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| **Port Chester Carver Center** |
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| **Minutes of the Meeting** |
| **Wednesday, May 07, 2025** |
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| ***Present:*** | *Stephen Fisch, William Furber, Scott Gottdiener, Yvette Hammel, Jill Maitland, Gabrielle McCree, John Overbay, Stephen O’Connor, Daniel Sarmiento, Kelly Shaw, Laura Iverson, John Callaghan, Edouard Metrailler, Eileen Cheigh Nakamura, Alisa Holland* |
| ***Excused/Absent (A)*** |  *Molly Mahoney, Felipe Orozco, Michelle Weiss, Amory Wooden, Jackie Emmet* |
| ***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 March 5, 2025. Yvette Hammel made a motion to approve the consent agent; John Overbay 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 Officer, provided a brief update:* The Board was sincerely thanked for their invaluable support of the Gala.
* Anne provided updates on the strategic planning dashboard, noting continued progress toward meeting goals. She emphasized the new 401K program’s 91% participation rate and briefly mentioned that Carver is also reviewing our health benefits plan.
* Anne expressed concern about potential Federal funding cuts to the Child and Adult Care Food Program, which supports hot meals for afterschool programs. However, she noted that several new grant opportunities are in progress. She also highlighted the possibility of increased funding from NY State through LEAPS, which supports elementary afterschool.
* John Overbay questioned if there is a summary available outlining sources of government funding to allow for proactive planning in the event of potential budget cuts. He also expressed concern about a recent decision to reduce Greenwich schools' budget by $5 million.
* Anne provided an update on capital facilities, noting that the parking lot permit is with the village and that an updated amended contract for the CDBG Funds has been received from the County. She also reported that engineers have finalized the bid package for roof and façade work. A contractor walkthrough is scheduled for May 14, with bids due by May 20, and the project is expected to begin in the summer.
* Anne informed the Board that engineers uncovered an urgent new project during a routine checkup. The pool columns in the sub-basement are deteriorating due to a history of exposure to chlorine fumes (chlorine was moved several years ago). The project is estimated to cost around $30,000-$50,000.
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| **Advancement & Gala Update** | **Colleen Kane**, Chief Advancement Officer, **John Overbay and Kelly Shaw** reported on our fundraising achievements:* Colleen expressed gratitude, thanking Kelly, Yvette, and the committee for their efforts, as well as Alisa for reintroducing Carver to JC.
* The Gala is projected to surpass its fundraising goal by $100,000, with only a $15,000 increase in expenses. JC’s story reinforced the organization's mission, and he has expressed interest in further involvement with Carver.
* John inquired about the possibility of JC joining the board, to which Colleen noted that this could be a future possibility, potentially beginning as an ambassador. Everyone was encouraged to watch JC’s video and share it with friends.
* Alisa shared that the leadership team at NYP is interested in a tour, emphasizing the organization’s growing focus on Westchester, which presents a valuable opportunity for collaboration.
* Colleen reported that restricted funding goals are progressing well. Although the organization did not receive a Cohen grant this year, we were encouraged to reapply next season. The Westchester County *Nourishing Our Neighbors* grant was successfully secured ($100,000 for Carver Market food), and two major grant applications are scheduled for submission this month.
* Colleen shared a visual document illustrating where our unrestricted donations come from. The board was thanked for their generous contributions, which make up 14% of total donations. She highlighted the growth potential among mid-level donors and will have staff (Olivia) shift focus to cultivate those relationships. She also noted the organization's reliance on donors from City of Rye, while emphasizing opportunities in Rye Brook and Port Chester. John inquired about the number of repeat donors from the previous year.
* Colleen is exploring options to incorporate JC’s speech into the annual appeal to further engage donors.
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| **Finance Update** | **Eileen Cheigh Nakamura,** Treasurer, reported on the draft March financials: * Eileen reported that the FY25 budget projected a deficit of $70,845 prior to releasing restricted funds from our cash balance. The current projections, by contrast, forecast a surplus of $518,000. Some of this surplus is due to underspending on elementary afterschool programs compared to the original plan.
* Carver’s cash position remains healthy with $760,000 in cash, the endowment remains steady at $2.1 million, matching its January level.
* Anne highlighted the efforts to reduce food service expenses, which have helped bring the program closer to breaking even.
* Anne provided a timeline for the FY26 budget process, with the first draft scheduled for completion by May 21 and the second draft by May 28, ensuring the budget is ready for a vote at the next board meeting.
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| **Nominating Update** | **Yvette Hammel** reported for Governance Chair**, Jackie Emmet**, to submit nominees for the next class of Board members:* Chistine O’Brien, who expressed interest in joining the finance committee, and Mike Walsh, who expressed interest in starting a facilities committee. She noted that a third nominee may be forthcoming. She encouraged all members to review the nominees’ biographies on the portal in preparation for the voting process at the next meeting.
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| **Program & Scholarship Update** | **Daniel Bonnet**, Chief Program Officer, and **Laura Iverson** shared program updates:* Laura invited all Board members to attend the Scholarship Ceremony on May 16. She reported that this year’s applications have doubled. Gratitude was expressed to the scholarship committee for their hard work and dedication, with a special acknowledgment to the Teen Center Staff for their efforts in building an amazing resource for teens over the past two years.
* Daniel shared the story of Cristian, a student whom Keilly advised to write an appeal letter to Brown University, ultimately securing financial aid that matched his full-ride Dartmouth package. Anne commended Keilly for her dedication to the students and the exceptional work she has done.
* Anne shared details about the African American Men of Westchester scholarship ceremony, highlighting that 50 students from Westchester County applied; four were selected to receive $2,500 scholarships; and two of the four recipients are Carver Center Teen Center members. Colleen emphasized the growing need for an additional scholar advisor on staff, given the increasing number of students seeking guidance.
* Daniel reported that camp registration is progressing well, with 117 children currently enrolled and a planned cap of 145 participants. He also announced Gloria Reyna Bueno as Carver's new aquatics director and Brenda Sagastume as the new part-time case aid, in case management.
* The Welcome Centers at both PCMS and PCHS, funded by the RECOVS Grant, is fully operational, currently serving 175 high school students and 129 middle school students.
* Carver Market distributed 45,000 lbs of food last month, with 29,000 lbs recovered from local partners. Alisa inquired about market demand, and Daniel noted a seasonal decline, primarily due to day laborers returning to work. Colleen highlighted that, with a full year of Link-to-Feed data now available, the organization can develop more strategic, data-driven plans for the upcoming year.
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| **Adjournment** | The meeting was adjourned by Yvette Hammel at 8:32 p.m. |  |