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| **Port Chester Carver Center** | | |
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| **Minutes of the Meeting** | | |
| **Wednesday, June 7, 2023** | | |
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| ***Present:*** | *Claire Steinberg, Erica Fritsche, Brendan Goodhouse, Yvette Hammel, Brian Stern, Laura Iverson, Edouard Metrailler, Jim Howland, Molly Mahoney, Judy Diaz, Eileen Cheigh Nakamura, Alisa Holland, Felipe Orozco, Jackie Emmet, John Overbay, Jill Maitland, Maida Robinson, Michelle Weiss, Stephen O’Connor* | |
| ***Excused/Absent (A)*** | *Amy Fisch, John Callaghan, Sue DeStaebler, Donna Jarecki, and Robert Kaplan (lifetime member)* | |
| ***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 approximately 7:00 p.m.  Yvette welcomed the Board members and expressed her thanks to the Board members who were cycling off the Board. Yvette then briefly went through the meeting agenda. |  |
| **Consent Agenda Items**  **Approval of Meeting Minutes**  **Authorization for Anne Bradner to execute documents for Summer Camp Application Process** | **Brendan Goodhouse**, Secretary, asked for a motion to approve the consent agenda, consisting of approval of the May 11, 2022 Board Minutes.  A motion for approval of the consent agenda was duly made and seconded.  Brendan then introduced a resolution authorizing Anne Bradner, as executive director, to execute and deliver documents to the County as required for Carver’s application for County certifications required for the summer program. After discussion regarding the resolution, a motion for approval was duly made and seconded. | **The motion to approve the consent agenda was approved unanimously by all Board members present.**  **The motion to approve the resolution authorizing Anne Bradner to execute and deliver documents to the County as part of Carver’s Summer Camp Application process was unanimously approved by all Board members present** |
| **Advancement Update** | **Claire Steinberg**, Advancement Committee Co-Chair, provided an update.  Claire reported that Carver had beat its goals for the fiscal year for unrestricted and restricted contributions as well as its goal for the Benefit. Claire reported that Carver was at 108% of its total fundraising budget. Clair also noted Carver’s recent accomplishments in grant writing.  **Colleen Kane**, Chief Advancement Officer, advised the Board that Carver would be holding an open house for its major donors in late July, which Board members were welcome to attend. Colleen also reported that Carver was holding the date of April 13, 2024, at the Westchester Country Club for next year’s Benefit.  Colleen further reported that she and Anne were strategizing on how to best engage Carver’s major donors. |  |
| **CEO Report** | **Anne Bradner**, Executive Director, provided an update.  Anne reported that the strategic planning process was on track. She advised that there had recently been a strategic planning committee meeting, meetings with staff, and meetings with consultants regarding the process. Anne reported that the committee was working on developing broad goals and identifying what various committees should focus on over the summer and that she would provide more detail about the results of this process in the Fall.  Anne reported that the needs assessment was ongoing and expected to be completed by the end of the month.  **Daniel Bonnet**, Chief Program Officer, reported on the status of several programs.  Daniel reported that Carver’s summer camp program had been converted to a fee-based program, in part, because the school district had no funding for summer programs. Daniel reported that approximately 80 campers had signed up and that Carver could accommodate up to 120. Daniel advised that the program provided breakfast and lunch with the option for parents to sign up for extended care, where a light snack was also provided.  Daniel explained that the program did not have a specific educational component, but Carver is incorporating STEM components, along with sports, performing arts, and material arts activities.  The Board then engaged in a discussion regarding how to best market Carver’s summer camp and marketing general with a focus on how Carver can diversify its marketing efforts in a cost-effective way. |  |
| **Finance Update & Presentation of the FY 23-24 Provisional Budget** | **Eileen Cheigh Nakamura**, Treasurer, provided an update.  Eileen reported that Carver had a strong year financially. Eileen reported that Carver projected to be $390,000 better than budget on its overall surplus ($360,000 higher on revenue and $30,000 lower on expenses). Eileen reported that because of Carver’s strong cash position, the Finance Committee had put approximately $300,000 in US Treasuries.  Eileen then presented the initial FY ’24 budget. Eileen explained that many items remained fluid because of circumstances out of Carver’s control, such as the school district abruptly dropping its after school program and Carver trying to gather information regarding whether there will be an opportunity to have some form of a program next year. Eileen advised that the budget would continue to be refined over the summer as Carver gains more information.  Eileen reported that the initial budget was less aggressive on unrestricted contributions than the FY ’23 budget ($1m, compared against $1.1m) because of concerns about the economy, and had a lower figure for restricted contributions because of (a) the lack of information from the school district and (b) the lack of COVID grant money, which had been available in preceding years. Eileen explained that, generally, the budget was conservative, and its current projections were based on what was known at the time without making assumptions about additional funds becoming available.  Eileen further advised that the budget anticipated the elimination of three (3) positions because of the lack of an afterschool program.  Eileen reported that the capital budget was in development, but the major project planned for FY ‘24 was the roof top HVAC units, which were expected to be funded by community grants and a private funder. Eileen advised that the parking lot project was moved from FY ’24 to FY ’25, which lowered projected capital spending for next year.  Eileen then introduced a resolution authorizing the withdrawal of $100,000 from the endowment and re-investment of same as a Board-designated contribution.  The Board engaged in a discussion regarding the proposed resolution and approach to the endowment, generally. Specifically, the Board discussed how to weigh the benefits of providing future Boards and Finance Committees more flexibility to address acute financial needs (by taking out larger withdrawals and re-investing as a Board-designated contribution) with the benefits of growing the endowment (by limiting withdrawals).    The Board agreed to table the resolution so that it could further discuss and evaluate a proposed approach with endowment funds. |  |
| **Executive Session**  **(Part I – CEO Review and Compensation Package)** | Anne Bradner, Colleen Kane, and Daniel Bonnet left the meeting. After they departed, Yvette Hammel led a discussion of Anne’s performance review. Details of that discussion are not included in these minutes but are available from Yvette as necessary.  Yvette discussed the compensation recommendation of the Executive Committee for Anne for the coming year. The details are not set forth in these minutes but are also available from Yvette as necessary.  A motion, duly seconded, was made to approve a compensation package for Anne for the next fiscal year, as well as a discretionary bonus. | **The motion to approve a compensation package for Anne Brander for FY 2024 and a discretionary bonus was unanimously approved by all Board members present.** |
| **Executive Session**  **Part II – Approval of Board Members and Officers for FY 2024** | Brendan Goodhouse oversaw a discussion of the slate of candidates for election and reelection to the Board, as well as Officer positions in accordance with the ballot provided to the Board.  A motion, duly seconded, was made to approve the candidates for the various roles as provided for on the ballot. Board members were advised that they could message Brendan via Zoom messaging or email him if they wished their votes to remain confidential and that to allow time for this, the voting would not be finalized until the following day. | **The motion to approve the slate of candidates on the ballot for elections to the Board, re-election to the Board, and as officers for the Board was unanimously approved by all Board members present.** |
| **Adjournment** | The meeting was adjourned by Yvette Hammel at 8:15 p.m. |  |