

**Martin House, Inc.**  
**Board of Directors Meeting**  
**May 15, 2019**  
**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) Governance - Theresa Madonna and Marilyn St. Onge
  - e) Facilities – Mike Bennett
5. Old Business – Clarification on Minute Taking; Committee Chairs
6. New Business – Schedule for Board packets
7. Adjournment

Next Meeting: 5:30 p.m., June 19, 2019 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.

## **Martin House May 2019 Executive Director's Report**

### **Administration**

- I am meeting employees I supervise in preparation for their annual performance evaluations. I am also meeting with Program Directors about people they supervise in preparation for performance evaluations they will be doing.
- Martin House Board of Directors Portal – Cara-Lynn has created the Martin House Board Portal. She sent emails to the entire Board with detailed instructions about how to utilize this resource.

### **Development/Public Relations**

Since last meeting:

- United Way Capacity Building Grant, \$3,000 toward phone system, see below.
- Ledyard Rotary, \$1,000 waxing and striping new VCT tiles
- Community Foundation of Eastern Connecticut, \$4,000 Basic Needs
- Network for Good FB Donations, \$546
- St. Luke Lutheran Church, \$100
- Mystic Congregational Church, \$500
- Your Cause/Pfizer, \$100 match
- Annual Appeal, \$200

Cara-Lynn has moved to a private office. She will be spending time not only as my Administrative Assistant but also as Development Assistant. The private space will allow her to more fully focus on writing grants and making community contacts. She will also be spending time researching and developing new revenue sources. We will be working closely to update our social media activity.

### **Program**

- OPM-All requested documentation has been submitted to OPM. Once they indicate they are accepting it they will issue a contract to MH for the \$38,833 to be used to replace carpeting in the entire building in response to the mold issue we had last summer. As a reminder the NGP grant works like this: We get the contract, we begin the work. We must pay the contractor for 75% of the cost. We then submit a paid invoice and we will be reimbursed the 75%. The project will then be completed, we will pay the contractor the remaining 25%, submit the paid invoice and then we will be reimbursed. It is for this reason I do not want to deplete the savings at this time.
- We are taking proactive steps to avoid any mold problems this summer. All air conditioners will be installed in resident rooms and offices and be temperature monitored for peak performance. Room inspections now include checking for any trace of mold. We will also be taking steps to educate residents about the importance of keeping their rooms free from moisture.

Please keep in mind we will be celebrating our 37<sup>th</sup> Anniversary on Monday, July 1<sup>st</sup>, at 5 pm, here at Martin House. As in previous years we hope to have the event catered as a Day of Caring by Foxwoods Casino and Resort. Karl, MH Kitchen Manager, usually makes contact in June to determine if that is possible. Please put this date in your schedule now to ensure you will be able to attend and celebrate with us.

Respectfully,  
Paula Oberg