

Port Chester Carver Center

Minutes of the Meeting

Wednesday, November 28, 2018

Present:	<i>Sonia Alcantarilla, John Condon, Judy Diaz, Ciara Dilley, Amy Fisch, Michael Flynn, Erica Fritsche, Brendan Goodhouse, Jim Howland, Robert Kaplan, Shaker Khayatt, Rob Kost, Rich Lawrence, Derek Mahoney, Sam Ortiz, Jennifer Prather, Chris Pye, Maida Robinson, Claire Steinberg, Brian Stern</i>	
Excused/Absent (A)	<i>Stephanie Barrett, Betty Brown, Holly Zimmerman</i>	
Staff:	<i>Anne Bradner, Leanne Tormey</i>	
SUBJECT	DISCUSSION	OUTCOME
Call to Order Welcome	Claire Steinberg , President, called the Carver Board meeting to order at 7:00 p.m. Claire formally introduced Carver’s new Executive Director, Anne Bradner. She also reminded the Board members to submit their pledge forms. Claire also informed the Board that Julie Souza had resigned from the Board, and that Jim Howland had agreed to become the Chair of the Development Committee.	
Consent Agenda Items Approval of Meeting Minutes	Michael Flynn , 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 September 20, 2018. A motion for approval of the consent agenda (i.e., the minutes of the September 20, 2018 meeting) was made and duly seconded.	The motion to approve the consent agenda (i.e., the minutes of the September 20, 2018 meeting) was approved unanimously by all Board members present.
CEO Update	Anne Bradner provided the CEO’s report to the Board. Anne thanked the Board and the staff for being so welcoming to her. She also updated the Board on various items, including that (1) Carver had hired Colleen Kane for the Chief Advancement Officer position (she will start in early January); (2) the search continues for a marketing professional to join the staff; (3) the annual Gala will be held on Saturday, April 6, 2019, at the Mamaroneck Beach & Yacht Club; (4) Carver will hold a toy drive on	

	December 8 (Erica Fritsche is organizing the event in partnership with Osborn Elementary School in Rye; and (5) there would be a teen dance at Carver on December 8 th as well.	
Update on FY 19 Goals & Objectives: Presentation on the Carver Way, Carver's Model of Excellence	<p>Claire Steinberg offered a few introductory remarks regarding the creation of a dashboard to track Carver's goal for year. She indicated that the dashboard will be updated prior to each Board meeting and will available on the portal.</p> <p>Leanne Tormey thereafter provided the Board with an overview of the model of excellence Carver intends to bring to each aspect of Carver and its work, ranging from the volunteer experience to facilities and everything in between. The example Leanne used to exemplify the standards that Carver will use was the volunteer experience. Leanne explained the use of a rubric to assess and evaluate progress in achieving the goals Carver sets for the specific area of focus. The idea, as Leanne explained, would be to use this rubric approach to each of the areas Carver identifies as priorities and areas of focus. Leanne handed out an example of a rubric for the volunteer experience and discussed with the Board how the responsible staff person uses the rubric to organize and provide a deep dive into the particular area and work.</p>	
Finance Update Action Item: Approval of Form 990	<p>Rob Kost provided the Board with the update from the Finance Committee. He discussed results through the end of the first quarter (the period ending September 30, 2018). The first quarter, as Rob explained, is typically a bit challenging because expenses start to come in, but the fund-raising funds are not yet received. Rob explained the differences from prior year and as compared to the budget, stressing the timing issues that impact comparisons to budget. Rob also highlighted the expenses piece of the results, which compares very favorably to budget through September 30, 2018. Given timing issues with the receipt of revenues, we have drawn almost to the limit of our credit facility. Compared to last year, we have drawn down approximately \$100K more on the credit line. Rob made clear that he believes this is a timing issues, and that there are discretionary funds that could be drawn on, if necessary, from the Tompkins investment fund. He does not think that will be necessary.</p> <p>Rob also reviewed the status of the allocation in the Silvercrest endowment fund.</p> <p>Richard Lawrence, along with John Condon, summarized the content of Carver's Form 990. A motion, duly seconded, was made to approve the Form 990.</p>	The Board unanimously approved the Form 990.

<p>Committee Reports</p>	<p><u>Program Committee:</u> Jennifer Prather provided an update on the Program Committee’s work, focusing on three primary areas: (1) deeper dives into the volunteer experience; (2) the development of a Board level dashboard; and (3) continued efforts to capture the client voice.</p> <p><u>Marketing Committee:</u> Amy Fisch provided an update on the work of the Marketing Committee, reporting that the marketing position is being filled. She also discussed the need to enlist everyone in the effort to maximize Gala attendance and the initiative to work with local businesses to market Carver.</p> <p><u>Development Committee:</u> Jim Howland provided an update on the work of the Development Committee. Jim updated the Board on various efforts to identify and communicate with the donor base. Jim discussed the data base that Carver has developed to use as a tool in the development process and the opportunities for additional use of the data base in improving fund-raising. The Development Committee is in the process of analyzing the data to make judgments and recommendations regarding development initiatives and priorities.</p> <p>Anne Bradner provided an update on fund-raising to date and initiatives in connection the annual appeal.</p>	
<p>Additional Updates Regarding Carver Events</p>	<p>Claire Steinberg summarized a number of recent events, including the spelling bee, the senior breakfast and other events. Other Board members described experiences at various Carver events, including a tours of the after school program, the spelling bee and visits to the teen center.</p> <p>Leanne Tormey concluded the discussion with a reminder about an upcoming speaker at Carver tomorrow night.</p>	
<p>Adjournment</p>	<p>The meeting was adjourned by Claire Steinberg at approximately 8:30 p.m.</p> <p>The next board meeting will be on February 7, 2019 at 7 p.m.</p>	