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| **Port Chester Carver Center** |
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| **Minutes of the Meeting** |
| **Wednesday, January 22, 2025** |
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| ***Present:*** | *John Callaghan, Eileen Cheigh Nakamura, Stephen Fisch, William Furber, Scott Gottdiener, Yvette Hammel, Alisa Holland, Laura Iverson, Jill Maitland, Gabrielle McCree, Stephen O’Connor, John Overbay, Bryant Romano, Daniel Sarmiento, Michelle Weiss, Amory Wooden (via Zoom)* |
| ***Excused/Absent (A)*** | *Jackie Emmet, Molly Mahoney, Edouard Metrailler, Felipe Orozco* |
| ***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 7:04 p.m. Yvette welcomed the Board to the first meeting of 2025 and briefly went through the meeting agenda. |  |
| **Approval of Meeting Minutes from the Prior Meeting** | **Jill Maitland** asked for a motion to approve the consent agenda consisting of the approval of the Minutes from the Board meeting of November13, 2024. Laura Iverson made a motion to approve the consent agent; Steve O’Connor seconded the motion. | The motion to approve the consent agenda was approved unanimously by all Board members present. |
| **CEO & Facilities Report** | **Anne Bradner**, Chief Executive Director, provided a brief update:* Carver’s Food Service Department has re-staffed for afterschool meal service since the end of daycare services. She praised Giovanny Rodriguez for his leadership of the Nutrition and Wellness Department and welcomed new staff members Raquel Delgado and David Ochoa who, along with Janet Rodrigues are making the afterschool, staff, and Dinner at Noon meals.
* The staff has formed an immigration task force to consider the impact of changing government regulations on our community. Discussion ensued and the Board expressed interest in active participation around this issue;
* Anne reported that Carver Center received the Bill of Particulars from our legal counsel at Philadelphia Insurance.
* She directed the Board to review the updated document: FY25 Potential Capital Facility Improvements/Fixed Asset Purchases. Carver Center is engaging architect Nina Lesser to help execute the parking lot renovation and Cowley Engineering to oversee the façade and roof projects. New projects in FY25 have included stove replacement and repairs to the women’s shower drains.
* The latest strategic planning highlight featured the rollout of our new retirement plan. 93% of eligible employees are participating, which is a significant increase from past practice. She recognized Gina Nocco’s diligent leadership in meeting this goal. She reminded the Board of six goals we are addressing in Q3 & Q4 of FY25.
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| **Advancement & Gala Update** | **Colleen Kane**, Chief Advancement Officer, **John Overbay and Kelly Shaw** reported on our fundraising achievements:* Colleen shared the progress tracker which shows that we are tracking well towards our goals and are just shy of meeting our unrestricted goal for the year. The restricted and government funding is also trending towards meeting our goals.
* Colleen shared that Edgar Zepeda has joined our team as the Advancement Coordinator and will attend future meetings.
* Focus for the coming months is the gala and building relationships with our donors. Carver will also be sending a letter to lapsed donors and launching a monthly giving program.
* Kelly Shaw then shared an update on the Gala and that preparations are underway. We continue to recruit table hosts. A key area of focus for the gala is to expand to other communities in Westchester and Fairfield counties.
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| **Finance Update** | **Eileen Cheigh Nakamura**, Treasurer, shared the draft December financials: * Income is trending well in the first six months of the year.
* Expenses are lower than anticipated primarily because of lower salary expenses due to vacancies.
* Carver Center has an operating surplus of approximately $500,000 for the first six months of the year.
* Our cash position continues to do well.
* In our investment funds we have the endowment at approximately $1.9 million and roughly $650,000 in treasury bills.
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| **Nominating Update** | Yvette Hammel reported for Governance Chair, Jackie Emmet that the committee is asking for nominations for the next class of Board Members to begin their first of three two-year terms in FY26. There are 4 or 5 slots available to fill. We especially seek board members with expertise in finance; interest in the facility committee; and who can add geographic diversity to our board of directors. |  |
| **Audit Presentation** | John Callaghan and Bill Furber, Audit Committee, presented the FY24 Audited Statements. |  |

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| **Program Update** | Program Committee Chair, Laura Iverson, updated the Board on their most recent meeting during which they attended the Teen Center Alumni Evening event and plans for the 2025 Scholarship Program.Daniel Bonnet, Chief Program Officer gave an update on the RECOVS Program that serves elementary afterschool as well as middle and high school students in Port Chester. |  |
| **Adjournment** | The meeting was adjourned by Yvette Hammel at 8:30 p.m. |  |