

**CHEFA COMMUNITY DEVELOPMENT CORPORATION**  
**MEETING OF BOARD OF DIRECTORS**  
**Minutes of Annual Board Meeting**  
**September 20, 2023**

The Annual 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 on Wednesday, September 20, 2023.<sup>1</sup>

The annual videoconference meeting was called to order at 2:55 p.m. by Mr. Peter W. Lisi, Chair of the Board of Directors. Those present and absent were as follows:

**PRESENT:** Peter W. Lisi, Board Chair  
 Lawrence Davis  
 Steven L. Elbaum  
 Kimberly Kennison  
 Susan Martin  
 Sarah Sanders  
 Mark Varholak

**ABSENT:** Michael Angelini, Vice Chair  
 Alan Mattamana

**ALSO, PRESENT:** Jeanette W. Weldon, Executive Director  
 Denise Aguilera, General Counsel  
 Charles Bodie, Managing Director of Finance and Operations  
 Dan Giungi, Government Relations & Communications Specialist  
 Rebecca Hrdlicka, Administrative Services Assistant  
 Dan Kurowski, Manager of Program Development & CHEFA CDC  
 JoAnne N. Mackewicz, Controller  
 Michael F. Morris, Managing Director, Client Services  
 Kara Stuart, Manager, Administrative Services  
 Betty Sugerman Weintraub, Manager of Grant Programs and Philanthropic Outreach of Connecticut Health and Educational Facilities Authority

**APPROVAL OF MINUTES**

Mr. Lisi requested a motion to approve the minutes of the June 21, 2023 meeting of the Board of Directors. Ms. Martin moved to approve the minutes which was seconded by Mr. Davis.

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

**AYES**

Peter W. Lisi  
 Lawrence Davis  
 Steven L. Elbaum  
 Kimberly Kennison  
 Susan Martin

**NAYS**

None

**ABSTENTIONS**

None

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<sup>1</sup> All attendees participated in the meeting via conference telephone that permitted all parties to hear each other.

Ms. Sanders joined the videoconference meeting at 2:58 p.m.

**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. Davis moved for approval, which was seconded by Mr. Elbaum.

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

**AYES**

Lawrence Davis  
Steven L. Elbaum  
Kimberly Kennison  
Susan Martin  
Sarah Sanders

**NAYS**

None

**ABSTENTIONS**

Peter W. Lisi

Mr. Varholak joined the videoconference meeting at 3:00 p.m.

**PRESENTATION OF FY 2023 ANNUAL REPORT**

Mr. Kurowski presented the FY 2023 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 introduction of the Connecticut Low-Income Community Tax Credit Program and the New Market Tax Program to childcare centers, community centers, and Boys & Girls clubs. Mr. Kurowski also reported on the development of data collection procedures for community impact of the revolving loan fund and other financing programs.

Mr. Kurowski reported that advocacy will continue in FY 2024 for the establishment of the Connecticut Low-Income Community Tax Credit Program as well as outreach to nonprofits to identify quality projects for a federal new market tax credit application. Mr. Kurowski stated that outreach will also extend to community banks and CDFI's for collaboration to address strategic initiatives that fall within CHEFA and CHEFA CDC's strategic plan.

Mr. Kurowski presented an excerpt from the CHEFA Independent Audit that contained CHEFA CDC financials. Mr. Kurowski stated that the only expense for FY 2023 were support services totaling \$6,000 and that the net position for CHEFA CDC by fiscal year-end is -\$295,000. Mr. Kurowski reported that a copy of the responses for the Form 990-N are provided and must be submitted electronically to the IRS on their website.

Staff requested the approval of the FY 2023 Annual Report, the audited financial statements, and the Form 990-N responses.

Mr. Lisi requested a motion to approve the FY 2023 Annual Report (includes the audited financial statements and the Form 990-N) as presented. Ms. Sanders moved for approval, which was seconded by Mr. Elbaum.

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

**AYES**

Peter W. Lisi

**NAYS**

None

**ABSTENTIONS**

None

Lawrence Davis  
Steven L. Elbaum  
Kimberly Kennison  
Susan Martin  
Sarah Sanders  
Mark Varholak

**OTHER BUSINESS**

Mr. Lisi noted that the next CHEFA CDC Board of Directors meeting is scheduled for October 18, 2023.

**ADJOURNMENT**

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

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

**AYES**

Peter W. Lisi  
Lawrence Davis  
Steven L. Elbaum  
Kimberly Kennison  
Susan Martin  
Sarah Sanders  
Mark Varholak

**NAYS**

None

**ABSTENTIONS**

None

The annual videoconference meeting adjourned at 3:02 p.m.

Respectfully submitted,



Rebecca Hrdlicka  
Acting Secretary

