

**DRAFT**

**Martin House, Inc.  
Board of Directors Meeting  
March 18, 2020  
Via Telephone Conference Call**

**AGENDA**

1. Review of Minutes
2. President's Report
3. Executive Director's Report
  - a. Snowflake Dinner
  - b. Norwich Inn & Spa
  - c. COVID-19
  - d. TCM
4. Committee Reports – As Needed
5. Old Business
6. New Business
7. Adjournment

Next Meeting: 5:30 p.m., April 15, 2020 at Thames River

**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.

**Board of Directors' Meeting Minutes**

**Martin House**

**Wednesday, February 19, 2020**

**At Martin House**

**Present:** Michael Bennett, Debra Eskra, Robert Fusari, Ornet Hines, Keith Lee, Mathew Lisee, Theresa Madonna, Gayle O'Neill, Louise Summa

**Excused:** Marilyn St. Onge, Nancy Roberts, Ellen Crichton

Meeting called to order by Vice President Mathew Lisee at 5:39pm.

TCM was discussed at length, issue being need for all Board Members to provide social security numbers and dates of birth in order for Martin House to enroll as a provider participant, consistent with the requirements of our DMHAS contract for the Recovery for Life Program. Motion presented, discussed and passed that every Board Member now and for new Board Members in the future to provide stated information.

Meeting went into recess at 5:58pm to discuss Thames River. Meeting reopened at 6:51pm. Paula requested that the Ameriprise Resolution identifying who could print out reports needed to be signed again because there was a change in the identified person. Paula Oberg will be the identified person moving forward, replacing Nancy Roberts.

Theresa Madonna gave a full report on the activity of the Martin House Development Committee specifically aimed at the upcoming Snowflake Dinner, 2/27/2020. She urged all Board Members to show their support by attending the event.

Paula gave an overview regarding the Norwich Inn and Spa's use of the Martin House kitchen while their kitchen is being renovated. MH will benefit from this collaboration with cooking personnel and food to be provided to residents and staff alike at MH.

Gayle O'Neill gave a report on MH financials, presented to Board Members.

Mike Bennett identified that Zachary Corporation has expressed an interest in volunteering at MH.

Meeting adjourned at 7:15pm

Respectfully submitted,  
Paula Oberg

## **Martin House March 2020 Executive Directors Report**

### **Snowflake Dinner**

Thank you to everyone who helped to make the Snowflake Dinner a success. A good time was had by all. Cara-Lynn Turner will be presenting information in her Development Report.

### **Norwich Inn & Spa**

The Norwich Inn and Spa has come and gone. They left somewhat early because their ability to serve food to their own guests was interrupted by the State of Emergency and the closing of restaurants. They were here for a little more than three weeks and it went very smoothly. As I had mentioned in the past our benefit included food being prepared by Spa employees for MH residents and staff and the food was provided for all breakfasts and dinners. It really did result in almost three meals per day because the previous night's dinner could be reheated for lunch the next day. Many thanks to Karl Magnuson for all his hard work to make the time go by so quickly and easily.

### **COVID-19**

I have been reporting throughout the month about how we at MH are coping with the changes caused by the virus. Each day brings a different challenge. I am pleased to say that residents seem to be doing ok, they spend a lot of time watching the news for the latest. Employees have done a terrific job of remaining calm while at the same time presenting factual information both amongst themselves as well as with residents. It is truly a scary situation because as you know adults with histories of mental illness die 25 years earlier than the general population. MH residents are already compromised without the benefit of a pandemic. I will keep you informed about how both residents and staff are doing,

### **TCM**

I attended the TCM training, seemed very straight forward but when it came to enrolling, not so easy. I have submitted the application but ran into problems with providing the information they are requesting. Thank you for the social security numbers. I still have them but they are locked up each night in my file cabinet. That data was not a problem to enter. It seems that most partner agencies have medical directors and the software system is challenged how to negotiate us being without one. Once the application was completed and submitted I received a written response asking me to correct specific questions. Bottom line, it is not yet final but more like a work in progress. I am confident we will be in good shape before the end of summer.

Respectfully submitted,  
Paula Oberg

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

**GRANTS RECEIVED:**

Martin House has received two grant awards since the last Board of Director's meeting. They are as follows:

Bodenwine - \$1,000 – Food  
Rotary Club of Norwich - \$500 – Food

**GRANTS WRITTEN:**

The following grant proposals are currently in progress:

Eastern CT Savings Bank – Cameras  
Worker's Compensation Trust Safety Grant – Utility Closets

**SNOWFLAKE DINNER:**

Thank you to each and every one of you that helped in making the 4<sup>th</sup> Annual Snowflake Dinner a success! With your help, we were able to raise \$13,456.40 (after expenses). We appreciate your dedication to Martin House and in keeping this a safe place to live. See you next year!

Respectfully Submitted,

Cara-Lynn M. Turner  
Administrative/Development Assistant