

Bridge House
Special Meeting Minutes
January 3, 2009

I. Call to order

Charles Clarkson called to order the regular meeting of the **Bridge House** at **10:00 AM** on **January 3, 2009** at the **Bridge House, Plymouth, NH.**

II. Roll call

The following Board members were present: William Dailey, Barbara Laverack, Winnie Oustecky, Nancy Plantaglia, Patsy Kendall, Charles Clarkson, Barbara McCahan, Tom Martin. Bonnie O'Hara also attended. There were sufficient Board members in attendance to constitute a quorum.

Jerrod Mitchell, Jill Mudgett and Jeff Brown had previously communicated to the Board that prior commitments would prevent them from attending today's meeting.

III. New business

- a) Mr. Clarkson stated that the sole purpose of today's meeting was to address issues related to filling the now vacant Executive Director position at Bridge House. He briefly summarized events surrounding efforts to fill this position since the previous Executive Director's resignation last fall, including a recap of the activities and results of Search Committee efforts to fill this position. These activities included posting this open position on relevant New Hampshire social service web sites, announcements at various public meetings related to homelessness and conversations with individuals involved in homelessness, social services and mental health communities employed by state and private employers.

Mr. Clarkson reported that these activities yielded sparse results: nine candidates expressed interest, either directly or through intermediaries, with only 3 candidates appearing to have any relevant prior experience with the homeless population. Other candidates either did not meet the minimum educational threshold (associate's degree or equivalent), relevant work experience in social services, mental health or medical services, or volunteer experience in community based organizations in the social services arena, with particular involvement in fund raising tasks.

One of these 3 candidates removed herself from consideration after accepting a position with the City of Concord, another was eliminated as a result of extensive job hopping over the past 10 years, and the third did not respond to 4 initial contact telephone calls.

At this point in the search process an overture was received from Whole Village regarding a proposed combination of Bridge House and Whole Village and the search was suspended pending the outcome of that matter.

Mr. Dailey reminded the Board that they approved the appointment of Ms. Jane Cantlin as Finance Officer last September, and charged her with responsibility for all grant writing, grant continuance and grant base expansion activities, and further voted to compensate her \$10,000 per annum, payable on a pro rated monthly, for this work.

Mr. Dailey also reported that Ms. Bentwood had assumed, de facto and pro bono, the oversight function related to shelter operations and case management, supervising the work of the House Manager (Holly) and Case Worker (Brenda). Board members commented on the competency and effectiveness of Ms. Bentwood in this role, with several suggesting that the Executive Director position be offered to Ms. Bentwood based on her proven competence in performing this function for the past several months, her experience in various community based and focused organizations that deliver support and services to challenged individuals and families, and her background in health care.

After discussion, The Board decided to act on 3 specific matters at today's meeting: Review and modify the Executive Director's job description; establish key goals and measurements for the new Executive Director; and evaluate the candidacy of Ms. Bentwood as Executive Director for a 1 year period, as follows:

- 1- **Executive Director's Job Description:** The Board reviewed each of the 21 items contained in the draft job description and made several non-substantive and non-material modifications to this document. These modifications will be reflected in a revised job description that will be reviewed at a future board meeting. After review and discussion, the Board voted unanimously to approve this job description.
- 2- **Executive Director's Key 12 Month Objectives:** After discussion, the Board agreed on 3 key objectives for the next Executive Director:
 - **Financial:** Successfully operate the Bridge House within the constraints and parameters of Bridge House's operating budget each month. After a motion by Mr. Clarkson, seconded by Ms. McCahan, the Board voted unanimously to approve this objective.
 - **Strategic:** Review the Strategic Plan developed last year and, where necessary and with the Board's consent, revises and amends this document so that it accurately defines the Bridge House's direction and priorities for the next 3 years. This activity shall be completed and available for full Board review before June 30, 2009. After a motion by Mr. Clarkson, seconded by Ms. McCahan, the Board voted unanimously to approve this objective.
 - **Programs:** Perform a complete review and evaluation of all Bridge House programs. This activity shall also be completed and available for full Board review before June 30, 2009. After a motion by Mr.

Clarkson, seconded by Ms. McCahan, the Board voted unanimously to approve this objective.

