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| **Port Chester Carver Center** |
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| **Minutes of the Meeting**  |
| **Wednesday, November 13, 2024** |
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| ***Present:*** | *Eileen Cheigh Nakamura, Jackie Emmet, Stephen Fisch, Bill Furber, Scott Gottdiener, Yvette Hammel, Alisa Holland, Laura Iverson, Molly Mahoney, Jill Maitland, Edouard Metrailler, John Overbay, Kelly Shaw (via zoom), Amory Wooden* |
| ***Excused/Absent (A)*** | *John Callaghan, Gabrielle McCree, Stephen O’Connor, Felipe Orozco, Bryant Romano, Daniel Sarmiento, Michelle Weiss* |
| ***Staff:*** | *Anne Bradner, Colleen Kane, Daniel Bonnet, Mark Katz* |
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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 7:14 p.m. Yvette welcomed the Board and briefly went through the meeting agenda.  |  |
| **Approval of Meeting Minutes from September, Amendment to Carvers Bylaws & Board Resolution** | **Jill Maitland:*** **Requested approval of the Board Minutes**
* **Bylaws Amendment Presentation:**
	+ Jill presented an amendment to the Bylaws.
	+ The amendment would limit the office of President to a single 3-year term, with no option for a second term.
* **Resolution Amendment (August 30, 2024):**
	+ Jill requested an amendment of the previously approved resolution to revise the amount of funding requested from CDBG for the parking lot project.
	+ The original request of $200,000 will be reduced to $158,585.
 | **The Minutes from September were unanimously approved.****The proposed amendment to change the president’s term of office to a single three-year term passed unanimously.** **The proposed amendment to revise and reapprove the resolution that was initially approved on August 30, 2024, passed unanimously.** |
| **CEO Report** | **Anne Bradner**, Chief Executive Officer, provided an update.**Food Service Program (Hot Meal Program):*** + Carver Center will no longer be able to serve as a vendor of meals for Family Services of Westchester (Head Start). When they moved out of our building, they lost an exemption to their CACFP contract to use multiple vendors. Carver Center is not in a position to bid on the opportunity to serve all of their multiple locations throughout the County.
	+ Chef Peter Cregan resigned his position, and Giovanny Rodriguez has agreed to step in as the interim director of Food Services. We intend to combine that program with the Carver Market and Dinner at Noon into one department: “Nutrition and Wellness.”
	+ We will continue to serve hot meals (snupper) to the youth in elementary afterschool and Teen Center.

**Strategic Plan Progress Tracker:*** Anne presented an updated dashboard and noted that we continue to make good progress against our stated goals.

**Capital Improvements:*** Anne recommended forming a new facility committee to help guide the organization’s decision-making regarding major capital expenditures for projects such as the parking lot, roofs and façade. She noted that our pro-bono engineer, Edison Venegas, suggested we model such a committee after the Rye YMCA. She requested volunteers from the Board and suggestions for new Board and Committee members. Former Board member, Rich Lawrence continues to be helpful.
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| **Finance Update** | **Eileen Cheigh Nakamura, provided an update on Carver Center’s finances for the Fiscal Year Q1 (July – September 2024):*** Income and expenses are tracking as expected.
* Unrestricted income is already at 45% of the budgeted target.
* Expenses are running slightly lower than projected, mainly due to slower than anticipated hiring of teachers for the RECOVS program.
* Our cash position has increased to $1.2 million. This increase includes both the current operational surplus and the payments of workforce development grants that came through from the prior fiscal year. The $1.2 million represents approximately 3 months of operating expenses.
* Investments: We have $640,000 in treasury bonds, which are currently yielding 5%.
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| **Advancement Update**  | **Colleen Kane and John Overbay Provided an Advancement Committee Update:****Committee Meeting:*** + John began by providing an overview of the recent meeting of the Advancement Committee during which they discussed goals and strategies for the upcoming year.
* **Key Themes:**
	+ Longevity and Visibility
	+ Expanding Donor Base
	+ Engaging Younger Families
	+ Marketing Efforts
	+ Communication

**Operational Update:*** **Annual Appeal:**
	+ Colleen reported that the annual appeal for general donations was launched yesterday.
	+ Currently, we are slightly behind on unrestricted funds compared to last year, but this is due to the decision to delay mailing the appeal until after the election.
* **Government Funding:**
	+ Government funding has increased from $2 million to $2.2 million due to new grants that have been secured.
	+ We have completed the contract for the $900,000 LEAPS grant that partially funds afterschool.

**Gala Update – Kelly Shaw:*** Gala planning is moving along well, and the event will take place on April 5, 2025.
* The goal for this year is to continue to increase the reach of the event so that even more people will be in the room.
* Table Host formation is a top priority
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| **Program update** | **Daniel Bonnet reported on plans for the upcoming Thanksgiving Distribution:*** + He requested donations of reusable grocery bags.
	+ We currently have 791 households registered for the event.

**Laura Iverson reported on the Program Committee’s recent meeting, which focused on Teen Center and Youth/Young Adult Programs:*** **Teen Center:**
	+ The Program Committee attended a presentation featuring six Teen Center participants that was organized by Karina Lehan, Keilly Moncada, and Elizabeth Millan. The students spoke about their experiences at Carver Center, their interests, and their emerging plans for life after high school (including college aspirations).
	+ There are currently 266 teens enrolled in the Teen Center (record breaking participation) including 60 high school seniors.
	+ The Teen Center is welcoming back Carver Teen Center Alumni on January 7, 2025, for a panel discussion with current high school students.
* **Youth Employment Programs:**
	+ Carver Center has grants to operate SYEP (Summer Youth Employment Program) and YEP (January – June). These are state-funded initiatives that provide employment opportunities for teens as young as 14. Carver places youth in jobs with community partners. The youth are paid for their work and participate in mandatory training workshops organized by Carver Center staff.
* **Smart Scholars**
	+ Carver Center is partnering with Westchester Community College and the Port Chester Rye Brook Union Free School District on a program that allows students to take courses that earn college credit.
* **Carver Scholarship:**
	+ The Carver Scholarship Program distributed $58,000 last year to 18 recipients (high school seniors and alumni already enrolled in college).
* **Marketing & Development:**
	+ The goal for the Teen Center's marketing and development efforts is to continue sharing the organic stories of teens, as these often attract more participants.
* **Medium-Term Goals:**
	+ Assess how many kids can be served by the Teen Center and its programs in the future. The current growth in enrollment has necessitated additional staff. We were able to take advantage of a grant to expand this year. Future funding needs to be secured. Our Retention/Scholar Coach is stretched by our robust program participation.
* **Long-Term Goals:**
	+ Focus on alumni engagement, volunteer development, workforce development, and securing grants.
	+ Consider how the board can further engage with the Teen Center and its programs.

**Discussion ensued**:* + John Overbay suggested creating a centralized email that includes all major upcoming events to encourage board engagement, ensuring better coordination and involvement.
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| **Adjournment** | There being no other business, the meeting was adjourned by Yvette Hammel at 8:46 p.m. |  |