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| **Port Chester Carver Center** |
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| **Minutes of the Meeting** |
| **Wednesday, March 05, 2025** |
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| ***Present:*** | *Jackie Emmet, Stephen Fisch, William Furber, Scott Gottdiener, Yvette Hammel, Jill Maitland, Gabrielle McCree, John Overbay, Stephen O’Connor, Daniel Sarmiento, Kelly Shaw, Laura Iverson, Michelle Weiss, Amory Wooden (via Zoom), John Callaghan (via zoom), Edouard Metrailler (via zoom)* |
| ***Excused/Absent (A)*** |  *Molly Mahoney, Felipe Orozco, Eileen Cheigh Nakamura, Alisa Holland,*  |
| ***Staff:*** | *Anne Bradner, Colleen Kane, Daniel Bonnet, Edgar Zepeda* |
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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 7:05 p.m. Yvette welcomed the Board to the meeting 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 January 22, 2025. Gabby McCree made a motion to approve the consent agenda; Yvette Hammel seconded the motion.**Yvette Hammel** notified the Board that Bryant Romano resigned from his position as Board Member.  | 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, in collaboration with the NAACP, held an informal Black History Month celebration featuring a performance by young ACT-SO participants. The board expressed interest in cross-marketing with other organizations and exploring whether community members might have Carver memorabilia.
* Anne provided strategic planning updates, noting that work is underway on a salary and budget banding project, with the goal of budget approval by early June. Gina is updating job descriptions to enhance clarity on responsibilities and accountability. Additionally, volunteer management has been transitioned to the Advancement team for tracking through Apricot. The board expressed interest in implementing a simple check-in system to collect information for follow-ups.
* Anne shared that we have a new pro bono lawyer, Bonnie Baker, noting that she recently visited Carver and drafted a policy, which was also reviewed by Kelly. She encouraged the board to review the draft and provide feedback at the next board meeting.
* Daniel provided a brief update on the use of walkie-talkies and staff name tags, emphasizing the importance of increased vigilance when buzzing in visitors. He also recognized the medical response team for their swift action, responding to the most recent medical emergency in 43 seconds.
* The board was informed about the "Make the Road" presentation, which was conducted to educate the staff.
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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 performance tracker, which indicated that unrestricted goals for the year had been exceeded. Additionally, restricted and government funding is trending toward meeting the organization's targets.
* Colleen introduced Edgar and outlined his role in data management, volunteer management, and individual giving. She noted that he reports to Olivia.
* Colleen shared a list of first-time donors with the board and inquired if they recognized any of the names. She expressed interest in having these donors visit Carver. The board recognized several names on the list and suggested that Rye Brook might be an untapped resource.
* The Auxiliary Board was discussed, and it is expected to require two board members to facilitate. The board agreed that these members should be hand-selected, with the gala being a great opportunity for recruitment. Additionally, the board unanimously expressed a preference for the term "ambassadors."
* Kelly thanked the Board for their generosity and expressed concerns with the ticket count. Colleen also provided a brief summary of the outstanding impact speaker, and the short program scheduled. Additionally, they asked the board if they knew of anyone who might be interested in becoming a sponsor.
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| **Finance Update** | **Anne Bradner** reported for Treasurer, **Eileen Cheigh Nakamura**, the draft January financials: * Similar to the update at the last board meeting, the Year-to-Date (YTD) Fiscal 2025 financials remain strong. As Carver continues to build stability and diversify income sources while planning for major capex investments.
* Revenue has increased YTD
* Carver currently maintains a positive net operating income or surplus of roughly $390k and an overall net income of roughly $420k.
* Carver’s cash position remains healthy, and the endowment fund has reached $1.93M. Anne also discussed the $15k paid to Cowley Engineering P.C to prepare a bid estimate package for the roof project.
* An amendment to the Financial and Accounting Policy and Procedures was requested to include the CAO and CPO as authorized check signers for checks below $5,000. A motion to approve was proposed by Jackie and seconded by Bill.
 | The motion to approve the amendment was approved unanimously by all Board members present. |
| **Nominating Update** | **Jackie Emmet**, Governance Chair, praised Molly for previous nominations and asked the board to consider any potential candidates who might be interested in joining next year. Jackie noted that there are currently three strong candidates but emphasized that a few more spots remain open. |  |
| **Program Update** | **Daniel Bonnet**, Chief Program Officer, shared program updates:* Informed the board that camp registration had officially opened. The board expressed interest in potential camp scholarships. Daniel highlighted the McKinney Vento Scholarships, which provide support for 20 displaced children from Port Chester.
* The Carver Scholarship process has opened and is expected to receive approximately 55-60 applications. Daniel recognized Laura Iverson and the committee for their contributions. Additionally, he provided an update on new staff and announced that Sheilly Aguilar would be taking over as Teen Center Manager.
* The Welcome Center at both PCMS and PCHS opened recently (funded by the RECOVS Grant). Anne and Daniel conducted a site visit. Daniel invited the board to visit the Welcome Center.
* Daniel informed the board that the Director of Aquatics had submitted a two-week notice. The organization is currently in the process of interviewing four outstanding candidates; operations will continue as usual in the meantime.
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| **Adjournment** | The meeting was adjourned by Yvette Hammel at 8:24 p.m. |  |