- 3- Consideration of Ms. Bentwood to fill Executive Director Position:** Ms. Bentwood's resume was circulated and reviewed by each Board member in attendance. The notion of Ms. Bentwood filling this position was greeted with widespread support and enthusiasm by Board members, citing her strong work ethic, extensive experience in social service delivery organizations, honesty, ability to make an immediate impact, prominence in the community, and professional demeanor in conducting the affairs of Bridge House. All Board members who spoke strongly endorsed the idea of offering this position to her and extolled her many strengths and virtues. Also discussed was the need to supplement her experience in specific areas, such as budgeting and financial management activities, with participation in professional development activities in these areas. The Board discussed her compensation and agreed that \$25,000 per annum, paid monthly, was fair for the time that she would work at Bridge House each month. The Board also agreed that this agreement would be for 12 months. It was noted that the \$25,000 paid to Ms. Bentwood combined with the \$10,000 paid to Ms. Cantlin was \$17,000 less than the salary of the previous executive Director.

After a motion by Mr. Dailey, seconded by Ms. Laverack, the Board voted unanimously to approve hiring Ms. Bentwood as Executive Director, at any annual salary of \$25,000 for a 12 month term. This motion was approved unanimously by the Board. Mr. Dailey also noted that Mr. Brown, Ms. Mudgett and Mr. Mitchell had previously e-mailed their support of this motion to the Board prior to this meeting.

IV. Adjournment

Charles Clarkson adjourned the meeting at **12:17 PM**.

Meeting of the Board**Minutes****January 15, 2009**

6:00 p.m. at Plymouth Congregational Church, Room 202

1. **Call to order:** The meeting was called to order by acting *President Clarkson* at 6:00 pm
2. **Attendance:** *Bentwood, Brown, Clarkson, Kendall, Laverack, McCahan, Mitchell, Mudgett, Oustecky, Plantinga*
3. **Approval of the Minutes:** It was moved, seconded and voted to approve the minutes from the regular board meeting in November and the Special Meeting held on January 3, 2009.
4. **Director's Report:** *Cathy Bentwood* gave an overview of the status at the Bridge House regarding the current participants, the major policies that are being put into place or acted upon, and a variety of issues that are being addressed in the past three weeks in her role as ED. Specific items included:
 - a. A few structural issues have become apparent in the way of leakage and some mold development which are being addressed; it may involve an insurance claim.
 - b. Policies for requiring participants to leave the BH for a minimal number of hours each day are being employed; parents with pre-school children exempt
 - c. A high proportion of the current participants are dealing with mental health issues; Genesis care is being offered as part of their case management. Continuance at BH will depend on their willingness to participate in MH care.
 - d. Donations from the Rotary Club (~\$250) is being set aside as a revolving fund for borrowing on an as-needed basis
 - e. Overall, BH is now cleaner, structural issues are being addressed and connections for mental health services are made.
5. **Program Review:** Information was distributed summarizing the programs being currently implemented. Assessment of program outcomes is ongoing for future ED reporting.
6. **Strategic Planning Process Review:** SP being reviewed and update will be forthcoming in future board meetings.
7. **Grants Report:** *Jane Cantlin* supplied a current grant analysis summary showing all of the grants that are currently providing funding, the associated grant periods, amounts and supporting activities and materials needed.
8. **Assessment Report Review:** The report developed by *Shirley Bemis* was reviewed and discussed by the Board. Each of the recommendations was discuss and clarified by Shirley. Board member question were fielded and discussion ensued. The priority

9. recommendations include: disallowing visitors to the BH (protecting anonymity), engaging a BSW as caseworker, consider becoming a family-only shelter, ensuring the support of policies (now happening), establish and enforce a week-day close period (in process), individualize resident charges on a % of income basis. A final recommendation was to utilize tools available to ensure ethical behaviors, communications (internal and external) and strategic planning. (The Corporate Fund Self Assessment Tool - will be attached with these minutes).
10. **Transitional Housing Project:** Jeff Brown reviewed a proposal previously distributed to the Board. The parameters of the proposal were outlined and discussed to a satisfactory understanding of how BH can partner with First Plymouth Investment Corporation to support the development of affordable housing in Plymouth. It was moved, seconded and voted unanimously to approve, in concept, the memorandum of understanding (pending final approval) to support the partnership with FPIC to develop transitional housing for BH participants and agreeing to apply for a technical assistance loan through NH Housing Finance Authority for \$30,000 (to be forgiven in the event the project does not come to fruition) . Jeff Brown abstained from the vote.
11. **Committee Reports:** Committee chairs
 - a. Public Relations and Resource Development Committee
 - i. Fundraising- no report
 - ii. Volunteers – Patsy briefly introduced a volunteer program to be called “Bridge Builders”. Further discussion will ensue next month.
 - iii. Appeal Letter-
 - b. *Operations Solar* Project – in process; waiting for hot water tank and warmer weather to complete installation. Additional funding has been forthcoming.
 - c. Parenting Program – beginning next week
 - d. Children’s Play Space – tabled to next meeting
12. **Treasurer’s Report:** Jill Mudgett summarized the financial picture to date. BH is in line with budget expectations, pending new grants being funded and future fundraising efforts by the Board.
13. **Old Business:** none

