

Port Chester Carver Center

Minutes of the Meeting

Wednesday, September 27, 2023

Present:	<i>Yvette Hammel, Erica Fritsche, John Callaghan, Laura Iverson, Edouard Metrailler, Felipe Orozco, Jackie Emmet, Jill Maitland, Stephen O'Connor, John Overbay, Bill Furber, Daniel Sarmiento, Kelly Shaw, Scott Gottdiener, Bryant Romano</i>
Excused/Absent (A)	<i>Robert Kaplan, Alisa Holland, Jim Howland, Amy Fisch, Molly Mahoney, Michelle Weiss, Eileen Cheigh Nakamura, Sue DeStaebler</i>
Staff:	<i>Anne Bradner, Colleen Kane, Daniel Bonnet</i>

SUBJECT	DISCUSSION	OUTCOME
Call to Order Welcome	Yvette Hammel , President, called the Carver Board meeting to order at 7:00 p.m. Yvette welcomed the Board and introduced the newly appointed Directors. Yvette then briefly went through the meeting agenda.	
Consent Agenda Items Approval of Meeting Minutes	Stephen O'Connor , Secretary, asked for a motion to approve the consent agenda, consisting of approval of the June 7, 2023 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.

<p>CEO Report</p>	<p>Anne Bradner, Executive Director, provided an update.</p> <p>Anne reported to the Board on Carver’s successful implementation of its summer camp programming and provided updates on the Carver Market as well as Carver’s citizenship, aquatics, and case management programs.</p> <p>Anne announced Carver received The Isabel villar Beacon of Light Award at Feeding Westchester’s Agency Conference. The award recognized Carver’s excellence in providing food to the community through its Market operations as well as Carver’s service to immigrants.</p> <p>Anne updated the Board that Carver had been selected by the Port Chester School District to provide after-school programming. The school district had run free programming the last two years, but only recently announced its funding had expired. To fill this void, Carver launched a fee-based elementary after-school program in September. Carver received a strong indication of interest with over 170 families signing up. The program is adding students as qualified staff are hired, and Carver will retain flexibility on the size of the program and related expenses while monitoring student attendance, attrition rates and overall staffing levels.</p> <p>Anne reported on Carver’s strategic planning process, including the community needs assessment and strategic planning sub-committee workstreams. Anne noted Carver’s proposed strategic plan would be finalized in the coming weeks and presented to the Board at an upcoming meeting.</p>	
<p>Advancement Update</p>	<p>John Overbay, Vice President and Colleen Kane, Chief Advancement Officer, gave an update.</p> <p>Colleen reported that through September 27th, Carver was 51% of the way to its overall FY 2024 unrestricted fundraising goal of \$1,200,000 based in large part on a</p>	

	<p>repeat \$500,000 contribution and was 17% of the way to its goal of \$643,662 restricted contributions. John noted the goal for unrestricted contributions had been adjusted upward to \$1.2m in light of the receipt of the \$500,000 major gift. Colleen noted that the goal for restricted contributions had decreased significantly from FY 2023 due to the loss of afterschool funding from the Port Chester School District and less Covid-related funding from Westchester County Planning Department and Business First.</p> <p>Colleen reported on Carver’s focus on cultivating donors and the upcoming annual appeal as it endeavors to meet its fundraising goals for FY 2024. Colleen noted Carver would be hosting an Open House targeting major donors and strategic partners in October 2023 and invited Board members to attend. Colleen also reported on preparations for the upcoming annual appeal which is targeting early November for mailing letters to prospective donors.</p>	
<p>Finance Update & Presentation of the Final FY 23 Budget</p>	<p>John Callaghan, Board Member, and Anne Bradner, Executive Director, provided an update.</p> <p>John reported that FY 2023 was a strong year financially and Carver ended the year with net income of \$407,818 and a cash balance of ~\$744,000.</p> <p>John presented the unaudited financials as of June 30, 2023 reporting Carver’s balance sheet was more liquid than it had been in recent years with nearly \$1.2M in cash, cash equivalents and Treasury Bills. John reported Carver had revenues of over \$4.2M during the fiscal year, up over 4% from FY 22, and up over 17% over the 2022 fiscal year when backing out the non-recurring revenue Carver received from the Paycheck Protection Program during FY 22. John noted Carver’s endowment was over \$1.8M and that the Board did not designate an allocation of income from the Endowment in FY 23.</p> <p>Anne presented the final FY 24 Operating and Capital Budgets. Anne explained that the operating budget projected a modest surplus of \$33,956. Anne noted that revenue projections underlying the budget are somewhat conservative as unrestricted funding goals are in line with FY 23 actuals, the annual benefit projection is more modest, projected restricted contributions are lower due to no afterschool funding from the PCRUFSD and a decrease in Covid related funding programs. Anne explained the projected decrease in government grants reflects having fewer meal reimbursements related to the shift in afterschool program. In addition, Anne noted the budget</p>	

	<p>projected no miscellaneous income in FY 24, however in FY 23 Carver recognized \$160,000 in miscellaneous income from its Employee Retention Credit and the insurance reimbursement from a burst pipe. Anne observed the expenses in the projected operating budget reflect the current growth of Carver’s programs. Staff salary increases reflect additional hiring, no anticipated family leaves and both merit and cost-of-living increases for staff.</p> <p>Anne and John presented the proposed capital spending budget which were reviewed and discussed by the Board.</p> <p>Stephen O’Connor then introduced a proposed resolution to approve the Final FY 24 Operating Budget and the “Committed or Essential FY24 Capital Expenses” estimated at a cost of \$171,340 (less \$147,000 in restricted funding) as presented to the Board.</p> <p>A motion, duly seconded, was made to approve the resolution.</p>	<p>The motion to approve the</p> <p>Final FY 24 Operating and Capital Budgets was unanimously approved by all Board members present.</p>
<p>Program Update</p>	<p>Daniel Bonnet, Chief Program Officer, provided an update.</p> <p>Daniel reported on the successful summer camp program run by Carver and updated the Board on the Teen Summer Youth Employment Program where 25 eligible participants were selected and will receive work experiences and internships including with State Senator Shelly Mayer’s office, Port Chester Public Library, Meals on Main and at Carver Center working in the Summer Camp, Food Services and Market programs.</p> <p>Daniel presented on the return of Dinner @ Noon in September serving 41 clients and the expansive Carver Marke program which served over 1700 households and 4600 people in August while distributing over 55,000 lbs of food. Daniel also reported on the Retail Recovery, Aquatics and Adult Education programs.</p>	
<p>Adjournment</p>	<p>The meeting was adjourned by Yvette Hammel at 8:30 p.m.</p>	