

**Martin House, Inc.**  
**Board of Directors Meeting**  
**March 16, 2022**  
**5:30 PM**  
**At Martin House and via Zoom**

**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: April 20, 2022

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, Inc**

**Wednesday, February 16, 2022**

**Remote: Zoom meeting**

The meeting was called to order by Mathew Lisee Board President at 6:05 pm.

**Present:** Mathew Lisee, Debbie Eskra, Marilyn St. Onge, Gayle O' Neill, Richard J. Pascal, Ellen Crichton, Courtney MacNeill

**Excused:** *Keith Lee*, Sheila Coleman

**Staff:** Jon Maderia, Executive Director, Martin House

**Guest:** Kathy Allen Executive Director, Thames River Community Service

**Review of Minutes:**

Minutes from the January 19, 2022 meeting where accepted.

Debbie Eskra motion to approve, Gayle O' Neill and Richard J. Pascal second. All in favor and motion carried.

**President's Report:**

Mat suggested next BOD meeting be in-person. Meeting will be at Martin House.

**Executive Director's Report:**

Jon Maderia reviewed report with the board. (See E.D. report)

**Committee Reports:**

**Finance Committee:** Gayle O' Neill distributed the financials to the board earlier in the day. Gayle reports that the statements reflect that the finances are doing well at Martin House. Gayle reports there are 3x operating reserves in MH bank account.

**Investment Committee:** Marilyn reports there will be an investment committee meeting in March 2022 and she will check with Keith Lee, President of Investment Committee, to schedule the meeting.

**Governance Committee:** Mat report that the Governance committee would like to bring forward the Martin House Covid-19 Vaccine policy. Board reviewed document prior to the meeting. Deb states she would like to edit. Gayle states is there a medical exemption. Richard states he reviewed the plan and a medical exemption accommodation is in the plan. Deb stated current recommendations in the plan but what if CDC makes changes. Richard stated if it changes the BOD could amend current policy and make changes to the policy as needed. Jon asks what the policy date would be, to require staff to comply. Mat states a month should be sufficient. It is agreed that the COVID-19 policy would have a start date of 3/31/22, with the expectation of beginning process of compliance on that date. Motion to approve by Mat, second by Deb. All in favor of implementing policy, and no one opposed.

**Development:** Did not report

**Strategic Planning:** Mat suggests BOD member's review Jackson & Jackson and Wagner questionnaire.

**Development/Public Relations:** Deb reported that she is on both development committees (TRCS and Martin House). Deb asked the Martin House committee if they would agree to move their fundraiser date to fall so it does not conflict with TRCS. Open to possibility that the fall can be the time Marin House has their annual event going forward instead of the winter. Martin House committee agreed. Dates to be determined.

**Facilities Committee:** Did not report

**Old Business:** none

**New Business:** none

BOD goes into Executive Session to discuss the VP resignation concerning possible conflict of interest

**Adjournment:**

Mathew Lisee adjourns Executive Session at 6:43p

Respectfully submitted,  
Jon Maderia

**Martin House, Inc.**  
**March 16, 2022**

## Executive Director's Report

- Martin House applied for the second round of The American Rescue Act Facility Improvement Grant from DMHAS totaling \$ 12,600
- Martin house applied for additional funding for Emergency Shelter Food Program through the United Way and will receive an additional \$10,950 for food this is new funding for this budget year.
- BOD day of caring schedule at Martin House for April 2, 9a-3p
- Retirement package from Principal is now split, Martin House and Thames River Family Program have separate plans.
- Martin House will start this month on replacing resident mattresses ten at a time including new bedding (with funding from The American Rescue Act Facility Improvement Grant) first round.
- Martin House is having a commercial cleaning company come and do a deep clean (with funding from The American Rescue Act Facility Improvement Grant) first round.
- Custodian started three extra days per week, twelve additional hours (The American Rescue Act Facility Improvement Grant) first round.
- Looking at maintenance facilities program tracking software

In February, MH received \$5,000 from the Liberty Bank Foundation for food.

Thru February 2022, the total revenue of foundation grants awarded is \$42,900 toward the FY budget of \$52,720.

Thru February 2022 the total revenue received in donations is \$96,270 toward the FY budget of \$53,736