With no further business, it was moved to adjourn at 8:30 pm. The next meeting of the Board will be on Thursday, February 19, 2009; 6:00 P.M. - Plymouth Congregational UCC

Respectfully Submitted,

Barbara McCahan

Board of Directors

Minutes

February 19, 2009

6:00 p.m. at Plymouth Congregational Church, Room 202

1. Call to order: The meeting was called to order by Secretary McCahan
2. Attendance: ED *Bentwood, Kendall, McCahan, Mitchell, Mudgett, Oustecky, Plantinga.*
Guests: Jeff Brown and Bob Riels.
3. Approval of the Minutes; It was moved, seconded and voted to approve the minutes of the meeting on January 22, 2009
4. Director's Report: Cathy Bentwood reviewed her previously distributed monthly report. Key notes included:
 - 4.1. Building concerns - Repair of ventilation issues are underway Doug McLane is committed to helping resolve issue as inexpensively as possible. This can wait until spring or summer. Kitchen counter has been replaced *gratis* by Ian Rollison. He can be thanked at 10 Prospect Ridge, Holderness 03245. Replacing room bureaus with shelving is in progress. Our "slave in residence" is John Bentwood. Solar panels are up and running and recycling in progress. Play Space is being insulated.
 - 4.2. Staff: Overall management focus on utility conservation, "Boundary Awareness" seminar conducted by Shirley Bemis (volunteers invited to attend). Introducing concept of "repatriation" and conducting medication education. Research underway for health insurance options. ED has had meetings with school counselors and administrators for participant children and has had several meetings with Genesis. Staff finds the Tues, Wed, Thurs, 12 hour closing policy as a positive change.
 - 4.3. Participants: As of 2/17- 11 adults and 5 children. Plymouth Congregational Church continues to host participants during the day when BH is closed. Parenting program and dental education and monthly participants meetings are ongoing. Due to economic slowdown fewer affordable apartments are available.
 - 4.4. Volunteers: Kelley White MD has offered her services gratis to BH participant. Other volunteers; Alex Ray, Bob Reals, Doug Smith JR, Eleanor Spenser, Sunday and Monday readers.
 - 4.5. Support: Christmas appeal letter response is up to about \$14,000

- 4.6. Future discussion items: Automobile needs, update on Strategic Plan and general program overview.
5. Guest – Transitional Housing Discussion – Invited guest Bob Riels addressed the Board. Bob provided an overview of his experience and activities as an energy consultant and his role in several affordable housing developments. Bob has offered his services as an independent reviewer of the current transitional housing plans or as a developer for properties in and around Plymouth should the Bridge House be interested in getting involved with such a project.
6. Program Review: Postponed until next month
7. Grants Report: Postponed until next month
8. Committee Reports:
 - a. Public Relations and Resource Development Committee
 - b. Parenting Program – program underway with active participation
2. Treasurer’s Report – Jull presented the financial reports for the past month and year to date. Jill is working with Tom to develop a simple reporting system which the Board can use for planning development activities and which the Director can use for cost control.

