

Martin House, Inc.
Board of Directors Meeting
October 20, 2021

<https://us06web.zoom.us/j/5538776215>

Meeting ID: 553 877 6215

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: 5:30 PM, November 17, 2021 at Martin House

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 Director's Meeting Minutes
Martin House, Inc.
Wednesday, September 15, 2021
Virtual Meeting

Attending: Sheila Coleman, Ellen Crichton, Debbie Eskra, Keith Lee, Mat Lisee, Courtney MacNeill, Eric McDermott, Sarah McDermott, Gayle O'Neill, Marilyn St. Onge

Excused: Richard Pascal

Guest: Kathy Allen

Meeting called to order by Board President, Mat Lisee, at 5:36pm.

President's Report

- Mat announced the name of the new MH ED, Jon Maderia. He will begin on 9/20/21. He will work with Paula and other MH staff and residents to get familiar with the program.
- This will be Paula's last meeting.

Executive Director's Report

- Mat asked for a motion to approve the minutes of from the July 21, 2021. So moved and passed.
- Paula submitted her BOD Packet by email, welcomes any questions or comments.
- Paula informed the Board that MH has received and needs to respond to The Quadrennial Report and Annual Report addressing MH tax status to the City of Norwich.
 - Gayle needs to sign both as Treasurer, and one needs to be notarized. Paula and Gayle will communicate to get that done.
- Paula asked for clarification of MH BOD Committees. Each Director relayed their information. Paula asked for Board involvement on two committees unique to MH, Development and Public Relations and Facilities Committee. Deb and Sarah volunteered to participate on the DPR Committee, Mat announced he was the Chair of the Facilities Committee, and that Norm Wheeler was also a member. See attached.
- Paula thanks the BOD for their service to MH and wished them well moving forward.

Treasurer's Report

- Financials sent to Directors.
 - General discussion; state of financial affairs is good.

Governance Committee

- Eric and Mat informed the full Board about the status of the Strategic Planning Committee's results.
- Jon Maderia will begin as ED 10/1/21.
- Discussion about MH Annual Appeal.

Old Business

- None.

New Business

- None

BOD stated that there was no need for an Executive Session.

Motion to adjourn made at 6:08pm and carried.

Respectfully,
Paula Oberg

Executive Director's Report
Martin House, Inc.
October 2021

- Paula Oberg officially retired as Executive Director at Martin House on September 30, 2021
- Jon Maderia officially started as the new Executive Director at Martin House on October 1, 2021
- New E.D. has had transition meetings with M.H. residents, Staff and the leadership team. This has been a smooth transition so far. Directors will have monthly leadership team meetings.
- E.D. has had meetings with both teams from United Way and DMHAS and sits on monthly DMHAS network Management team meeting group meetings, the United Way Regional Executive Director network group, and is becoming a member of The Housing and Social Service working group.
- All M.H. residents have been vaccinated and currently masks are worn in all common areas of M.H. M.H. is on the list to have a COVID clinic when the Moderna Booster becomes available.
- Since COVID some staff lapsed in CPR and First Aid training, Arrangements have been made to take trainings this month. M.H. is researching the possibility of a M.H. staff person to be trained as a trainer by Red Cross. This will be more cost effective.
- Bob and Deb Burnside donated 45 shares of Vanguard Tax Managed Capital Appreciation fund into the M.H. managed account at Ameriprise. The date of receipt was October 4, 2021, with a fair market value of \$10,141.65.
- The community Big Y bag program raised \$99.00 this year.
- The Annual M.H. appeal letter will go out this month. It will be a good time to say goodbye to Paula Oberg and introduce Jon Maderia as the new M.H. E.D. The whole leadership team, staff and residents will give input on the piece saying farewell to Paula. Jon M. will be working on a piece to introduce himself and ask for resources and donations. The draft will be sent to the development committee for input the week of 10/18/2021 and hopefully be in the mail the week of 10/25/2021
- The M.H. newsletter will be going out in December 2021
- Safety committee will be working on a facilities priority list. Using information from the current list of needs.
- E.D. will meet with Konover, the State of CT Facility Management Group for M.H.
- E.D. will work with our current payroll company, Paychex to see if electronic timekeeping is part of M.H. current contract. Currently M.H. records their payroll with paper time sheets. This is a time-consuming process and depending on the payroll service prices and contract this could save time and funds to switch to electronic timekeeping.

