

Port Chester Carver Center

Minutes of the Meeting

Wednesday, September 29, 2021

Present:	<i>Claire Steinberg, Erica Fritsche, Brendan Goodhouse, John Callaghan, Yvette Hammel, Brian Stern, Molly Mahoney, Jennifer Prather, Michael Flynn, Alisa Holland, Richard Lawrence, Eileen Cheigh Nakamura, Laura Iverson, Edouard Metrailler, Felipe Orozco, Maida Robinson</i>	
Excused/Absent (A)	<i>Sonia Alcantarilla, Jim Howland, Sue DeStaebler, Judy Diaz, Amy Fisch, Robert Kaplan</i>	
Staff:	<i>Anne Bradner, Colleen Kane</i>	
SUBJECT	DISCUSSION	OUTCOME
<p>Call to Order</p> <p>Welcome</p>	<p>Claire Steinberg, President, called the Carver Board meeting to order at 7:00 p.m.</p> <p>Claire welcomed the Board members to the first meeting of Carver’s FY 2022. Claire mentioned that the Board would make determinations on whether to meet in person and how to do so throughout the year based on the state of the pandemic and would consider various ways to get together. Claire introduced the new Board officers and committee chairs (Eileen Cheigh Nakamura as Treasurer, Brendan Goodhouse as Secretary, Sue DeStaebler as chair of Programming Committee). Claire also explained that Yvette Hammel would be the chair of the Spring Benefit Committee and would be shadowing Claire in her role as Board President throughout the year as Claire anticipates stepping down from the Board President role at the end of this year. Claire asked that the new Board members introduce themselves and Eileen, Laura Iverson, Molly Mahoney, Edouard Metrailler, and Felipe Orozco each introduced themselves providing brief background and how they were drawn to a role on the Board.</p>	
<p>Consent Agenda Items</p> <p>Approval of Meeting Minutes</p>	<p>Brendan Goodhouse, Secretary, asked for a motion to approve the consent agenda, consisting of approval of the June 9, 2021 Board Minutes.</p> <p>A motion for approval of the consent agenda was duly made and seconded.</p>	<p>The motion to approve the consent agenda was approved unanimously by all Board members present.</p>

<p>CEO Report</p>	<p>Anne Bradner provided the Board with an update.</p> <p>Anne began by informing the Board that Carver had recently received a \$500,000 gift from the Wachenheim family, which was made in memory of Ryan Mahoney (Derek Mahoney’s brother) and expressed her gratitude to the Wachenheim family and the Mahoney family for the work they have done on behalf of Carver. Anne went on to give an update of the status of various programs/issues at Carver:</p> <p><u>Flood Relief</u>: Anne explained that Carver had received was notified of eligibility to receive a \$15,000 grant from Westchester County to help with flood relief and that Carver is in the process of coordinating with official organizations, and the donor community to assist community members affected by the recent flooding. Anne explained that Carver would act as a clearinghouse by screening requests and distributing gift cards to families impacted by flooding from Ida.</p> <p><u>Teen Center</u>: The teen center is open again and Carver is looking to hire a Carver Scholar Coach—there is a job posting, and Carver is in the early stages of interviewing candidates. Anne advised that Carver is discussing a teen center scholarship program with interested donors.</p> <p><u>Citizenship Program</u>: The citizenship program continues to be a success with two participants recently gaining their citizenship.</p> <p><u>Carver Market</u>: The market remains very active as it has been since the onset of the pandemic.</p> <p><u>Music Lessons</u>: Music lessons with Soundwave started last Spring. Soundwave had provided over 200 lessons by the end of the Summer and there are approximately 50-60 students anticipated for the program this Fall.</p> <p><u>Scout Troops</u>: The Scout Troops have returned and there are three new Eagle Scouts from the program.</p> <p><u>Aquatics</u>: Anne explained that Carver is facing a shortage of lifeguards. Carver has been able to keep all lessons and rentals, but there are some gaps in the use of the pool during the day. The Rye YMCA closed due to flooding and reached out to Carver about using its pool. Carver has made its pool available for open swim and the Rye YMCA has provided its own lifeguards.</p>	
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Afterschool: The school district put out an RFP for a different type of afterschool program than in the past and Carver has re-thought its program to fit with the District's request. The District asked for a hot meal for all elementary school students and for a middle school program. For the middle school program, the district has asked for a pilot program for 60 students, which includes one hour of sports and one hour of academic enrichment. There is a one-year commitment, but the District has funding via ARP funds, for five years.

Head Start: Carver is working on a lease agreement with Head Start. Anne noted that Head Start is considering helping Carver pay for certain rooftop HVAC unit repairs with extra funding that it (Head Start) has.

