

Port Chester Carver Center

Minutes of the Meeting

Wednesday, March 10, 2021

Present:	<i>Sonia Alcantarilla, John Callaghan, John Condon, Sue Destaebler, Judy Diaz, Amy Fisch, Michael Flynn, Erica Fritsche, 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, Maida Robinson, Claire Steinberg, Brian Stern</i>
Absent:	<i>Betty Brown</i>
Staff and Outside Advisors:	<i>Anne Bradner, 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
Call to Order/Welcome	Claire Steinberg , President, called the Carver Board meeting to order at 7:00 p.m.	
Approval of Minutes for Board Meeting on January 27, 2021	Michael Flynn asked for a motion to approve the minutes for the Board Meeting on January 27, 2021. 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 January 27, 2021, are approved by the unanimous vote of all Board members present.
Programs Update	Sonia Alcantarilla and Judy Diaz, along with Anne Bradner, provided the Board with an update from the Program Committee. Sonia reported on the status of the virtual Carver after school program (VCAP). VCAP started on January 5, 2021 and will continue for the rest of the year. There are 41 students enrolled, and the goal is to expand to 60 students. The staff is comprised of volunteers from Interns4Good. These volunteers are from all over the country and world, connected virtually, including a student from Bangladesh. The program is off to a good start and has good tracking systems in place to allow for improvements. Anne offered that VCAP is utilizing the maker's space as well. Anne also mentioned that Ellie Zimmerman is	

going to receive on April 9th a Westchester spirit award for her work with Interns4Good and Carver. Finally, Anne indicated that Carver is in line to receive a reimbursement grant of \$35K for VCAP.

Judy then provided the Board with an update on the Port Chester schools. Judy indicated that Port Chester schools are due to reopen on April 8th for all parents who choose in-person instruction for their children. It looks as if about 25% of students will continue to stay remote, but the rest of the students will likely return to in-person schooling. Much of the year up until now has been remote (approximately 70% of the first 100 days have been remote). Judy discussed with the Board the focus of the school system to have in place resources to help students and families adjust to the new reality for the remainder of this year and certainly next year. With respect to Carver, the consensus for the moment is that Carver should stick with VCAP for the remainder of this year and not attempt to have in-person after school programming. Judy stressed the need for children to have opportunities to socialize and encouraged Carver to think about ways to assist in that regard, in addition to the homework help component of Carver's programming.

Anne then reported on other program issues. The pool has reopened. Carver is monitoring when it can start swim lessons and other pool programming. At the moment, Carver has two renters for use of the pool. The food pantry activity remains very strong. The partnership with Caritas remains vibrant and Carver is serving nearly 1200 families a month. As to other programs, Anne reported on a variety of programming, from the STEER program to Citizenship classes. The Teen Center remains active as well. A survey to seniors is going out to assist Carver in assessing what senior programming is wanted/needed. Finally, Anne and the staff are actively considering plans for the summer, including with respect to aquatics programming for the summer.

CEO Report	<p>Anne Bradner provided the Board with an update on Carver’s operations. Anne discussed the promotion of Angie Diaz as the Welcome Center Coordinator. Anne also informed the Board that Carver is moving forward with plans to hire a Program Coordinator and has developed a job description for that role. Finally, Anne reported that the PPP loan has been forgiven, which is exciting news for Carver.</p>	
Advancement Update	<p>Jim Howland, Yvette Hammel and Colleen Kane provided the Board with an update on Carver’s fundraising activities. Jim started by giving an overview of the fundraising activities and where Carver is relative to its year-end goals. Jim reported that we are two-thirds of the way to achieving the results budgeted for the year. We have already exceeded the goal on unrestricted contributions of \$783K. On the restricted gift front, we are \$200K short of the year-end goal, but are confident in how to make up that gap by year-end.</p> <p>Yvette gave a report on the virtual spring benefit. Yvette discussed the programming for the event, the sponsorship levels and additional planning going into the event.</p> <p>Colleen provided additional details regarding the planning and the coordination leading up to the virtual spring event. Colleen also reported on activities related to additional fundraising, including grants and reach out efforts to donors. Colleen also informed the Board that Impact 100 has invited Carver to submit a proposal to receive funding for a bus. Colleen rounded out her report by discussing the additional work LAPA is doing to help Carver organize its fundraising activities going forward.</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 reported on the 7-month numbers. Carver is ahead of budget at 7 months. Carver is under budget on expenses by \$60K at this point of the year. Carver has \$651K in cash currently, which is a good cushion equating to approximately 3 months of expenses. Rob also reported on Carver’s line of credit negotiations with Tompkins Mahopac, which are going well.</p>	

Adjournment	Claire adjourned the meeting at approximately 8:15 p.m. The next meeting is scheduled for May 12, 2021 at 7:00 p.m.	
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