

Port Chester Carver Center

Minutes of the Meeting

Thursday, September 20, 2018

Present:	<i>Stephanie Barrett, John Condon, Judy Diaz, Ciara Dilley, Amy Fisch, Brendan Goodhouse, Jim Howland, Shaker Khayatt, Rob Kost, Rich Lawrence, Sam Ortiz, Chris Pye, Maida Robinson, Claire Steinberg, Brian Stern</i>
Excused/Absent (A)	<i>Sonia Alcantarilla, Betty Brown, Michael Flynn, Erica Fritsche, Robert Kaplan, Derek Mahoney, Jennifer Prather, Julie Souza, Holly Zimmerman</i>
Staff:	<i>Joseph Kwasniewski, Leanne Tormey</i>

SUBJECT	DISCUSSION	OUTCOME
<p>Call to Order</p> <p>Welcome</p>	<p>Claire Steinberg, President, called the Carver Board meeting to order at 7:00 p.m.</p> <p>Claire welcomed the Board members to the first Board meeting of FY 2019 and expressed that she was excited to take on her new role as Board President. Claire explained that some of her goals for this year are to improve Board knowledge of Carver’s programming, to better integrate the work of the various Board committees, to improve committee reporting, and for the Board to develop our “elevator pitch” for Carver. Claire stated that she encouraged feedback from Board members and that she would be circulating an optional survey to the Board regarding Board and committee efficiency and efficacy.</p> <p>Claire noted that there would be upcoming volunteer opportunities for Board members and their families and encouraged Board members to take part.</p> <p>Joe Kwasniewski then discussed the next upcoming volunteer opportunity, which is the coat drive on October 16 and discussed how volunteers could help out.</p> <p>All present at the meeting then went around the room and briefly introduced themselves for the benefit of the new Board members.</p>	

<p>Consent Agenda Items</p> <p>Approval of Meeting Minutes</p>	<p>Brendan Goodhouse (Governance Committee), asked for a motion to approve the consent agenda items, which for this meeting only included approval of the minutes of the meeting held on June 19, 2018.</p> <p>A motion for approval of the consent agenda (i.e., the minutes of the June 19, 2018 meeting) was made and duly seconded.</p>	<p>The motion to approve the consent agenda (i.e., the minutes of the June 19, 2018 meeting) was approved unanimously by all Board members present.</p>
<p>Executive Director Update</p>	<p>Joe Kwasniewski and Leanne Tormey presented a Report on Carver’s FY 2019 Goals and Objectives.</p> <p>Joe went through Carver’s organization and reporting structure and discussed the ways in which this structure is being analyzed to promote efficiencies, particularly in light of the upcoming changes in leadership positions, and Carver bringing in a marketing director.</p> <p>Joe noted that all items on the FY 2019 Goals and Objectives list are focused on how Carver can improve the client experience, including how we can better collect and use data, more efficiently raise money, create better and deeper donor relationships, develop a comprehensive marketing strategy, and improve financial controls. The Board supported the objectives laid out in the plan and discussed how the Board could support the staff in implementing the plan.</p> <p>The Board also discussed how the transition period of Joe leaving would impact this plan. Joe reported that he and Claire have been having meetings with donors to keep them apprised of the upcoming change in leadership, and thus far all donors have been appreciative of the transparency and supportive.</p>	

<p>Finance Update</p> <p>FY19 Budget Discussion</p> <p>FY18 Audit Report</p> <p>Financial Policies</p>	<p>Robert Kost provided the Board with the update from Finance.</p> <p>Rob presented the FY 2019 Budget. Rob highlighted a few areas of the budget, including a decrease of approximately \$267,000 of projected revenue from the annual benefit. This reduction reflected the success the 75th Anniversary Gala more than anything and simply anticipates a return to what Carver has historically made from its annual benefit. Rob also noted that the restricted contributions for FY 2019 were projected to be lower than last year primarily due to a reduction in funding for the after school lunch program.</p> <p>A motion to approve the proposed FY 2019 Budget was made and duly seconded.</p> <p>Rich Lawrence presented the Board with the audit report that he had received just shortly prior to the Meeting.</p> <p>Rich explained that it was a clean audit. The auditors found that there were no material changes required in Carver’s financial records and reporting.</p> <p>Rich explained that the Finance Committee had proposed certain changes to Carver’s financial policies, which had been provided in the Board Meeting materials and asked that the Board approve the changes to the Financial Policies.</p> <p>A motion to approve the Changes to Financial policies was duly made and seconded.</p>	<p>The Board unanimously approved the FY 2019 Budget.</p> <p>The Board unanimously approved the Changes to Financial Policies</p>
<p>Committee Reports</p>	<p>Stephanie Barrett provided an update on the activities of the Program Committee. She highlighted the efforts of the Committee and the Staff around collecting more data in order to better gather the customer voice. She stated that the Programing Committee was also focused on identifying volunteer opportunities for Board members and other stakeholders.</p> <p>Amy Fisch provided an update on the Marketing Committee. She outlined marketing priorities for FY 2019 and discussed the annual appeal materials which would be going out soon.</p>	

	<p>Claire provided an update on the Development Committee. She stated that the Committee would be having its first meeting of FY19 the following week and that one of its primary focuses was closing the funding gap, which Rob had previously highlighted.</p>	
<p>Executive Session</p>	<p>Rich Lawrence explained the background of the Executive Search Committee’s work and process in the Executive Director search. Rich went over the various steps in the process, the vetting of candidates and the manner in which the committee narrowed down the choices.</p> <p>Rich explained that the Committee recommended that Carver Center extend an offer to Anne Bradner for the position of Executive Director. Rich went over Anne’s background, her references, and her performance in multiple interviews. Rich additionally provided the Committee’s assessments of Anne’s strengths and basis for its recommendation.</p> <p>The Board followed up with questions and discussion regarding Rich’s report and Anne’s background and experience.</p> <p>A motion (which was duly seconded) was made to extend an offer to Anne for the position of Executive Director (details of the offer package are not included in these minutes to maintain confidentiality; Michael Flynn, as Secretary, maintains the details of the compensation approved.)</p>	<p>The Board unanimously approved extending an offer to Anne Bradner for the position of Executive Director.</p>
<p>Adjournment</p>	<p>The meeting was adjourned by Claire Steinberg at 8:30 p.m.</p> <p>The next board meeting will be on November 15, 2018 at 7 p.m.</p>	