

PPA Office Space/Move Task Force Meeting, March 9, 2021, Minutes

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

New PPA Space Confirmed – proposed agreement attached

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 (see attached agreement).

PPA use of PPUMC meeting space will be:

- **PPA board/community meetings** held on the 4th 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 4th Mondays in November and December,
 - The annual board/community meeting in September is held elsewhere.
- **Land Use meetings:** Held monthly on the 2nd Thursday of the month.

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

Changes to agreement:

- Add PPA staff name Liza Davitch: staff@prospectparkmpls.org
- Change 2-drawer to 3-drawer?
- Add to note: requirement to give them notice when we use storage?

Other issues:

- Check church in included as additional insured on liability
- Keys – one key is at PPA office. Lynn will ask if John W, Land Use Chair, has a key. Susan will ask PPUMC for a 3rd key for a board member.
- PPUMC agreed PPA can use PPUMC as physical business address to register as a MN charity address. PPA mail won't be sent to PPUMC address.

Susan moved to approve PPUMC agreement with modifications discussed above. Amy seconded. Motion approved.

Task Force will include draft PPUMC agreement in the 3/22/21 board meeting packet for informational purposes. The board does not need to approve agreement because the PPA already has such an agreement with PPUMC and the Task Force was assigned responsibility for new space. Board President will sign the final version of the agreement.

Prospect Park Associates and SE Seniors have been alerted that the Task Force will recommend giving notice to terminate leases as of April 30, 2021 to both organizations. The PPA Board will vote on the motions at its 3/22/21 meeting.

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.

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 30th.

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

Moving Plan:

- Susan will visit PPUMC storage space to learn dimensions.
- Liza prepared an office inventory (attached)
- Lynn will work with Liza to identify papers to store in boxes and file drawers that PPA must retain – or send to archive.
- Amy will work with Liza on the office furniture and equipment inventory and help find homes for furniture no longer needed.
- If the 2-drawer isn't large enough, we might need to purchase a 3-drawer locking file cabinet for confidential papers and projection equipment.

Dell/Apple computers in PPA office

What to do with them? The Apple is from 2007 and the operating system is no longer supported. The Dell might have some value. PPA files have been uploaded to the cloud, but we must still remove wipe the hard drive disks.

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

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

Liza will take the small PPA desk, printer, office chair, and a minimal amount of office supplies for her home office.

The next meeting will be 2pm, Tuesday 3/16/21