With no further business, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Barbara McCahan
Secretary

Board of Directors Meeting**Minutes**

Wednesday-March 18, 2009 at 4:00 pm

1. **Call to order:** Meeting was called to order at 4:00 pm by President Clarkson
2. **In Attendance:** Directors -*Clarkson, Laverack, Mudgett, McCahan, Kendall, Mitchell, Plantinga*; Executive Director Bentwood. Absent: *Oustecky*
3. **Approval of the Minutes:** It was moved, seconded and voted to approve the minutes of the February meeting with minor revisions.
4. **Director's Report:** (See attached)
 - 4.1. Cathy Bentwood reviewed the Executive Director's report previously distributed by e-mail. Key items noted were improvements to physical plant (ceiling damage funded in part by insurance, Play Space insulation, additions to shelving in the women's section and updates on rebates for the solar heat project. Cathy requested that the Board consider researching a means of funding health insurance for full time staff who have a need. A sub-committee to research the cost and feasibility was formed comprised of Charles, Patsy, Nancy and Jill.
 - 4.2. Participants have numbered 19; 13 adults, 6 young children. Parenting classes continue and smoking cessation assistance is being provided.
5. **Transitional Housing-** It was moved and seconded to reconsider the vote regarding the agreement with the Plymouth Woods Housing Development for partnering in seeking proposal approval from the NH Housing Finance Authority. Discussion ensued and all members present aired thoughts. The fact that the proposal that was voted on was brought forth from a former, not current, board member was discussed with regard to an outside perception of conflict of interest. It was determined that no conflict of interest exists. The vote on the motion of reconsideration was in favor (0), opposed (6). The motion failed. Original vote to enter into the agreement with Plymouth Woods stands.
6. **Grants Report:** No current report from Jane Cantlin
7. **Treasurer's Report:** Jill Mudgett reported that the financials are all in good condition. Jill queried the board on the best format for the financial report. She is working with Tom Martin to use his expertise for transitioning into the treasurer's role. It was recommended that we plan publicity for MVSF funding for the heating of the Play Space. Strategic planning is needed to structure a system for staff evaluation and development.
8. **Committee Reports:**
 - 8.1. **Public Relations and Resource Development Committee**
 - 8.1.1. Sock Hop- May 16, 2009 at the Plymouth Senior's Center. Tickets were distributed to the directors to sell. Goal is \$5000.
 - 8.1.2. Old Home Day – July 25, 2008; committee needs to be formed for this event (Cathy)

8.2. **Plymouth Town Meeting**-Cathy attended the meeting on March 11, 2009. It was noted that there is no town funding for the BH although many other groups are funded. Other towns supply funds and a goal is to request that the BH be considered for an allocation in next year's budget. Barbara and Jill will research and implement a process for contacting the town select boards.

9. **New Business:**

9.1. Establish the number of directors for the year- It was moved and seconded to set the number of board members to 13. Vote pending for next month's meeting.

9.2. Candidates for open and future Board of Director positions were presented. A slate of candidates was presented and strengths reviewed. Charles and Jill will be contacting the top candidates to bring forward a slate for next month's meeting.

10. **Next meeting:** April 15, 2008 at the Whole Village

Respectfully submitted,

Barbara McCahan

Board of Directors Meeting

Minutes

Wednesday-April 22, 2009

1. **Call to Order:** *The meeting called to order at 4:00 p.m. by President Clarkson*
2. **Attendance:** *Directors -Clarkson, Laverack, Kendall, McCahan, Mitchell, Oustecky, Plantinga, Trought, White; Staff: Bentwood, Cantlin. Absent: Mudgett,*
3. **Approval of the Minutes:**
4. **Grant Presentation:** *Cindy Schwort, Consultant to the County Commissioner of Social Services, was present and provided information on the available revenues from the county, state and Federal agencies to support the BH through social services. Mechanisms to utilize Medicaid and other social service assistance that might be needed by BH participants were also discussed. She discussed a variety of social service funding "pots" that could potentially be accessed through grant proposals. Funding from the General Fund will be fixed or reduced. State and county agencies may have money to be distributed which was previously allocated for court ordered services for children that are now covered by Medicare. Of the two state funding sources; General Revenue will be good for \$12,000 for 2010 and the Incentive Fund beginning in 9/1/09 will probably be reduced significantly.*
5. **Executive Director's Report:** *Cathy Bentwood provided a summary of actions and activities for the past month.*
 - 5.1. **Regarding the physical plant:**
 - 5.1.1. *Ceiling Damage: Doug McLane looking for input from third party.*
 - 5.1.2. *Play space: Ceiling damage caused by Quality to be corrected by same.*
 - 5.1.3. *Car: Ford Focus – 23k miles - for \$5k. Current lease expires in August.*
 - 5.1.4. *Alarm System: Disabled by unknown participant. Re-armed this week.*
 - 5.1.5. *Magic Jack: alternative phone service being researched to cap costs.*
 - 5.2. **Regarding Policy:** *Due to an accidental overdose resulting in the death of a participant all other emergency shelters were contacted to review and compare policy. Some changes have been incorporated to reduce the risk of recurrence of this type of incidence. Different curfews have been set for working (later) vs. non-working participants (earlier). Drug tests are now available at cost.*
 - 5.3. **Development:** *Steve Temporino, Plymouth PD presented on avoiding escalating encounters.*
 - 5.4. **David Lorch:** *Joined the staff for the Nashua Soup Kitchen Shelter in-service training. He regularly assists participants with job application forms. Suggested he research grants to pay for his volunteer services.*
 - 5.5. **Genesis:** *Meeting scheduled for April 30th to plan mental health assessments at the BH within 48 hours of participants' arrival.*

