

Port Chester Carver Center

**Minutes of the Meeting
Monday, March 6, 2023**

Present:	<i>Claire Steinberg, John Callaghan, Yvette Hammel, Laura Iverson, Edouard Metrailler, Sue DeStaebler, Molly Mahoney, Eileen Cheigh Nakamura, Felipe Orozco, Jackie Emmet, Merin Kovoov, Jill Maitland, Stephen O'Connor, Alissa Holland, Maida Robinson,</i>	
Excused/Absent (A)	<i>Erica Fritsche, Robert Kaplan, Brendan Goodhouse, Brian Stern, Jim Howland, Donna Jarecki, John Overbay, Michelle Weis, Judy Diaz, Amy Fisch</i>	
Staff:	<i>Anne Bradner, Daniel Bonnet</i>	
SUBJECT	DISCUSSION	OUTCOME
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 briefly went through the meeting agenda.	
Consent Agenda Items	Stephen O'Connor , Governance Committee, asked for a motion to approve the consent agenda, consisting of approval of the January 25th, 2023 Board Minutes.	The motion to approve the consent agenda was approved unanimously by all Board members present.
Approval of Meeting Minutes	A motion for approval of the consent agenda was duly made and seconded.	
CEO Report	Anne Bradner , Executive Director, provided an update. Anne reported that Carver recently hosted a Black History Month celebration on Saturday, February 25 th attended by ~120 community members. The event honored Isaiah Brown, Carver Center's Teen Center Assistant, Kiah Thomas, a member of the New Guard organization, which is dedicated to building power with and for young BIPOC (Black, Indigenous and People of Color) and, Vanessa Clay-Williams, a Port Chester School District counselor. Anne updated the Board on progress and next steps on Carver's strategic planning process. Anne reported that AperiONY had been engaged to conduct a comprehensive community needs assessment and The Strategy Group had been engaged to conduct	

	<p>Carver’s strategic planning process, including incorporating the findings from the community needs assessment. Anne advised the Carver is in the process of evaluating the prospective composition of its Strategic Planning Committee and was working on having 8 – 10 confirmed committee members comprised of a mix of Carver employees, Board members and community stakeholders in the next few weeks. Anne reported Carver was targeting mid-April for the kick-off meeting for the Strategic Planning Committee and intended to host a strategic planning retreat in mid-May once the community needs assessment had been completed.</p> <p>Anne reported that Kelley Gordon-Minott, Carver’s Teen Center Director, had resigned from her current role, effective immediately. Anne announced that she is taking on a consultant position with Carver through June 30th allowing her to manage the college scholarship process this spring and help Carver develop its youth program for summer 2023. Anne reported that Daniel Bonnet would be working with Carver’s teen center staff to create a transition plan and job description for Kelley’s successor.</p> <p>Anne updated the Board that the Carver Market had been featured on a recent CBS2 news segment highlighting the increased food insecurity and growing demand, particularly with the reduction in SNAP benefits. Anne informed the Board that the news clip had been sent to all donors to Carver marketplace.</p>	
<p>Nominations Update</p>	<p>Alisa Holland, Nominations Committee, updated the Board on the process for identifying potential candidates for next year’s Board class. Alisa informed the Board that the five members of the Board Class of 2017, Judy Diaz, Brendan Goodhouse, Maida Robinson, Claire Steinberg and Brian Stern would be cycling off the Board at the end of Carver’s fiscal year. Alisa reported the Nominations Committee had identified three potential Board candidates, including two with legal backgrounds and one with an education background. Alisa asked the Board to provide any additional recommendations in April with a proposed slate of new Board members to be circulated in May following review by the Nominations Committee.</p>	
<p>Finance Update</p>	<p>Eileen Cheigh Nakamura, Treasurer, provided an update.</p> <p>Eileen presented unaudited financials through January 31, 2023 and reported that Carver had a strong first seven months of FY 2023. Eileen reported that through January 31, Carver had net income of ~\$2.5m, nearly \$500,000 ahead of budget. Eileen noted that areas of income that were below budget forecasts were attributable to one Head Start program that did not return to Carver as anticipated. Eileen reviewed</p>	

	<p>actual Expenses YTD vs. budget forecast and noted that Carver had underspent vs. budget on salaries and consultants, while the Carver Market had incurred additional expenses vs. budget due to extended operations and usage.</p> <p>Eileen reported that Carver had nearly spent its allocated budget for capital improvements on its upgrades to Carver’s heating system, refinishing the gym floor and its roof project. Eileen and Anne reviewed the calculated losses from the burst pipe and pool and confirmed that an initial insurance outlay for ~\$62,000 had been received while an additional claim of ~\$41,000 for business income loss remained under review. Anne also reported on a \$10,000 premium increase and a deductible increase from \$5,000 to \$25,000 in Carver’s insurance renewal. The Board queried whether Carver could evaluate competing bids from alternate insurers and was informed based on timing the policy had already been renewed for the upcoming year.</p>	
<p>Advancement Update</p>	<p>Claire Steinberg, Advancement Committee, gave an update.</p> <p>Claire reported that through mid-January, Carver had met its overall FY 2023 fundraising goal. Claire noted that Carver had exceeded its restricted fundraising goal and was 70% of the way to its goal of \$1.1m in unrestricted contributions. Claire noted Carver had recently received an unplanned \$75,000 restricted gift with a commitment to contribute an additional \$75,000 next year. Claire reviewed the corporate sponsorship pledges for the upcoming benefit and noted she would be asking individual Board members to conduct outreach to certain businesses.</p>	
<p>Program & Scholarship Update</p>	<p>Sue DeStaebler, Program Committee, Daniel Bonnet, Chief Program Officer and Laura Iverson, Board Member</p> <p>Sue reported on a recent Program Committee meeting that was held at the Carver center and included reviewing Carver Market and meeting with Carver’s chef.</p> <p>Daniel reviewed the latest information and data regarding Carver’s various programs. Daniel presented the information contained in the “Program Updates” document included in the Board Materials which is incorporated by reference herein. In addition, Daniel reported on implementation of Carver’s new data management system, Apricot 360, including work being done to detail and tailor its forms and systems for Carver’s programs to allow more comprehensive tracking of stakeholder experiences and usage across the range of programs offered by Carver.</p>	

	<p>Laura provided an update on the expansion of Carver’s scholarship program utilizing additional dedicated funding. Carver would be expanding the number of scholarship recipients and extending financial support to recipients in good standing beyond their initial year of post-high school education. Carver was in the process of soliciting scholarship applications, including from former participants in Carver programming who may now be eligible for additional support.</p>	
Adjournment	<p>The meeting was adjourned by Yvette Hammel at 8:45 p.m.</p>	