

**Martin House Board of Director's Meeting Agenda
September 18, 2019, at Three Rivers Community College
President's Conference Room**

4:30 P.M.: Finance Committee Meeting

5:30 P.M.: Board Meeting

Agenda

Review/Acceptance of Minutes from July 17, 2019

President's Report-Nancy Roberts

Executive Director's Report, Paula Oberg, (submitted to Board for review).

Action required

- Motion for the Board to approve named signers for Ameriprise Financial Services
- Resolve signers and signatures for Dime Bank and Liberty Bank
- Nancy to sign Grant Application for SI Financial

Committee Reports

Finance-Gayle O'Neill

Committee Reports *as needed*:

Investment-Robert Fusari

Development and Public Relations-Theresa Madonna

Governance-Theresa Madonna and Marilyn St. Onge

Facilities-Mike Bennett

Old Business

Strategy for compiling and reviewing deferred Maintenance needs

New Business

Board Calendar-Review Personnel Policies

Next Meeting: October 16, 2019, 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.

"Everyone Deserves a Safe Place to Live!"

**Martin House Board of Directors
Meeting Minutes
July 17, 2019 at Thames River Family Program**

The meeting was called to order at 7:20 P.M.

Present: Gayle O'Neill, Robert Fusari, Nancy Roberts, Theresa Madonna, Mike Bennett, Ornet Hines, Louise Summa, Ellen Crichton, Keith Lee, Debbie Eskra

Excused: Marilyn St. Onge, Mathew Lisee

Staff: Paula Oberg, Astrid Aalund

Guest: Kathy Allen

Changes to June 19, 2019 Minutes:

- Motion made, seconded and accepted to have Ellen Crichton and Carol Whitham serve a 3 year term as Directors.
- Governance section: Add last names, Robert Fusari, Mike Bennett, and Marilyn St. Onge for another 1 year term, seconded and approved.

President Report:

- None.

Executive Director's Report:

- Paula requested that all Board Members update Board Information Sheet, passed out in meeting.
- Paula asked that Board Members and Staff improve the timeliness between contact and response of communication, written, emailed or phone calls, with one another.
- A Resolution to adopt the United Way Discrimination Policy was made, seconded and approved.

Finance:

- Financials presented by Treasurer and Chair, Gayle O'Neill.

Investments:

- Bob Fusari discussed Investment Meeting that had taken place prior to board meeting.
- He noted a need to put excess cash into an approved account in Investments; to be discussed at the September Board meeting.

Development & Public Relations:

- Cara Lynn (Administrative/Development Assistant) and Paula have developed an agenda for the next meeting.
- The date for the next meeting will be determined.

Facilities:

- Mike Bennett explained that they have been waiting three weeks for material to come in for bathroom renovation.

Governance:

- Theresa requests that Board President assign new Board Directors mentors, President agrees. Board Retreat scheduled for 8/28/2019 at 4pm, at Three Rivers Community College.

Old Business:

- None.

New Business:

- New signers are needed on all checks requiring two signers; board members, plus Executive Director.

Meeting adjourned: 7:45 PM

Respectfully Submitted,

Kathy Allen

Martin House Executive Director's Board Report, September 2019

Facilities Issues

- G. Donovan Associates, Inc., is wrapping up the bathroom renovations. Replacement showers and tubs have been installed, trimmed out and painted. Drains have been installed at critical sites in bathrooms to prevent water leaking into hallways, and existing clogged drains have been cleaned. Not all showers were replaced, a decision made by the DMHAS engineer by prioritizing. We knew this would occur and now the Facilities Committee can assess next steps and make recommendations if further work is needed to the entire Board. The vendor working here was able to increase the replacement number by 2, he was great, really looking out for MH. The vendor recommends we get exhaust vents in bathrooms cleaned. This may be addressed without cost to Martin House, update will be provided when determined.
- We are currently without a cleaning/maintenance person so I am having a company come in to do a complete cleaning. I have maintenance interviews set up.
- We have had an overhaul of the elevator. It was shut down for four days, actually much less time than anticipated. This project was approved by Konover Property Management, paid for by the State, at no cost to us.
- We had the air conditioning in the dining room repaired. We did experience a temporary loss of service due to a power surge but the unit is now operational.
- Our phone system has been in a few months, we are still getting used to the day to day operations of it. All office spaces can now communicate even though programs have different numbers. This improves in-house communication in the building.
- We have had two mold outbreaks. This is in spite of having mold checks as part of room inspections, and making sure rooms have either air conditioning or dehumidifiers in them. Both rooms have been remediated. Hazpro has said that the source of the moisture may be coming from ceilings some of which have cracks. This issue has been brought to the attention of Konover for several years and we are told because it's not structural they will not be making repairs. The most recent room that was affected needed remediation for the 3rd time in two years.

