

Martin House, Inc.
Board of Directors Meeting
October 17, 2018
At Martin House

AGENDA

1. Review of Minutes
2. President's Report
3. Executive Director's Report
4. Committee Reports
 - a) Finance – Gayle O’Neill
 - b) Investment – Bob Fusari
 - c) Development and Public Relations – Theresa Madonna
 - d) Board Development – Theresa Madonna and Marilyn St. Onge
 - e) Personnel – Theresa Madonna
 - f) Facilities – Mike Bennett
5. Old Business – Executive Session
6. New Business
7. Adjournment

Next Meeting: 5:30 p.m., November 19, 2018 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 September 19, 2018
At Thames River

The meeting was called to order at 6:40 pm by President Debbie Eskra

Present: Nancy Roberts, Robert Fusari, Keith Lee, Gayle O'Neill, Debbie Eskra, Louise Summa, Mike Bennett, Marilyn St.Onge, Matthew Lisee

Excused: Theresa Madonna

Staff: Executive Director Paula Oberg

Guest: Kathy Allen

Minutes: A motion was made and seconded to approve the minutes of the July 18, 2018 meeting at Martin House. The motion carried.

President's Report:

- Self-Survey of Board members conducted via Survey Monkey using the allotted 10 questions
- Thanks to all for completing the survey
- Survey results will be discussed at an executive session to be scheduled.
- The survey should be put in a calendar so that it becomes part of a cycle along with other committee tasks
- Board will need to review results and determine whether any changes need to be made going forward

Executive Director's Report: Paula Oberg

Our "appeal" went to the printers and will soon be in your mailboxes.

Most of what needs to be reported pertains to facilities so I will wait to report at that point.

Committee Reports:

Finance Report: Gayle O'Neill

Reported that the new budget needed to get put into the new format.

Bob had concerns about how the information is reported/formatted and that it might not be the best representation of the information.

It was suggested that the Finance Committee discuss this matter.

Investment Committee: Robert Fusari

No report this month. Would like to see a "running meeting" set up.

There will be a meeting on October 10,2018

Development Committee:

Debbie, Kathy and others met with Betty Baillargeon at TRCC for development guidance

There are two aspects : friend raising and fund raising

They will present what they have learned to the full Board at a future date

Board Development &Succession Planning: Marilyn St.Onge

We propose to have an executive session next month to go over the Board Survey and other matters

Debbie mentioned that this committee should be a governance committee.

In addition to finding people we must also train them regarding their role as a member

Personnel Committee:

Louise Summa reported for Theresa Madonna

The committee listened to a presentation on 9/12/18 about a Retirement plan proposal that claims it will save money and add more services

A brief summary of how the proposed alliance would better serve the organizations was shared

A draft of a policy about Executive Director evaluation was reviewed

Request for an Executive session was made so that the full Board may discuss several matters

An Executive session held in October (2018) would necessitate a shortened Board meeting

Facilities: Mike Bennett

The Martin House facility underwent mold repairs. Staff was good about putting up with any inconvenience.

Plans are being made to submit a grant to address residents' bathrooms. Grant is due 10/19/18.

Motion was made and accepted to amend percentage of MH's financial contribution to up to 20% of cost of repairs.

Old Business:

Several (including Marilyn and Louise) proposed the need for an Executive Session to be held in October. The meeting would necessitate a shortened Board meeting.

New Business:

Joann Chapel and Canace Bodenhofer have resigned from the Board.

The Board now needs to nominate and vote on a Secretary; Debbie will send an email about this need.

A second "signer" is needed, Ornet may be able to fill this need.

Debbie mentioned the idea of putting committee reports on a portal so that members may readily access that information.

Adjournment:

The meeting was adjourned at 7:10 pm.

Respectfully submitted,

Louise Summa

Martin House October 2018 Executive Directors Report

Administration

I was nominated and elected as the Vice-President of the Council of United Way Executives at the September meeting. The position was vacated by Susan Radway, Executive Director of Riverfront Children's Center, when she accepted the position of President of the CUWE. The group is taking the opportunity to redefine how members can benefit from participation. I look forward to my new role.

Martin House Bathrooms - Steven Hecimovich, Engineer Services Division, DMHAS, returned to do a more thorough assessment of the Martin House bathrooms. He reports he has been instructed by Paul Di Leo, Chief Operating Officer at DMHAS, to do whatever it takes to get the Martin House bathrooms functional. We have been here before but it does seem like there is forward movement. Nort Wheeler, owner of Mystic River Building Company, was present for the walk through and was very helpful. Nort has been involved in the bathroom project from the start in 2016. Originally I was going to re-apply to OPM, Non-Profit Grant for the renovation but given this recent visit I am hopeful the renovation will be done at DMHAS expense.

