

**Martin House, Inc.**  
**Board of Directors Meeting**  
**February 19, 2020**  
**At Thames River**

**AGENDA**

1. Review of Minutes
2. President's Report
3. Executive Director's Report
  - a. TCM, Board of Director Response to Martin House enrollment
  - b. Snowflake-Board Participation Update
  - c. Ameriprise-signatures required regarding change in Primary Communication Member
4. Committee Reports – As Needed
5. Old Business
6. New Business
7. Adjournment

Next Meeting: 5:30 p.m., March 18, 2020 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 Directors' Meeting Minutes**

### **Martin House**

**Wednesday, January 15, 2020**

### **At Martin House**

**Present:** Michael Bennett, Debra Eskra, Robert Fusari, Ornet Hines, Mathew Lisee, Theresa Madonna, Gayle O'Neill, Marilyn St. Onge, Louise Summa (by phone)

**Excused:** Ellen Crichton, Keith Lee, Nancy Roberts, Margaret Sabe

Meeting called to order by Vice President Mathew Lisee at 5:38pm.

**Executive Directors Report:** Recovery for Life, the Martin House DMHAS funded program is being informed their services will be billed for beginning July 1, 2020. The enrollment process requires that all Martin House BOD's provide social security numbers and dates of birth as part of the enrollment. The Board expressed concern about this and asked Paula to get more information and provide it to all Board members before the next Board Meeting.

**Development and Public Relations:** Theresa reported there was a meeting 1/7/20 that included a review of recent grants and proposals. The timing of the Annual Appeal and the Annual Newsletter was discussed. Consideration for next year should put more distance between the two. The Snowflake Dinner was discussed. There will be a larger silent auction and door prizes will be continued. Goal is to accommodate 120 attendees, and it will be held at Tony D's Restaurant in New London. 2/27/20. The committee will make improvements to crowded seating conditions, encourage auction items that provide attendees with experiences, provide informational materials to interested guests, and encourage Board Members to circulate in the room to engage with guests.

**Investment:** Bob reviewed Investment information discussed in quarterly meeting held prior to Board Meeting. A motion was made by Theresa, and seconded, to change Nancy Roberts as the only person who could print out statements to Paula. This will allow Astrid the convenience of having the monthly statements in time for the monthly financial statements.

**Finance:** Gayle presented financials.

**New Business:** Mike Bennett questioned if all Board Members should have Martin House emails. Also discussed Gmail or Yahoo specific to Board correspondence. Paula to determine costs associated to use of Martin House domain.

Board declined option of going into executive session.

Meeting adjourned at 6:35pm.

Respectfully submitted,  
Paula Oberg

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

Two major projects happening this month. The first is the 4th Annual Snowflake Dinner, the second is the tile installation for the entire building.

The Snowflake, only ten days away is the focus of attention most immediately. To date, and I'm sure this will be much changed by the 19th Board Meeting, we have 21% Board sponsorship or attendance. In order for this event to be a success we need 100% Board support. It is essential that all Board Members participate in at least one of the following ways: sponsorship at any of the identified levels, purchase or donate tickets, or make arrangements for people you know to sponsor or attend. This event is crucial to our Development Planning to meet the projected budget goals. Theresa put out an email asking for your support. I will be following up today and tomorrow with emails and phone calls. Residents and staff at Martin House are counting on you! Thank you in advance for your support. See you on the 27th!

The tile installation is a major facility project. Most Martin House residents have possessions that exceed the square footage of their rooms. They are completely emptying out their rooms for the tile to be installed. We have a schedule of installation that suits the vendor, BT Tile, along with the best configuration of rooms to be completed so that there will be the least disruption possible. The project must be finalized by June 5, 2020. We are convinced this will be attainable. The primary goal for this project funded by State of Connecticut, Office of Policy and Management, is to reduce the likelihood that there will be a return of mold this coming Spring or Summer.

The Norwich Inn and Spa is now preparing meals in the Martin House Kitchen. Seven days per week the Spa chefs are providing and preparing the food, washing the pots and pans that the food was prepared in and leaving us food for breakfast and dinner. This has been no small feat. Many thanks to Karl Magnuson, Martin House Kitchen Manager, for negotiating all the regulations and inspections that allowed this to occur. This plan will continue as long as the Spa's kitchen renovations are taking place. This will of course result in a significant savings in our food budget.

TCM-Since our last Board Meeting I have worked very hard to obtain answers presented to me by the Board regarding the disclosure of Board Social Security numbers for the purpose of enrolling in the DMHAS required Targeted Case Management billing process. DMHAS is requiring that identified DMHAS funded programs, for Martin House that is Recovery for Life, enroll and participate in reporting select interactions with and for residents for the purpose of billing DSS. Most other private non-profits in the State of Connecticut have been doing this for a few years. I am scheduled to attend an enrollment meeting March 3, 2020 at Connecticut Valley Hospital. At that time I must have the required information to be in compliance with our

DMHAS Contract. To date I remain unclear about the direction the Martin House Board will be taking. I am requesting that this vital issue be resolved at the February 19th Board Meeting. I cannot emphasize enough the impact not being provided with the required information will have on the current and future operations at Martin House.

Respectfully,  
Paula Oberg

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

**GRANTS RECEIVED:**

Martin House has received no grant awards since the last Board of Director's meeting.

**GRANTS WRITTEN:**

Grant proposals totaling the amount of \$10,000 have been written to the Regal Foundation and the Walmart Community Grant Program requesting support of the Food Service Program.

**SNOWFLAKE DINNER:**

The Snowflake Dinner is taking place on Thursday, February 27, 2020, at Tony D's Italian Restaurant, in New London. We currently have an abundance of great door prizes and silent auction items.

There has been \$8,900 in sponsorships, down from the \$15,600 we had at this time last year. Eleven tickets have been sold and we have received \$400 in donations.

Respectfully Submitted,

Cara-Lynn M. Turner  
Administrative/Development Assistant