

# CARVER CENTER

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◀ BUILDING BRIGHTER FUTURES ▶

## Board of Directors Meeting Tuesday, May 16th, 2017

7-8:30 p.m.

### AGENDA

Call to Order	Maureen Gomez	7:00-7:05
Welcome & Recap	Maureen Gomez	7:05-7:10
Approval of the Minutes of March 21st, 2017	Sharon Davis-Julius	7:10-7:15
Introduce Kelley Gordon-Minott Director of Teen Program	Maureen Gomez	7:15-7:30
Executive Director Report	Joe	7:30-7:40
Development Update	Tom Murphy	7:40-7:50
75 <sup>th</sup> Birthday Celebration Events	Entire Board	7:50-8:00
Finance Update	Rob Kost	7:55-8:05
Nomination/Governance <ul style="list-style-type: none"><li>• Present slate of candidates</li></ul>	Nan, Lew, Michael	8:05-8:15
Committee Reports	Committee Chairs	8:15-8:30
Adjournment		8:30 p.m.

**NEXT BOARD MEETING, Tuesday, June 20th at 7 p.m.**

**Port Chester Carver Center**

**Minutes of the Meeting**

**Tuesday, May 16, 2017**

<b>Present:</b>	<i>Michael Flynn, Maureen Gomez, David Greenhouse, Sharon Julius, Rob Kost, Rich Lawrence, Pat McGovern, Tom Murphy, Lew Nash, Nan O'Neill, Sam Ortiz, , Chris Pye, Julie Souza</i>
<b>Excused/Absent (A)</b>	<i>Sonia Alcantarilla, Jen Amantea, Stephanie Barrett, Betty Brown, John Condon, Taegan Goddard, Robert Kaplan, Mike Kenny, Derek Mahoney, Jenn Prather, Sr. Sheehan, Ivan Tolentino</i>
<b>Staff:</b>	<i>Joe Kwasniewski, Britani Griffin, Kelly Minot-Gordon</i>

SUBJECT	DISCUSSION	OUTCOME
<p><b>Call to Order</b></p> <p><b>President's Report</b></p> <p><b>Approval of meeting minutes</b></p> <p><b>Carver Staff Report Kelly Minot-Gordon Teen Center Coordinator</b></p>	<p>Maureen Gomez, President, called the Carver Board meeting to order at 7:07pm.</p> <p>Ms. Gomez began the meeting by reviewing the highlights of tonight's agenda; Discussion of how Carver will celebrate its 75<sup>th</sup> Anniversary; Embracing Carver's <b>new</b> vision which is to function as a Community Learning Center and the formation of a new Technology Committee.</p> <p>.Sharon Davis- Julius (Secretary) asked for a motion to approve the minutes of March 21, 2017. Nan O Neil made the motion to approve the minutes; the vote indicated a unanimous approval.</p> <p>Ms. Minot-Gordon who has been employed with Carver Center for four years reviewed with the board highlights from Teen Program's data collection, which can be used to measure effectiveness, and answer questions raised by donors.</p> <p><b>Mission:</b> to help teens at various performance levels reach their full potential by utilizing myriad of resources, program activities</p> <p><b>Goals for the Teen Program are:</b></p> <ul style="list-style-type: none"> <li>• provide a safe space</li> <li>• prevent high risk behaviors</li> <li>• help Teens acquire new skills,</li> <li>• develop a positive mind set toward academics and life in general,</li> <li>• Develop and maintain physical and mental well-being.</li> </ul> <p><b>Secondary Teen Program Goals include</b></p> <ul style="list-style-type: none"> <li>• Help teens create their aspirations for the future</li> <li>• Develop a plan to achieve</li> </ul>	<p><b>The minutes of March 21, 2017 were unanimously approved.</b></p> <p><b>Ms. Minot-Gordon distributed dashboard report for the Teen program</b></p> <p><b>Distributed Teen Program Outcome Map</b></p>



	<ul style="list-style-type: none"> <li>• Improve communication with PC School District</li> </ul> <p><b>The Board</b> can contribute by assisting the Carver staff in developing internships for the teens, establish partnerships in the community i.e. Kumon Learning Center and assistance with improving data collection and analysis (Sam Ortiz has volunteered to assist in that area)</p> <p>Joe K. Carver Center's Executive Director for the past eight years began his report by describing to the Board his new vision for the Carver Center going forward, and his how the vision will impact on the Carver Organization, specifically its staffing model. The new vision for Carver is that Carver will serve as <b>Port Chester's first Community Learning Center</b>. The objective will be traditional and non-traditional educational experiences for every patron involved in intentionally planned learning program activities, geared toward self-reliance and enrichment. The new vision will be realized by implementing the following objectives:</p> <ul style="list-style-type: none"> <li>• <b>Build a culture of Excellence</b></li> <li>• <b>Utilization of Right Information</b></li> <li>• <b>Capturing the client voice</b></li> <li>• <b>Renovation</b></li> <li>• <b>Leverage Our Assets</b></li> <li>• <b>Improve Carver Staff</b></li> </ul> <p>The above goals and objectives can be efficiently achieved with some changes to the Organizational Chart and division of tasks. The most significant changes are the shift to the major positions reporting directly to Joe</p> <p><b>Chief Learning Officer</b>, responsibilities will be subdivided by age and program function Leanne Toryme has been selected for CLO position, she interviewed well, and she comes highly recommended from the Dalio Foundation.</p> <p><b>Chief Business Officer</b>, will include finance, facilities, HR, Front and Food Service. Alex Chavarria has been identified as the CBO. Alex is a native of Port Chester, has a business background, and is long time employee of Carver Center.</p> <p><b>Chief Advancement Officer</b> will monitor Development, Marketing, Events, PR, and Volunteers.</p> <p>Britani Griffin will occupy CAO position, she is a recent hire, however her work has been outstanding.</p> <p>(see handout for job descriptions)</p> <p>Other staff changes include the dismissal of Phil Mutino and Tracy Vitale. Mary will transfer from the After School Program supervisor to Director of Saturday and Summer camp Programing.</p>	<p><b>description to all board members</b></p> <p><b>Proposed Organizational chart distributed to the Board</b></p> <p><b>Presentation given by Britani Griffin</b></p>
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**Development Report  
Tom Murphy  
Britani Griffin**

