

Port Chester Carver Center

Minutes of the Meeting

Wednesday, January 27, 2021

Present:	<i>Sonia Alcantarilla, John Callaghan, John Condon, Sue Destaebler, Amy Fisch, Michael Flynn, Brendan Goodhouse, Yvette Hammel, Alisa Holland, Jim Howland, Donna Jarecki, Robert Kaplan, Robert Kost, Jason Kowlowitz, Rich Lawrence, Derek Mahoney, Cecilia Mitchell, Jennifer Prather, Christopher Pye, Claire Steinberg</i>
Absent:	<i>Betty Brown, Judy Diaz, Erica Fritsche, Maida Robinson, Brian Stern</i>

Staff and Outside Advisors: *Anne Bradner, Colleen Kane*

SUBJECT	DISCUSSION	OUTCOME
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Call to Order/Welcome	Claire Steinberg , President, called the Carver Board meeting to order at 7:00 p.m.	
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Approval of Minutes for Board Meeting on December 9, 2020	Michael Flynn asked for a motion to approve the minutes for the Board Meeting on December 9, 2020. A motion was made for such approval of such minutes, and duly seconded. The motion passed unanimously without object.	Resolved that the minutes of the Board Meeting on December 9, 2020, are approved by the unanimous vote of all Board members present.
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Programs Update	Jen Prather provided the Board with update Programs Committee. Jen reported that the Programs Committee welcomed two guest speakers recently. The first guest speaker was Meg Kaufer from the STEM Alliance. The STEM Alliance is partnering with Carver on the Virtual CAP Program (VCAP). STEM Alliance’s mission is to close the digital divide between families with economic means and those without economic means, and they are raising money to provide equipment, WiFi and computer training to families in need. The STEM Alliance uses partners like Carver to identify people with the greatest need and will be providing 40 families identified by Carver with computers, WiFi, and training.	
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	<p>Jen also provided a general overview of the Virtual CAP Program, indicating that she would provide updates at future meetings. There were 38 students enrolled at the start, with a goal of up to 60 students.</p> <p>The second speaker was Bill Cusano from Caritas. Bill provided the Program Committee with an overview of Caritas' history and its current focus and partnership with Carver and the Carver Market.</p>	
<p>CEO Update</p>	<p>Anne Bradner provided the Board with an update on Carver's operations. Anne reported that Virtual CAP launched on January 5, 2021. She described the work of student facilitators, led by Ellie Zimmerman, who started an organization called Interns4Good that matches high school students with volunteer opportunities. Anne also indicated that Ellie will be the recipient of 2021 Volunteer Spirit Award in Westchester for her work with Interns4Good and Carver Center.</p> <p>Anne also reported on the ongoing work of the Teen Center, including its partnership with STEER for Student Athletes (tutoring work) and the newcomer groups (for various activities and food support).</p> <p>Anne then switched gears to describe additional programs and activities that are underway, including a podcast program being launched by Emilio Vargas, as well as other additional activities he is planning. Anne then gave an update on the Aquatics Program, which has been stalled by a recently needed electrical repair to the pool. Anne asked Chris Pye to report on an initiative Carver is exploring to provide space to Rock Island Sound to provide free music lessons. Rock Island Sound is a local business that sells music equipment and provides lessons. It is forming a non-profit arm and is looking to Carver as a partner to provide space for it to use in its effort to offer free lessons to those in need. The details are to be worked out, but it might be revenue generator for use of the space and an opportunity to help individuals in the Carver community access free music lessons.</p> <p>Finally, Anne reported that the Citizenship program is up and running, that the Carver Market continues to operate on all cylinders and that Redemption Church continues to use the gym and pays rent for that use.</p> <p>Anne closed out her report by informing the Board that she has been asked to serve on the Diversity, Equity and Inclusion Committee of the Bruce Museum. She is also</p>	

	<p>working on United Way programming and building community relationships for Carver in that process.</p>	
Advancement Update	<p>Amy Fisch, Yvette Hammel and Colleen Kane provided the Board with an update on Carver’s fundraising activities. Amy informed the Board that we have achieved over 100% of the annual goal for unrestricted contributions.</p> <p>Yvette reported that we looking at Saturday, May 1, for our Spring Benefit. That may shift, depending on the availability of the talent we use. The plan at the moment is to construct a 60-minute program, with remarks by Anne, maybe Board members, impact speakers and an appeal for contributions. The Spring Benefit Committee will be working with Emilio to see if we can use any content from the materials he is putting together as part of the program. All of this is still in the planning stages both from a content and technological perspective. Yvette mentioned ideas for table hosts, indicating that the brainstorming on that front is continuing.</p> <p>Colleen closed out the Advancement report by thanking everyone for the efforts in her absence. She reported to the Board on a few additional items: (1) LAPA is contacting Carver donors to get feedback on why they donate and why they think Carver is helping the community (this will be helpful for major donor work in the spring); (2) LAPA is developing a comprehensive development plan; (3) LAPA is continuing work on our donor database; and (4) we are working on creative ways to thank our donors.</p>	
Finance Update	<p>Rob Kost provided the Board with a Finance update. Rob updated the Board on the state of Carver’s finances, taking the Board through the financial dashboard distributed in advance of the meeting. Rob focused on the positives he sees at this point in the year. At this point, Carver is 78% of the way toward our fundraising goals. Rob did highlight that, other than contributions, we are behind budget on other revenues. This is not surprising, given the COVID restrictions on use of the building (Aquatics, e.g.).</p> <p>Rob indicated that we have not withdrawn from the endowment as of yet. We are monitoring whether we will be able to forego such a withdrawal this year, hoping that</p>	

	<p>our cash position will be strong enough so that we do not need to make a withdrawal this year from the endowment. Rob updated the Board on the performance of the endowment, which has recovered recently, getting us to flat for the year.</p> <p>Rob also informed the Board that we made another pay down on the line of credit, reducing the balance to \$100K. Rob also noted that we have submitted the loan forgiveness application on the PPP loan. If we can get the entire loan forgiven, that will obviously provide a positive boost to finances.</p>	
<p>Adjournment</p>	<p>Claire adjourned the meeting at approximately 8:00 p.m.</p> <p>The next meeting is scheduled for March 10, 2021 at 7:00 p.m.</p>	