

Port Chester Carver Center

Minutes of the Meeting

Wednesday, November 15, 2023

Present:	<i>Yvette Hammel, Amy Fisch, Eileen Cheigh Nakamura, John Callaghan, Laura Iverson, Edouard Metrailler, Felipe Orozco, Jill Maitland, Stephen O'Connor, John Overbay, Bill Furber, Daniel Sarmiento, Kelly Shaw, Scott Gottdiener, Bryant Romano, Michelle Weiss, Alisa Holland,</i>	
Excused/Absent (A)	<i>Robert Kaplan, Jim Howland, Molly Mahoney, Sue DeStaebler, Jackie Emmet, Erica Fritsche</i>	
Staff:	<i>Anne Bradner, Colleen Kane, 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 and briefly went through the meeting agenda.	
Consent Agenda Items	Stephen O'Connor , Secretary, asked for a motion to approve the consent agenda, consisting of approval of the September 27, 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.	

<p>CEO Report</p>	<p>Anne Bradner, Executive Director, provided a brief update.</p> <p>Anne reported to the Board that Carver successfully completed its annual Turkey Distribution for Thanksgiving and also provided a seated turkey meal for over 100 families. Anne noted that in total over 400 families comprising over 2800 adults and children received Thanksgiving food with over 33,000 pounds of food being distributed.</p> <p>Anne updated the board that the Port Chester School District had obtained Title 1 funding that will allow up to 200 students to participate in Carver’s after-school program tuition free. Anne noted that students from Port Chester’s JFK and Thomas Edison elementary schools will be eligible to have their after-school program tuition covered but that Park and King elementary school did not meet New York State’s eligibility criteria for the funding.</p>	
<p>Treasurer’s Report</p>	<p>Eileen Cheigh, Treasurer, and Anne Bradner, Executive Director, provided an update.</p> <p>Eileen and Anne reported that Carver was off to a strong start to FY 2023 - 2024 with over \$1M in gross income and \$100,000 in net income in the first three months ended September 30, 2023. Carver received a \$500,000 repeat unrestricted contribution which drove actual unrestricted contributions to exceed budgeted amounts by over \$300,000, resulting in positive net income for the quarter as compared to the projected deficit in the budget. Eileen noted that Carver typically plans for a net deficit in the first quarter of the fiscal year before seeing revenue increases later in the fiscal year in connection with Carver’s annual appeal and benefit fundraiser.</p> <p>Eileen also noted for the Board that Carver had moved \$450,000 of cash into Treasury Bills with attractive rates exceeding 5%.</p>	

<p>Carver Needs Assessment Executive Summary Report</p>	<p>Otoniel Lopez, President, Aperio NY</p> <p>Otoniel Lopez presented the results of the Carver Center Community Needs Assessment (the “Community Needs Assessment”) conducted by Aperio. The Executive Summary of the Community Needs Assessment was distributed to the Board in the meeting materials in advance and is incorporated herein by reference. Anne Bradner noted that Carver commissioned the Community Needs Assessment to help inform its broader strategic planning process, and Otoniel had previously presented its findings to the Board’s Strategic Planning Committee, which had taken key findings into consideration in developing Carver’s proposed strategic plan.</p> <p>Otoniel reported to the Board on the Community Needs Assessment’s study design and methodology and the extensive efforts that had been made to collect input from a diverse range of Port Chester residents, both English and non-English speakers alike.</p> <p>Otoniel then presented on the major findings and takeaways from the Community Needs Assessment, including reporting on critical areas of need for adults across different age groups, as well as key areas of concern for youth across Middle School students, High School students and Emerging Adults (18 – 24 year-olds). Otoniel highlighted potential opportunities for Carver in areas such as information dissemination and youth engagement. The Board actively engaged in a series of questions for Otoniel and discussion ensued.</p>	
<p>Presentation and Approval of Carver’s Strategic Plan</p>	<p>Debra Hertz and Karen Brennan, The Strategy Group</p> <p>Debra Hertz and Karen Brennan, consultants from The Strategy Group, presented the proposed Carver Center Strategic Plan 2024 – 2027 (the “Strategic Plan”). The proposed Strategic Plan was distributed to the Board in the meeting materials in advance and is incorporated herein by reference. The Board reviewed the process that led to the creation of the Strategic Plan, including engaging The Strategy Group, forming a Strategic Planning Committee comprised of representatives from Carver’s Board and Staff, and engaging Aperio to conduct a Community Needs Assessment. Debra and Anne Bradner reported that the Strategic Planning Committee met for well over 30 hours, reviewed and considered the key themes from the Community Needs Assessment, evaluated Carver’s current strengths and weaknesses (SWOT analysis) and established working groups to develop new mission, vision and values statements, identify new areas of opportunities and craft measurable strategic recommendations across key areas of focus.</p>	

	<p>Debra presented the key assumptions of the Strategic Planning Committee in creating the Strategic Plan, including staying mission-focused and not trying to directly address every critical need identified in the Community Needs Assessment but rather working to be a community resource center where residents can find information on vital services already being offered by other partners in the Port Chester community.</p> <p>The Board reviewed the new vision, mission and values statements proposed in the Strategic Plan. Board members asked questions which were answered by Board and Staff members of the Strategic Planning Committee and a discussion of certain alternative wording options ensued.</p> <p>Debra noted the Strategic Planning Committee identified Program Expansion, Marketing & Communication, Talent and Financial Sustainability as the key strategic areas of focus for Carver. Debra then presented the proposed Action Plan highlighting the goals and strategies included in the Strategic Plan in each of these areas. The Board reviewed and discussed the Action Plan at length, including raising questions regarding prioritization and allocation of Carver’s scarce resources, feasibility of accomplishing ambitious proposals across multiple areas of focus, the ability to build out Staff with key hires and meet the costs involved with expanding program offerings and staff. Members of the Strategic Planning Committee answered the Board’s questions, including emphasizing the need for accountability in implementation, viewing the Strategic Plan as a dynamic document that can continue to evolve over the next three years and acknowledging the interconnectedness between marketing, fundraising, hiring and program expansion inherent in the Plan. As part of the discussion, an additional sixth strategy was proposed to be added to the Marketing & Communications section.</p> <p>Following the discussion, Stephen O’Connor, Secretary, asked for a motion to approve the Carver Strategic Plan, including the addition of a sixth strategy to the Marketing & Communications section.</p> <p>A motion for approval of the Carver Strategic Plan was duly made and seconded.</p>	<p>The motion to approve the Strategic Plan was approved unanimously by all Board members present.</p>
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Adjournment	The meeting was adjourned by Yvette Hammel at 8:30 p.m.	
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