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| **Port Chester Carver Center** | | |
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| **Minutes of the Meeting** | | |
| **Wednesday, November 16, 2022** | | |
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| ***Present:*** | *Yvette Hammel, Claire Steinberg, Brendan Goodhouse, John Callaghan, Brian Stern, Laura Iverson, Edouard Metrailler, Jim Howland, Sue DeStabler, Donna Jarecki, Molly Mahoney, Eileen Cheigh Nakamura, Jennifer Prather, Jackie Emmet, Michelle Weiss, Stephen O’Connor, John Overbay, Maida Robinson, Alisa Holland, Jill Maitland* | |
| ***Excused/Absent (A)*** | *Robert Kaplan, Felipe Orozco, Amy Fisch, Judy Diaz, Erica Fritsche, Merin Kovoor* | |
| ***Staff:*** | *Anne Bradner, Colleen Kane, Daniel Bonnet* | |
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| **S U B J E C T** | **D I S C U S S I O N** | **O U T C O M E** |
| **Call to Order**  **Welcome** | **Yvette Hammel**, President, called the Carver Board meeting to order at 7:00 p.m.  Yvette welcomed the Board members and then briefly went through the meeting agenda. Yvette noted that the Board members were welcome to take a tour of the Tween Center and Carver Market after the meeting. |  |
| **Consent Agenda Items**  **Approval of Meeting Minutes** | **Brendan Goodhouse**, Secretary, asked for a motion to approve the consent agenda, consisting of approval of the September 21, 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.** |
| **CEO Report** | **Anne Bradner**, Executive Director, provided an update.  Anne updated the Board on the status of Carver’s strategic planning efforts. Anne reported that the proposal from Civitas to assist in strategic planning had been withdrawn. Anne reported that she had been in contact with a needs assessment and data management specialist and would be getting a proposal from him about performing a needs assessment. Anne also reported that she would be meeting with the Strategy Group, who could begin work as early as December with the intentional that various committees could begin working on its recommendations in January.  With respect to facilities, Anne reported that work for the sprinkler system, the gym, flooring, and fire panel replacement had all been completed. Anne reported that the boiler replacement was mostly complete with some work left to do. Anne further reported that Carver would need to refinish the gym floor.  Anne reported that Carver had received a $20,000 grant to apply to expansion of the Carver Market.  Lastly, Anne thanked the Board members who had volunteered for Dinner at Noon and noted that the Dinner at Noon program had been very popular and a good resource for introducing Carver clients to additional resources it can provide. This led to a Board discussion regarding ideas about ways to make Carver clients aware of other Carver services as well as other community resources. |  |
| **Programming Update** | **Sue DeStaebler**, Programming Committee, and **Daniel Bonnet**, Chief Program Officer, gave an update.  Daniel, Sue, and Anne provided some comments on the scholarship program. Anne explained that Carver had heard from some donors that might be interested in the scholarship program. Daniel reported that Carver was focused on ways to keep scholarship recipients connected to Carver and they are evaluating ways to build on the current program and grow the pool.  Daniel reported that Carver was working on establishing relationships with regional colleges to provide opportunities to introduce teens to the colleges.  Daniel reported that Carver was evaluating ways to make its services more connective as well as guide clients to other community resources. Daniel reported that as part of this effort, Carver was evaluating hiring a social worker to be part of its staff.  Daniel further reported that Carver is seeking funding to hire a case manager and should know within the next month if it could obtain funding.  Daniel reported that Carver had made a $90,000 request to the Mother Cabrini Foundation, which is an organization focused on immigrant rights and social determinants on health.  Daniel then provided an overview of the Aquatics, Teen Center, After School, Food Services, Carver Market, Retail Recovery, and Adult Education (Citizenship) programs by discussing the information on the Program Updates document that was included in the Board meeting materials (more complete information can be found in that document; a summary is provided below).  Daniel reported that Carver had hired a new Aquatics Director and that Carver was in the process of applying to USA Swimming Foundation for grants to provide free or reduced costs swimming lessons.  Daniel reported that 55 teens had visited the Teen Center in October and that there were 91 additional registered participants from Port Chester High School who would be starting the program soon. Daniel reported that the growing number of participants was putting a strain on staffing and that Carver would need to evaluate ways to properly staff the Teen Center.  Daniel reported that following discussions with the School District, it was determined that the Middle School After School Program would be hosted at the Carver Center. Daniel reported that as part of the program, Carver was creating “Tween Center” with the old fitness center space to provide homework support, project-based learning activities, sports recreations, and other educational, physical, or social activities. Daniel reported that 69 middle school students had registered.  Daniel reported that Carver’s Food Services was preparing approximately 1,310 meals daily as part of providing meals or snacks to 4 Port Chester elementary schools, Port Chester Middle School, the Teen Center, several local day care/head start facilities, and Dinner at Noon.  Daniel reported that Carver Market continued to serve many community members. For the month of September, the Market served 1,196 households with a total of 3,752 people and for the month of October, Carver distributed a total of 36,120.50 pounds of food combined between the Market and the Retail Recovery Program through which Carver collects and distributes food donations from supermarkets and other retailers.  Daniel reported that the Adult Education – Citizenship program recently had a celebration that was attended by over 80 graduates of the program. Daniel reported that on average the Citizenship coordinator is meeting with 6 clients a week for one-on-one sessions and that since September, Carver has 29 new registrations for the Citizenship program. |  |
| **Finance Update** | **Eileen Cheigh Nakamura**, Treasurer, provided an update.  Eileen reported that Caver was off to a healthy start for FY 2023. She reported that in the first quarter of the fiscal year, Carver had approximately $1.2 million in revenue, which was slightly above budget. She explained that Carver had approximately $833,000 in cash and its investment account was at $1.9 million. Eileen reported that Carver had spent approximately $120,000 of its capital projects budget and was generally on track with the full year budget of $250,000 - $350,000.  Eileen also reported that in October, Carver received approximately $288,000 from the school district, which was not include in the first quarter figures. |  |
| **Advancement Update** | **Colleen Kane**, Chief Advancement Officer, gave an update.  Colleen reported that Carver’s fundraising was off to a strong start in the fiscal year. Colleen discussed the FY 2023 Performance Tracker, which showed Carver on pace to meet its fundraising targets for the fiscal year and that its first 4.5 months to FY 2023 compared favorably to the same period for FY 2022. Colleen also reported that Carver expects to receive $100,000 from the county as a reimbursement soon.  Colleen advised that Carver would be mailing out its annual appeal mailings next week and reminded the Board members that personal notes to accompany the mailings are helpful.  Colleen also reported that the benefit committee was continuing its work and they were and would continue to solicit table hosts. |  |
| **Audit Update** | **John Callahan**, Audit Committee, provided an update.  John reported that the audit would be finalized within the next week. He advised that the auditors preliminary conclusions were that no material adjustments in Carver’s financial statements were required, the auditors had no disagreement with management and found no material weaknesses in Carver’s processes.  John reported that the auditors were likely to recommend cyber security testing, but that generally, the audit reflected very positively on Carver.  John reported that Carver should have its completed Form 990 by early January.  the meeting. |  |
| **Adjournment** | The meeting was adjourned by Yvette Hammel at 8:15 p.m. and the Board members were invited to take a tour of the Tween Center and proposed Market expansion. |  |