Reminding you that Charter Oak Credit Union is offering a Matching Gifts Campaign. I am happy to supply you with request forms to complete between now and November 27, 2019. (See attached). The credit union will match member donations of at least \$25 and up to \$500 if you have a Charter Oak account. Please consider making a donation and ask friends and family to donate too!

As reflected in my September Board Agenda I need a motion for the Board to approve the three signers, Paula Oberg, Nancy Roberts and Gayle O'Neill for the Ameriprise Financial Services Corporate

Resolution. The paperwork was signed at the July Board meeting but there was no motion or action taken.

Cara-Lynn, and I will be meeting to discuss MH Development, specifically, the Snowflake Dinner on September 24th at 4:30, at Martin House. Committee Members are invited to attend.

The Martin House Appeal will be mailed by the end of this month.

Grants since last meeting for a total of \$8387.00

Liberty Bank-Adult Education

St. Lukes-general

Long Foundation-Food

Ledyard Rotary-Floor waxing/upkeep

Liberty Bank Giving Circle-general

Zachry Nuclear-general

Pfizer Match

In Memory of Jeanne Lowenhardt

(Does not include individual donations)

Respectfully submitted,

Paula Oberg



CHARTER OAK
CREDIT UNION

Matching Gifts Request Form

Charter Oak Federal Credit Union is committed to giving back to charitable entities within its field of membership, as well as charities elsewhere that are meaningful to its members. The credit union will match member donations of at least \$25 and up to \$500* that are made between Tuesday, August 20, 2019 and Wednesday, November 27, 2019. Together we can strengthen our communities!

This form is to be completed by the member (donor) and sent directly to the charity along with the donation.

Member's First Name	
Member's Middle Initial	
Member's Last Name	
Suffix	
Address	
City	
State	
Zip	
Phone Number	
Email Address	
Date of Gift	
Donation Amount	

I hereby certify that the above donation is entirely my personal contribution, and that it is not in whole or in part the gift of another individual, the sum of the gifts of other individuals, or the gift of any group or organization. I also certify that this gift is solely for the use of the organization named and that neither I, nor any member of my family, nor any related third party, will receive any direct or tangible benefit from this gift. I also certify that I've read and complied with the program guidelines.

Signature	
Date	

*Valid on donations up to \$500 made by primary members between 8/20/19 and 11/27/19. Donations must be made to organizations recognized as tax exempt by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code. Some exclusions apply. Charter Oak Federal Credit Union reserves the right to deny any request, and can modify or terminate the program at any time. Submission of an application is NOT a guarantee of a match. Charter Oak Federal Credit Union is not responsible to match the donation if the charity does not properly comply with the terms mentioned above. Matching contributions that are paid by Charter Oak Federal Credit Union are exclusively owned by Charter Oak Federal Credit Union and do not qualify as a tax deduction for the participants of the program. Consult your tax advisor for the deductibility of your personal contribution for Federal and State income tax purposes. Program is only valid for Charter Oak Federal Credit Union Members.

NOTE TO THE CHARITY: Using this information, 501(c)(3) charities meeting our guidelines should visit CharterOak.org/content/matching-gifts and complete the eSubmission form to receive the matching gift.

Email: MatchingGifts@cofcu.com