

Port Chester Carver Center

Minutes of the Meeting

Wednesday, May 12, 2021

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Present:	<i>Sonia Alcantarilla, John Callaghan, John Condon, Sue Destaebler, Judy Diaz, Amy Fisch, Michael Flynn, Brendan Goodhouse, Yvette Hammel, Alisa Holland, Jim Howland, Donna Jarecki, Robert Kost, Rich Lawrence, Derek Mahoney, Cecilia Mitchell, Jennifer Prather, Christopher Pye, Claire Steinberg, Brian Stern</i>	
Absent:	<i>Betty Brown, Erica Fritsche, Jason Kowlowitz, Robert Kaplan, Maida Robinson</i>	
Staff and Outside Persons/Advisors:	<i>Anne Bradner, Colleen Kane, George Latimer (partial attendance; left after his report)</i>	
SUBJECT	DISCUSSION	OUTCOME
Call to Order/Welcome	Claire Steinberg , President, called the Carver Board meeting to order at 7:00 p.m.	
Report from George Latimer – Westchester County Executive	<p>George Latimer, the Westchester County Executive, provided the Board with a report on how Westchester County is handling the COVID-19 pandemic. Mr. Latimer indicated that there are 1,231 active cases in the County at present. That compares to January when there were 11,500 cases. Hospitalizations are markedly down as well from several hundred in January to only 80 today. Fatalities are also significantly down. On the vaccination side, 50% of Westchester residents have received at least one shot. Mr. Latimer stressed the need to increase vaccinations even more and to reach segments of the population that are hesitant to get the vaccine through making the vaccine readily available and through outreach and information about safety.</p> <p>Overall, the numbers are good and getting better. Mr. Latimer indicated he was reasonably confident that more and more places will be opening up throughout the summer and into the fall.</p> <p>Mr. Latimer offered to work with Carver going forward to assist the community in as many ways as possible.</p>	

<p>Approval of Minutes for Board Meeting on Mach 10, 2021</p>	<p>Michael Flynn asked for a motion to approve the minutes for the Board Meeting on March 10, 2021. A motion was made for approval of such minutes, and duly seconded. The motion passed unanimously without object.</p>	<p>Resolved that the minutes of the Board Meeting on March 10, 2021, are approved by the unanimous vote of all Board members present.</p>
<p>CEO Report</p>	<p>Anne Bradner provided the Board with an update on Carver’s operations. Anne started by thanking the Board for its help on the virtual benefit. Anne also reported that the Carver staff has been called back. She informed the Board that the search is ongoing for a new Chief Program Officer.</p> <p>In terms of other developments, Anne updated the Board that, with assistance from Steve Otis and his Chief of Staff, Lisa Urban, Carver now has the New York State contract for a reimbursement grant for the After School Program.</p> <p>Finally, Anne told the Board that she is busy planning, working on the budget for the next fiscal year, as well as other Program plans. The budget will be presented to the Board at the next meeting.</p>	
<p>Program Update</p>	<p>Sue DeStaebler provided the Board with an update on Carver’s Programs. Sue reported on the planning for the summer program. She indicated that the energy and enthusiasm the staff has exhibited is terrific. The summer program will run from July 5 to August 13. It will not be a camp. The program will have three tiers – morning, afternoon and early evening. There will be one activity per tier/session. For the afternoon session, Carver is planning to partner with the elementary schools. The elementary schools (JFK and Edison) will have certain academic intervention activities in the form of a summer school; for the Carver program enrollees in that summer school, Carver will provide lunch at the school under the supervision of school and then the Carver enrollees will come to Carver for one activity in the afternoon.</p> <p>There will be execution challenges (lack of air conditioning, pod restrictions, etc.). Carver is working through the planning on all these fronts.</p>	

<p>Advancement Update</p>	<p>Jim Howland, Amy Fisch, Yvette Hammel and Colleen Kane provided the Board with an update regarding Carver’s fundraising activities. Jim started by sharing good news with the Board – namely, that with seven weeks remaining in the year, Carver is at 102% of its fundraising goal for the year, having reached 111% of the unrestricted goal for the year and 90% of the restricted contributions goal.</p> <p>Amy thanked Yvette Hammel for the great work on the virtual gala. Yvette, in turn, thanked the Board for its hard work and commitment. At present, the gala has raised \$380K, which is just short of the \$400K goal. The fundraising remains open, so we are hopeful that we will ultimately reach the goal. Yvette asked that we follow through on the gratitude campaign.</p> <p>Colleen then rounded out the Advancement update. Colleen thanked Yvette and Claire for all of their help with the gala, as well as Jim and Amy for all the work on the Advancement Committee this year. Colleen updated the Board on LAPA’s focus on government grant opportunities and its help in building a case for giving, which is being used with potential donors already.</p>	
<p>Finance Update</p>	<p>Rob Kost provided the Board with an update on Carver’s finances. Rob echoed the earlier reports reflecting the good news on Carver’s finances. He indicated that 75% of the revenues thus far this year are from fundraising activities, as opposed to earned revenues (rent, program fees, etc.). This is not surprising, given the COVID restrictions. The Finance Committee has focused on expenses this past year and planning is now underway for the budgeting process.</p> <p>Rob reported that Carver has \$425K in cash. There is hope that ultimately the second PPP loan will be forgiven. The line of credit has been paid down, as well. At the moment, Carver is in a good position cash wise. The endowment has done well of late and is up to \$1.6 M. No decision has yet been made about whether to withdraw from the endowment this year.</p>	
<p>Nominations Update</p>	<p>Michael Flynn provided the Board with an update regarding the likely slate of nominees for the Board to be voted on at the June meeting.</p>	

Adjournment	Anne expressed Carver’s thanks to John Condon for his contributions to Carver over the years and noted his receipt of the Sister Rosemary Sheehan Award at the gala. Claire adjourned the meeting at approximately 8:10 p.m. The next meeting is scheduled for June 9, 2021 at 7:00 p.m.	
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