

Port Chester Carver Center

Minutes of the Meeting

Wednesday, June 9, 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 Kost, Jason Kowlowitz, Rich Lawrence, Derek Mahoney, Cecilia Mitchell, Jennifer Prather, Christopher Pye, Maida Robinson, Claire Steinberg, Brian Stern</i>	
Absent:	<i>Betty Brown, Robert Kaplan</i>	
Staff and Outside Persons/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 thanked the Board members who are completing their service on the Board for their many contributions to Carver.</p>	
Approval of Minutes for Board Meeting on May 12, 2021	<p>Michael Flynn asked for a motion to approve the minutes for the Board Meeting on May 12, 2021. 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 12, 2021, 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. Anne reported that Carver is well underway in planning to offer summer programs this summer. The partnership for the summer with the Port Chester schools did not materialize as hoped, but Carver will offer various programs over the summer nonetheless. The sessions will be held from 12-2 pm, as well as from 3-5 pm, with a variety of programming, including aquatics.</p>	

	<p>Anne also reported on an opportunity Carver has to apply for community block grants to assist with funding for capital needs. The application would be for federal funds that come through the county. The application must be filed by June 25, 2021. The funds would not be available until May 2022, but could cover up to 50% of the cost of various capital repairs, with a cap of \$250K per year for a three-year period. Anne outlined the process for the application, which would require Carver to fund the remaining 50% of the project costs. Anne stressed that the application must be filed by June 25th or there would be no ability to participate for another three years. She also indicated that the application, once filed, can be subsequently revised. The process requires a Board resolution, which Anne indicated would be circulated to the Board in the near term for approval. The projects Anne is considering including the application are (1) the boiler; (2) the fire alarm system; (3) HVAC repairs; and the (4) the parking lot.</p>	
<p>Advancement Update</p>	<p>Colleen Kane provided the Board with an update regarding Carver’s fundraising activities. Colleen reported that fundraising continues to go well. Yesterday, for example, Carver was awarded a finalist grant from Impact 100 of \$26K. Colleen also foreshadowed for the Board that the fundraising budget for FY2021-2022 will require significant effort. She is going to push LAPA with a stretch goal, which is above the budget, and work with LAPA on developing key performance indicators (KPIs) throughout the year. Colleen described efforts to target major donors, as well as those who have given previously, but not in the last year. LAPA is also researching potential donors and analyzing relationships with Board members or others. Thought is also being given to smaller house party events to educate potential donors about Carver.</p>	
	<p>Rob Kost presented a provisional budget for the Board’s consideration and approval. Rob referred to the written summary provided to the Board prior to the meeting. The provisional budget has been approved by the Finance Committee. The reason it is provisional is that a number of aspects are still in flux, and it is anticipated that there will be some revisions before the final budget is approved in September.</p> <p>Rob highlighted the fact that the provisional budget attempts to align expected fundraising and programming, based on what we know now. The provisional budget is essentially breakeven, but Carver is presently in a good cash position. At the moment, Carver has approximately \$1 million in cash on the balance sheet. The boiler is an expense that will consume some of that amount. We would also like to set aside money in a reserves fund for emergencies and, if necessary, have a cushion to fund any budget deficits.</p>	

Rob also indicated that we intend to draw on the endowment, but then reinvest it back into the endowment as a board-designated contribution. The budget shows revenues essentially flat as compared to last year, but we know we will not have the \$175K contribution from the Dalio Foundation in FY2022. Jim Howland indicated that he believes that approximately \$250K in the revenue budget will be a challenge. Colleen Kane confirmed that she agrees with that assessment, but also indicated that she is working with LAPA to develop plans to reach the budget goal and hopefully beyond. LAPA's fundraising goal for the year is \$1.4 M.

Anne Bradner discussed some potential upsides to be explored, including New York State funding and potential county opportunities. Anne also reported on potential programming issues. Head Start will no longer be run by Westcap, so that creates some unknowns as to Carver's ability to secure that contract at the moment. It is also unclear what Carver will be able to do for food service for children this summer and beyond. Anne indicated that the budget is conservative in not assuming aquatics revenue, so there is potential upside on that front. There are also remaining questions around the after school program, so the budget will be adjusted once we learn more about the ability to execute on programs.

A motion, which was duly seconded, was made to approve the provisional budget for FY 2021-2022 as presented to the Board. The provisional budget was unanimously approved by the affirmative vote of all Board members present.

Resolved that the provisional budget as presented for FY 2021-2022 is approved by the unanimous vote of all Board members present.

<p>Executive Session</p> <p>(Part I – CEO Review and Compensation Package)</p>	<p>Anne Bradner and Colleen Kane left the meeting. After they departed, Claire Steinberg led a discussion of Anne’s performance review. Details of that discussion are not included in these minutes, but are available from Claire as necessary.</p> <p>Claire discussed the compensation recommendation of the Executive Committee for Anne for the coming year. The details are not set forth in these minutes, but again available from Claire as necessary.</p> <p>A motion, duly seconded, was made to approve the recommendation of the Executive Committee regarding the compensation package for Anne for the next fiscal year, as well as a discretionary bonus. The Board approved the Executive Committee’s recommendation by the unanimous vote of all Board members present.</p>	<p>Resolved that the Executive Committee’s recommendation for the compensation package for Anne Bradner for FY 2021-2022 is approved by the unanimous vote of all Board members present. (Details as to the specifics of the compensation package are available from Claire Steinberg, the Board President).</p>
<p>Executive Session</p> <p>(Part II – Approval of Board Members and Officers for FY 2021-2022)</p>	<p>Michael Flynn oversaw a discussion of the slate of candidates for election and reelection to the Board, as well as to Officer positions in accordance with the Ballot provided to the Board in advance of the meeting.</p> <p>A motion, duly seconded, was made to approve the candidates for the various roles as provided for on the Ballot. The Board members present unanimously voted to approval the Ballot in all respects.</p>	<p>Resolved that all of the candidates presented on the Ballot for election to the Board, re-election to the Board and as officers for FY 2021-2022 are approved as specified on the Ballot by the unanimous vote of all Board members present.</p>

Adjournment	<p>Claire adjourned the meeting at approximately 8:30 p.m.</p> <p>The next meeting is scheduled for September 2021 at a time to be determined later.</p>	