OPM Non-Profit Grant - I am applying to the NPG to replace carpeting throughout the building. This is at the recommendation of Haz-Pro, the vendor who performed the remediation of the mold in the building. The eight rooms that were remediated have already had rugs removed and replaced with VCT tiles. The remaining 46 bedrooms, office spaces and hallways will be included in the grant request. I have obtained a quote from BT Tile and will be submitting the grant on or before 10/19.

Development

Cara-Lynn, Astrid and myself met this month to discuss upcoming grants as well as the Snowflake Dinner. The date has been set as February 28th with a snow date of March 7th. Our main focus will be to obtain sponsors. I am asking for your help with that. We will once again have the event at Tony D's. We will make some music changes to address the divided room set-up. Other plans will be forthcoming. We also would like to have a late Spring dinner event. More to come.

The Annual Appeal has gone out. Please check your mail. If you have an account at Charter Oak your donation, made no later than November 21st, will be doubled up to \$500. Please help support this appeal.

The Martin House Newsletter will be going out in November. I will be seeking a member of the community to write an article relevant to issues that affect people who live at Martin House.

Astrid and Cara-Lynn are doing great coordinating writing grants.

Swindells - \$5,000 food

George and Grace Long Foundation - \$3,500 food

Church of the Holy Family - \$1,000 food

Women and Girl's – pending

Savings Institute – pending

RS Gernon Trust – pending

Chelsea Groton Foundation – pending

Jewett City SB Foundation – pending

Niantic Rotary – pending

Charter Oak Foundation – pending

Putnam Bank Foundation - pending

Program

We have a Day of Caring set up by United Way scheduled for 10/22. Pfizer employees will be painting the lounge area, removing air conditioners from windows and putting them in storage and sprucing up the patio area. This is great news. Once the lounge is painted we will be using our donated Bob's Discount Furniture gift certificate to replace the old furniture.

Our maintenance person resigned after a brief period of employment. The person who cleans the bathrooms is also leaving so I am seeking a 25 hour maintenance person who will also be responsible for cleaning the bathrooms.

Thanksgiving - The Executive Chef at the Norwich Inn and Spa has once again offered to provide us with food this Thanksgiving. Usually the meal is prepared the day ahead of time and reheated and served on Thanksgiving. This allows the Kitchen Manager to enjoy Thanksgiving with his family and also addresses the cost of meal. As it turns out many MH residents spend the holiday with family or friends. For those who remain the meal is festive.

Respectfully submitted,
Paula Oberg

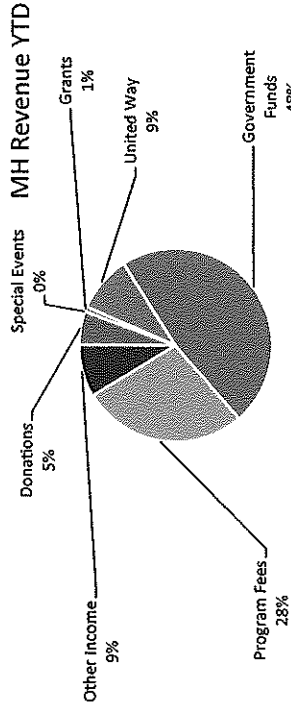
Martin House, Inc.
Balance Sheet Prev Year Comparison
As of September 30, 2018

