

# CARVER CENTER

◀ BUILDING BRIGHTER FUTURES ▶

## Board of Directors Meeting Tuesday, September 20th, 2016

7-8:30 p.m.

### AGENDA

Call to Order	Maureen Gomez	7:00-7:05
Welcome & Introduction of new board members & Staff	Maureen Gomez	7:05-7:15
Approval of the Minutes of June 21, 2016	Sharon Davis-Julius	7:15-7:20
Executive Director's Report	Joe	7:20-7:40
Financial & Investment Update		
• ACTION ITEM: Review/Approve Audit	Rob	7:40-7:50
Development Update	Britani/Tom	7:50-8:00
• Annual Fund Kickoff		
Committee Breakout Sessions	Maureen/Joe/Britani	8:00-8:30
Adjournment		8:30 p.m.

Next Board Meeting      Tuesday, November 15<sup>th</sup> at 7 p.m.

**Port Chester Carver Center**

**Minutes of the Meeting**

**Tuesday, September 20, 2016**

**Present:** *Sonia Alcantarilla, Jen Amantea, Stephanie Barrett, John Condon, Michael Flynn, Taegan Goddard, Maureen Gomez, Sharon Julius, Mike Kenny, Rob Kost, Derek Mahoney, Pat McGovern, Tom Murphy, Lew Nash, Nan O'Neill, Sam Ortiz, Jenn Prather, Chris Pye, Julie Souza,*

**Excused/Absent (A)** *Betty Brown, David Greenhouse, Robert Kaplan, Rich Lawrence, Sister Sheehan, Ivan Tolentino (PHONED IN)*

**Staff:** *Joe Kwasniewski, Britani Griffin*

SUBJECT	DISCUSSION	OUTCOME
<p><b>Call to Order</b></p> <p><b>President's Report</b></p>	<p>Maureen Gomez, President called the Carver Board meeting to order at 7:03pm.</p> <p>Maureen welcomed all of the new board members as well as welcomed back all of the veterans. Introductions were quickly made. She then highlighted the events of the summer to bring everyone up to date:</p> <ul style="list-style-type: none"> <li>• 6 new board members completed Board Member Orientation meeting key staff from every department.</li> <li>• Britani Griffin was hired as the new Director of Development</li> <li>• Our new Marketing Committee worked on a fresh and innovative Annual Appeal piece incorporating our new mission statement.</li> <li>• Our audit was completed with minimal recommendations</li> <li>• We completed another successful summer camp program</li> <li>• Community Partners from HBS has agreed to help us with an additional project focusing on the strength of our programs against our new mission statement</li> <li>• The fitness center was upgraded with new high-quality, gently-used equipment. It was painted and new flooring was laid down.</li> </ul> <p>Maureen also informed the board that Clare Butler had decided to step off the board after 7 years of dedicated service. She also mentioned that Tom Hamilton, a former board member, has a daughter with a severely debilitating disease called Friedrich's Ataxia. She spoke of the efforts that the Hamilton's were putting forth to try and find a cure for the disease. She gave the board information on how to donate to the Hamilton's Foundation.</p>	

<p><b>Approval of the Minutes</b></p>	<p>Maureen also explained that in lieu of our typical board meeting format we would be breaking into our smaller committee groups after specific presentations.</p> <p>Sharon Davis- Julius asked for a motion to approve the minutes of June 21, 2016.</p>	<p><b>The minutes of June 21, 2016 were unanimously approved.</b></p>
<p><b>Executive Director’s Report</b></p>	<p>Joe began his report by stating that the summary that Maureen gave was quite complete save for one item-- that he and Britani Griffin had met with Lisa Walsh and had obtained a preliminary pledge of \$500K to be used for capital improvements. Joe and Britani were going to speak to Lisa to see if we could use her donation in a Matching Grant campaign.</p>	<p><b>Joe and Britani would discuss the Matching Grant Proposal with Lisa Walsh and let the board know if she is on board.2</b></p>
<p><b>Finance Report</b></p>	<p><b>The finance report</b> was presented by Rob Kost.</p> <p><b>Review of Audited Results for FY 2016:</b> The board received a draft of the 2016 Annual Report with audited financial statements (via the web portal). Rob commented on the fact that y-o-y revenues increased by 40%, from \$3.0MM to \$4.2MM, led by the expansion of the After School Program. Carver recorded a decline in Net Assets of approximately \$153K compared a decline in the prior year of \$327K. However, after adding back non-cash depreciation expense, Carver generated a positive \$14K. Rob commented that FY 2016 was a strong performance compared to the prior year.</p> <p><b>Review of Audit Letter for FY 2016:</b> The board received a draft of the 2016 Audit Letter (via the web portal). The Audit Committee includes Jim Condon, Rich Lawrence and Maureen Gomez. The Audit Committee conducted a telephonic call with Condon O’Meara, Carver’s auditors. Joe Kwasniewski, Phil Mutino and Rob Kost also participated. The auditors reviewed the audit letter and discussed their recommendations with the Audit Committee. Mr. Kost and Mr. Condon discussed the Audit Letter with the board. In summary, Carver received a “clean opinion” and had significantly fewer audit matters than the prior year. The primary accounting matter addressed relates to improving the processes for allocating shared expenses between programs, G&amp;A and fundraising. The team agreed to address this matter during FY 2017.</p>	<p><b>The Audit Letter was accepted by the board of directors</b></p>





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