

PPA Office Space/Move Task Force Meeting, February 23, 2021, Minutes

Present: Amy Kaminsky, David Frank, Susan Larson-Fleming, Lynn Von Korff, Liza Davitch

Task: To recommend PPA office space/moving plan to board by March 14th. The default plan is to give notice by April 30th and be out by June 30th. The task force would like to leave earlier so funds can be used for other purposes, such as moving costs or eligible CPP expenses.

Dell computer in PPA office

PPA's Dell computer is very slow. Liza will hire a tech consultant—person SNG used- to update it and load files on the “cloud” so PPA does not need to rely on a desktop after the move.

Liza's home office and PPA storage space office furniture and supplies

Liza would like the small PPA desk, and the committee agreed. Amy suggested, and the committee agreed, that Liza should use whatever furniture/supplies she needs to work in her home office. PPA will pay to move the furniture and boxes to both spaces. At a future meeting we will discuss what equipment and supplies are needed for each location. PPA might need to purchase some office equipment and supplies.

Artwork: Susan noted we need to save the artwork on community walls that belongs to PPA.

New space

Task Force members are looking for free or low-cost office or storage space accessible to staff on a regular basis. Ideally a space at least large enough for a small desk and five boxes or so, but bottom line we need space for boxes that PPA staff/volunteers can access regularly.

Report on following locations:

PPUMC – Susan is in conversation and this option looks promising

Prospect Park Associates – Lynn found they have no space available

Options to pursue if PPUMC falls through

Head Start/Food shelf building – Jerry, Towerside Church – Susan, Pillars – Lynn, Cabrini - Susan

Mailing address

Liza and Lynn will purchase a PPA PO box and make a list of all official addresses that need to be changed. PPA will need to order new letterhead and envelopes with our new PO Box address.

Official business address not mailing address.

PPA must have a physical business address to register as a MN charity. Mail won't be sent to the address. Prospect Park Associates will not work for this. Maybe a location listed above will work as an office/storage space and serve as this address.

What date to be out by and when to give notice to landlord? Will discuss next week.

Future meetings: Create a moving out timeline (e.g. What needs to be done? Who will do it? When will they do it? What will it cost?)

The next meeting will be 2pm, Tuesday 3/2/21

Additional Background info:

The Board approved motion on the office space/move is attached for reference.

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:

- 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.
- 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.
- 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 Finance and Admin Committee unanimously recommended the following motion for board approval. The board approved this motion on January 25, 2021.

Approved 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:

- Be familiar with NCR's current and future funding plans for PPA.
- Consider alternate use of the funds.
- Find an office or storage space and negotiate terms within PPA's budget
- Arrange timely notice to leave the current space.
- Create a moving timeline (e.g. What needs to be done? Who will do it? When will they do it? What will it cost?)
- 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.