

Port Chester Carver Center

Minutes of the Meeting

Wednesday, January 26, 2022

Present:	<i>Claire Steinberg, Erica Fritsche, Brendan Goodhouse, John Callaghan, Yvette Hammel, Jennifer Prather, Michael Flynn, Richard Lawrence, Eileen Cheigh Nakamura, Laura Iverson, Edouard Metrailler, Felipe Orozco, Maida Robinson, Jim Howland, Sue DeStaebler, Amy Fisch, Sonia Alcantarilla, Judy Diaz</i>
Excused/Absent (A)	<i>Betty Brown, Donna Jarecki, Robert Kaplan, Alisa Holland, Molly Mahoney, Brian Stern</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 and thanked everyone for their work on the annual appeal and gratitude campaign. Claire also thanked everyone who had signed up to be table hosts at the Spring benefit and asked that the Board members start to think about the nomination process and any potential candidates for the Board. Claire then went through the meeting agenda and noted that a resolution authorizing additional spending on capital expenditures would be discussed later in the meeting.</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 November 17, 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>Audit</p>	<p>Richard Lawrence, Audit Committee, presented the Board with an update from the Audit Committee.</p> <p>Rich reported that Carver had received a clean audit opinion, which verified that Carver's financial statements accurately reflect Carver's financial status. Rich explained that one of the main items identified by the auditors as an area for improvement was Carver's cybersecurity practices. Rich reported that Carver was in the process of addressing this and had hired a company to evaluate Carver's cybersecurity and make specific recommendations.</p>	

	<p>Rich further reported that the other issues raised by the auditors were minor in nature, pertaining to improved record-keeping practices, which Carver would seek to address.</p>	
<p>Finance Update</p>	<p>Eileen Cheigh Nakamura, Treasurer, provided the Board with a finance update.</p> <p>Eileen explained that Carver is in good financial shape through the first 6 months of FY 2022 and has a strong balance sheet. Specifically, Carver is \$650,000 ahead of budget on income, which is largely attributable to the Wachenheim family gift and government grants for food service. Eileen further reported that expenses were generally in line with budget with foot service and maintenance line items a bit above budget.</p> <p>Eileen reported that Carver’s second PPP loan had been forgiven and that it plans to open a line of credit to give more flexibility to cover capital expenditures and other costs. Eileen explained that the finance committee is evaluating ways to pay for capital expenditures, including using available cash, drawing from the LOC, and targeted fundraising.</p> <p>As to capital project fundraising, Colleen Kane reported that Carver had recently received a \$100,000 gift for boiler replacement costs, which was not yet appearing on the balance sheet.</p>	
<p>Programming Update</p>	<p>Sue DeStabler, Programming Committee, provided an update.</p> <p>Sue reported that the programming committee had recently met with Jim Reddoch, who runs the Soundwaves program (music instruction grades 5-12). That program started with a single student in February 2020 and had grown to 60 students and is seeking to expand with more time slots at Carver.</p> <p>Sue further reported that two families had contacted Carver regarding donating funds for a teen scholarship program. The pledged donations are (i) \$10,000 per year for five years, and (ii) \$7,000 for this year (\$5,000 to be allocated to tuition and \$2,000 to expenses). Sue explained that the committee is evaluating how to build a sustainable scholarship program and will be putting the application online soon.</p>	

<p>Advancement Update</p>	<p>Colleen Kane and Yvette Hammel, Chair of Benefit Committee, gave an update.</p> <p>Colleen reported that Carver had already exceeded its unrestricted contributions goal for the year and that even stripping out the Wachenheim gift, this year’s fundraising compares favorably with the past several years.</p> <p>Colleen reported that Carver is looking to restructure its fundraising department. She explained that Carver had ended its relationship with LAPA Fundraising since Carver’s goals—particularly due to less afterschool focus in programming—are not the same as when it retained LAPA. At the same time, Carver is looking to hire a grant writer and evaluating options for capital expenditure fundraising.</p> <p>Colleen reported that Carver had been awarded the community block grants it applied for, totaling \$600,000 over 4 years. However, because of conditions associated with these grants (pay for no more than 50% of any individual project and required use of prevailing wages), Carver was evaluating what project to use them on. Colleen explained that because the funds will not be available until May, using them on the boiler project is not an option. However, she explained, Carver is evaluating whether it should use them on the fire sprinkler or parking lot projects.</p> <p>Yvette Hammel reported on the status of the Spring Benefit.</p> <p>Yvette reported that Carver had retained HRG as the event planner and that HRG was assisting with logistics and organization. Yvette advised that Carver has entered into a contract with the Hyatt Greenwich and had selected a photographer and auctioneer. Invitations are expected to go out in mid-March and Children’s Hope Chest will be a second honoree at the benefit.</p> <p>Yvette said that the Benefit Committee had planned to hold a kick-off event in February, but because of the Omicron surge that was on hold and would be reevaluated.</p>	
<p>CEO Report</p>	<p>Anne Bradner provided the Board with an update.</p> <p>Anne began by addressing the status of Carver’s facilities repairs. She reported that Carver had saved \$37,000 by Head Start covering the costs for roof top HVAC units and that Carver expected to have a new unit up and running by the end of the week. Anne explained that Carver was using the funds saved on the rooftop units to address</p>	

	<p>the first-floor roof drain, which repair should prevent further damage to the roof (which would cost \$127,000 to replace). Anne advised that the next priority project is addressing the fire alarm.</p> <p>Anne reported that Carver had received a \$100,000 gift from a Board member for the boiler replacements and that Carver hopes to raise another \$150,000 towards the project and plans to self-fund the other \$450,000. Anne explained that she is working with the Finance Committee to evaluate options.</p> <p>Anne reported that the first boiler is installed and that much of the piping for the second boiler has been completed. Anne explained that it is anticipated that the building can get through the rest of the winter with the single boiler installed but that the system is designed for two boilers. Anne explained that Carver wants to put a deposit down on the second boiler to avoid any potential supply chain issues and to keep the project moving, and that she was seeking authorization to spend another \$125,000 towards the project.</p> <p>Brendan Goodhouse, Secretary, introduced a proposed resolution, which would authorize expending \$125,000 towards the next steps in the boiler and heating system replacement project.</p> <p>The Board discussed the resolution. A motion for approval of the resolution was duly made and seconded.</p> <p>Anne moved on to discuss Carver’s institutional goals.</p> <p>Anne explained that Carver continues to assess community needs. Anne reported that there has been a significant demand for flood relief services, which Carver was working to meet. She also reported that Carver’s baby bank has been popular.</p> <p>Anne reported that Carver had received an RFP from the school district to run a summer program for grades K-8 for 3 schools, which it was evaluating.</p> <p>As part of Carver’s strategic planning and evaluation of staffing needs, Anne reported that Carver had hired Daisy Garcia as a Carver Scholar Coach.</p>	<p>The motion to pass the resolution authorizing Carver, through its Executive Director and staff, to make expenditures up to \$125,000 towards replacing the boiler and heating system was approved unanimously by all Board members present.</p>
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	<p>The Board discussed ways to bring greater visibility to Carver’s community partnerships and centralize the information about the services it is providing and the entities it is partnering with on the website.</p> <p>Lastly, Anne reported that on February 17, Carver would be presenting 3 awards to people in the community who have demonstrated the spirit of Black History Month.</p>	
Adjournment	<p>The meeting was adjourned by Claire Steinberg at 8:15 p.m.</p>	