SPARC: SPARC which is a program providing social, recreational, and therapeutic services for persons with extra needs, has started renting space at Carver.

PPP & Related: Carver has filed an application for employee retention credit and is ready to file its PPP Round 2 application. Carver is receiving \$5,500 in an emergency services grant for food services.

Staffing: Carver is looking to fill several positions where employees moved or took other jobs (STEAM coordinator, school-age program) and is facing staff shortages with custodians, lifeguards, and in the welcome center. In response to questions from the Board, Anne said that Carver is evaluating whether it needs to increase pay for entry level (and all positions) and the feasibility of doing so.

Anne advised the Carver's chef is retiring. He has agreed to stay on through November, but Carver is focused on finding a new chef as that position needs to be filled to be able to roll out the new afterschool program. In addition, to hiring a chef, Carver is evaluating changes in its food service program based on the results of an audit conducted last Summer.

Institutional Goals: Lastly, Anne introduced the items that Carver has identified as its institutional goals for this year: (1) quantify and develop a plan to address major capital facility needs, (2) evaluate and adapt programming to be impactful and fiscally responsible, (3) initiate a comprehensive strategic planning process to guide decision-making, (4) address staffing needs.

<p>Advancement</p>	<p>Colleen Kane presented the Board with an update on advancement.</p> <p>Colleen reported that Carver was generally doing well in fundraising: at 54% of its way to its goal for unrestricted contributions and 20% on restricted contributions. Colleen explained that she wants Carver to hit its goal on unrestricted contributions excluding the \$500,000 gift.</p> <p>Colleen reported that Carver was actively seeking grants and that its LAPA Fundraising team were very effective at identifying and writing grant proposals (averaging one proposal per week).</p> <p>Colleen advised that Carver was preparing for the Annual Appeal. The Annual Appeal is expected to drop in mid-November. The draft of the appeal letter is with the designer. Colleen encouraged Board members to provide updated contact information and to include personal notes on the Appeal materials sent to donors.</p> <p>Colleen reported that Carver has a hold for the Greenwich Hyatt for April 23, 2022, for the Spring Benefit. Because of the uncertain situation with the pandemic, Carver is evaluating different options (in person, virtual, in person with virtual component). The honoree for the benefit will be Tom F. Murphy.</p> <p>Colleen then went through some other grant and funding sources:</p> <p>Field Hall Foundation: Carver has received applied for a grant for grocery delivery to seniors. This is something Carver is already doing but can be expanded.</p> <p>Ida Relief: Carver is receiving emergency funding from the County for Ida relief.</p> <p>Munzer Foundation: Carver is having good conversations with the Munzer Foundation, who wants to work with Carver on strategic planning.</p> <p>Capital Repairs: Carver is seeking a block grant to address some of its needed capital expenditures.</p>	

<p>Finance Report</p>	<p>Eileen Cheigh Nakamura, Treasurer, and Anne Bradner gave an update on Carver’s financial performance through the first few months of FY 2022 and presented the proposed FY 2022 budget.</p> <p>The \$500,000 gift gave Carver a big cash flow boost putting it well above budget, excluding that gift, Carver is operating approximately at budget.</p> <p>Eileen and Claire introduced the proposed budget and explained that some items remained open and would need to be captured on a forward-looking basis.</p> <p>A motion was duly made and seconded to approve the FY 2022 budget.</p>	<p>The motion to approve the FY 2022 Budget was approved by unanimous consent of all Board members present.</p>
<p>Facilities Report</p>	<p>Richard Lawrence, chair of Facilities Committee, and Anne Bradner gave an update on Carver’s facilities and capital expenditure needs.</p> <p>Rich explained that Carver’s immediate needs were (a) a new heat exchanger, (b) fire alarm/sprinkler system, and (c) HVAC roof unit replacements.</p> <p>Rich and Anne reported that the heat exchanger has been installed, that Carver was communicating with the Building Department to clarify whether it needs sprinklers and an emergency exit out of the gym or whether only one is needed. Additionally, as addressed by Colleen, Head Start is seeking federal funds to assist with repairs to the rooftop HVAC units.</p> <p>Carver’s primary longer-term needs are to replace the boiler and related piping (estimate at this time of \$700,000) and repave the driveway and parking lot (estimate of \$400,000). Rich and Anne reported that Carver was obtaining multiple estimates for all needed capital expenditures and expected that at the November Board meeting, would be able to present this to the Board and have a discussion regarding developing a plan to prioritize and pay for repairs.</p> <p>Anne and Rich reported that the parking lot repairs were included in Carver’s requested block grant, and explained that under the grant program, the grant is for the lesser of \$250,000 or half of the project costs.</p>	

Adjournment	The meeting was adjourned by Claire Steinberg at 8:15 p.m.	
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