

**Monadnock Peer Support Agency (MPS)**

**Board of Directors**

32 Washington Street | Keene, NH 03431

Zoom Dial In: 603 352 5094

4/12/2022 5-7pm

In Person - MPS Executive Director's Office

A. Call to order at 5:00 pm

Attendance: In-Person: Ed Byrans, Diane Croteau, Carolina Stetson, Kelly Fleutte, Daria Levy, Jennifer Richardson, Stephanie Ritchie, Mandy White. Absent: Brienna Foster, Meghan Rouleau, Marla Steffire  
Members Present: Brian Pennington

B. Time of adjournment (The time of adjournment shall be set before any business is conducted)

a. Meeting began by Diane Croteau at 5:00 pm

C. Quorum (quorum for a meeting of the Board shall be at least fifty-one percent (51%) of active seats of the Board, with at least five (5) members including either the Chair or Vice-Chair, and the Secretary or a designee

a. Motion to Suspend the Quorum Rule and conduct business without an in-person quorum (if necessary)

D. **Motion: Ed, 2<sup>nd</sup> Stephanie** Approve 3/14 Minutes (Ratify vote taken by email) **Motion Passes Unanimously**

E. Agency Relations – Lisa Steadman

i. Understanding Gender Identity 101 @ Wed Apr 13, 2022 5:30pm - 7pm

ii. RFA due 4/29

iii. Grants

1. Mascoma Capital Grant (\$50,000) Submitted 4/1

2. CDFA Rural Block Development Grant (\$750,000) and Small Business Energy Audit Fund (75% of cost) meeting ASAP, Application Workshop 4/21

3. 100+ Women to Care (\$13,000) 4/24

4. NHCF Express Grant (\$10,000) 5/6

5. More than A Thrift Store (\$5,000) 6/30

iv. MRCC Transportation Proposal

v. Preparing for Licensing with the City by June 1 (\$227)

F. New Business

a. Update to Articles of Agreement

i. Lisa explained that the agency must provide a Certificate of Good Standing to the BBH with its RFA response. The certificate presently displays information that is out of date. **Motion Daria, 2<sup>nd</sup> Stephanie:** To authorize Lisa Steadman to update MPS's Articles of agreement with the NH Department of State and sign the following affidavit:

"AFFIDAVIT OF AMENDMENT OF Monadnock Area Peer Support Agency A NEW HAMPSHIRE NONPROFIT CORPORATION I, Lisa Steadman, the undersigned, being the Director of Agency Relations of the above named New Hampshire nonprofit corporation, do hereby certify that a meeting was held for the purpose of amending the

articles of agreement and the following amendment(s) were approved by a majority vote of the corporation's Board of Directors" **Motion passes unanimously**

b. Bylaws

- i. **Motion Steph, 2<sup>nd</sup> Carolina:** to Suspend the Prior Notice Rule in the bylaws to consider multiple changes this evening (2/3 necessary) **Motion passes unanimously**
- ii. **Motion Carolina, 2<sup>nd</sup> Steph:** Update Quorum Criteria (clarify permissible electronic attendance) **Motion passes unanimously**
- iii. **Motion Kelly, 2<sup>nd</sup> Carolina:** Add Definitions Appendix 1: Definitions **Motion passes unanimously**
- iv. **Motion Ed, 2<sup>nd</sup> Nancy:** Update required notice for Bylaws to 2 business days before a meeting (presently the Thursday before) **Motion passes unanimously**

G. Treasurer's Report

a. March Financials

- i. Stephanie Ritchie stated that she is to busy with her new job at NHDl and needs to step back from the Treasurer role. She does have a few individuals from Savings Bank of Walpole that hat expressed interest in taking this role on. Stephanie will reach out to SBW to get more details and will report back to Christine.
- ii. Financials were reviewed and approved of unanimously by the board

H. Director's Report

b. Secretary Nomination

- i. Christine asked for continued support from the board in recruiting a secretary.

c. Budgeting for FY2023

- i. Christine expressed that the FY2023 must be complete and turned into the state with the RFA by 4/29.

