

**Martin House Inc./TRCS  
Governance Committee Meeting Agenda  
October 28, 2024**

**Next Meeting: November 25, 2024 @ 4:00 pm**

**Attendees:** Eric, Sheila, Michael, Jon, Mat, Deb

**AGENDA**

**1. Review of Minutes:**

- a. Minutes from the September 30, 2024 meeting were submitted and accepted during the October Board meeting.

**Old Business**

**1. New Board members**

- a. Sheila will reach out to our newest member to confirm their awareness of status.  
[Bo]

**2. Board Committees**

- a. Both organizations are still in need of a Secretary.
  - i. Sheila will send out another request via email
    - 1. MH-Monica?
    - 2. TRCS-Leanne?

**New Business**

**3. Implementation of Fundraising Strategies gathered from retreat**

- i. Five contacts needed from all Board members
- ii. Board Presidents will work with EDs to send out letters to possible donors.

- 1. Org letter come from ED and BOD members deliver a personalized and signed letter to possible donors

EDs will draft letters to be reviewed by the Development Committee and subsequently sent to Governance. Michael will submit a draft to BOD in lieu of a Development Committee. Letters to be reviewed by next Governance meeting

- 2. Sheila will creat 5 contacts list from BOD

a.

**iii.** Implementation of Board Orientation packet (Michael's checklist)

1. Eric will take the lead on creating a final checklist of items to be included in the packet. Feedback by next Governance Meeting.

**1. Martin House:**

a. Review of Board Matrix

- i. Several members did not attend which leads to gaps in the current matrix. We need access to new responses to update the Matrix. Michael will take the lead on this discussion with Claire.
- ii. Identify implementation strategy to fill gaps in matrix  
[legal-Robinson+Cole]

**2. Thames River:**

**a. Bylaws: can include a request in the bylaws for members to contribute the goal of fundraising profit (10% of budget)?**

- i. Chair of Governance [Sheila] will reach out every 6 months (annual meeting and end of year audit) to identify and reach out to BOD for contributions, per bylaws. June/November-ish

**b. Applying the 2022 Strategic Plan/Mission & Vision Statements TRCS**

- i. Michael will review the drafted Strategic Plan for possible revision or overhaul per his vision as current ED.
- ii. SWOT analysis with current may leadership team be the best place to begin
- iii. Follow up with survey to remaining staff for their input

Create a Working Group for TRCS initiatives after revisions are made.

**c. Development Committee for TRCS**

- i. Deb will poll board members to gauge capacity to participate as Development committee member as well as possible recommendations for new members.
- ii. Annual event: Michael would like to consider Mohegan Sun (*Sun Patio*) as a possible venue for the annual event.
  1. Eric will facilitate introductions for Michael with Mohegan Sun or Tribal Museum at Foxwoods point of contact.