

Port Chester Carver Center

Minutes of the Meeting

Wednesday, January 25, 2023

Present:	<i>Yvette Hammel, Claire Steinberg, Brendan Goodhouse, John Callaghan, Brian Stern, Laura Iverson, Edouard Metrailler, Jim Howland, Sue DeStabler, Molly Mahoney, Eileen Cheigh Nakamura,, Jackie Emmet, Michelle Weiss, Stephen O’Connor, John Overbay, Maida Robinson, Alisa Holland, Jill Maitland, Felipe Orozco, Amy Fisch, Judy Diaz, Erica Fritsche, Merin Kovoov</i>
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Excused/Absent (A)	<i>Robert Kaplan, Donna Jarecki</i>
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Staff:	<i>Anne Bradner, Daniel Bonnet</i>
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SUBJECT	DISCUSSION	OUTCOME
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Call to Order	Yvette Hammel , President, called the Carver Board meeting to order at 7:00 p.m.	
Welcome	Yvette welcomed the Board members and then briefly went through the meeting agenda.	

Consent Agenda Items	Brendan Goodhouse , Secretary, asked for a motion to approve the consent agenda, consisting of approval of the November 22, 2022 Board Minutes.	
Approval of Meeting 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	<p>Anne Bradner, Executive Director, provided an update.</p> <p>Anne updated the Board on the status of remediation at the building after a pipe burst causing a loss of electricity for several days in late December/early January. Anne advised that Carver’s insurance adjuster believed there would likely be above \$50,000 in insurance coverage to address remediation as well as some lost income and that there was no permanent damage to the building.</p> <p>Anne reported that there continue to be issues with the pool. After power was returned, the pool was drained and acid washed but it has failed to hold water when refilled. They believe that re-grouting may address the issue and hope that the pool will be operational by February.</p>	
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	<p>Anne reported on some recent grant writing and fundraising successes, including a 3-year grant for the Teen Center from Westchester Youth Bureau and contributions from Deep Track Capital, the Cohen Foundation, the Lone Pine Foundation, the Mother Cabrini Foundation, the Tudor Foundation, and the Westchester Community Foundation, among others, for uses including a refrigeration truck, the Carver Market, hiring a case manager, and the Teen Center. Anne also reported that Carver would be receiving significant support for its scholarship fund from a \$1 million dollar donor advised fund and was in the process of evaluating how to best use this money in a productive and sustainable way.</p> <p>Anne reported on the status of Carver’s capital expenditures. Anne reported that Carver is in the final phase of its boiler replacement and that it has completed work on the gym lighting. Anne reported that approximately half of the budgeted amount of capital expenditures (\$458,000) had been spent so far in FY 2023.</p> <p>Anne reported that the building’s roof will require work to address leaking and that right now the estimate is that major roof work can be put off for 3-5 years.</p> <p>Anne reported that the County will match 50% of the cost for the installation of HVAC roof units and that it will pay for 50% of work on the parking lot. Anne advised that Carver is in discussions with a donor about possibly funding the other half of the parking lot project.</p> <p>Anne advised that Carver has received strategic planning proposals from the Strategy Group for a comprehensive strategic planning process and from AperioNY for a community needs assessment, which Carver is reviewing. Anne advised that Carver intends to form a Strategic Planning Committee that will be comprised of staff, board members, and community stakeholders.</p>	
<p>Audit Update</p>	<p>John Callaghan, Audit Committee, gave an update.</p> <p>John reported that Carver’s audit had been completed and the auditors found no major issues. John advised that the auditors noted that Carver had taken steps to assess its cybersecurity practices and implemented changes, which was a recommendation from the prior year’s audit. John advised that the auditors recommended that Carver devise a policy regarding when it will conduct vulnerability tests.</p> <p>John reported that Carver expects to file its Form 990 within the next few weeks.</p>	

	<p>In response to questions about cybersecurity insurance, Anne advised the Board that she would look into the issue and report back to the Board.</p>	
<p>Finance Update</p>	<p>Eileen Cheigh Nakamura, Treasurer, provided an update.</p> <p>Eileen reported that Carver had a solid first half of FY 2023. She reported that across most categories, income was at or had exceeded budget and that Carver has a strong cash position. Eileen advised that the Finance Committee is evaluating options to do something to earn interest on the cash Carver is holding.</p> <p>Eileen advised that moving forward, there is an open question about how much money Carver can expect to receive from the afterschool program since the school district does not know what the program will look like next year. Anne advised that Carver will have to wait for the district’s budget process to play out to concretely plan the afterschool program and that there is an ongoing conversation within Carver of how to best plan a program, like afterschool, where funding is uncertain on annual basis.</p>	
<p>Advancement Update</p>	<p>Claire Steinberg and John Overbay, Advancement Committee, gave an update.</p> <p>Claire reported that Carver’s fundraising had been strong through the first 6+ months of the fiscal year. Claire went over the performance tracker, showing that through January 13, Carver had almost reached its annual goal for unrestricted contributions and was at 70% for restricted contributions.</p> <p>Regarding the benefit, Claire reported that Carver was soliciting corporate donors and had already received commitments from approximately 25 table hosts. Claire reported a cocktail event to generate interest and solicit more table hosts was scheduled for February 8 and encouraged board members to attend.</p> <p>Claire reported that Michelle Weiss was heading up the effort with Journal sponsorship and explained that Carver had identified approximately 50-60 businesses that had previously bought ads and had sent them letters and made individualized reach outs.</p> <p>Claire reported that Maureen Gomez would be this year’s honoree.</p>	

Programming Update	<p>Daniel Bonnet, Chief Programming Officer, provided an update.</p> <p>Daniel advised that Carver had procured a data management system, Apricot 360, which would be customized for Carver.</p> <p>Daniel then went through the latest information and data regarding Carver’s various programs. That information is contained in the “Program Updates” document included in the Board Materials and is incorporated into these minutes. In addition to the data on the Program Updates document, Daniel reported the following:</p> <p>Aquatics: The long-term goal for the aquatics program is to have a Carver swim team. Right now, Carver is offering classes at very competitive rates and evaluating ways to maximize the number of lessons it can provide at one time. Carver also plans to incorporate aqua-boxing-fitness classes.</p> <p>Teen Center: Carver has been working to use its contacts to provide opportunities for the teens to tour businesses and learn about different professional opportunities.</p> <p>Scholars: Carver is working in conjunction with the My Brother’s Keeper program to develop the Promise Academy. This program identifies high-risk young people with ambitions. Carver will work on helping these individuals and working with them to develop career plans.</p> <p>Daniel reported that through Sharing Shelf, Carver had been able to obtain shoes for each participant in the program and expected to receive the shoes within the next week.</p> <p>After School: Approximately 50-55 students are participating each day in the afterschool program, which is an increase from the 30-35 average last year.</p> <p>Carver Market: Carver plans to start having the market open on Saturdays and asked that Board members be involved in the Saturday market operation.</p> <p>Daniel also reported that Carver is in discussions with the Municipal Housing Authority to use Carver’s bus to bring seniors to programing at Carver Center.</p>	
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Adjournment	The meeting was adjourned by Yvette Hammel at 8:45 p.m.	