

**Port Chester Carver Center**

**Minutes of the Meeting**

**Wednesday, October 28, 2020**

<b>Present:</b>	<i>Sonia Alcantarilla, John Condon, Judy Diaz, Amy Fisch, Michael Flynn, Erica Fritsche, Brendan Goodhouse, Yvette Hammel, Jim Howland, Donna Jarecki, Robert Kaplan, Robert Kost, Jason Kowlowitz, Rich Lawrence, Derek Mahoney, Cecilia Mitchell, Jennifer Prather, Christopher Pye, Maida Robinson, Claire Steinberg, Brian Stern</i>	
<b>Absent:</b>	<i>Betty Brown</i>	
<b>Staff and Outside Advisors:</b>	<i>Anne Bradner, Andrew Navarette (in attendance for part of the meeting)</i>	
<b>SUBJECT</b>	<b>DISCUSSION</b>	<b>OUTCOME</b>
<b>Call to Order/Welcome</b>	<b>Claire Steinberg</b> , President, called the Carver Board meeting to order at 7:00 p.m.	
<b>Approval of Minutes for Board Meeting on September 23, 2020</b>	<b>Michael Flynn</b> asked for a motion to approve the minutes for the Board Meeting on September 23, 2020. A motion was made for such approval of such minutes, and duly seconded. The motion passed unanimously without object.	<b>Resolved</b> that the minutes of the Board Meeting on September 23, 2020, are approved by the unanimous vote of all Board members present.
<b>CEO Report</b>	<b>Anne Bradner</b> provided the Board with an update on Carver’s operations. Anne reported to the Board on Carver’s gradual reopening, including obtaining the pool permit (and signing up Badger Swim Club as a renter of the pool), the slow opening of the Teen Center, the ongoing citizenship classes (with 44 students currently). In response to Board questions, Anne also provided an update on the homework help program, which has not yet launched. Anne and Judy Diaz discussed the school district’s need to get comfortable with its own COVID-19 protocols and schedule before committing to partner with Carver on the homework help program.	

<p><b>Update on Annual Appeal</b></p>	<p>Andrew Navarette from LAPA Fundraising provided an update on the annual appeal. Andrew informed the Board regarding the status of various annual appeal mailings and e-blasts. He also encouraged the Board members to complete personal note cards for their donor contacts.</p> <p>Andrew also told the Board that Carver will be making a specific ask of certain higher level donors this year, which will be a higher amount than they have given in the past. With respect to donors giving lower amounts, Carver will make available a monthly donation plan. Andrew also responded to Board members inquiries regarding the annual appeal communications.</p>	
<p><b>Finance Update</b></p>	<p><b>Rob Kost</b> provided the Board with a Finance update. Rob gave an update on the first quarter, which is typically a quiet quarter for Carver. There are some positive signs on food service and potential rental income for the pool. Rob then shifted gears to discuss Carver’s cash position. Carver has approximately \$750K in cash. There is also a good possibility that much of the PPP loan could be subject to forgiveness. If Carver can get that loan largely or totally forgiven, that will put Carver in a good cash position going forward. Rob also reported that the endowment has done well recently. Given the endowment level, Carver will be able to withdraw funds from it (the budget has a figure of \$100K for this). Depending on how much of the PPP loan is forgiven, we will make a decision about how much, if any, to draw down from the endowment. There also will be upcoming decisions regarding how much of the line of credit to pay down and the move to renegotiate a line of credit with Carver’s bank.</p> <p>There was a discussion between Rob and Rich Lawrence regarding the accounting treatment for the PPP loan. Carver is not treating the loan as income until it is clear it will be forgiven.</p>	
<p><b>Audit Update</b></p>	<p><b>Rich Lawrence</b> reported that the audit appears to be going well – no adjustments foreseen in the financial statements. There will be some recommended improvements in financial controls, but none appear to be significant. Timing-wise the audit report will be completed in a couple of weeks and the Form 990 should be completed by some time in January.</p>	

<p><b>Nominations</b></p>	<p>Michael Flynn asked the Board to consider the slate of Board Members and Officers for approval.</p> <p>A motion was made to approve the slate as described. The motion was duly seconded and was passed by voice vote. Michael indicated that any Board member who wished to vote against any candidate could voice a no vote now orally or email him a ballot so indicating. Otherwise, the votes for each Board Member would be recorded as a yes for all candidates on the slate presented.</p>	<p><b>Resolved</b> that the slate of Board Members and Officers presented for this term beginning FY 20-21 is approved.</p>
<p><b>Adjournment</b></p>	<p>Claire adjourned the meeting at 8:30 p.m.</p> <p>The next meeting is scheduled for December 9, 2020 at 7:30 p.m.</p>	