

**Port Chester Carver Center**

**Minutes of the Meeting**

**Wednesday, February 5, 2020**

<b>Present:</b>	<i>Sonia Alcantarilla, John Condon, Judy Diaz, Amy Fisch, Erica Fritsche, Brendan Goodhouse, Yvette Hammel, Donna Jarecki, Robert Kaplan, Rob Kost, Derek Mahoney, Samuel Ortiz, Jennifer Prather, Claire Steinberg, Brian Stern</i>	
<b>Excused/Absent (A)</b>	<i>Stephanie Barrett, Betty Brown, Michael Flynn, Jim Howland, Shaker Khayatt, Jason Kowlowitz, Richard Lawrence, Cecilia Mitchell, Chris Pye, Maida Robinson</i>	
<b>Staff:</b>	<i>Anne Bradner, Colleen Kane, Leanne Tormey</i>	
<b>SUBJECT</b>	<b>DISCUSSION</b>	<b>OUTCOME</b>
<p><b>Call to Order</b></p> <p><b>Welcome</b></p>	<p><b>Claire Steinberg</b>, President, called the Carver Board meeting to order at 7:00 p.m.</p> <p>Claire welcomed the Board members and expressed her thanks to everyone who had signed up to be table hosts for this year’s spring benefit (14 of the 15 table hosts are board members). Claire noted that upcoming events at Carver included Senior Breakfasts on 2/7 and 3/6, a Black History event on 2/8, the Benefit Kick-Off event on 2/27, and Citizenship Classes the week of 3/2. Claire noted that Board members are always welcome to attend or visit any of Carver’s programs and to arrange a visit; they should contact Leanne to make arrangements.</p> <p>Claire also mentioned that Rob Kost is cycling off the Board next year so the Board will be in need of a new Treasurer. If anyone has a recommendation, they should contact Claire.</p>	
<p><b>Approval of Minutes for Board Meeting on November 20, 2020</b></p>	<p><b>Brendan Goodhouse</b> asked for a motion to approve the minutes for the Board Meeting on November 20, 2019. A motion was made for such approval of such minutes, and duly seconded. The motion passed unanimously without object.</p>	<p><b>Resolved</b> that the minutes of the Board Meeting on November 20, 2019, are approved by the unanimous vote of all Board members present.</p>

