

**Port Chester Carver Center**

**Minutes of the Meeting**

**Thursday, March 28, 2019**

<b>Present:</b>	<i>Sonia Alcantarilla, Judy Diaz, Michael Flynn, Erica Fritsche, Brendan Goodhouse, Jim Howland, Rob Kost, Derek Mahoney, Sam Ortiz, Jennifer Prather, Chris Pye, Claire Steinberg, Brian Stern, Holly Zimmerman</i>	
<b>Absent:</b>	<i>Betty Brown, Stephanie Barrett, John Condon, Ciara Dilley, Amy Fisch, Robert Kaplan, Shaker Khayatt, Rich Lawrence, Maida Robinson</i>	
<b>Staff:</b>	<i>Anne Bradner, Leanne Tormey, Colleen Kane</i>	
<b>SUBJECT</b>	<b>DISCUSSION</b>	<b>OUTCOME</b>
<b>Call to Order</b>  <b>Welcome</b>	<b>Claire Steinberg</b> , President, called the Carver Board meeting to order at 7:00 p.m.	
<b>Consent Agenda Items</b>  <b>Approval of Meeting Minutes</b>	<b>Michael Flynn</b> , 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 February 7, 2019.  A motion for approval of the consent agenda (i.e., the minutes of the February 7, 2019) was made and duly seconded.	<b>The motion to approve the consent agenda (i.e., the minutes of the February 7, 2019 meeting) was approved unanimously by all Board members present.</b>
<b>2019 Annual Benefit Update &amp; Making April 6 A Success</b>	Claire introduced Robert Sanders from HRG, which is the consultant Carver has hired to assist in planning and running the logistics for the April 6 Spring Benefit.  Mr. Sanders reported on the steps taken to prepare for the Benefit and updated the members of the Board on the steps to be taken in the final week of preparation. He then ran through how the night itself will progress, beginning with the cocktail hour and running through dinner and the dinner program. He then explained that dancing would come at the end of the dinner, as well as details regarding the specifics of the program, including the impact speaker and the paddle raise. The auctioneer, Amy	

	<p>Popola, has experience in reading the room and building momentum among donors. Mr. Sanders encouraged Board members to do their part in helping get their respective tables primed to contribute.</p> <p>Claire followed Mr. Sanders' report by providing the members of the Board with a detailed update regarding the budget and projections for the Gala. Claire took the Board through the current projections for the night set forth on a handout provided to the Board. The current bottom line projection for net income for the Gala is approximately \$232K. Claire encouraged members of the Board to seek contributions from friends who are unavailable to attend the event.</p>	
<b>Nominations Update</b>	<p>Michael provided an update on the nominations process for new Board members and encouraged anyone with suggestions for potential nominees to forward to him any names and background information. Michael reminded the members of the Board of the process the Nominations Committee will follow to vet any candidates that emerge. The goal is to have a slate of candidates that has been vetted by the Nominations Committee presented at the May Board meeting. During the June Board meeting, the Board would vote on whether to accept the slate of nominees. Claire indicated that she might solicit assistance from other Board members in the vetting process.</p>	
<b>CEO Report</b>	<p>Anne Bradner covered a few separate topics in her CEO report. First, Anne described the state law requirements for the moral character attestation form she requested that members of the Board fill out. Second, Anne turned over the report to Leanne Tormey to provide an update on Carver programs. Leanne then walked the Board through a number of encouraging statistics regarding several Carver programs, ranging from the after-school program, to the citizenship program, to the Saturday program and various aquatics programs, as well as summer camp. Third, Anne turned over the discussion to Brian Stern for a description of the recent family night event held at Carver. The event coupled Brian's and Shaker Khayatt's families with a few Carver families for a night of activities and dinner at Carver.</p>	
<b>Carver Fundraising &amp; Finance Update and Discussion</b>	<p>Rob Kost presented the finance and budget update. Rob highlighted the fact that Carver is dealing with difficult cash flow issues. Rob further discussed the heightened challenges Carver is facing this year, which, while present every year, have been exacerbated this year by the leadership transition within the organization. Rob then took the Board through the current numbers as compared to the budget, emphasizing the importance of fundraising and the upcoming Gala.</p> <p>The discussion of the financial performance lead to an extended discussion of funding</p>	

	<p>for the after-school program and efforts to replace reductions in funding by the Dalio Foundation. Jim Howland discussed steps that Carver is taking to expand the Carver donor base. One example that was highlighted is a dinner being planned with Barbara Dalio to help attract additional significant donors to Carver.</p> <p>Anne then reviewed a handout provided to the Board detailing the specifically projected significant donations included in the budget assumptions and provided an update on where Carver stands relative to the budget with respect to those donation assumptions. Anne also described efforts to identify additional foundations and to apply a marketing focus to the raising of funds by increasing Carver’s visibility and developing additional fund-raising events. Colleen Kane then described efforts to raise funds through presenting volunteer opportunities to corporations, which often have budgets to support volunteer opportunities for their employees. Jim Howland provided insights regarding the potential benefits of partnering with schools whose students often want volunteer hours.</p>	
<p><b>Adjournment</b></p>	<p>The meeting was adjourned by Claire Steinberg at approximately 8:30 p.m.</p> <p>The next board meeting will be on Thursday, May 9, 2019 at 7 p.m.</p>	