

## **PPA Office Space/Move Task Force Meeting, March 2, 2021, Minutes**

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

**Absent:** Liza Davitch was meeting with tech consultant, see below

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

### **New PPA Space Confirmed – agreement in works**

Susan reported that the Trustees at Prospect Park United Methodist Church (PPUMC) have approved our request to rent storage and meeting space. Storage space will be a closet on the balcony level and PPA might also have a locked filing cabinet in the closet or on the balcony. Anna (admin PPUMC) will write up a draft building use agreement, email it to Susan and then they'll speak again next week. PPUMC is very appreciative of PPA's ability to pay 2-3 years in advance. Susan will forward the agreement to the Task Force when she receives it. Rent will probably be what it was previously (i.e., \$500 per year).

Anna asked that PPA: 1) think about how much meeting space time we need (see below), and 2) that when we finalize, Lynn, Susan and Liza meet with Anna at the church so Liza sees what the set-up will be. Anna noted that there are no meetings on that level no one else would be working up there. That's the location where PPCC (Prospect Park Community Choir) stores music in large file cabinets along the balcony wall. (PPA is the fiscal agent for the PPCC.)

### **PPA use of PPUMC meeting space has been:**

- **PPA board/community meetings** held on the 4<sup>th</sup> Monday each month with the following exceptions:
  - Meetings shift to other Mondays due to holidays,
  - Only one Monday community/board meeting is held early December instead of 4<sup>th</sup> Mondays in November and December,
  - The annual board/community meeting in September is held elsewhere.
- **Land Use meetings:** Held monthly on the 2<sup>nd</sup> Thursday of the month.

**Other PPA meetings** will continue to be held in other locations around Prospect Park or virtually.

**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. Susan will check if PPUMC can be listed as this address.

**Recommendation to Board:** Task Force will recommend that the PPA board approve the PPUMC agreement at its 3/22/21 board meeting.

### **When to give notice to leave the current Office Space?**

**Recommendation:** The Task Force recommends that the PPA board approve motions on March 22<sup>nd</sup> to:

- Notify Prospect Park Associates (PPA's landlord) in writing prior to March 31<sup>st</sup> that PPA's will terminate its lease as of April 30<sup>th</sup>, 2021.
- Notify Southeast Seniors prior to March 31<sup>st</sup> that PPA will terminate its sublease as of April 30<sup>th</sup>, 2021.

**Rationale:** The Task Force found an alternative low-cost space **and also** this week NCR changed CPP contract funding rules allowing neighborhood organizations to "roll over" CPP funds unspent as of 6-30-21 into their equitable engagement pools (see attached NCR funding transition handout for details).

Lynn will call Prospect Park Associates and SE Seniors to alert them that the Task Force has made these recommendations.

**Good news!** Prospect Park Associates (landlord) has guaranteed that PPA will get its full security deposit returned (\$3,000) as long as PPA and Southeast Seniors empty **everything** from the office space and **nothing remains** in hallways or anywhere else on the premises after the lease is terminated.

### **Moving Plan:**

#### **Take inventory of Items**

Lynn and Amy will contact Liza to request that she prepare an inventory to bring to the next meeting, including:

- a count of the number of PPA boxes in the shared space and PPA's office,
- the approximate size/number of file drawers we currently use or will need, and
- a list of PPA's furniture, audio visual equipment, computer equipment, and artwork on the walls, noting the furniture or equipment that Liza can use in her home office.

Lynn will work with Liza on the box and file drawer inventory.

Amy will work with Liza on the office furniture and equipment inventory and help find homes for furniture no longer needed.

**New Note:** SE Seniors has agreed to donate a locking 3-drawer file to PPA for use in the new PPUMC space.

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

**Mailing address:** Lynn purchased a PPA PO box – the smallest size that will hold 10-15 letters and 2 magazine size packages. We can also use an address to pick-up packages at the USPS desk. Liza and Lynn will create a list of all official addresses that need to be changed by April 30<sup>th</sup>.

**New Letterhead:** PPA needs to order new letterhead and envelopes by April 30<sup>th</sup> with our new PO Box address.

**Dell computer in PPA office**

Liza working with an IT tech to 1) update PPA's Dell computer (it's very slow) and 2) 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.

**The next meeting will be 2pm, Tuesday 3/9/21**