

Port Chester Carver Center

Minutes of the Meeting

Wednesday, June 8, 2022

Present:	<i>Claire Steinberg, Erica Fritsche, Brendan Goodhouse, John Callaghan, Yvette Hammel, Brian Stern, Michael Flynn, Richard Lawrence, Laura Iverson, Edouard Metrailler, Jim Howland, Sue DeStaebler, Sonia Alcantarilla, Donna Jarecki, Molly Mahoney, Judy Diaz, Eileen Cheigh Nakamura, Jennifer Prather</i>
Excused/Absent (A)	<i>Robert Kaplan, Felipe Orozco, Maida Robinson, Amy Fisch, Allissa Holland</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 expressed her thanks to the Board members who were cycling of the Board. Claire then briefly went through the meeting agenda.</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 May 11, 2022 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, Executive Director, provided an update.</p> <p>Anne reported that preparations for summer camp were going well: 222 kids had signed up and Carver was submitting materials for licensure by the Westchester County Department of Health.</p> <p>Anne reported that Carver had hosted a year end dinner for the Carver scholars the prior night and was planning a small ceremony for the scholarship recipients to take place next week.</p> <p>Anne reported that the Carver Market was doing well and that the number of families it was serving was growing, largely because of food inflation. The market served 930 households in May and was getting about 10 new families a week.</p>	

	<p>Anne reported that Carver had been awarded a \$250,000 restricted contribution from Feeding Westchester through Feeding America. Anne advised that she expected that the funds would be used for extra staff and a refrigerated truck to use for food collection.</p> <p>Anne reported that Carver was in the process of conducting in person interviews for a chief programming officer and hoped to have a new chief programming officer by mid-summer.</p> <p>Regarding facilities, Anne reported that Carver was prioritizing a fire alarm system replacement. Anne explained that this item was previously scheduled to be addressed next year and was included in the County block grant application, but that the issue is becoming more urgent because Head Start cannot get a license to operate at Carver until the fire alarm system is updated and the goal is to have them back in the space by September. Accordingly, Carver is getting updated estimates on costs to replace the system and Anne is evaluating options with the Facilities Committee.</p> <p>Rich Lawrence explained that the Facilities Committee has identified preferred vendors. He also explained that the block grant process likely will not be completed on time to use those funds for the fire alarm replacement so those funds may be used for paving instead.</p>	
<p>Advancement Update</p>	<p>Jim Howland, Advancement Committee, and Colleen Kane, Chief Advancement Officer, gave an update.</p> <p>Jim reported that through May, Carver had exceeded all its fundraising goals for FY 2022: it was up 20% on unrestricted contributions, 19% on restricted contributions, and 19% on the benefit, resulting in being 19.4% above budget overall and up 30% year over year.</p> <p>Colleen reported on Carver’s preliminary fundraising goals for FY ’23. She explained that Carver was setting a goal of \$1.1m unrestricted contributions for FY ’23. Colleen said she viewed this as an aggressive but achievable goal, which will require Carver to continue its focus on cultivating donors and working on the annual appeal ahead of time. Colleen also reported that Carver had already secured a substantial portion of</p>	

	<p>restricted contributions for FY '23 and that she believes Carver has room for growth there as well, which was reflected in the budgeted figure of \$931,904.</p> <p>Colleen reported that Carver would be bringing on a grant writer to start soon, who would be working approximately 40 hours a month and focused exclusively on grant writing.</p> <p>Colleen also reported that Carver was setting a goal of \$500,000 for the benefit and was in the process of evaluating potential honorees.</p>	
<p>Finance Update & Presentation of the FY 23 Provisional Budget</p>	<p>Anne Bradner, and Eileen Cheigh Nakamura, Treasurer, provided an update.</p> <p>Eileen reported that Carver had a strong year financially. Eileen explained that because of (1) PPP loan forgiveness and (2) exceeding fundraising goals, Carver's total income was approximately \$900,000 above budget and it had an operating surplus of more than \$500,000.</p> <p>Eileen explained that this had enabled Carver to pay for approximately \$500,000 of the boiler system replacement and that Carver expects to be able to pay the remaining amount (approximately \$180,000) over the next several months.</p> <p>Eileen reported that Carver will end the fiscal year with a cash balance of around \$750,000-\$800,000 and that the endowment is around \$1.9 million.</p> <p>Anne discussed the FY '23 provisional budget. Anne explained that projected costs were increased due to higher labor costs overall and Carver adding positions. Anne explained that the figure for rental income was based on existing commitments, so it could end up higher.</p> <p>Anne explained that she was continuing to evaluate areas where Carver can expand or improve and would refine the budget over the Summer.</p> <p>Brendan Goodhouse then introduced a proposed resolution, which directed that the \$100,000 withdrawal from the Carver Endowment, which was included in the FY 2022 budget be contributed back to Carver's Endowment as a Board designated contribution, subject to future withdrawal as deemed appropriate by the Finance Committee.</p>	<p>The motion to direct that the \$100,000 previously budgeted withdrawal from Carver's Endowment be</p>

	A motion, duly seconded, was made to approve the resolution.	contributed back to Carver’s endowment as a Board designated contribution was unanimously approved by all Board members present.
Executive Session (Part I – CEO Review and Compensation Package)	<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 are also available from Claire as necessary.</p> <p>A motion, duly seconded, was made to approve a compensation package for Anne for the next fiscal year, as well as a discretionary bonus.</p>	The motion to approve a compensation package for Anne Brander for FY 2023 and a discretionary bonus was unanimously approved by all Board members present.
Executive Session Part II – Approval of Board Members and Officers for FY 2023	<p>Brendan Goodhouse oversaw a discussion of the slate of candidates for election and reelection to the Board, as well as Officer positions in accordance with the ballot provided to the Board.</p> <p>A motion, duly seconded, was made to approve the candidates for the various roles as provided for on the ballot with all voting taking place via Zoom messaging for confidentiality purposes.</p>	The motion to approve the slate of candidates on the ballot for elections to the Board, re-election to the Board, and as officers for the Board was unanimously approved by all Board members present.
Adjournment	The meeting was adjourned by Claire Steinberg at 8:20 p.m.	