- 5.6. *Participant Census: 13 adults ages 20 to 70. Three children ages 5 to 10; 50 inquires between Feb 12th and April 14th). Extenuating issues: One resident had hip replacement and one woman with 3 children possible recurrence cancer*
- 5.7. *Education: Thursday night parenting classes well attended. Smoke cessation presentation followed up with You-tube videos. 3 participants quit smoking! Barbara Laverack evaluated 4 people last week for dental care.*
- 5.8. *Recommendation to ED: Initiate a regular monthly billing process for reimbursements from the towns of residence of our participants. This would also support an annual reporting process to encourage towns to institute a line item for BH in their budgets.*
- 6. **Benchmarking Visit Report**
- 7. **Treasurer's Report:** Month end documents were provided and reviewed by the Board.
- 8. **Grant Analysis Summary:** Jane Cantlin provided an overview of all the grants that have been awarded this year, the proposal deadlines and the status of expenditures.
 - 8.1. *Ideas were fielded for Children and Family programming to propose for support from Grafton County HHS Incentive Funds. Kelly and Patsy volunteered to follow up on this.*
 - 8.2. *A clear analysis of BH operational costs and essential services would support next cycle proposals, especially to The Grafton County Social Services. Many grants are based on need. Jane requested support of Jill and Tom to ascertain the figures and supply them to Jane for use in grant application by June 09.*
 - 8.3. *Funding appears to be in good shape going forward and the Board directed Jane to continue the course of action we have been following.*
 - 8.4. *New funding sources need to be researched both for general operations and special purposes.*
- 9. *Grant Resolution: It was moved, seconded and voted to authorize the Secretary of Bridge House, Inc. to enter into contract with the State of NH for DHHS and McKinney Emergency Shelter State Grant in Aid Funds for fiscal year 09-10.*
- 10. Committee Reports:**
 - 10.1. **Development Committee - Fundraising Events**
 - 10.1.1. *Sock Hop – sales progressing; all encouraged to SELL*
 - 10.1.2. *Old Home Day – July 25th at the Smith Bridge fields. Goal is to secure \$20,000 of donations from businesses, groups and individuals. Contributions in lots of \$500.*
 - 10.1.3. *DD Donation canisters – volunteers needed to distribute canisters. Suggested contacting PRHS Vocational program*
 - 10.1.4. *Poker Run – Doug Smith Jr. organizing to happen in August*
 - 10.2. **Corporate Sponsorship Concept:** Board encouraged to research possible corporate sponsorships.
- 11. Old Business:**

11.1. *Volunteer Programs- Cathy has been meeting with a small corp of volunteers;*

11.2. *Transitional Housing Update – Applications are in and approvals pending.*

12. New Business: Discussion of new organizational processes and orientation for new board members

13. Adjourned: 6:30 p.m. - Next meeting - May 20, 2009 at the Whole Village

Respectfully submitted,



Barbara McCahan

March 2009 - Summary of Board members Volunteer time and miles:

Name	Hours	Miles
Clarkson	40	100
Laverack	1	10
McCahan	8	5
Kendall	4	0
Mitchell	2	15
Mudgett	4	0
Oustecky	2	5
Plantinga	12	95
Trought	2	30
White	2	40

**Minutes
Bridge House
Board of Directors
September 16, 2009**

In attendance: Betty Ann Trought, Jerrod Mitchell, Barb Laverack, Winnie Oustucky, Nancy Daily, Jeff Brown, Patsy Kendall, Kelly White, Charles Clarkson, Cathy Bentwood, Director

Chairman Clarkson opened the meeting at 4:00 PM

The minutes of the 8/19/09 board meeting were approved as presented with one slight correction; omit "e" at the end of Betty Ann under "Bylaws Review and Ratification".

