

Port Chester Carver Center

Minutes of the Meeting

Wednesday, September 25, 2019

Present:	<i>Sonia Alcantarilla, Stephanie Barrett, John Condon, Amy Fisch, Michael Flynn, Brendan Goodhouse, Yvette Hammel, Jim Howland, Donna Jarecki, Shaker Khayatt, Robert Kost, Jason Kowlowitz, Rich Lawrence, Derek Mahoney, Jennifer Prather, Christopher Pye, Maida Robinson, Claire Steinberg</i>	
Absent:	<i>Betty Brown, Judy Diaz, Erica Fritsche, Robert Kaplan, Cecilia Mitchell, Sam Ortiz, Brian Stern</i>	
Staff:	<i>Anne Bradner, Leanne Tormey, Colleen Kane, Grace Quinton</i>	
SUBJECT	DISCUSSION	OUTCOME
<p>Call to Order</p> <p>Welcome & Introduction of New Board Members</p>	<p>Claire Steinberg, President, called the Carver Board meeting to order at 7:00 p.m.</p> <p>Claire welcomed the new members of the Board.</p> <p>Claire also noted that the Marketing and Development Committees are being merged into one Committee going forward.</p> <p>Claire then reminded the Board members of certain upcoming events, including the coffee kick-off for the annual spring gala (October 24th), the Carver convocation (October 18th), the next senior breakfast (October 4th), and the Columbus Day Parade (October 13th).</p> <p>Finally, Claire reminded the Board members of the need to submit their compliance documents.</p>	
<p>Approval of Meeting Minutes</p>	<p>Michael Flynn, Secretary, asked for a motion to approve the minutes of the meeting held on June 6, 2019, as well as the special meeting held on July 8, 2019.</p> <p>A motion for approval of the minutes of the meeting held on June 6, 2019, as well as the special meeting held on July 8, 2019, was made and duly seconded.</p>	<p>The motion to approve the minutes of the meeting held on June 6, 2019, as well as the special meeting held on July 8, 2019, was approved unanimously by all Board members present.</p>

<p>Aquatics Presentation</p>	<p>Grace Quinton, the head of the Aquatics Program at Carver, gave a presentation to the Board about the Aquatics Program. She provided information regarding the various programs offered by Carver. Grace discussed the growth of the different program offerings, the goals of the programs and the varying approaches she and her staff bring to each of the programs. She took the Board through a slide deck presentation highlighting the accomplishments and goals of the various programs. Grace also answered questions from the Board members regarding programs, as well as the opportunities for growth and student enrichment, along with the challenges to realizing her goals for Aquatics generally and on a program specific basis.</p>	
<p>CEO Report</p>	<p>Anne Bradner summarized the end of the year fundraising accomplishments and goals. Anne reported that the immediate cash flow issues that were discussed over the early summer months have ameliorated to some extent. Anne also discussed the staff downsizing process and updated the Board on the personnel challenges and morale issues that have arisen out of the downsizing efforts. In discussing these issues, Anne noted the help of Gina Nocco with respect to the upgrading the payroll infrastructure and software.</p> <p>Leanne Tormey then led a discussion updating the Board on programming. Leanne reported that Camp Carver was a tremendous success. She also reported on the challenges related to the revamped After-School Program (ASP), including staffing issues generally and transportation issues with respect to the Middle School program. Leanne indicated that the Teen Center is up and running well. She also reported on a recent \$10,000 grant Carver has received to upgrade music resources. Other programs, such as English classes and citizenship classes, are also up and running, as is the Head Start program and the Carver market. The funding for transportation for Head Start is not the same as in the past, so that will be an issue to monitor going forward as we assess the rental income growth potential of that program. Senior events are fewer than in the past, but several programs still continue to run for seniors. Overall, Leanne reported that the seniors are disappointed at the reduction in senior programming, but seem to understand that the cutbacks in programming are the result of necessary budget cuts.</p> <p>Anne and Leanne also spoke generally about morale issues impacting the staff. They are continuing to focus on ways to stem morale problems that naturally have resulted from the downsizing efforts. Claire encouraged Board members to continue to look for opportunities to attend events and to connect with the staff as much as possible.</p> <p>Anne concluded her report by discussing the goals and objectives for the year from the</p>	

	<p>perspective of senior management. She stressed the commitment of Carver to a model of excellence approach. Anne also described for the Board the need for a longer-term (3-year) plan for Carver, which she and her management team have begun developing.</p>	
<p>Development Update</p>	<p>Colleen Kane led the update discussion with respect to Development issues. Colleen began by providing a list of potential donor contacts and asked the Board members to each think about whether they have contacts that might prove beneficial at each target or any other targets. Colleen then reported on various fundraising successes, including the New York State OCFS grant awarded to Carver for CAP (\$280,000 annually over the next five years). Colleen also discussed various additional grant opportunities Carver is pursuing actively.</p> <p>As to the annual appeal, Colleen indicated that she and the Development Committee are on the cusp of launching the Annual Appeal and will utilize various techniques to reach potential donors and appeal to their interests and desire to learn about Carver, including personalized notes and tour offerings.</p>	
<p>Finance Update</p>	<p>Rob Kost led the discussion. Rob described where we ended last fiscal year and also updated the Board on the first two months of the current year from a finance perspective. Rob stressed the need for the Board to work as hard as possible on fundraising for unrestricted contributions, as well as to think about which people and organizations might be able to contribute on a larger scale, either on a restricted contribution basis or through unrestricted giving.</p> <p>Rob addressed the drop last year in restricted contributions and the need to find replacement funding for the Dalio Foundation. He pointed out that the budget does call for an increase in restricted funding and unrestricted over and above what we actually achieved last year. While the Finance Committee and senior management think the budget is right-sized, it still will require focused execution.</p> <p>Overall, last year Carver missed its funding target by approximately \$718,000. Rob explained how we made up that difference last year and the challenges that presents going forward. Rob reiterated that the current budget is achievable, and he is pleased with the progress to date.</p>	

	<p>There was a discussion among the Board members and senior management regarding the ability to forecast cash flows and to have early warning of any cash flow issues over the coming months.</p>	
<p>Facilities and Audit Update</p>	<p>Rich Lawrence reported that the annual audit is underway. Thus far, according to Rich and John Condon, no significant issues have arisen. We intend to complete the audit and get Carver's Form 990 filed on time.</p> <p>Rich went on to discuss a variety of issues that have occurred with the Carver building. He reported on the long-term need to replace the boiler, but indicated that that will be part of the longer range plan for the facilities. In the short term, there is an immediate need to 1) address a broken condensate pump and piping from a flood in the pool room; 2) replace a leaking steam header in the boiler room; and 3) replace corroded pipes in the pool equipment room to permit installation of a new water meter. Rich and others are, with the help of contractors, assessing what needs to be done immediately and what can be put off for some period. The immediate work will probably cost between \$32,000 and \$40,000.</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 Wednesday, November 20, 2019 at 7 p.m.</p>	