

Port Chester Carver Center

Minutes of the Meeting

Wednesday, September 28, 2022

Present:	<i>Claire Steinberg, Erica Fritsche, John Callaghan, Yvette Hammel, Laura Iverson, Edouard Metrailler, Sue DeStaebler, Molly Mahoney, Judy Diaz, Eileen Cheigh Nakamura, Felipe Orozco, Amy Fisch, Jackie Emmet, Merin Kovoov, Jill Maitland, Stephen O'Connor, John Overbay, Michelle Weiss</i>
Excused/Absent (A)	<i>Robert Kaplan, Maida Robinson, Alisa Holland, Brendan Goodhouse, Brian Stern, Jim Howland, Donna Jarecki</i>
Staff:	<i>Anne Bradner, Colleen Kane, Daniel Bonnet</i>

S U B J E C T	D I S C U S S I O N	O U T C O M E
<p>Call to Order</p> <p>Welcome</p>	<p>Yvette Hammel, President, called the Carver Board meeting to order at 7:00 p.m.</p> <p>Yvette welcomed the Board and expressed her thanks to Claire Steinberg for her leadership as the prior President. Yvette then briefly went through the meeting agenda.</p>	
<p>Consent Agenda Items</p> <p>Approval of Meeting Minutes</p>	<p>Stephen O'Connor, Governance Committee, asked for a motion to approve the consent agenda, consisting of approval of the June 8, 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 in October Carver would be hosting a Hispanic Heritage Month Celebration as well as a Citizenship Celebration honoring graduates of Carver's Citizenship Program. Anne also invited Board members to volunteer at an upcoming Dinner @ Noon program in November.</p> <p>Anne presented Carver's proposed organizational goals for fiscal year 2023 to the Board, including discussion of: (1) completing a new strategic plan; (2) building on Carver's momentum in implementing the new retail recovery program, a new afterschool program for tweens and continuing to address deferred facilities maintenance; (3) updating Carver's financial policies; (4) re-connecting with clients</p>	

	<p>and stakeholders through in-person events, meetings, programs and volunteer opportunities; and (5) meeting revenue and program fulfillment goals in Carver’s annual operating budget. Anne reported that Carver was in final stages of engaging the firm Civitas Strategies to partner with in developing Carver’s new strategic plan and was targeting a November kick off for the project.</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 inflation of food prices. The market served over 1100 households in August, well above pre-Covid levels of ~300 households per month.</p> <p>Anne reported that Carver hired Daniel Bonnet as Chief Program Officer in August and introduced Daniel to the Board.</p> <p>Regarding facilities, Anne reported that Carver was completing updates to the boiler and heating systems and working on maintenance for the swimming pool exhaust system. Anne reported Carver is also working on turning the former fitness center space into a tween center to be utilized for the new middle school afternoon program.</p>	
<p>Advancement Update</p>	<p>Claire Steinberg, Advancement Committee, John Overbay, Advancement Committee and Colleen Kane, Chief Advancement Officer, gave an update.</p> <p>Claire reported that through September 27th, Carver was 35% of the way to its overall FY 2023 fundraising goal; it was 57% of the way to its goal of \$1.1m unrestricted contributions based in large part on an unanticipated repeat \$500,000 contribution and 29% of the way to its goal of \$1,005,441 in restricted contributions. John noted the goal for restricted contributions had been increased to over \$1m which was a significant increase from the FY 2022 goal of \$387,179.</p> <p>Colleen reported on Carver’s focus on cultivating donors and the upcoming annual appeal as it endeavors to meet its fundraising goals for FY 2023. Colleen reported on a new fundraising database that provided Carver with enhanced real time and historical reporting which is enabling her to take a more data driven approach to cultivating potential donors. Colleen also reported on preparations for the upcoming annual appeal which is targeting early November for mailing letters to prospective donors.</p>	

