

Port Chester Carver Center

Minutes of the Meeting

Thursday, June 6, 2019

Present:	<i>Sonia Alcantarilla, Stephanie Barrett, John Condon, Judy Diaz, Brendan Goodhouse, Jim Howland, Shaker Khayatt, Rob Kost, Rich Lawrence, Jennifer Prather, Chris Pye, Claire Steinberg, Brian Stern, Holly Zimmerman</i>
Excused/Absent (A)	<i>Ciara Dilley, Amy Fisch, Michael Flynn, Erica Fritsche, Robert Kaplan, Derek Mahoney, Sam Ortiz, Maida Robinson,</i>
Staff:	<i>Anne Bradner, Colleen Kane, 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 and explained that the board would be given an updated on both the Program Dashboard and the FY 2020 Advancement Strategic Plan, but that the primary focus of the meeting would be to discuss the FY 2020 Draft Budget. Claire explained that the Board would not be voting on the budget at this meeting, but rather discussing the alternatives that she, Rob Kost, Anne Bradner, and the Carver executive team had been discussing with the goals of implementing a balanced budget taking into consideration its impact on Carver’s reputation, donors, employees, and clients.</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 included approval of the minutes of the meeting held on May 9, 2019 and the special meeting held on May 17, 2019.</p> <p>A motion for approval of the consent agenda (i.e., the minutes of the May 9, 2019 meeting and May 17, 2019 special meeting) was made and duly seconded.</p>	<p>The motion to approve the consent agenda (i.e., the minutes of the May 9, 2019 meeting and May 17, 2019 special meeting) was approved unanimously by all Board members present.</p>

<p>Program Dashboard Update</p>	<p>Jen Prather (programming committee) provided the Board with an update on the Program Dashboard.</p> <p>Jen explained that the Program Dashboard sought to distill information regarding Carver’s various programs so that it was (a) useable and understandable to the Board, (b) provided enough detail to be meaningful, and (c) could continue to be tracked and populated over time. Jen noted that much of the information that is included in the Program dashboard is information that has not been captured historically and by tracking it moving forward, the Board can be more informed regarding the details and metrics for each program.</p> <p>The Board discussed whether and how the data collected in the Program Dashboard could be used in marketing with donors. Jen explained that the preparing the Dashboard thus far has been an iterative process and would continue to be a work in progress as the programming committee in connection with Leanne would continue to refine the data Carver is collecting and how Carver can use it.</p>	
<p>FY20 Advancement Strategic Plan</p>	<p>Colleen Kane provided the Board with the update on the Advancement Strategic Plan for FY 2020.</p> <p>Colleen explained that the focus of the Advancement Strategic Plan is (1) address short term funding, (2) address the CAP program, (3) expanding major donors, (4) expanding the donor base, (5) retaining donors, (6) increasing program and rental income, (7) building brand awareness, and (8) building fundraising capacity.</p> <p>Colleen and Anne both explained that to address several of these objectives, Anne had been having many meetings with donors and with donors’ representatives, and that Carver has been asking for donations earlier in its fiscal year to deal with short term funding challenges.</p>	
<p>Budget Discussion</p> <p>YTD Budget</p>	<p>Rob Kost (finance committee) presented the Board with an overview of the year to date budget for FY 2019 and the proposed budget for FY 2020.</p> <p>Rob presented information on FY 2019 through April (10 months). Rob explained that the majority of the revenue shortfall from the budgeted amount is from restricted contributions as well as some lower program fees and lower government grants. Rob</p>	

<p>FY 2020 Proposed Budget</p>	<p>noted that Carver had been successful with unrestricted contributions and would surpass the budgeted amount, but that did not make up for the shortfall in the other categories. On the expense end, Rob explained that professional fees were higher largely due to search firm and legal expenses.</p> <p>Rob explained that in order to fund the shortfall, Carver had fully drawn its line of credit, had taken out money from investment accounts, and drawn accrued gains from the endowments. Rob further explained that since Carver had to do this to fund the shortfall in FY19, it was critical to have a balanced budget for FY20 since the ability to fund future shortfall has been limited.</p> <p>Anne Bradner gave an overview of the proposed FY20 budget. Anne explained that in developing the proposed budget, it was necessary to determine what it is that Carver does that is most important. Anne said that she has identified the CAP program as something that Carver has built which is important both in the service provided to the community and to Carver’s reputation.</p> <p>Anne explained that while difficult it was necessary to identify items to cut. Accordingly, in the proposed budget the mindfulness and wellness programs were cut as were Saturday enrichment programs – all of which were determined to be important, but not as important as the after school program.</p> <p>Anne identified other areas where costs were being cut, including not refilling the fitness manager position, getting rid of overtime, cutting costs in facilities, and conducting a more locally oriented college tour. Anne stated that Carver is actively looking at eliminating other positions and closely looking at every program to determine how it can be most efficiently run.</p> <p>Anne then identified different options for the CAP program, including eliminating busing, using a shared site, and increasing tuition. The Board then conducted a lengthy discussion regarding CAP and the different iterations of it that could be offered in FY20. The Board was in agreement that it was critical to have a balanced budget and offer the strongest CAP program possible within Carver’s financial abilities.</p> <p>The Board also addressed the revenue projections in the proposed FY20 budget. Colleen explained that the proposed budget included \$200,000 in projected new contributions, which is based on probabilities of receiving funding from approximately 40 donors that she had identified.</p>	
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	It was agreed that the executive team would present the Board with an update on the proposed FY20 budget and CAP program at a subsequent meeting.	
Executive Session	<p>Brendan Goodhouse passed around the ballots for Board Members and Board Officers for the FY20 year.</p> <p>The Board discussed Anne’s performance for the year and her incentive compensation. The details of those discussions are kept by Michael Flynn, Secretary of the Board, for confidentiality purposes.</p>	All candidates were unanimously approved.
Adjournment	<p>The meeting was adjourned by Claire Steinberg at 9 p.m.</p> <p>The next board meeting was anticipated to be held within the next few weeks and would be noticed shortly.</p>	