

**Port Chester Carver Center**

**Minutes of the Special Meeting**

**Monday, March 23, 2020**

<b>Present:</b>	<i>Stephanie Barrett, John Condon, Amy Fisch, Michael Flynn, Erica Fritsche, Brendan Goodhouse, Yvette Hammel, Jim Howland, Donna Jarecki, Rob Kost, Jason Kowlowitz, Rich Lawrence, Derek Mahoney, Sam Ortiz, Jen Prather, Chris Pye, Claire Steinberg</i>
<b>Absent:</b>	<i>Sonia Alcantarilla, Betty Brown, Judy Diaz, Robert Kaplan, Shaker Khayatt, Cecilia Mitchell, Maida Robinson, Brian Stern</i>
<b>Staff:</b>	<i>Anne Bradner, Leanne Tormey, Colleen Kane</i>

S U B J E C T	D I S C U S S I O N	O U T C O M E
<p><b>Call to Order</b></p> <p><b>Welcome</b></p>	<p><b>Claire Steinberg</b>, Board President, called the special telephonic meeting of the Carver Board to order at 6 p.m. Claire thanked all Board members in attendance.</p> <p>Claire indicated that the topics on the agenda for the meeting included the challenges facing Carver operationally and financially, as well as an update on Carver’s fundraising efforts in the form of the Carver Cares Challenge in lieu of the Spring Gala.</p>	
<p><b>CEO/Executive Director Operations Update</b></p>	<p><b>Anne Bradner</b> provided the Board with an operations overview in light of the COVID-19 pandemic. Anne reported that the After School Program (CAP), Carver Teen Center, Citizenship Classes and Aquatics Programs closed on March 12. Carver’s operational focus is now on the Carver Market. Carver is part of the Feeding Westchester pilot program and is doing a terrific job capturing data as part of its work for the program. Currently, approximately 6 people run the Carver Market daily. The service is in high demand in the community.</p>	

	<p>Anne also reported that several Carver employees are working remotely. There are administrative challenges to the new working environment, but the team is working through them as much as possible. Anne reported that Teen Center Director Kelley Gordon-Minott, for example, has continued to stay in contact remotely with a number of Carver Center teens.</p> <p>Finally, Anne indicated that Carver has been designated as a potential supplemental child-care site for the children of essential workers. It is unclear if Carver will be called upon in this regard, but Anne and her team are taking steps to be prepared in case the request comes through.</p>	
<p><b>Financial and Fundraising Update</b></p>	<p><b>Rob Kost</b> provided an update on Carver’s finances to the Board. Rob reported that Carver’s finances are not in good shape. Given the COVID-19 situation, revenues going forward in the near term from food service and government grants are expected to bottom out. As of today, Carver has approximately \$85K in cash. Payroll is due to be paid on Thursday in an approximate amount of \$67K. Expenses above payroll are estimated to be \$35K in March and \$65K in April (April includes a large insurance premium payment). The endowment is at too low a level to be a source of funds to make payments at this point. Carver has approximately \$150K in outstanding payables, \$67K of which is owed to MMJ, Carver’s accounting firm (which has not been paid since September).</p> <p>As a result of the confluence of events, Carver is facing a liquidity issue that needs to be addressed immediately. The immediate course of action will likely require some form of furloughing employees. Furloughing, as opposed to laying off, staff is likely the best alternative because it would allow us to call people back when needed, allows Carver to pay paid time off (PTO) to employees and offer continued Carver health care benefits, but also allows employees to collect unemployment</p>	

	<p>benefits.</p> <p><b>Colleen Kane</b> provided an update on fundraising. Colleen reported that Carver is at 80% of its annual appeal goal and that we are ahead of schedule compared to the prior year. She reported that the response to the Carver Cares Challenge is encouraging, but more works needs to be done. Colleen encouraged Board members to reach out to their contacts.</p> <p>There was then Board discussion, including various questions from Board members regarding the furlough process.</p> <p>After discussion, <b>a motion was made and duly seconded as follows: Moved that the Board authorize the Chief Executive Officer (Anne Bradner) in her judgment as necessary, with the consent of the Treasurer and the President of the Board, to take all steps necessary over the next 90 days to furlough exempt and full-time hourly employees and otherwise determine what benefits to provide any furloughed employees and when and for what periods to periodically call back to work any furloughed employees as necessary.</b> The motion was approved unanimously.</p>	<p><b>RESOLVED by unanimous vote of the Board members present as follows: the Board authorizes the Executive Director (Anne Bradner) in her judgment as necessary, with the consent of the Treasurer and the President of the Board, to take all steps necessary over the next 90 days to furlough exempt and full-time hourly employees and otherwise determine what benefits to provide any furloughed employees and when and for what periods to periodically call back to work any furloughed employees as necessary.</b></p>
<p><b>Adjournment</b></p>	<p>The meeting was adjourned by Claire Steinberg at approximately 7:00 p.m.</p>	