

**Port Chester Carver Center**

**Minutes of the Meeting**

**Wednesday, September 25, 2024**

<b>Present:</b>	<i>Eileen Cheigh Nakamura, Jackie Emmet, Stephen Fisch, Scott Gottdiener, Yvette Hammel, Alisa Holland, Laura Iverson, Jill Maitland, Gabrielle McCree, Eduard Metrailler, Stephen O'Connor, Felipe Orozco, John Overbay, Daniel Sarmiento, Michelle Weiss, Amory Wooden</i>	
<b>Excused/Absent (A)</b>	<i>Betty Brown, John Callaghan, Bill Furber, Robert Kaplan, Molly Mahoney, Bryant Romano</i>	
<b>Staff:</b>	<i>Anne Bradner, Colleen Kane, Daniel Bonnet, Mark Katz</i>	
<b>SUBJECT</b>	<b>DISCUSSION</b>	<b>OUTCOME</b>
<b>Call to Order Welcome</b>	<p><b>Yvette Hammel</b>, President, called the Carver Board meeting to order at 7:00 p.m.</p> <p>Yvette welcomed the Board and briefly went through the meeting agenda.</p>	
<b>Approval of Meeting Minutes from June</b>	<p><b>Jill Maitland</b> noted a minor change to the Minutes from June: Scott Gottdiener was not at the last board meeting in June.</p> <p>She then asked for a motion to approve the consent agenda consisting of the approval of the Minutes from the Board meeting of June 5, 2024.</p>	The motion to approve the consent agenda was approved unanimously by all Board members present.
<b>CEO Report</b>	<p><b>Anne Bradner</b>, Executive Director, provided a brief update on summer activities:</p> <ul style="list-style-type: none"> <li>• Camp went well. We were able to offer 35 full scholarships to participants.</li> <li>• A workforce development grant allowed us to hire youth to work at Port Chester Carver Center and with community partners.</li> <li>• Carver Center has been awarded a \$500,000 grant from DASNY (Dormitory Authority of the State of New York) for capital repairs to our roofs and façade.</li> </ul> <p>Anne reviewed our progress with implementation of Strategic Planning goals.</p> <p><u>Program Expansion:</u> Increase the depth and breadth of service to Port Chester Residents</p> <ul style="list-style-type: none"> <li>• We have installed a new walk-in refrigerator and a walk-in freezer over the summer thanks to a grant from the Steven and Alexandra Cohen Foundation</li> </ul>	

	<ul style="list-style-type: none"> <li>• We have aspired to increase Carver Market hours outside of traditional business hours. These cold storage units will expand our options.</li> <li>• We have hired an assistant aquatics director and a swim coordinator.</li> <li>• Carver Center increased water safety classes from 3 days to 4 days in September. Our goal is to offer 5 days of classes by next year.</li> <li>• Collaborated with the school district to make a more affordable after school program charging families only 100 dollars a year.</li> <li>• We have received two grants to support case management services including one from the Field Hall Foundation geared specifically towards senior citizens.</li> </ul> <p><u>Marketing and Communication:</u> To build stronger engagement and community support.</p> <ul style="list-style-type: none"> <li>• Our goal is to add bilingual marketing to clients. External affairs has already begun to increase social media presence.</li> </ul> <p><u>Talent:</u> To be a competitive employer with a client-focused culture.</p> <ul style="list-style-type: none"> <li>• Long term goal is to improve our employee benefits, including our retirement plan.</li> <li>• Anne reported that we are working with Financial Advisor, Christian Templeman of Morgan Stanley and plan administrator, Vestwell, regarding implementation of a 410K plan for Carver Center. More to follow next month.</li> </ul> <p><u>Financial Sustainability</u></p> <ul style="list-style-type: none"> <li>• Carver Center has hired a consultant to examine our finance function and make recommendations aligned with our recent growth.</li> <li>• As mentioned above, Carver Center has been awarded a \$500,000 grant for capital work.</li> <li>• As planned, we have hired an Individual Giving Manager, Mark Katz</li> </ul>	
<b>Advancement Update</b>	<p><b>Colleen Kane</b>, Chief Advancement Officer, and <b>John Overbay</b> provided an update.</p> <ul style="list-style-type: none"> <li>• The committee will meet on October 17</li> <li>• We received a significant gift of \$500,000 in July.</li> <li>• Colleen reported on staffing changes: Olivia Jiminez has been promoted to Director of Advancement; Erica Mason has been hired as Grant Writer; Sharon Devasia has moved from program to advancement.</li> <li>• The gala is scheduled for April 5, 2025</li> </ul>	

<b>Program update</b>	<b>Daniel Bonnet</b> , Chief Program Officer, reported on Carver’s progress implementing the elementary afterschool program and the RECOVS program, which is intended to off-set COVID learning loss for elementary, middle, and high school students. He described the difficulty we have had hiring teachers for the positions and how we are re-designing the program to adjust accordingly.	
<b>Finance &amp; Facilities Update</b>	<p><b>Eileen Cheigh Nakamura</b>, Treasurer, reported on the June '24 year-end noting that our income of \$4.8M was \$1.1M higher than budgeted. There was a surplus of \$620K at year-end, with \$240K in our cash balance being restricted for programs that will occur in FY25.</p> <p>She presented the FY'25 Operating Budget for Board Approval noting that we anticipate a \$2M increase in income coming from confirmed grants. She presented the Capital Facilities plan for FY25 which addresses the façade and roof repairs (funded primarily by DASNY); the planning parking lot renovation to be completed in two phases (partially funded by a Community Development Block Grant from Westchester County); and a plan to purchase a new passenger van paid for by the sale of our school bus.</p> <p>Jill Maitland then introduced a proposed resolution to approve the Final FY 23 Operating and Capital Budgets as presented to the Board.</p> <p>Endowment:</p> <ul style="list-style-type: none"> <li>• Eileen then asked the Board to consider the proposed resolution to make a withdrawal of \$100,000 from our endowment and re-invest the funds as part of our a board-designated funds within the endowment.</li> <li>• Jill Maitland introduced the proposed resolution.</li> </ul>	<p><b>The motion to approve the final FY 2025 Operating and Capital Budgets was approved unanimously by all Board members present.</b></p> <p><b>The motion to approve the endowment withdrawal was approved unanimously by all Board members present.</b></p>
<b>Adjournment</b>	The meeting was adjourned by Yvette Hammel at 8:36 p.m.	