

Port Chester Carver Center

Minutes of the Meeting

Wednesday, November 20, 2019

Present:	<i>Sonia Alcantarilla, Stephanie Barrett, John Condon, Judy Diaz, Amy Fisch, Erica Fritsche, Brendan Goodhouse, Yvette Hammel, Jim Howland, Robert Kaplan, Rob Kost, Jason Kowlowitz, Rich Lawrence, Derek Mahoney, Sam Ortiz, Jennifer Prather, Chris Pye, Claire Steinberg</i>	
Excused/Absent (A)	<i>Betty Brown, Michael Flynn, Donna Jarecki, Shaker Khayatt, Cecilia Mitchell, Maida Robinson, Brian Stern</i>	
Staff:	<i>Anne Bradner, Colleen Kane, David Brown</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 briefly spoke about the Annual Appeal. Claire noted that the appeal was underway, and that Carver would have everything in the mail within the next few days. Claire expressed thanks to the Board members who had been writing individual to accompany the Annual Appeal mailings. Claire also discussed the importance of a successful Annual Appeal to help drive revenues earlier in Carver’s fiscal year and reminded Board members that we seek to achieve 100% Board participation in the appeal.</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 consisted solely of approval of the minutes of the meeting held on September 25, 2019.</p> <p>A motion for approval of the consent agenda (i.e., the minutes of the September 25, 2019 meeting) was made and duly seconded.</p>	<p>The motion to approve the consent agenda (i.e., the minutes of the September 25, 2019 meeting) was approved unanimously by all Board members present.</p>

<p>Carver Market Presentation</p>	<p>David Brown (manager of the Carver Market) provided the Board a presentation on the Carver Market.</p> <p>David first provided an overview of the market and how it functions. He explained that the Carver Market is the only client choice pantry in the area. Clients can make one trip a month at which they collect 3-4 days of food. The market serves approximately 330 households per month and provides 90,000 pounds of food per year.</p> <p>David explained that the rebranding from the Carver food pantry to the Carver Market had been well received by clients and that Feeding Westchester has identified the Carver Market as a model food pantry.</p> <p>David explained that, at this time, most of the market’s clients are not interested in getting information regarding other services, but that through Feeding Westchester, a program called Link To Feed is making the Carver Market a pilot site and he hopes that with the Link To Feed program, Carver will be able to collect better information about its clients so it can serve them better and identify other programs that can serve them as well.</p>	
<p>CEO Report</p>	<p>Anne Bradner provided the Board with an update.</p> <p>Anne noted that there had been some recent staff movement, including a new middle school site director for CAP, a new driver, and a new custodian. Anne also informed the Board that Karissa Payero was leaving Carver Center.</p> <p>As part of Carver’s cost cutting efforts, Anne explained that the staff was not having a large holiday party this year, but that she wanted to give staff an extra day off and close Carver Center on Christmas Eve and New Year’s Eve – the Board expressed its agreement with doing so.</p> <p>Anne discussed several items on the Organizational Goals Dashboard. Anne explained that she was getting feedback from Carver staff on where she and the rest of Carver management can improve. Anne also discussed the creation of a rubric to address Board excellence and identify ways in which the Board’s functioning can improve.</p> <p>Anne noted that the volunteer program was going well – there had been 423 volunteers in October – and that Carver is focused on how to be most productive with volunteer</p>	

	<p>engagement.</p> <p>Anne also discussed Carver’s efforts to establish consistent relationships with facilities vendors as a way to (1) control costs and (2) ensure Carver receives quality and necessary service.</p>	
<p>Advancement Update</p>	<p>Colleen Kane provided the Board with an update on fundraising.</p> <p>Colleen explained that Carver was off to a good start in FY 2020 on unrestricted contributions. Specifically, Carver is 26% of the way to its annual goal when at the same time last year it was at 15%. Colleen noted that sales of tickets for the teen dance had been positive, at 228 tickets sold.</p> <p>With the Annual Appeal, Colleen explained that Carver was trying to promote people – both its clients and staff members – in its Annual Appeal materials. The Board commented positively on the Annual Appeal materials.</p> <p>Colleen explained that Carver had retained HRG for the annual benefit, after a positive experience with them last year, and that she was starting to work on sponsorships for the benefit.</p>	
<p>Finance Update</p>	<p>Rob Kost (finance committee) presented the Board with an overview of Carver’s financial performance in FY 2020 Q1.</p> <p>Rob noted that the first quarter of Carver’s fiscal year is generally the most inactive quarter and that Carver was on track with its FY 2020 budget thus far. Rob explained that professional fees were still a bit high, but significantly improved from FY 2019 and that rental income was a little low.</p> <p>The Board then discussed ways to increase rental income, including options for renting out the gym on Sunday afternoons.</p> <p>Rob noted that the endowment is performing well and that the finance committee would revisit whether to request the endowment funds be reallocated with a lower concentration on equities.</p>	

Audit and Facilities Update	Rich Lawrence (audit and facilities committees) provided an update on Carver’s audit and facilities issues.	
Audit	Rich explained that Carver had timely filed for an extension to file the Form 990 and had addressed all previously identified audit issues (which all dealt with treatment of withdrawals of endowment funds). Rich noted that Carver had made progress on everything that had been identified as action items in the prior year’s audit and that he would circulate a copy of the Form 990 prior to filing.	
Facilities	Rich informed the Board that work was ongoing to improve the boiler room, which included replacement of a corroded gas pipe cap and replacement of other worn materials. Rich also advised that efforts to address issues with the water meter were ongoing.	
Adjournment	The meeting was adjourned by Claire Steinberg at 8:15 p.m. The next board meeting is scheduled for February 5, 2020.	