<b>CEO Report</b>	<p><b>Anne Bradner</b> provided the Board with an update.</p> <p>Anne explained that in the last census, Port Chester was undercounted and, as a result, underserved. To address this for the upcoming census, Carver has been participating in informational meetings regarding the census and had hosted a town hall event. Carver will also be acting as a tech hub and providing computers for people to fill out the online form.</p> <p>Anne expressed her thanks to the board for voting to give Carver staff a few days off during the holidays and noted that the gesture was well received.</p> <p>Anne discussed how Carver is in the process of re-assessing its use of the fitness center moving forward. Because of budget issues, the fitness center manager role had not been filled since the last person holding that position left. The equipment has not been maintained and there are flooring issues that were revealed after the boxing company that had been using the space left and removed all the rubber flooring (which the company owned). The fitness center is now closed, and Carver is working to determine if there are any code violations needing to be addressed. The longer-term question that Carver is assessing is whether the fitness center fits into its mission and whether it can use that space, once repaired, for something else.</p> <p>Anne reported that she is working with a volunteer named Jim O’Shea to review the history of the building and identify building needs (e.g. HVAC, parking lot, boiler, security, etc.). An engineer will be coming to look at the boiler next week. Anne has been advised that if the boiler fails and the pipes freeze it could cause a multi-month shut down of the facility.</p> <p>Anne gave an update on progress towards the goals Carver created last Spring. Anne noted that Carver had been making progress with volunteer efforts and that in December 2019, 34 volunteers donated 246 hours of time to Carver. Anne noted that because of how much things had changed, particularly financially, since the goals were created, Carver needed to look long term and determine how Carver can balance financial sense and limitations with its ambition. This strategic planning process will take longer than originally thought.</p> <p>Lastly, Anne reported that Carver had submitted a report to the Dalio Foundation, who had invited Carver to apply for another grant. The staff is hopeful that Carver will receive a grant from the foundation for next year.</p>	
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<p><b>Programing</b></p>	<p><b>Leanne Tormey</b> provided the Board with the update on programing.</p> <p>Aquatics: Carver has filled the winter programs and swim birthday parties have been successful.</p> <p>Summer Camp: Matt Casey and Alberto Arias will be co-directors of the camp program. We hope to employ Carver teens.</p> <p>CAP: We have recently received some positive press for the after school program. The OCFS licensing process has been time consuming and is ongoing. Carver recently received sign-off from the health care consultant after four months of work, which was a necessary step in the licensing process. Staffing has been a challenge. Carver filled the last middle school positions in December. That said, the program itself continues to be successful and well-attended with a 94% average daily attendance.</p> <p>Carver Market: The market is working with Feeding Westchester as part of the Link to Feed program, which is an extensive data warehousing system, which allows us to have much more efficient record keeping (300 families had registered).</p> <p>Citizenship: Twenty new registrations for citizenship classes in January. Fabiola (who teaches the program) and volunteers are great. Several volunteers have conducted classes in Fabiola's absence.</p> <p>English: Eight students taking classes every Sunday.</p> <p>Seniors: Younger kids are making Valentines for the seniors this month.</p> <p>Teen Center/Scholars: Martin Luther King Jr. Day event where civic issues were discussed. Held a scholars dinner in December. 58% of teen center members are immigrants.</p> <p>Andrew's Studio: Carver has received a \$10,000 gift of a new Andrew's Studio and is planning an unveiling.</p>	

<p><b>Advancement</b></p>	<p><b>Amy Fisch</b> (advancement committee) presented the Board with an update on the advancement committee.</p> <p>Amy reported that Carver continues to push out newsletters with a focus on clients and staff, which have been well received. Amy said that Anne and Leanne had recently recorded a podcast with the Rye Record, which would be available soon.</p> <p>Amy discussed efforts to promote the benefit. The advertising journal letters had gone out, they are finalizing corporate sponsorships, and have streamlined the website for advertisements, sponsorships, and table purchases.</p> <p><b>Colleen Kane</b> reported to the Board with an update on other advancement efforts.</p> <p>Colleen reported that Carver is looking for a new location to host the next student dance since the Doral Arrowood had closed. The primary options are the Crowne Plaza in White Plains or the Hilton Rye.</p> <p>Colleen reported that Carver was close to reaching its annual appeal goal and had already exceeded its restricted contribution goal. Colleen said that one of the areas of focus now was reaching people who had donated last year but not yet this year.</p>	
<p><b>Benefit</b></p>	<p>Claire gave an updated on the Benefit.</p> <p>Claire said that we have a good structure in place with the steering committee, table hosts, gratitude campaign, theme and décor, and journal committee.</p> <p>Claire explained that the budget for the event is to net \$250,000 and that we will have a lower costs structure than in past years.</p> <p>Claire encouraged board members to bring friends to the 2/27 cocktail event as a way to introduce them to Carver.</p>	
<p><b>Finance Report</b></p>	<p><b>Rob Kost</b> (Treasurer) gave an update on Carver’s financial performance through the first half of FY 2020.</p> <p>Rob reported that Carver was on budget from a macro perspective. Rob noted that we are slightly behind on revenue, but expenses were down as well. Core aspects of</p>	

	<p>Carver's financial performance, like contributions, were solid.</p> <p>Rob noted that Carver has limited flexibility as its letter of credit is fully drawn and that we have a challenge of filling gaps while waiting for the contract with the state for the OCFS Advantage grant to be finalized. The finance committee and management are exploring mortgage options and analyzing what Carver can draw from its endowment if necessary.</p>	
<b>Adjournment</b>	<p>The meeting was adjourned by Claire Steinberg at 8:30 p.m.</p>	