

Port Chester Carver Center

Minutes of the Meeting

Wednesday, May 10, 2023

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

SUBJECT	DISCUSSION	OUTCOME
<p>Call to Order</p> <p>Welcome</p>	<p>Yvette Hammel, President, called the Carver Board meeting to order shortly after 7:00 p.m.</p> <p>Yvette welcomed the Board members and 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 March 6, 2023 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 updated the Board on the status of Carver's strategic planning process. Anne advised that Carver's strategic planning consultant had conducted over 50 stakeholder interviews and 100 surveys of Carver clients and community members. Anne advised that the information from these interviews and surveys was still being digested but that the initial feedback indicated that priority areas for the community are housing, food security, childcare, and mental and physical health.</p> <p>Anne also noted that Port Chester was not going to have an after-school program for the upcoming school year, which will likely increase community needs and that Carver was evaluating what it can do to address these needs.</p>	

	<p>Anne advised that the Strategic Planning Committee had its kickoff meeting in April and had a 4-hour retreat planned for May 16. Anne expected to present broad strategic planning goals to the Board at the June meeting.</p>	
<p>Advancement/Benefit Update</p>	<p>Colleen Kane, Chief Advancement Officer, and Claire Steinberg, Advancement Committee Co-Chair, gave an update.</p> <p>Claire reported that Carver either had or was on track to exceed all fundraising targets. Claire went through the performance tracker and noted that for unrestricted contributions, restricted contributions, and Benefit revenues, Carver had received 102%, 97%, and 94% of budgeted amounts, respectively, and this did not include amounts that are expected to come in over the next few weeks. Claire reported that including the total amount of pledges, the Benefit revenue was expected to come in at \$560,000, which was 112% of budget.</p> <p>Claire reported that Benefit expenses were \$30,000 above budget resulting with the Benefit coming in at \$30,000 net above budget (\$60k above on revenue and \$30k above on expenses).</p> <p>Colleen reported that Carver expected additional foundation gifts and a \$180,000 reimbursement from the County to be received prior to the end of the fiscal year. Colleen further reported that Carver had started its gratitude campaign and encouraged Board members to participate in reaching out to donors and Benefit attendees. Colleen also noted that Carver was reaching out to past donors who did not donate this year.</p>	
<p>Finance Update</p>	<p>Eileen Cheigh Nakamura, Treasurer, provided an update.</p> <p>Eileen reported that Carver was having a strong FY 2023. She went through Carver's financial statements, explaining that across most categories, income was at or had exceeded budget and that overall expenses had been lower than budget. Eileen reported that because of Carver's strong cash position, the Finance Committee had moved \$300,000 into treasuries.</p> <p>Eileen reported that the Finance Committee was working with Anne to present a draft budget for FY 24 at the June Board meeting, which would largely be based on a</p>	

	<p>projection of the rest of the current fiscal year, adjusted as appropriate for the upcoming year.</p> <p>Eileen reported that Carver was generally tracking the capital expenditure budget and expected that expenditures for the year would ultimately be slightly below budget.</p> <p>Eileen then introduced the Finance Committee’s proposed changes to Carver’s financial policies. Eileen explained that the changes were generally intended to update the policies and conform them to the way Carver operates. (The specific proposed policies changes can be found in the document provided to the Board and are incorporated by reference into these minutes).</p> <p>A discussion on the proposed changes ensued with Board members asking questions on topics including that all deposited funds are FDIC ensured and establishing policies to validate new check recipients.</p> <p>A motion for approval of the proposed financial policies changes with the additional requirement that for Carver to have multiple accounts at a bank, an IntraFi Deposit Agreement must be in place, was duly made and seconded.</p> <p>Anne Bradner then provided an update on Carver’s facilities. Anne explained that obtaining the community block development grant from the County had been slow, thus delaying the roof unit project. Anne further advised that Carver had been advised that it should replace the baseboard heating units on the second floor, and that its insurance company had requested Carver make this improvement. Anne reported that the expected cost was \$22,300 and explained that the project would have been budgeted for the following fiscal year but recommended that since the roof unit project was delayed, she recommended moving forward with the project now and sought Board authorization to do so.</p> <p>A motion authorizing Anne, as Chief Executive Officer, to retain a contractor to replace the second floor baseboard units in the current fiscal year was duly made and seconded.</p>	<p>The motion to approve the proposed changes to Carver’s fiscal policy and include a requirement that for Carver to have multiple accounts at a single bank it have an IntraFi Deposit Agreement in place was passed with unanimous consent of all Board members present.</p> <p>The motion to authorize Anne, as Chief Executive Officer, to retain a contractor to replace the second floor baseboard units was passed with unanimous consent of all Board members present.</p>
<p>Nominations Update</p>	<p>Alisa Holland, Nominations Committee, gave an update.</p> <p>Alisa reported that the Nominations Committee had identified a slate of candidates that it would present to the Board for a vote at the June meeting. Alisa referred to the</p>	

	<p>candidate materials provided to the Board members and briefly went through the individual candidates.</p> <p>Alisa invited Board members to send her any questions they had about particular candidates.</p>	
Scholarship Update	<p>Laura Iverson, Scholarship Committee, provided an update.</p> <p>Laura reported that Carver was giving out \$40,000 in scholarship funds this year.</p> <p>Laura reported that there were 22 applicants, 4 of which were seniors in high school from Port Chester and 18 of whom were Carver Center alums. Laura reported that the committee had conducted 16 interviews and made final awards decisions the previous night (May 9).</p> <p>Laura expressed that the scholarship recipients were inspirational individuals who were deserving of the awards and who truly impressed the committee.</p> <p>Laura advised that the awards ceremony would be May 15 at 6pm.</p>	
Programming Update	<p>Anne Brader provided an update on programing.</p> <p>Anne reported that Daniel Bonnet was not at the meeting because he was taking members of the Teen Center to see Aladdin on Broadway. Anne referred to Daniel's report, which is incorporated into these minutes, for more fulsome information on programing.</p> <p>Anne noted that Katrina Lehan who had been acting as the Interim Teen Center Director has been doing a great job in that role and Anne also mentioned that Carver is in the process of launching the Apricot 360 data management system, which work Daniel is heavily involved in.</p>	
Adjournment	<p>The meeting was adjourned by Yvette Hammel at 8:15 p.m.</p>	

