

Port Chester Carver Center

Minutes of the Meeting

Wednesday, March 9, 2022

Present:	<i>Claire Steinberg, Erica Fritsche, Brendan Goodhouse, John Callaghan, Yvette Hammel, Brian Stern, Jennifer Prather, Michael Flynn, Richard Lawrence, Eileen Cheigh Nakamura, Laura Iverson, Edouard Metrailler, Maida Robinson, Jim Howland, Sue DeStaebler, Amy Fisch, Sonia Alcantarilla, Donna Jarecki</i>	
Excused/Absent (A)	<i>Judy Diaz, Robert Kaplan, Alissa Holland, Molly Mahoney, Felipe Orozco, Betty Brown</i>	
Staff:	<i>Anne Bradner, Colleen Kane</i>	
SUBJECT	DISCUSSION	OUTCOME
Call to Order Welcome	Claire Steinberg , President, called the Carver Board meeting to order at 7:00 p.m. Claire welcomed the Board members and briefly went through the meeting agenda. Claire noted that we will be evaluating whether to have the May and June Board meetings in person and would send out a survey to the rest of the Board to get their preferences.	
Consent Agenda Items Approval of Meeting Minutes	Brendan Goodhouse , Secretary, asked for a motion to approve the consent agenda, consisting of approval of the January 26, 2022 Board Minutes. A motion for approval of the consent agenda was duly made and seconded.	The motion to approve the consent agenda was approved unanimously by all Board members present.
Finance Update	Eileen Cheigh Nakamura , Treasurer, provided the Board with a finance update. Eileen reported that Carver had a strong financial performance to date in FY 2022. Eileen explained that through the end of January, Carver’s revenue was approximately \$800,000 above budget and that expenses were generally in line, but slightly above budget because of repair costs and food service. Anne Bradner , Executive Director, added that some of the increased expenses were due to the fact that Carver was performing more food service that projected in the annual budget.	

Eileen then addressed the costs of the boiler replacement project (the “Project”), first noting that the Finance Committee was discussing having a separate capital budget (apart from the operating budget) in the future.

Anne reported that Carver had received an updated estimate from Hudson Valley Plumbing at a reduced cost. This was because Edison Venegas offered to act as the general contractor for the project on a pro bono basis.

Anne reported that one boiler had been installed, work had been performed in the gym to improve temperature controls, and most of the necessary piping had been installed. Anne further explained that Carver wants to keep moving the project forward and the Board was going to be presented with a resolution authorizing the expenditure of the remaining funds for the Project.

Brendan Goodhouse, Secretary, then introduced a resolution authorizing the expenditure of up to \$330,000 for completion of the project.

The Board engaged in a discussion regarding the source of funding for the remaining amounts owed (\$330,000) for the Project. Eileen explained that the plan is to pay for the expenses that would be authorized by the resolution through cash and that it would not be necessary to draw from the endowment. Eileen further explained that some of the funds might not have to be paid until the next fiscal year.

Anne explained that Carver had ordered all necessary equipment for the Project and the next payment Carver would be required to make is approximately \$184,000. Anne explained that she was requesting authorization for the full \$330,000 now though Carver would not immediately need to spend that amount.

The Board discussed various options, including voting on the resolution presented, voting on a resolution to authorize the next tranche of funding, rather than for the entire project, or deferring any vote until the Finance Committee could provide more detailed information regarding the funding of Project costs.

In response to Board questions and request for more specific information regarding funding for the Project as well as general financial projections, the Finance Committee agreed that it would put together an analysis of deferred maintenance projects and funding sources (cash flow, potential grants, endowment) and the Board could vote on the resolution after receiving that information.

The motion to authorize the expenditure of up to \$330,000 towards the boiler replacement project was tabled for future consideration.

	<p>Colleen Kane, Chief Advancement Officer, reported that Carver was in the process of making targeted fundraising efforts for capital improvement projects. And Eileen reported that Carver planned to open a new line of credit, which Carver has traditionally carried, to help bridge any gaps in lumpiness in revenue throughout the fiscal year.</p> <p>The Board agreed to table the resolution, which would be reintroduced after the Finance Committee provided its analysis.</p>	
<p>Programming Update</p>	<p>Sue DeStaebler, Programming Committee, presented the Board with an update.</p> <p>Sue reported the Carver scholarship application went live the prior week, with applications due April 4. Sue explained that the awards will start at \$1,000 and would be determined by the review committee. Sue explained that to be eligible applicants must be seniors at Port Chester High School, must be registered members at the teen center or a teen scholar, and must have participated in at least 2 activities. Anne and Kelley Gordon-Minott, Carver’s Teen Program Director, were part of the application review process (but non-voting). Sue reported that awards would be announced in early May and the scholarship committee was planning an event to celebrate the recipients.</p> <p>Anne Bradner reported that Carver will be performing a summer enrichment program for middle school students (approximately 750) and providing breakfast and lunch for all students involved in the program.</p> <p>Anne reported that the Carver Market was back open with extended hours.</p>	
<p>Advancement Update</p>	<p>Jim Howland, Advancement Committee, and Yvette Hammel, Chair of Benefit Committee, gave an update.</p> <p>Jim reported that through the beginning of March, Carver had raised \$1.5 million above budget. Jim explained the immediate focus of the Advancement Committee was fundraising for capital needs and referred to Colleen’s earlier comments regarding these efforts.</p>	

	<p>Yvette reported that the invitations for the benefit were being mailed out the next week and the digital invite would go out tomorrow (March 10). Yvette reported that the Benefit Committee’s goal was to fill 30 tables for the event.</p> <p>Colleen reported that Carver would be doing a digital event journal and was working on impact videos. Colleen noted that a particular area to target for sponsorship was developers working in the Port Chester area.</p>	
<p>Nominations Update</p>	<p>Michael Flynn, Nominations Committee, provided an update.</p> <p>Michael reported that the Nominations Committee was in the process of speaking with potential candidates to fill spots for the 4 people cycling off the Board at the end of the year. Michael encouraged Board members to think about potential candidates that they know and explained that the Nominations Committee is particularly interested in candidates who are attorneys or have facilities knowledge based on the Board members who will need to be replaced.</p> <p>Michael reported the Nominations Committee planned to present a slate of candidates at the next Board meeting.</p>	
<p>CEO Report</p>	<p>Anne Bradner, Executive Director, provided an update.</p> <p>Anne reported that the school bus that had been donated to Carver was ready to be picked up and Carver would be able to use it for summer programming and field trips.</p> <p>Anne explained that Carver had launched a search for a chief programming officer and had retained Civitas to assist.</p> <p>Anne reported that Carver was restarting the dinner at noon program. Volunteers will cook extra food on Fridays and then serve it on Saturday. Anne further explained that Carver was seeking to have a rotation of volunteers for this program.</p> <p>Anne reported that County grants (\$139,000 over the next 12 months) would support Carver Market assistance and a Saturday position to run dinner at noon.</p>	

	Anne also reported that the Carver Market continues to do very well and is looking for volunteers.	
Adjournment	The meeting was adjourned by Claire Steinberg at 8:25 p.m.	