Respectfully Submitted,

Jon Maderia

**DEVELOPMENT REPORT
MARTIN HOUSE, INC.
OCTOBER 2021**

GRANTS WRITTEN:

- Community Foundation of Eastern Connecticut – \$6,500 - Southeast Area Women & Girls Fund – Medical Advocacy
- Dime Bank Foundation – \$5,000 - Basic Needs/Food Service Program

GRANTS RECEIVED

- Charter Oak Foundation - \$2,500 – Medical Advocacy
- Chelsea Groton Bank Foundation - \$10,000 – Basic Needs/Food Service Program
- Swindell’s Charitable Foundation - \$3,500 - Basic Needs/Food Service Program

Martin House’s new ED, Jon Maderia and this writer have met several times over the course of the last few weeks to discuss potential new avenues for grant funding, as well as other fundraising ideas. This writer is looking forward to working with Jon to see how we can promote the health, safety and the importance of housing to the men and women that call Martin House “home”, all while securing the future of Martin House. With having new members on the Development & Public Relations Committee, it will be nice to see how and where we can seek funding.

If you are a Charter Oak Credit Union member, they are still running their annual matching gift program. This program allows your donation dollars to be doubled. Please consider participating in the program before it ends in mid-November.

Jon and this writer have started to work on the Annual Appeal. We hope to have it mailed out by the end of the month. If you have any names/addresses that you would like to add to our mailing list, please submit them to Astrid at astrida@trfp.org.

Respectfully Submitted,

Cara-Lynn M. Turner
Administrative/Development Assistant

MARTIN HOUSE BOARD COMMITTEES
2021-2022

GOVERNANCE	FACILITIES	DEVELOPMENT & PUBLIC RELATIONS
	Mat Lisee - Chair	Debbie Eskra - Chair
Sheila Coleman - Chair		
	Nort Wheeler	
Mat Lisee - Chair		Sarah Dudley McDermott
Eric McDermott		Sandra Sharr
Marilynn St. Onge		
Louise Summa (on leave of absence)		
FINANCE & INVESTMENT		
Gayle O'Neill - Co-Chair		
Marilynn St. Onge - Co-Chair		
Bob Fusari		
Keith Lee		
Theresa Madonna		
Eric McDermott		

Contact List for Martin House Committees

Bob Fusari (committee member)	rcfsr@resc.com	860 575-0442 (C) 860 388-2578 (H) 860 388-9928 Ext. 2 (W)
Debbie Eskra	deborah.eskra@gmail.com	860 460-0940 (C) 860 536-9981 (H)
Elle Crichton	ellen.crichton@gmail.com	860 501 -7747 (C) 860 501-7747 (W)
Eric McDermott	ericmcdermott@npumail.com	860-823-4557 (C)
Gayle O'Neill	goneill@threeivers.edu	860 303-0404 (C) 860 447-0917 (H)
Keith Lee	keithlee317@gmail.com	860 514-1211 (C)
Louise Summa (on leave of absence)	lsumma@fiberoptix.com	860 933-7374 (C)
Marilynn St. Onge	mstonge44@gmail.com	860 208-3638 (C) 860 455-2126 (H)
Mat Lisee	mlisee@mycapitalteam.com	860 319-0055 ext. 3 (W)
Nort Wheeler (committee member)	nortonw@mysticriverbuilding.com	860 608-3190 (C) 860 536-0102 (W)
Sandra Sharr (committee member)	sasharr69@gmail.com	
Sarah Dudley McDermott	sjdmodermott@gmail.com	540 273-2135 (C)
Theresa Madonna (committee member)	376-5464 (H), 203-671-232(C), 376-9993 (W)	tm@madonnalawoffice.com