

Port Chester Carver Center

Minutes of the Meeting

Wednesday, September 23, 2020

Present:	<i>Sonia Alcantarilla, John Condon, 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, Maida Robinson, Claire Steinberg, Brian Stern</i>
Absent:	<i>Betty Brown, Judy Diaz, Christopher Pye</i>
Staff and Outside Advisors:	<i>Anne Bradner, Colleen Kane, Andrew Navarette (in attendance for part of the meeting)</i>

SUBJECT	DISCUSSION	OUTCOME
Call to Order/Welcome	<p>Claire Steinberg, President, called the Carver Board meeting to order at 7:00 p.m.</p> <p>Claire reminded Board members to be sure to submit their compliance documents.</p> <p>Claire also reported to the Board that the threatened litigation against Carver by former employee Leanne Tormey had been resolved consensually. Claire provided the Board with background on the resolution and indicated the settlement amount (except for a deductible of \$4500) would be covered by insurance. She indicated that the settlement agreement provides for mutual non-disparagement, directing the Board to be sure to abide by the letter and spirit of that provision.</p>	
<p>Approval of Minutes for Board Meetings on February 5 and June 3, 2020</p> <p>Approval of Updated Whistleblower Policy</p>	<p>Michael Flynn asked for a motion to approve the minutes for the Board Meetings on February 5 and June 3, 2020. A motion was made for such approval of such minutes, and duly seconded. The motion passed unanimously without object.</p> <p>Michael Flynn described the reason for the proposed change to the language of the Whistleblower Policy. A motion was made to approve the change circulated prior to the meeting to the Board. The motion was duly second.</p>	<p>Resolved that the minutes of the Board Meetings on February 5 and June 3, 2020, are approved by the unanimous vote of all Board members present.</p> <p>Resolved that the Whistleblower Policy is revised accordingly by the unanimous vote of all Board</p>

<p>Approval of Amendment to the Bylaws</p>	<p>Michael Flynn described the reason for the proposed change to the language of the Bylaws. A motion was made to approve the change circulated prior to the meeting to the Board. The motion was duly second.</p> <p>Michael Flynn asked for a motion to approve Rob Kost as Treasurer and a Board Member for the FY 2021 pursuant to the amended Bylaws. The motion was duly seconded.</p>	<p>members present.</p> <p>Resolved that the Bylaws are revised accordingly by the unanimous vote of all Board members present.</p> <p>Resolved that, pursuant to section 2 of Article IV of the Amended By-Laws as amended, Rob Kost is approved as a Board member and the Treasurer for FY 2021 by unanimous approval of all Board members present.</p>
<p>CEO Report</p>	<p>Anne Bradner provided the Board with an update on Carver’s operations. She reported that more and more is happening in the building. The Carver Market continues to operate at a very busy pace. Anne updated the Board on the great and developing partnership with Caritas, which has allowed Carver to do more and more on food insecurity issues. There are increasing grant opportunities in this space as well.</p> <p>Anne also reported on the fact that the school system has decided not to allow the after school program to start this year. Carver is putting together a homework help program, which hopefully will kick off in late October. The middle school program is in flux, but Carver is working on plans to revamp it. Citizenship classes are re-started. The Teen Center is going to reopen soon. The Aquatics Program is still closed, so Carver has repurposed the Aquatics supervisor to work on Census-related activities. Head Start is back in the building and so far everyone is dealing well with the new protocols.</p> <p>Finally, Anne reported on the difficulties COVID-19 has had on the staff. Given the cuts in programs, the jobs of some staff no longer are needed, but Carver is doing its best to repurpose staff where it can.</p>	

<p>Advancement Update</p>	<p>Colleen Kane reported on the efforts of the Advancement Committee and advancement staff, highlighting some of the thinking behind the budget on the income side.</p> <p>Colleen discussed with the Board that she will going a maternity leave starting next week through the end of the calendar year. She discussed the plans that are in place to cover the period during her absence. Colleen introduced Andrew Navarette from LAPA Fundraising, who will be working on the annual appeal during Colleen’s absence. Andrew introduced himself and LAPA to the Board. LAPA will also work with Colleen and Anne over the longer term to increase fundraising at Carver.</p> <p>Finally, Colleen foreshadowed some preliminary ideas for the annual benefit, which Yvette Hammel has agreed to chair. These preliminary ideas include private gatherings of small numbers of guests by table hosts, with some sort of virtual presentation to be played at each gathering.</p>	
<p>Finance Update/Approval of FY 21 Budget</p>	<p>Rob Kost walked the Board through the proposed FY 2021 Budget. Rob also recapped for the Board the challenges of the prior year. He also reported on the possibility that Carver might be able to have the entire amount of the PPP loan forgiven. Rob reported that Carver at the end of last week has \$836K in cash on hand. That will begin to be spent over the next few months to pay down debt and fund operations until the annual appeal starts to generate funds.</p> <p>A motion was made to approve the FY 2021 Budget as presented to the Board. The motion was duly seconded.</p>	<p>Resolved the FY 2021 Budget as presented is unanimously approved by all Board Members present</p>
<p>Nominations Update</p>	<p>Michael Flynn presented the slate of new FY 2021 candidates for the Board’s consideration to be voted on at the October Board meeting.</p>	

Adjournment	The meeting was adjourned by Claire Steinberg at approximately 8:30 p.m. The time for the next board meeting will be October 28, at 7:00 p.m.	
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