

## Port Chester Carver Center

### Minutes of the Meeting

**Wednesday, December 9, 2020**

<b>Present:</b>	<i>Sonia Alcantarilla, John Callaghan, John Condon, Sue DeStaebler, Judy Diaz, Amy Fisch, Michael Flynn, Erica Fritzsche, Brendan Goodhouse, Yvette Hammel, Alisa Holland, Jim Howland, Donna Jarecki, Robert Kaplan, Robert Kost, Jason Kowlowitz, Rich Lawrence, Derek Mahoney, Jennifer Prather, Maida Robinson, Claire Steinberg, Brian Stern</i>	
<b>Absent:</b>	<i>Betty Brown, Christopher Pye, Cecilia Mitchell</i>	
<b>Staff and Outside Advisors:</b>	<i>Anne Bradner, Jim O'Shea</i>	
<b>S U B J E C T</b>	<b>D I S C U S S I O N</b>	<b>O U T C O M E</b>
<b>Call to Order/Welcome</b>	<p><b>Claire Steinberg</b>, President, called the Carver Board meeting to order at 7:00 p.m. Claire welcomed new Board members Sue DeStaebler, John Callaghan and Alisa Holland. Sue and Alisa will be joining the Program Committee and John will be working on the Finance Committee. Each of the three new members gave the Board a brief introduction and explained how each became interested in joining the Board.</p>	
<b>Approval of Minutes for Board Meeting on October 28, 2020</b>	<p><b>Michael Flynn</b> asked for a motion to approve the minutes for the Board Meeting on October 28, 2020. 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 October 28, 2020, are approved by the unanimous vote of all Board members present.</p>
<b>Facilities Update</b>	<p><b>Jim O'Shea</b> provided the Board with an update regarding the Carver building, summarizing the repair and maintenance issues facing Carver in the near term and longer term. Jim took the Board through a grid identifying the high priority items, as well as the secondary priority issues. The first priority is the boiler. There are two units, one of which is not operational. Jim described that he has checked with a consultant about what would happen if the currently operational unit were to go out.</p>	

	<p>Jim indicated that, if that were to happen, Carver could rent a boiler, which would be placed outside the building. The additional high priority repair issue, according to Jim, is the HVAC system. There are three units in need of repair and upgrade. Secondary areas for repair are the parking lot and the security system, as well as sprinkler and fire alarm systems.</p> <p>Jim also described the leak in the Teen Center roof, which resulted in mold in the Teen Center. Jim explained that we successfully contracted to fix the leak and to remediate the mold and are now addressing additional duct work.</p> <p>Anne filled in additional details regarding the intention to develop a longer-term plan for the building. She also described in more detail the serious disrepair of the parking lot, which is making it impossible to perform quick fix repairs. Anne touched on the walk through of the security system performed by the head of security at Pepsi. There was also discussion regarding the scope of Carver's insurance for boiler, which does not cover normal wear and tear.</p>	
<b>CEO Update</b>	<p><b>Anne Bradner</b> provided the Board with an update on Carver's operations. Anne indicated that Carver's progress towards reopening was slowed because of the increase in COVID cases in the Port Chester community in recent weeks. The Carver Market and Food Service, however, are continuing to operate at increased levels. In November, 1400 households were served by the Market. Carver is also serving and giving out meals as part of its Food Service at JFK and Edison schools. Anne also informed the Board about Carver's work with Caritas to assist in food delivery to people's homes. Carver has also been at the center of a number of community drives from turkeys to gift cards for clothing to toys and many items in between.</p> <p>Anne reported that Carver is coordinating better than ever with others in the community, taking part in communications with numerous other organizations. These communications have opened up opportunities for funding for our virtual learning program, as well as coordination with other organizations, such as being able to provide diapers to Head Start. As to the virtual learning program, the plan is to launch that program on January 5, 2021. The program was ready for launch earlier, but the schools were not ready. On the private side, Anne described continued efforts with the Munzer Foundation.</p>	
<b>Advancement Update</b>	<p><b>Jim Howland</b> and <b>Anne Bradner</b> provided the Board with an update on Carver's fundraising activities. Jim indicated that, as of December 7, Carver is tracking well in terms of fundraising. With respect to the Annual Appeal, the Appeal is now fully</p>	

	<p>launched. Jim thanked the Board members for their work in personalizing notes and their own contributions in connection with the Annual Appeal. Jim reported that we have unrestricted gifts thus far of \$600K against an annual goal of \$958K. That includes a new donor gift of \$150K. Jim told the Board that overall we were tracking fairly well, but would continue to watch the results and hope that the Annual Appeal fills in the remaining gap to the budgeted amounts for the year on the fundraising side. As to the spring benefit, Jim indicated that we have a budgeted amount of net contributions of \$350K. Given the pandemic, that budget item is certainly one that could be at risk, although we are continuing to think about ways to stage the spring benefit. Anne closed out the report by indicating that, as she previously mentioned with respect to the Munzer Foundation and grant opportunities with respect to virtual learning, there continues to be a great deal of activity on the grant side.</p>	
<b>Finance Update</b>	<p><b>Rob Kost</b> provided the Board with a Finance update. Rob recapped that the Annual Appeal and the spring benefit are the main drivers of unrestricted contribution revenue. This year there was difficulty in putting together a budget because of the uncertainty of programming. Generally speaking, however, although we are slightly behind on revenues through the first four months as compared to budget, we are close. Being slightly behind budget at this point in the year is not atypical because November and December tend to be the months in which people contribute to the Annual Appeal.</p> <p>Rob indicated that we did pay down \$150K of the line of credit as of November 12. We are continuing to be cautious with the use of the PPP loan, but remain hopeful that we will be able to obtain significant, if not total, loan forgiveness. Rob also reported that we are taking a wait and see attitude about whether to withdraw from the endowment. If we need cash in May and June, we will make a withdrawal from the endowment. If we do not, we will not.</p>	
<b>Adjournment</b>	<p>Claire adjourned the meeting at 8:30 p.m.</p> <p>The next meeting is scheduled for January 27, 2021 at 7:30 p.m.</p>	