Director's Report

Cathy presented her report which is attached to these minutes and becomes a part of the record. Additional discussion items:

- Discussion items included telephone service and expense; ongoing.
- Ventilation problems, Cathy and Alex to continue investigations,
- Request for ongoing web site updates and Face book maintenance anticipated to be \$50/ month which represents a substantial in-kind contribution by Suzanne Sidman.
- Consideration for incentivizing case management and all-staff participation in some aspects of case management to better build "team approach"
- Discussion about a possible "bed-check" policy; some concerns about autonomy and privacy of participants...no resolution on this. Cathy will discuss with staff and bring it back to the board.
- Kim Giles has replaced Jane Cantlin as grant administrator at the same compensation level; \$10,000 per year, paid quarterly. There was some discussion about raising this amount if Kim is successful in procuring additional grant fund sources.
- Mary Jo (a participant) is volunteering at the front desk.
- Cathy is looking for an on-site staff person who can provide mental health services on a part-time basis and would be paid out of the Linden Fund grant. She has three potential candidates in mind.
- Discussion about sharing the list of donors each month with the board so board members are better aware and can acknowledge and thank contributors when they see them in the community.
- Discussion about all participants providing receipts for purchased items to minimize food stamp abuse.
- Discussion about Town of Plymouth support request of \$10,000 at Town annual meeting. It was requested that we have a report outlining actual number of Plymouth participants in comparison with BH population as a whole and to devise a strategy to get better support from all Towns sending participants.

Treasurer's Report:

Jeff presented the current budget along with a re-cap of last year's budget vs. actual. Request by board to "clean-up" budget to eliminate old or unnecessary line-items or categories. Also a request for a balance sheet showing reserve funds. Budget appears to be on-track with "profit" some income sources will be reduced and need to be reflected in a revised budget. Patsy moved to accept the budget as presented, Betty Ann second. Motion approved on unanimous vote.

Grant Management:

Cathy reported that Kim Giles is overseeing grant administration. The board requests a status report from Kim each month.

Volunteers:

Patsy and Cathy will meet to further the "Bridge-Builders" group of support volunteers

Nominating and Governance Committee Report:

Barb L. reported submitted the slate of officers for the 2009-10 year as follows:

President: Charles Clarkson

Vice President: Open

Treasurer: Jeff Brown

Secretary: Barb McCahan

A motion was made and seconded to approve the slate. A unanimous vote approved the slate of officers. Anyone interested in serving as Vice President should contact Betty Ann or Charles.

Joan Anderson and Julie Bernier were voted and accepted as new board members. Welcome, Joan and Julie.!

Barb Laverack and Patsy Kendall are stepping off the board as of this meeting. The board expressed its sincere gratitude and appreciation for all of Barb and Patsy's efforts and years of service to the Bridge House. Thank you! Barb and Patsy.

Bylaws Committee

Not everyone had a chance to thoroughly review the proposed bylaws changes so Betty Ann moved that the Bylaws ratification discussion be tabled until next month's board meeting. All approved.

The meeting adjourned at 6:15.

Next board meeting will take place at Whole Village; October 21 at 4PM.

Respectfully submitted:

