

**Thames River Community Service, Inc.
Board of Directors Meeting
September 18, 2019
At Three Rivers Community College, President's Conference Room**

AGENDA

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

Next Meeting: October 16, 2019 at Martin House

MISSION: The mission of Thames River Community Service, Inc. is to provide safe housing with support services by creating an environment in which families and individuals who are experiencing homelessness pursue goals for self-sufficiency and control over their lives.

This mission is accomplished by promoting family and individual wellness, by empowering people to develop an achievable plan for successful independent living, to pursue significant employment, to acquire life skills and to maintain stability.

Minutes from Thames River Board of Directors Meeting, 7/17/19

Meeting opened at 5:38pm at Thames River.

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

Excused: *Marilynn St. Onge, Mathew Lisee*

Staff: *Kathy Allen, Astrid Aalund*

Guest: *Paula Oberg*

Changes to June 19, 2019 minutes: Motion made, seconded and accepted to have Ellen Crichton, and Carol Whitham serve a 3-year term as Director. In Governance section last names to be added to Robert Fusari, Mike Bennett, and Marilynn St. Onge for another 1-year term, seconded and approved.

President's Report - No Report

Executive Director's Report - See written report.

- Revised budget to be presented tonight
- United Way Day of Caring, will powerwash siding.
- Development meeting held, many topics discussed, the Development Committee will make a full presentation to the Board at the September Board of Directors meeting.
- Resolution to adopt United Way Anti-Discrimination Policy made, seconded and approved.
- Conflict of Interest Disclosure Form signed by Directors in attendance.

Finance Report

- Discussed process for transferring funds from Dime Bank to Liberty Money Market account
- Discussion of current Dime Bank signers: Deb Eskra, Nancy Roberts, Theresa Madonna, Margaret Sabe. Discussion on how to remove signers when Board Directors make changes
- Motion made to make new signers: Ornet Hines, Gayle O'Neill, Nancy Roberts, Mathew Lisee for all accounts.
- New budget presented, issue of timeline for cost of living raises.
- Theresa Madonna proposes that minimum wage increases for eligible employees be implemented 10/1/19. 2 ½ % cost of living increase for all employees should be left in the budget but financials should be reassessed January 2020 to see if Development is able to generate required funds to implement.
- Motion to accept budget, 2nd and passed.

Investment Committee

- Met with Coburn before this evening's meeting. Report presented.
- Bob suggests that financials should be made up with cost centers for each TR program to better determine how each operates.

Governance Committee

- 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.

Meeting adjourned at 7:15pm.

Respectfully submitted,
Paula Oberg

EXECUTIVE DIRECTOR'S REPORT
September Board Meeting 2019

Marketing/Networking/Fundraising

- A couple of weeks ago, Three Rivers informed us that they would not be able to host our Fall event due to unforeseen construction that will be happening which will affect the multipurpose room.

Unable to secure another venue that would be viable for the Foodie Fundraiser that was being planned, we came up with a totally different idea. The committee has enthusiastically supported a Murder Mystery Dinner. The theme will be a High School Homecoming for the class of 1992. We already have a venue, a plot plan, a script, "actor's" and a Director. All will be volunteers. Sara, our auctioneer extraordinaire, will serve as the host of the event in character. There will be an auction, an appeal and a couple of other fundraising-type activities, all of which will be interwoven into the evening's plot. The goal of this second fundraiser has always been to secure new attendees who will learn more about Thames River. So far the event has received overwhelming enthusiasm from people who have heard about it.

More info will be available by our meeting next week, but the date is Saturday, November 30th @ 6PM. The venue is the Groton Inn and Suites.

Development:

Plan of Action for FY 2019/20
Timeline

July-August

1. **Add appeal letter to Facebook to reach more people and add Thames River website as a link to donate as well.**
Done
2. **Development Committee presents Plan to Board of Directors**
Presented at the July Board meeting.
3. **Provide copies of the Board Fundraising Involvement form to Board members for completion and emailing back to the Development Office**
Presented at the July Board meeting and emailed to Board following the meeting.
4. **Design content and identify speakers and videographer for a Program video**
Content was designed, narrator was identified and secured as an in-kind donor. I met videographer and accompanied his team during a four-hour filming session. Awaiting finished product.
5. **Prepare profiles of lapsed donors, monitor their response to the recent appeal and reach out by phone and/or mail to re-establish connection**
These will be prepared in September following receipt of the initial responses to the appeal.
6. **Provide pre-addressed envelopes and notecards for Board acknowledgements at September meeting**
Board members will receive these at the September meeting.
7. **Determine which Board members are available for telephone calls/personal visits to donors (from the Involvement form)**
These are being identified following reminder for Board members to return the form.
8. **Discuss naming opportunities with Board members**
To begin in October.
9. **Schedule major donor visits to discuss naming opportunities and program support**
Small gathering being planned at Deb Eskra's home for October.
10. **Meet with Development Committee to establish remaining timeline goals**
Committee meets next in October.

Program:

Thames River Family Program

- Four families exited for permanent housing
- One family passed one portion of GED test

Youth Rapid Rehousing

- One family paying rent independently; no longer receiving rental assistant
- One family attending training at TRCC

Supportive Housing Program

- Assisted multiple Tenant's with transportation costs
- Provided families with assistance school supplies, uniforms and basic needs to reduce strains on household budgets
- Collaborated with property owners and Tenants to address lease violations
- Assisted Tenants preparing to return to employment
- Assisted Tenants with development of long term housing goals beyond SHP program

Facilities:

- NPU will be doing several projects for a Day(s) of Caring: In July, a group of college students employed with NPU for the summer, spent a day cleaning out our playground, getting rid of weeds and broken play equipment. They spent a second day priming and then painting the railing to our front porch.

Activities due to be done in October include: Replacing ac coil unit in library, (labor will be gratis and they will purchase the coil unit at cost) re-cementing sidewalk to ramp in front of the building; power washing building siding, adding additional lighting in the basement corridor to come with sensors (per fire marshal); adding cabinet doors to cabinets in donations; building cabinet and shelves into kitchen space vacated when broken double oven removed during kitchen renovation; building partition in children's activities so we can have temporary overnight stay for a young adult in need of emergency sleeping quarters. The savings to us will be

- The Meeting Room kitchen renovation is underway. We are awaiting the new island and cabinets to be delivered. Because of the generosity of Rogers Kitchens, the project will come in under budget.

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