meeting were submitted and accepted during the August Board meeting.

**Old Business**

**2. Standardize board procedures and approvals**

- a.** Adherence to bylaws in terms of when the ED's need to bring items to the Board to be voted on, as well as recorded in the minutes.
- b.** Request was made of all board members to review bylaws to understand thresholds for ED actions. (see November Governance minutes).
- c.** Review the bylaws to assess the need for updating and clarity. We will continue to discuss and work on as a group

**3. Board retreat-** 10/26/24 has been put forth as the new date of retreat due to low availability of board members. Confirmation from BOD regarding the venue, proposed date, and cost is needed.

- a. Venue:** Eastern Point Beach house,
- b. Agenda:** Proposed topics include;
  - i.** DEI Session
  - ii.** Principles of being a great board member
  - iii.** Board and Staff integration/delineation
  - iv.** Review 2022 Strategic Plan/Mission & Vision Statements
  - v.** Fundraising Strategies

**3. New Business**

**1. Both organizations are still in need of a Secretary.**

- a.** Announcement was made at the last MH board meeting. Sheila will send out another request via email

**2. Guideline stipulations for committees.**

- a.** Sheila will review and follow up with BOD

**3. Martin House:**

- a.** Jon is on vacation, no items presented for discussion
- 4. Thames River:**
  - a.** New BOD application has been submitted by the ED. Board will review and vote at the earliest possible date. Michael will follow up with the candidate to inform them of the process in the interim.
  - b.** DEI initiative put forth by the CAN committee; \$1000 contribution will secure the seat of 2 willing representatives to attend the 6 month DEI training which will commence in February. Sessions will occur once monthly, from 9 am to 1 pm. Sessions are virtual, however, the first and last sessions are in person meetings; the last session will be dedicated to a completion ceremony. The goal is to have the attending representative follow up with the BOD to facilitate a session with the BOD based on what they have learned. Cost of attending and designee could be shared by both organizations. Tricia Cunningham would like a response by 8/30/24.
    - i.** *Sheila will draft the email to the BOD requesting action.*