Jeff Brown,

On behalf of Barb McCann

Board of Directors Meeting Minutes

October 31, 2009

1. **Call to order:** The meeting was called to order by President Clarkson at 4:00 p.m.
2. **Attendance:** *Andresen, Bernier, Brown, Clarkson, McCahan, Plantinga, Trought, White.* Staff: *Bentwood.* Guest *Sarah Stewart.*
3. **Announcement:** Joyce Palmer was present to invite the BH Board to a Community Conversation event scheduled for Monday, November 9, 2009, from 6-8 p.m. at the Whole Village Resource Center. The purpose of this event is to bring community constituencies together to discuss the recent changes of state level support for Mental Health, Childcare, Family Services and Homelessness.
4. **Special Presentation:** Pres. Clarkson led a discussion/presentation about the history and fiscal situation of the Bridge House in terms of funding resources. A general issue is emerging in the breakdown of SGI and shrinkage of private revenue sources. State Grant in Aid comprises a major portion of funding which may be in serious jeopardy in light of the NH State fiscal concerns. Private foundation donations provide 37% of the support (Linden, NHCF, United Way and others). Ideas for other corporate and agency funding sources were fielded and discussed. Ideas for expense control were also discussed. Auditing costs were of particular concern.
5. **Approval of the Minutes:** It was moved, seconded and voted to approve the minutes of the September 2009 meeting.
6. **Executive Director's Report:** Cathy Bentwood summarized the activities and issues addressed at the BH since the last meeting. A report was circulated regarding a follow-up meeting for the summer Fun Fair. Directors and friends participated at the Sandwich Fair in the Common Man Booth and proceeds were shared with BH. A suggestion was brought forth to consider a mechanism for supporting health insurance for BH employees. An ad hoc committee was formed to research this suggestion (Clarkson, Trought).
7. **Treasurer's Report:** Jeff Brown reviewed the YTD balance sheet and income statement. Discussion ensued regarding the issues around reduced grant funding from state and federal agencies and ideas were fielded for securing additional private funds.
8. **Committee Reports:**

- 8.1. Development committee is preparing the Annual Letter. Discussion ensued about the best time of year to send this out, e.g., when agencies and businesses are planning budgets for next year.
9. **Old Business:** Next month a review of the strategic plan will be on the agenda.
10. **Next meeting:** November 18, 2009; 4:00 at the Whole Village Resource Center Conference Room.

Respectfully submitted,

Barbara McCahan
Scribe

Board of Directors Meeting Minutes

November 18, 2009

1. **Call to order:** The meeting was called to order by President Clarkson at 4:00 p.m.
2. **Attendance:** *Andresen, Bernier, Brown, Clarkson, Dailey, , Plantinga, Stewart, Trought.* *Bentwood (Absent); McCahan* (late arrival)
3. **Approval of the Minutes:** It was moved, seconded and voted to approve the minutes of the October 2009 meeting.
4. **Executive Director's Report:** Cathy Bentwood was unable to attend the meeting. Her written report is attached to these minutes. Discussion items included a request from the board to elaborate more on monthly activity of participants in terms of inflow and outflow, outcomes and follow-up or participants. It was requested that a flow chart be prepared outlining typical participant process through Bridge House from intake to departure and any follow-up. In addition a flow-chart of services provided to participants from external (off-site) services.
5. **Treasurer's Report:**
 - 5.1. Kim Giles was requested to provide a grant update report. There was no report for this meeting but one is requested for the next meeting in December.
 - 5.2. Jeff Brown reviewed the YTD balance sheet and income statement. Discussion ensued regarding the approved budget being altered to reflect changes moving forward. It was requested that the budget remain fixed and that changes be made as separate insertions reflecting any and all revisions to the budget and that a "revised budget" be a part of the monthly reports. The financial reports were approved as submitted. Discussion regarding the audit ensued. Jeff mentioned that Tom Martin has identified a person from PA who could do the budget less expensively than previous firm (Malone & Darubo). A motion was made, seconded and approved to ask Jeff to contact Rhonda Kilinowski (of M&D) to discuss procuring bid and to seek other firms who can perform the audit on a RFP basis. A request was made to review last year's audit including the Management Report.
6. **Committee Reports:** Ad Hoc Health Insurance committee to continue researching options for staff and have asked Director Bentwood's input as to specific staff needs and policy implications. More study is required.
7. **Old Business:** The 2008-10 strategic plan was reviewed with discussion and updates added. Revised strategic plan is to be provided to all board members.
8. **New Business:**
 - 8.1. Christmas parade is scheduled for December 5 in downtown Plymouth; Any BH participation; Nancy Dailey will contact Winnie Oustucky to see if she and Joe were planning to set up a "candle sale" table as in the past.
 - 8.2. A motion was made by Betty Ann Trought, seconded by Joan Andresen to ask Suzanne Sideman to place "board" web-site access under a secure sign-in procedure. Approved by vote
 - 8.3. Nancy Daily announced that Katjay Fox of Gov. Lynch's office will be visiting the Bridge House on Wednesday November 25 at 10 AM
9. **Next meeting:** December 16, 2009; 4:00 at the Whole Village Resource Center Conference Room.

Respectfully submitted,
Jeffrey Brown for Barbara McCahan
Scribe