	Sep 30, 18	Sep 30, 17
ASSETS		
Current Assets		
Checking/Savings		
1-1000 · Cash Assets		
1-1105 · Checking Account	27,287.91	6,609.47
1-1120 · Grants Account	67,234.63	1,349.60
1-1125 · Savings Account	76,634.18	32,836.05
1-1135 · HRA Insurance Acct	582.28	0.00
1-1140 · Petty Cash	525.00	550.00
1-1150 · USPS Bulk Mail Acct. Bal.	32.05	32.05
Total 1-1000 · Cash Assets	<u>172,296.05</u>	<u>41,377.17</u>
Total 1-1500 · Investment Fund	<u>582,131.77</u>	<u>531,827.52</u>
Total Checking/Savings	754,427.82	573,204.69
Accounts Receivable		
1-1200 · Accounts Receivable		
1-1210 · Accounts Receivable	0.00	15,210.41
1-1220 · Grants Receivable	0.00	21,790.32
1-1230 · Accounts Rec. - Program Fees	372.45	-608.64
1-1240 · Accounts Rec. - Contributions	997.00	125.00
1-1250 · Accounts Rec. - United Way	89,089.51	86,848.51
Total 1-1200 · Accounts Receivable	<u>90,458.96</u>	<u>123,365.60</u>
1-1310 · Due from TRCS	189.26	14,894.57
Total Accounts Receivable	<u>90,648.22</u>	<u>138,260.17</u>
Other Current Assets		
1-1400 · Prepaid Expenses	11,785.31	0.00
1-6130 · Improvements	156,092.75	149,059.00
1-6145 · Accumulated Depreciation	-296,242.20	-281,887.89
Total 1-6000 · Fixed Assets	<u>40,890.13</u>	<u>49,311.69</u>
Total Fixed Assets	<u>40,890.13</u>	<u>49,311.69</u>
TOTAL ASSETS	<u><u>899,801.48</u></u>	<u><u>761,205.39</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
2-1000 Accounts Payable	25,767.35	34,032.01
Other Current Liabilities		
2-1203 · Compensated Absences	34,190.44	29,178.44
Total 2-1100 · Payroll Liabilities	<u>34,190.44</u>	<u>29,178.44</u>
2-1175 · Deferred Funds	51,962.89	0.00
2-1185 · Line of Credit	0.00	25,000.00
2-3000 · Grant Payable	11,739.76	2,890.95
Total Other Current Liabilities	<u>97,893.09</u>	<u>57,069.39</u>
Total Current Liabilities	<u>123,660.44</u>	<u>91,101.40</u>
Total Liabilities	123,660.44	91,101.40
Equity		
3-8000 · Unrestricted Net Assets	632,491.00	587,509.99
3-8270 · United Way-Allocations	89,089.51	86,414.26
3-8273 · United Way-Target	0.00	434.25
3-8290 · Temporarily Restricted	23,162.53	1,263.80
Net Income	31,398.00	-5,518.31
Total Equity	<u>776,141.04</u>	<u>670,103.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>899,801.48</u></u>	<u><u>761,205.39</u></u>

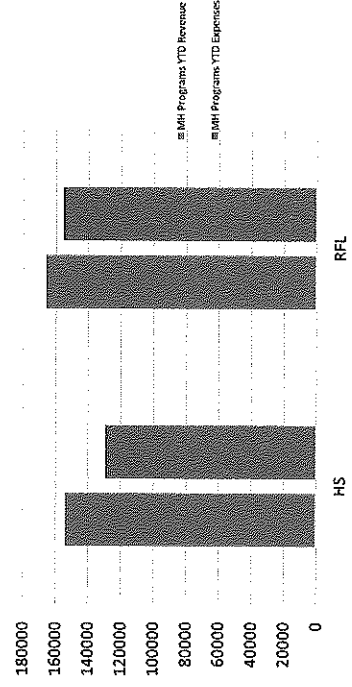
Martin House, Inc.
Profit & Loss Budget Performance
July through September 2018

	Jul - Sep 18	YTD Budget	Annual Budget	% of Annual Budget
Ordinary Income/Expense				
Income				
4-1000 · Contributions	17,943.47	5,800.00	75,500.00	23.77%
4-2000 · United Way Revenue	30,375.93	30,121.00	120,542.00	25.20%
4-4000 · Grants	2,500.00	6,000.00	46,000.00	5.43%
4-5000 · Government Grants	152,604.75	152,608.00	613,420.00	24.88%
4-6000 · Program Fees	88,608.28	89,955.00	362,460.00	24.45%
4-6500 · Special Events	0.00	1,000.00	17,840.00	0.00%
4-6600 · Interest Income	79.00	30.00	120.00	65.83%
4-6650 · Investment Accounts	26,974.85	800.00	2,400.00	1123.95%
4-7000 · Miscellaneous Income	636.37	840.00	3,450.00	18.45%
4-8400 · In-Kind	250.00		0.00	
Total Income	319,972.65	287,154.00	1,241,732.00	25.77%
Gross Profit	319,972.65	287,154.00	1,241,732.00	25.77%
Expense				
6-1000 · Salaries and Related Expenses	215,373.03	239,132.50	975,657.00	22.07%
6-2100 · Professional Expenses	6,378.39	6,177.50	36,735.00	17.36%
6-2200 · Supplies	3,785.52	5,808.50	23,880.00	15.85%
6-2300 · Communications	2,318.88	2,063.00	8,255.00	28.09%
6-2400 · Postage	32.94	865.00	3,130.00	1.05%
6-2500 · Maintenance & Repair	8,201.16	3,600.00	12,400.00	66.14%
6-2600 · Contract Services	691.69	720.00	2,880.00	24.02%
6-2650 · Rent - Off Site Offices	1,332.00	1,305.00	5,220.00	25.52%
6-2670 · Equipment	1,226.36	1,225.00	4,800.00	25.55%
6-2800 · Printing & Advertising	1,013.83	2,075.00	5,000.00	20.28%
6-2900 · Publications	182.00	200.00	225.00	80.89%
6-2920 · Travel	5,135.28	4,400.00	18,375.00	27.95%
6-2930 · Education/Training	334.00	300.00	2,450.00	13.63%
6-2940 · Direct Assistance - Other	14,817.43	14,700.00	25,000.00	59.27%
6-2970 · Food	17,675.36	17,900.00	71,700.00	24.65%
6-2980 · Membership Dues	0.00	50.00	400.00	0.00%
6-2990 · Insurance	6,454.44	5,595.00	38,425.00	16.80%
6-5000 · Fundraising - Special Events	0.00	350.00	7,200.00	0.00%
6-6000 · In Kind	129.78		0.00	
Total Expense	285,082.09	306,466.50	1,241,732.00	22.96%
Net Ordinary Income	34,890.56	-19,312.50	0.00	
Other Income/Expense				
Other Expense				
9-5000 · Depreciation	3,492.56	0.00	0.00	
Total Other Expense	3,492.56	0.00	0.00	
Net Other Income	-3,492.56	0.00	0.00	
Net Income	31,398.00	-19,312.50	0.00	