	<p>Colleen reported on recent grant submissions and noted that the addition of an experienced grant writer to the Carver staff had already been beneficial to Carver's efforts to expand the scope of its grant applications.</p> <p>Colleen reported that Carver had established a goal of \$500,000 for the 80th Anniversary Benefit which was tentatively scheduled for April 22nd at Westchester Country Club. Colleen also reported Carver would be engaging an event planning company to assist with planning the benefit.</p>	
<p>Program Update</p>	<p>Sue DeStaebler, Program Committee and Daniel Bonnet, Chief Program Officer</p> <p>Sue reported on an upcoming Program Committee meeting and welcomed the new members of the Committee.</p> <p>Daniel reported on progress in implementing a new afterschool program for tweens for students from the Port Chester Middle School emphasizing enrichment, life skills and social and emotional learning. Daniel reported nearly 100 families had expressed interest in participating and registration had begun with a target program launch date of October 11th. Daniel also reported that funding had been secured for the program for one year and Carver was pursuing OCFS licensing and funding for future years.</p> <p>Daniel reported the Teen Center had an average of 23 teen visitors per day since it opened earlier in September and Carver had 15 students interested in its Scholars' Program.</p> <p>Daniel reported Carver Market had distributed 31,199 pounds of food to 2,838 people in August which were respectively increases from 20,930 pounds and 2,208 people in July. Daniel reported the Market will be expanding its physical space and is exploring options for expanded night or weekend hours to better serve clients who are working during the Market's current hours.</p> <p>Daniel reported the Retail Recovery Program is conducting 2 -3 weekly pickups each from two local Stop & Shop locations. Daniel reported Carver is looking to use part of its Feeding America grant award to purchase a refrigerated van to expand the volume and scope of food items it can collect as part of the program.</p>	

	<p>Daniel reported Carver’s Citizenship Class had 16 participants enrolled in September and is planning a Citizenship Celebration in October honoring graduates of the program.</p> <p>Daniel reported that Carver’s aquatics program had become part of the USA Swimming & USA Swimming Foundation swim lesson provider network which will expand resources available to Carver and provide the opportunity to apply for swim lesson grants and potentially expand program offerings.</p>	
<p>Finance Update & Presentation of the Final FY 23 Budget</p>	<p>Anne Bradner, and Eileen Cheigh Nakamura, Treasurer, provided an update.</p> <p>Eileen reported that FY 2022 was a strong year financially and Carver ended the year with net income of \$734,070 and a cash balance of ~\$660,000.</p> <p>Eileen presented the August 2022 unaudited financials reporting Carver ended August with a cash balance around \$470,000 and that the endowment was around \$1.8m. Eileen noted the endowment had held up well over recent months in light of the broader market drawdown and volatility.</p> <p>Anne presented the final FY ’23 Operating and Capital Budgets. Anne explained that the operating budget projected a modest surplus of \$31,006 in addition to an expected one time IRS Earned Income Retention Credit of \$160,000 which will positively impact available cash. Anne noted that based on the projected available cash the budget does not include a draw on the endowment to help offset program expenses. Anne reported Carver received a \$250,000 grant/restricted contribution from Feeding America to be used to implement the Retail Recovery Program over the next three years. Anne noted the FY23 cash budget included a proposal that \$250,000 be set aside in a separate gift account to be used for the Retail Recovery Program during the grant period. Anne presented Carver’s projected capital needs for FY ’23 and noted the budget includes withdrawals of \$350,000 from the Reserve Fund for capital projects including the remaining \$147,000 cost of the boiler/heating system, \$72,000 for the replacement of roof top units and a projected \$100,000 for miscellaneous contingency projects.</p> <p>Stephen O’Connor then introduced a proposed resolution to approve the Final FY 23 Operating and Capital Budgets as presented to the Board.</p> <p>A motion, duly seconded, was made to approve the resolution.</p>	<p>The motion to approve the Final FY 23 Operating and Capital Budgets was unanimously approved by all Board members present.</p>

Adjournment	The meeting was adjourned by Yvette Hammel at 8:30 p.m.	
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