

CHEFA COMMUNITY DEVELOPMENT CORPORATION  
MEETING OF BOARD OF DIRECTORS  
Minutes of Annual Board Meeting  
September 17, 2024

The Meeting of the Board of Directors (the “CDC Board”) of CHEFA Community Development Corporation, a Connecticut nonstock Corporation (the “Corporation” or “CHEFA CDC”) was held via videoconference and in-person on Tuesday, September 17, 2024.

The hybrid annual meeting was called to order at 2:32 p.m. by Mr. Peter W. Lisi, Chair of the Board of Directors. Those present and absent were as follows:

PRESENT: Peter W. Lisi, Chair  
Michael Angelini, Vice Chair  
Steve L. Elbaum  
Kimberly Kennison<sup>1</sup>  
Sarah Sanders

ABSENT: Lawrence Davis  
Susan Martin  
Alan Mattamana  
Cesarina Thompson  
Mark Varholak

ALSO, PRESENT: Jeanette W. Weldon, Executive Director, CHEFA CDC  
Denise E. Aguilera, General Counsel, CHEFA  
Rob Blake, Manager of Information Technology & Cybersecurity, CHEFA<sup>2</sup>  
Charles A. Bodie, Managing Director of Finance & Operations, CHEFA  
Dan Giungi, Sr. Government Relations and Communications Specialist,  
CHEFA  
Rebecca Hrdlicka, Sr. Administrative Services Assistant, CHEFA  
Dan Kurowski, Assistant Director, CHEFA  
Andrew Kwashnak, Senior Data & Systems Analyst, CHEFA  
Carlee Levin, Sr. Accountant II, CHEFA<sup>3</sup>  
JoAnne Mackewicz, Controller, CHEFA  
Michael F. Morris, Managing Director, Client Services, CHEFA  
Marlene Pagan, Transaction and Compliance Specialist, CHEFA<sup>4</sup>  
Julia Pollano, Operations Reporting Analyst, CHEFA<sup>5</sup>  
Kara Stuart, Manager of Administrative Services, CHEFA

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<sup>1</sup> Kimberly Kennison participated in the meeting via teleconference that permitted all parties to hear each other.

<sup>2</sup> Rob Blake participated in the meeting via teleconference that permitted all parties to hear each other.

<sup>3</sup> Carlee Levin participated in the meeting via teleconference that permitted all parties to hear each other.

<sup>4</sup> Marlene Pagan participated in the meeting via teleconference that permitted all parties to hear each other.

<sup>5</sup> Julia Pollano participated in the meeting via teleconference that permitted all parties to hear each other.

**APPROVAL OF MINUTES**

Mr. Lisi requested a motion to approve the minutes of the June 18, 2024 meeting of the Board of Directors. Mr. Angelini moved to approve the minutes which was seconded by Mr. Elbaum.

Upon a voice vote, the “Ayes,” “Nays” and “Abstentions” were as follows:

**AYES**

Michael Angelini  
Steven L. Elbaum  
Peter W. Lisi

**NAYS**

None

**ABSTENTIONS**

Kimberly Kennison<sup>6</sup>  
Sarah Sanders<sup>7</sup>

**ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON**

Mr. Lisi requested a motion to accept Mr. Lisi and Mr. Angelini as Chair and Vice Chair, respectively, for CHEFA CDC Board of Directors. Mr. Elbaum moved for approval, which was seconded by Ms. Sanders.

Upon a voice vote, the “Ayes,” “Nays” and “Abstentions” were as follows:

**AYES**

Peter W. Lisi  
Michael Angelini  
Steven L. Elbaum  
Kimberly Kennison  
Sarah Sanders

**NAYS**

None

**ABSTENTIONS**

None

**PRESENTATION OF FY 2023 ANNUAL REPORT**

Mr. Kurowski presented the FY 2024 Annual Report required by the bylaws. Mr. Kurowski stated that the report provides an overview of CHEFA CDC, a summary of its activities, and a summary of planned activities.

Mr. Kurowski reported on the continued efforts to create funding opportunities for nonprofits that serve low-income communities, which included the proposal of the Connecticut Low-Income Community Tax Credit Program for childcare centers. Mr. Kurowski reported that the legislative

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<sup>6</sup> Ms. Kennison abstained from voting as she did not attend the CHEFA CDC Board of Directors Meeting held on June 18, 2024.

<sup>7</sup> Ms. Sanders abstained from voting as she did not attend the CHEFA CDC Board of Directors Meeting held on June 18, 2024.

proposal did not pass the most recent legislative session. Mr. Kurowski also reported on the outreach to develop the project pipeline to support the New Markets Tax Credit Program.

Mr. Lisi inquired about the marketing strategy to promote the New Markets Tax Credit Program, and Mr. Kurowski outlined the efforts to leverage the current networks established (i.e., grant program, Capital Investments Loan program), the current challenges faced with building the project pipeline, utilizing the new Senior Client Development Associate position to expand outreach networks, and the desire for partnerships with established CDEs. A discussion ensued.

Staff requested the approval of the FY 2024 Annual Report, the audited financial statements, and the Form 990-N responses.

Mr. Lisi requested a motion to approve the FY 2024 Annual Report (includes the audited financial statements and the Form 990-N) as presented. Mr. Angelini moved for approval, which was seconded by Mr. Lisi.

Upon a voice vote, the “Ayes,” “Nays” and “Abstentions” were as follows:

<u><b>AYES</b></u>	<u><b>NAYS</b></u>	<u><b>ABSTENTIONS</b></u>
Peter W. Lisi	None	None
Michael Angelini		
Steven L. Elbaum		
Kimberly Kennison		
Sarah Sanders		

### **OTHER BUSINESS**

Mr. Lisi commented that the next CHEFA CDC Board of Directors meeting is scheduled for November 13, 2024.

### **ADJOURNMENT**

There being no further business, Mr. Lisi requested a motion to adjourn the meeting. Mr. Elbaum moved to adjourn the meeting and Ms. Sanders seconded the motion.

Upon a voice vote, the “Ayes,” “Nays” and “Abstentions” were as follows:

<u><b>AYES</b></u>	<u><b>NAYS</b></u>	<u><b>ABSTENTIONS</b></u>
Peter W. Lisi	None	None
Michael Angelini		
Steven L. Elbaum		

Kimberly Kennison  
Sarah Sanders

The hybrid annual meeting adjourned at 2:42 p.m.

Respectfully submitted,

Rebecca Hrdlicka  
Acting Secretary