d. Employee Update- New and Parted

- i. MPS lost a Naomi Caban, Dante Diffendale. MPS gained Matt Johnson who is now our Facilities Manager

e. Mortgage Application

- i. MPS is applying for a second mortgage through SBW to cover expenses to the building. We are continuing to seek out grants as well.

f. Facilities Update

i. Washington Wellness – Phase 2 Accessibility Upgrades

1. Christine took board on a tour of the facility to see the construction progress.
2. NHDl and Keene Family YMCA will be asking MPS to use the "Rocking Room" for some meetings. All board members were overcome with joy and emotion from seeing the most recent upgrades to the facility.
3. We are hopeful that MFS can start moving furniture into the building by May 21<sup>st</sup>. Christine has a call to Matt Abbott from Bergeron to confirm that. Christine stated that this is likely the date we will proceed with

ii. Repairs – Automatic Door Opener

1. MPS had the handicapped door push fixed on the Washington Street side

iii. Parking Lease Termination

1. MPS had to terminate the parking lease arrangement the KHA. Our parking lot is completely jammed and we all the space we can get.

iv. Dumpster

1. MPS will be moving the dumpster to another area in the parking lot to accommodate a couple of picnic tables and outside seating for our members and staff to encourage people to enjoy the nice weather.

- v. Grand Re-Opening
  - 1. Christine discussed the need for another Grand Re-Opening as we embark on this relationship with MFS. Looking at August dates
- vi. Board Commitments
  - 1. Board members are asking how they are participate more and be involved on a deeper level
  - 2. Christine Reminded board of the board training that is scheduled in June and how their participation will be critical
- g. Operations – Karen Carrien (House, Respite, SUSD)
  - i. Fostering relationships with guests
  - ii. Stats
- h. Community Relations – Melissa Callender
  - i. Newsletter increased by two pages and was printed as a booklet with large calendar as the centerfold
  - ii. Revamped website
    - 1. Added photos
    - 2. Added new newsletter
    - 3. Added community meeting minutes
    - 4. Changed some design aspects
    - 5. Staffing updates
    - 6. Bio updates
  - iii. Logo work and design assets
  - iv. Built a PowerPoint presentation about MPS
  - v. Put together a PowerPoint for all the PSA's
  - vi. Training Shawn
  - vii. Completed IPS Core training
  - viii. Filled out and mailed birthday cards for April birthdays
  - ix. Floor time with members
    - 1. 2 hours minimum, daily
  - x. Purchasing and set up of equipment in the new gym
  - xi. Acquiring furniture for center with Christine
  - xii. Work on setting up CPR/AED training for staff
  - xiii. Setting up times to train staff on grab releases learned at SafetyCare
    - 1. Training as scheduled with individuals
  - xiv. Putting together marketing materials for Trish to do outreach table at the library
  - xv. Ordered a logo tablecloth for us to use at networking events
    - 1. Have a career fair in two weeks at Monadnock Regional Middle and High School
    - 2. Have the Monadnock Business Expo in September
  - xvi. Put together shared agreements and info on banned and suspended members for staff
  - xvii. Designed and ordered a rubber return address stamp
  - xviii. Designed and ordered rack cards for marketing purposes
  - xix. Hung a suggestion box and made branded Comment cards for members
  - xx. Coordinated our involvement in Green up Keene for Earth Day
  - xxi. Coordinating schedule of HVN training here on site (probably summer)
  - xxii. Updates to MPS paperwork to make branded
- i. Programming- Shawn Maguire

- i. Shawn has 4 days left of IPS training
- ii. Nursing home outreach
  - 1. Looking into securing a Bingo machine so that we can offer Bingo for our members.
- iii. Zoom calls for 5094
  - 1. MPS is working on transitioning all zoom groups to 5094
- iv. Working on Narcan
  - 1. Keene Fire can train staff on narcan
  - 2. Kelly Fluette from Keene YMCA (also board member) has offered to train our staff for free. MPS would only be responsible for paying for the certification cards.
- v. Doorway possibility
  - 1. Nelson from the Doorway wants to collaborate. Scheduled a meeting with Christine to talk about possibilities

## I. Adjournment