

Port Chester Carver Center

Minutes of the Meeting

Wednesday, June 3, 2020

Present:		
<i>Sonia Alcantarilla, Stephanie Barrett, John Condon, Amy Fisch, Michael Flynn, Brendan Goodhouse, Yvette Hammel, Jim Howland, Donna Jarecki, Robert Kaplan, Robert Kost, Jason Kowlowitz, Rich Lawrence, Derek Mahoney, Cecilia Mitchell, Jennifer Prather, Christopher Pye, Maida Robinson, Claire Steinberg, Brian Stern</i>		
Absent:		
<i>Betty Brown, Judy Diaz, Erica Fritsche, Shaker Khayatt, Derek Mahoney, Sam Ortiz.</i>		
Staff and Outside Advisors:		
<i>Anne Bradner, Colleen Kane</i>		
SUBJECT	DISCUSSION	OUTCOME
Call to Order/Welcome	<p>Claire Steinberg, President, called the Carver Board meeting to order at 7:00 p.m.</p> <p>Claire gave an overview of the planned agenda for the meeting, which was conducted via video and audio conference in light of the COVID-19 pandemic.</p> <p>Claire indicated that the Board is delayed on its nominations process and is in need of candidates for Treasurer. She also asked those who have not scheduled one-on-one meetings with her to call her to schedule a meeting. Finally, Claire thanked the Board members who are rotating off the Board for their years of service to Carver, including Stephanie Barrett, Sam Ortiz, Shaker Khayatt and Rob Kost.</p>	
Approval of Minutes for Board Meeting on May 6, 2020	<p>Michael Flynn asked for a motion to approve the minutes for the Board Meeting on May 6, 2020. A motion was made for such approval of such minutes, and duly seconded. The motion passed unanimously without object.</p>	<p>Resolved that the minutes of the Board Meeting on May 6, 2020, are approved by the unanimous vote of all Board members present.</p>
CEO Report	<p>Anne Bradner provided the Board with an update on Carver’s operations over the last few weeks. First, Anne reported to the Board that Impact100 Westchester awarded Carver a \$30K grant the day before the meeting. Carver was also rewarded a \$25K grant for the Junior Scholars program. Anne thanked Colleen Kane for all of her efforts in making these grants a come to pass for Carver. Anne also reported on the continuing work of the Carver Market. Carver will have a PACE intern this summer</p>	

	<p>to help with the Carver Market.</p> <p>Anne then gave the Board an overview of the work of the Learning Team. The application for the Office of Child and Family Services license is now complete. Although whether school will start or not is unclear, Anne has been asked to join the Port Chester task force on returning to school, so we will have to up to date insights on that important issue. Anne provided information on various volunteer efforts, including one lead by Board member Erica Fritsche to improve the landscaping around Carver.</p> <p>Finally, Anne covered Carver’s involvement in community action efforts in the wake of George Floyd’s killing in Minneapolis. Anne will participate in a community march on Sunday in Port Chester. Also, Anne spoke about the Carver statement in support of racial justice (which she read), soliciting any Board feedback. The consensus of the Board was that the statement was very positive.</p>	
<p>Advancement and Finance Updates</p>	<p>Colleen Kane reported on the efforts of the Development Committee, highlighting the successes of the Carver Cares Challenge and the award of various grants recently that Anne had touched upon earlier. The Carver Cares Challenge raised \$589,600, which is significantly above the adjusted goal of \$500,000. Colleen then discussed the need for a gratitude campaign and asked for Board help in getting thank you notes out. There are at least 150 new donors to Carver through the Carver Cares Challenge, and there will be approximately 300 donors who have not yet been assigned a “thank you” note writer.</p> <p>Rob Kost provided the Board with an overview of Carver’s current financial condition. Rob first echoed Colleen’s thanks to the Board for all of its fundraising efforts. Rob then discussed various line items, indicating that Carver was ahead of budget in revenues at the end of April by \$135K and down on expenses, given the COVID-19 fallout. As of June 1, 2020, Carver had cash on hand of \$397K. Payables are almost all completely paid down at this point.</p> <p>In addition, Carver has the PPP loan proceeds, although Carver has yet to figure out how much loan forgiveness Carver will be able to realize. There was a discussion among the Board members about the use of the PPP loan and whether or not to bring back employees who have been furloughed. This involves a complicated analysis of the loan forgiveness thresholds and the individual circumstances of employees. There were specific questions posed about these issues in relation to the desire for summer activities. The Board left with Anne Bradner the question of whether it would make</p>	

	<p>sense to try to have some sort of program in the second half of the summer. Anne agreed to report back after further study.</p> <p>Rob indicated that there will need to be coordination between the Task Force and the Finance Committee developing a budget and relaunching Carver. We have made good progress in laying a foundation for the re-launch of Carver, but the Finance Committee and the Task Force will have to have discussions in the next 4-8 weeks to think about what Carver should offer in terms of programming and what funds will be available to support those programs going forward.</p>	
Task Force Update	<p>Rich Lawrence and Yvette Hammel updated the Board on the work of the Task Force appointed to assist the CEO in thinking through Carver's reopening and longer-term strategic vision. First, using a handout as a guide, Yvette walked the Board through all of the different community organizations concerning which Carver has gathered information in recent weeks. Second, Rich summarized the next steps the Task Force is planning, with a promise to report back to the Board at a later time.</p>	
Executive Session	<p>Anne Bradner and Colleen Kane were dismissed from the meeting, and the Board discussed the performance evaluation and compensation recommendations for the CEO. (Minutes of the Executive Session are available through the Board President, but will not be posted on the Board Portal.)</p>	
Adjournment	<p>The meeting was adjourned by Claire Steinberg at approximately 8:30 p.m.</p> <p>This was the final board meeting of the fiscal year; the date of the next board meeting over the summer is to be determined.</p>	