

**Martin House, Inc.**  
**Board of Directors Meeting**  
**January 15, 2020**  
**At Martin House**

**AGENDA**

1. Review of Minutes
2. President's Report
3. Executive Director's Report
4. Committee Reports
5. Old Business
6. New Business
7. Executive Session
8. Adjournment

Next Meeting: 5:30 p.m., February 19, 2020 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, November 20, 2019**  
**At Thames River**

The meeting was called to order at 5:38 pm

**Present:** Nancy Roberts, Robert Fusari, , Gayle O'Neill, Louise Summa, Mike Bennett, Marilyn St. Onge, Theresa Madonna, Ellen Crichon

**Excused:** Keith Lee, Ornet Hines, Matt Lisee, Carol Whitham

**Staff:** Paula Oberg, Astrid Aalund

**Guests:** Kathy Allen, Audrey Leone, Stacey Gualteri

Review of audit presented by Audrey Leone, CPA of Doherty, Beals and Banks, PC

Theresa Madonna made a motion to accept the audit at 6:05, motion seconded and passed.

Meeting suspended.

Meeting reopened at 7:36 pm

It was decided that Nancy Roberts would be the one Board Member who could print out the Ameriprise Reports.

Paula asked that the Board authorize \$25 gift cards for employees as a show of gratitude. Motion made, seconded and passed.

Gayle O'Neill presented the Treasurer's Report

**Old Business:** None

**New Business:** None

Meeting closed at 7:58pm

Respectfully submitted,  
Paula Oberg

## **Martin House January 2020 Executive Directors Report**

Residents enjoyed another wonderful Christmas thanks to the donations made by local churches, social clubs and individuals. The New London Day featured a Martin House resident in their Make a Difference feature and a nurse who formerly worked at Martin House once again made a generous donation of clothing, hygiene products and a gift card for one Martin House resident. Christmas Eve food for a delicious dinner was donated by Zachry Corporation. Music was provided during the season by the NFA Choir, and two local musicians came and played music and sang for a joyous evening, thanks to Carol Whitham.

We are preparing to tackle the massive task of replacing carpeting with tiles. As you remember we received a grant from the State of Connecticut, Office of Policy and Management to do this project. As residents have moved out or changed rooms we have been able to make a small dent in the project but now we will be moving full steam ahead to complete the project before 7/1/20. One complication is that we are once again without a custodial/maintenance person. We are actively seeking a replacement for this vacancy.

We are submitting our final report for efforts we have made during the past year to achieve our goals set by the United Way. Final Report due 1/15/20.

I will be devoting much of my time to prepare the facilities report to the Board for the Spring. I have asked the Martin House Kitchen Manager to participate in not only gathering that information but to also participate in the Facilities Committee Meetings.

The 4<sup>th</sup> Annual Snowflake Dinner is quickly approaching. Preparation is taking place both at the Board level as well as by MH staff. It promises to be a great and we hope a lucrative event. We need your support in the way of sponsorships, attendance and donations for the silent auction. Together we can do it!

As always, the Martin House employees are doing a great job supporting residents, addressing employee safety and keeping morale high.

Respectfully submitted,  
Paula Oberg

**DEVELOPMENT REPORT  
MARTIN HOUSE, INC.  
JANUARY 2020**

**Grants Received:**

- Adult Education - \$2,859
- Food – \$3,500
- Camera's - \$500

**Grants Written:**

Grant proposals totaling the amount of \$10,000 have been written to support the Food Service Program.

**Annual Appeal:**

The Annual Appeal was mailed out the end of September and we are currently still receiving donations from this mailing.

**Newsletter:**

The Newsletter was mailed out in the middle of December and has been received well.

**Snowflake Dinner:**

- Silent Auction/Door Prize Items: Items are being requested. We have received tickets from the Essex Steam Train and an O'Neill Theater ticket voucher.
- Sponsorships: Letters/emails will be sent out this week.