REVENUE & EXPENSES	YTD	Budget to Date	Year End Projection	Budget
Donations	\$ 17,943	\$ 5,800	\$ 80,000	\$ 75,500
Special Events	\$ -	\$ 1,000	\$ 17,840	\$ 17,840
Grants	\$ 2,500	\$ 6,000	\$ 46,000	\$ 46,000
United Way	\$ 30,376	\$ 30,121	\$ 120,542	\$ 120,542
Government Funds	\$ 152,605	\$ 152,608	\$ 619,554	\$ 613,420
Program Fees	\$ 88,608	\$ 89,955	\$ 361,560	\$ 362,460
Other Income	\$ 27,941	\$ 1,670	\$ 5,970	\$ 5,970
TOTAL REVENUE	\$ 319,973	\$ 287,154	\$ 1,251,466	\$ 1,241,732
Salaries and Related	\$ 215,373	\$ 239,133	\$ 975,657	\$ 975,657
Professional	\$ 7,908	\$ 8,802	\$ 44,810	\$ 44,810
Supplies and Operating	\$ 8,954	\$ 11,074	\$ 45,385	\$ 45,385
Special Events	\$ -	\$ 350	\$ 7,200	\$ 7,200
Occupancy and Insurance	\$ 20,224	\$ 14,508	\$ 76,980	\$ 71,980
Resident Costs	\$ 32,623	\$ 32,600	\$ 96,700	\$ 96,700
TOTAL EXPENSES	\$ 285,082	\$ 306,467	\$ 1,246,732	\$ 1,241,732
NET GAIN/LOSS	\$ 34,891	\$ (19,313)	\$ 4,734	\$ -



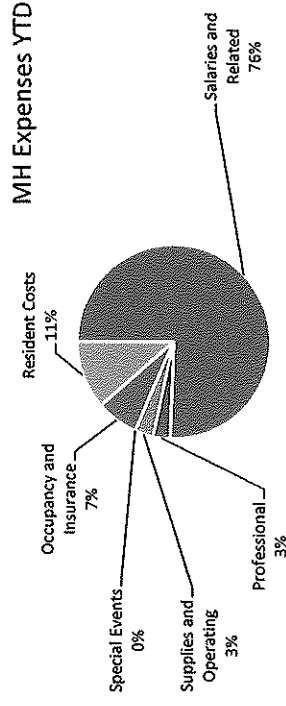
Program Revenue and Expenses



DONATIONS	YTD	Previous YTD	Previous Year's Total
Total Donations	\$ 17,943	\$ 5,786	\$ 75,210
Number of Donations	32	49	288
Number of Donors	27	47	223
Average Donation	\$ 561	\$ -	\$ 261

GRANTS	YTD Total	YTD Value	Previous YTD	Previous Year's Total
Written	10	\$ 38,341	\$ 11,800	\$ 77,540
Awarded	3	\$ 2,500	\$ 5,050	\$ 40,497
Pending	10	\$ 43,341	\$ -	\$ -
Average Award	\$ -	\$ 833	\$ -	\$ 2,382

Net Loss w/o Investments, Capitol Grants, Depreciation, In-Kind	6/30/2015	6/30/2016	6/30/2017	6/30/2018
	(\$59,241)	\$37,987	(\$7,581)	\$43,889
Year End A/P	\$36,110	\$27,424	\$16,256	\$15,983



Agency Revenue and Expenses