The annual fund campaign to date came in a little short of the goal; however Carver is on track meet the Annual Fund goal for the first time in three years by June 30, 2017(the end of the fiscal year). Britani presented to the Board a detailed plan as to how the goals will be achieved. Development has yielded the following results for 2017

- **535k in cash**
- **56k in commitments and pledges**
- **220k in pending asks**
- **80 new donors that equals \$61,209.60**
- **102 re--engaged donors equaling \$72,139** (utilizing our data base)
- **Last year Carver closed the year at \$549k**

In an effort to diversify Carver's funding stream, various grants have been applied for and are in various stages of determination. However, the approved grants are as follows:

- Children's Hope Chest \$15k
- Christ Church Greenwich CT \$3k
- Con Edison \$15k
- Dalio Foundation \$1,075,000
- Tudor Foundation \$70k
- County Youth Bureau \$17.5k
- Rye Presbyterian Church \$6k

Tom Murphy commented that many non-profits are struggling to obtain funding, therefore the competition is steep, however, Carver's message and vision seem to be attracting donors.

**President's Report  
75<sup>th</sup> Anniversary  
Celebration**

Carver Center Board President Maureen Gomez led the **discussion** to plan Carver Center's 75<sup>th</sup> Anniversary celebration. Maureen raised the issue that Carver has already had two concerts, for two consecutive years, and banquets tend to be boring; therefore, the question was raised to change the annual event format. Do we explore a contemporary venue for a contemporary style event? And, should the celebration include paying homage to the organization and its history?

Tom Murphy suggested looking into places like Arrowwood, Lifetime Fitness, SUNY at Purchase or Chelsea Piers, and he acknowledged that Carver's annual events have averaged approximately 400 people over the last few years. Julie Souza suggests continuing with the concert but a lower price point, which will attract a younger crowd, and Maureen suggests adding a second event that will appeal to the Seniors who have been previously left out. **The members agreed with having two events at a lower price**

<p><b>Finance Report</b></p>	<p><b>point that will capture the entire community, (a sit -down banquet geared toward seniors another concert at the Capital Theatre) and a third event on the grounds of Carver to attract the local 10573 residents. January 6, 2018 will be the targeted concert date.</b></p> <p>Joe K. suggested getting Tom Bailey to assist us in planning and identifying talent for the concert. Leadership for these events are needed, Claire Butler and Karen Simons have expressed an interest in helping out with the Annual event efforts. The discussion will continue at the next meeting in June.</p> <p><b>The finance report as March 31, 2017</b> presented by Rob Kost.</p> <p><b>Highlights below:</b></p> <p>The color -coded report reflects majority of categories are in Green, very little cautionary yellow and no red areas.</p> <p>Overall revenue and income for the organization is solid through the month of April</p> <ul style="list-style-type: none"> <li>• <b>Unrestricted contributions and restricted contributions</b> are coded in yellow; primarily due to the timing of incoming revenues. Yellow will turn to Green by next meeting, due to anticipated incoming contributions...</li> <li>• <b>Expenses:</b> 44K under budget due to lower salaries</li> </ul> <p><b>Other Comments:</b></p> <p>The endowment fund has been up 14% over the last 12 months. 91K mandatory withdrawal was made</p> <p>Thompkins Line of Credit loan was paid in full in March.</p> <p>\$500K restricted contribution was received from the Walshes for capital projects and placed in special account.</p>	<p><b>Color coded Dashboard report distributed to all Board members present</b></p>
<p><b>Nomination and Governance</b></p>	<p><b>Nominating:</b> Nan O’Neill reported that there are five Board member vacancies to fill. She stated that her committee is currently collecting names. The criteria for candidates are: interest in the organization, residence outside of the Rye area, professional and cultural diversity. Due to the lateness in hour Ms. O’Neil stated she will send out the nominations electronically to be voted upon at the meeting. Brief discussion regarding</p>	

which committees each nominee can serve.

On another note Sam Ortiz current board member agreed to serve on the newly formed technology committee, created to help the organization utilize data efficiently in implementing the mission and vision of Carver Center.

The meeting was adjourned at 9:13 pm.

Respectfully submitted,

Sharon L. Davis-Julius

**Next Board Meeting  
June 27, 2017  
at 7 pm**
