

**PPA Finance and Administration Committee Minutes and Proposed 1/25/21 Board Motions,
January 7, 2021**

Present: Lynn Von Korff (Chair), Mary Britton, David Frank, Jenna Hoge, Britt Howell, Susan Larson-Fleming, Jerry Stein

1. Office Space/Move:

PPA cannot afford rent after 6-30-21. Our current lease is month-to-month. We must give written notice no later than 5-30-21 and be out no later than 6-30-21.

We can leave earlier. For example, we could leave by April 30th if we give notice by March 30th. Such an action would require board approval no later than March 22nd.

Important considerations include:

- A. There's no financial advantage to leave before 6-30-21 unless we identify other priorities for CPP funds, such as moving expenses. Expenses must be: 1) eligible for CPP reimbursement and 2) spent by 6-30-21.
- B. We need to: 1) sort and pack, 2) discard or store and move PPA's stuff and 3) make work arrangements for staff (e.g. home office, internet access, office phone, etc.) and 4) get a P.O. Box and change our legal address with many entities.
- C. PPA staff took responsibility for our previous move, but that's not an option now due to budget cuts. If we leave before June 30th, we can use rent funds to pay for packing and moving, but sorting will require volunteers familiar with PPA. If hiring, we most likely need to identify people other than current part-time staff because she has work commitments outside of PPA.

After discussion, the Committee unanimously recommended the following motion for board approval:

Motion: Recommend PPA's Board of Directors delegate a Task Force to recommend a PPA office and moving plan by or before March 14th, including possible termination of lease prior to June 30th, 2021. Further, if the Board has not adopted the plan on or before its March 22nd board meeting, the President of PPA's board shall give written notice to PPA's landlord no later than April 30th to terminate the office lease as of June 30th, 2021.

The Task Force is delegated to:

- a. Be familiar with NCR's current and future funding plans for PPA.
- b. Consider alternate use of the funds.
- c. Find an office or storage space and negotiate terms within PPA's budget
- d. Arrange timely notice to leave the current space.
- e. Create a moving timeline (e.g. What needs to be done? Who will do it? When will they do it? What will it cost?)
- f. If the plan involves no office, create a home office plan for PPA staff.

Note: If we don't arrange a new space, PPA has to obtain a PO Box. In either case, we must change our address with state and federal entities.

2. The Treasurer reviewed the proposed PPA 2021 budget line by line. The Committee unanimously recommended the following motion for board approval:

Motion: Recommend PPA Board approve the 2021 Annual Budget.

Key points:

- a. CPP (Community Partnership Program) currently funds PPA. CPP ends 6/30/21. NCR (Neighborhood Community Relations) has determined that neighborhood organizations cannot “carry-over” any unused CPP funds after 7/1/21. The proposed budget is designed so that PPA is unlikely to lose CPP funds. PPA has been granted \$31,500 (CPP) for the first half of 2021 and \$12,500 (Neighborhoods 2020) for the second half. Any CPP funds unspent by 7-1-21 will be lost.
 - b. The proposed budget includes an individual giving letter campaign to about 2,300 Prospect Park residences. PPA currently keeps no donor records so this will be an opportunity to start retaining donor records. If the budget is approved, the project will be contracted and paid for by June 30th and carried out in the fall or winter of 2021, after the pandemic is winding down. This is an eligible CPP expense. The campaign effectively “transfers” funds to the second half of the year.
 - c. PPA has been seeking reimbursement for all eligible CPP expenses to date in anticipation of this change. For this reason, PPA will have income in 2020 we would not otherwise have had. We will use those “excess” funds to help cover 2021 expenses (“deficit” spending).
 - d. PPA will contract and pay some expenses in advance, such as Directors and Officers insurance, website services, etc.
3. Collaborate with community partners and/or other neighborhood organizations to share resources. The Committee unanimously recommended the following motion for board approval:

Motion: Recommend Board of Directors explore ways to share resources (office, staff, etc. expenses) with neighborhood organizations and/or community partners.