

**Port Chester Carver Center**

**Minutes of the Meeting**

**Thursday, February 7, 2019**

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

SUBJECT	DISCUSSION	OUTCOME
<p><b>Call to Order</b></p> <p><b>Welcome</b></p>	<p><b>Claire Steinberg</b>, President, called the Carver Board meeting to order at 7:00 p.m.</p> <p>Claire thanked those who attended the kick-off meeting for the Spring Benefit. Claire also asked for the Board’s help in raising awareness about the benefit, considering hosting a table, approaching businesses to take out journal ads or to sponsor the event in some way.</p> <p>Claire also mentioned the upcoming Black History Month Celebration this coming Saturday at Carver and encouraged Board members to attend, particularly given the honorees include Kelley and Fallon.</p>	
<p><b>Consent Agenda Items</b></p> <p><b>Approval of Meeting Minutes</b></p>	<p><b>Michael Flynn</b>, Secretary, 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 November 28, 2018.</p> <p>A motion for approval of the consent agenda (i.e., the minutes of the November 28, 2018 meeting) was made and duly seconded.</p>	<p><b>The motion to approve the consent agenda (i.e., the minutes of the November 28, 2018 meeting) was approved unanimously by all Board members present.</b></p>

<p><b>Update on FY 19 Goals &amp; Objectives: Discussion of Progress Towards Goal – Create More Robust Volunteer Experiences</b></p>	<p><b>Leanne Tormey</b> described Carver’s efforts to enhance the volunteer experience at Carver.</p> <p><b>Brian Stern</b> described an initiative he and others have developed to try to bring together families from Greenwich or Rye with Carver families to work on a project together and to share a meal and fun activities. The first event is scheduled for March 10.</p>	
<p><b>CEO Update</b></p>	<p><b>Anne Bradner</b> provided the CEO’s report to the Board.</p> <p>Anne reported on the following:</p> <ol style="list-style-type: none"> <li>1. The advancement team is now finally in place. Colleen Kane is now in the position of Chief Advancement Officer and doing an excellent job hitting the ground running. In addition, Carver has a new part-time Marketing Director (April Langus), who is beginning to work on Carver’s marketing efforts and strategy. Finally, Carver has a new Aquatics Director (Grace Quinton), and she, too, is off to a great start invigorating the Aquatics program.</li> <li>2. Carver’s old boiler burst and had to be replaced. Rich Lawrence assisted in finding engineers and advisers to consult on what to do. The end result is that Carver’s heating system needed to be replaced. The cost was \$65,000 in unexpected expenditures.</li> </ol>	
<p><b>Committee Updates</b></p>	<p><u>Development Committee</u>: <b>Jim Howland</b> provided an update on the work of the Development Committee. Jim updated the Board on the annual appeal, indicating that we are slightly ahead of where we were compared to last year at this time. Jim also indicated that we have more work to do, and he described plans for additional outreach to potential donors. Jim also thanked the Board members for their personal contributions. Jim then described the efforts underway to contact foundations, as well as the upcoming Dalio dinner. Finally, Jim turned the report back to Claire and Anne to talk about the Spring Benefit. Claire indicated that the goal was to get as many table hosts as possible for the benefit. Anne described the planned entertainment at the benefit, as well as other aspects of the program for the benefit night, including the development of a short film to introduce people to Carver and the use once again of a professional auctioneer. <b>Amy Fisch</b> described her effort to secure a corporate sponsor for the event. <b>Maida Robinson</b> updated the Board on the process of securing journal ads.</p>	

Finance Committee: **Rob Kost** updated the Board on Carver finances as of the six-month mark for year. Rob highlighted the reduction in Dalio contribution this year. He discussed the implications of the leadership transition this year, and the fact that we are behind schedule in filling the gap left by the reduction in the Dalio contribution this year. Rob also discussed the various line items that make up both revenues and expenses, emphasizing those areas in which we are behind budget. Rob reported that we have had to use our credit line from Tompkins to cover expenditures this year. The goal will be to pay off the credit facility by year-end. Rob's report led to a discussion about various efforts to attract partners to make up the difference left by the reduction in the Dalio funding. Anne took the lead in describing those efforts, including further details on the plans for the Dalio dinner. Jim provided additional context regarding the overall process for successful Development efforts. Finally, Rob indicated that the Finance Committee intended to review the allocation of the Silvercrest investments.

Program Committee: **Jennifer Prather** provided an update on the Program Committee's work, focusing on three primary areas: (1) deeper dives into various programs, including the Carver Market most recently; (2) the continued development of a Board level dashboard; and (3) continued efforts to capture the client voice.

Marketing Committee: **Amy Fisch** provided an update on the work of the Marketing Committee, reporting that the marketing position has been filled. She also discussed the need to enlist everyone in the effort to maximize attendance at our benefit.

Facilities Committee: **Rich Lawrence** indicated that the Facilities Committee will be developing a five-year plan. Rich then turned to a discussion of security for the building, reporting that the head of security from PepsiCo's proximate campus agreed to lead a brainstorming session about security, and that session was very productive. Some improvements have already been made, including focusing on having an active person at the welcome desk, various repairs to lighting and door buzzers. There is also a new phone system in the building with paging capacity. The Facilities Committee is considering upgrades to camera systems and other improvements, but no final decisions have been made as of yet, and will be discussed as part of a comprehensive planning proposal being developed by the Facilities Committee.

Nominations Committee: **Michael Flynn** provided an overview of the nominations process for new Board members. Michael asked the Board to think about and surface names for potential new Board members. Michael also described the process that the

	Nominations Committee will go through to vet candidates and the contemplated schedule for doing so.	
<b>Adjournment</b>	The meeting was adjourned by Claire Steinberg at approximately 8:30 p.m.  The next board meeting will be on Thursday, March 28, 2019 at 7 p.m.	