

Finance and Administration Committee Minutes, 9/21/21 and 10/5/21

Attendees: Lynn Von Korff, Susan Larson-Fleming, Eric Amel, David Frank and Mary Britt

PPA's Financial & Administrative Strategic Direction, PPA Board of Directors

October 25th, 2021: Discussion and input to set PPA's financial and administrative strategic direction in response to the significant reduction in City of Minneapolis funding (see "Financial Strategic Direction 2022-2026," page 2, for more details). The Finance and Administration committee has prepared three scenarios, below, to begin discussion.

December 6th, 2021: Board votes on PPA's financial and administrative strategic direction.

Important Notes:

- The City of Minneapolis has not approved their 2022 budget. Neighborhood Network or "base" funding for neighborhood organizations might increase. An increase, if any, will be welcome and much needed, but *will not address the funding gap PPA faces*.
- This discussion is to set PPA's financial strategic direction; it's not PPA's annual budget. PPA's annual budget will be presented January 24th, 2022, after we will learn 2022 funding levels.

Three scenarios for PPA board discussion and consideration

1. **PPA downsizes (see "Financial Strategic Direction 2022-2026," page 2) and *continues to operate independently*.**

This plan requires volunteers to assume some administrative responsibilities currently performed by paid staff (see "PPA Staff job description for financial planning," pages 3-4). PPA staff would continue to work 50% through May or June 2022. A board task force will define the volunteer job descriptions. Meanwhile, staff priorities would include organizing PPA's May board election and creating volunteer job descriptions of 2 hours of volunteer work per week on average to accomplish tasks for which we will no longer have staff. Under this scenario, PPA would still have funds to pay someone to publish the newsletter (about 300 hours per year) and perform various administrative tasks (200 hours per year), as needed.

OR

PPA creates a volunteer task force to explore one or more of the following scenarios:

2. **PPA explores closing operations: the Task Force would seek broad community input on this proposal and create a plan to close operations before a board vote to close PPA.**
3. **PPA explores creating an agreement with another neighborhood group to share PPA's communications and administrative responsibilities.**

Financial Strategic Direction 2022-2026 (not a budget), see page 2

PPA Staff job description for financial planning, see pages 3-4

Prospect Park Association 2022 to 2026, proposed as of 10-5-21									
Financial Strategic Direction (not a budget)									
Income*	2021	2022	2023	2024	2025	2026			
Individual Gifts	\$2,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000			
Rent income	\$1,000	\$0	\$0	\$0	\$0	\$0			
City Grants									
CPP/Neighborhood Network "base" funding	\$41,700	\$20,000	\$12,500	\$10,000	\$10,000	\$10,000			
Equitable Engagement grant		\$3,100	\$3,100	\$3,100	\$3,100	\$3,100			
NRP Admin/outreach	\$0	\$5,247	\$3,532	\$6,032	\$6,032	\$6,032	\$26,875	Remaining \$29,000 as of 7-31-21	
NRP Renters' Rights	\$4,000	\$7,000	\$4,000	\$4,000	\$4,000	\$4,000		Remaining \$13,600 as of 7-31-21 (additional housing funds avail)	
NRP Learning Dreams	\$5,000	\$0	\$0	\$0	\$0	\$0		Remaining \$5,000 as of 7-31-21	
Total Income	\$53,700	\$38,347	\$26,132	\$26,132	\$26,132	\$26,132			
Expenses*									
Salaries, payroll taxes	\$26,100	\$19,665	\$12,500	\$12,500	\$12,500	\$12,500		staff 50% til May or June; thereafter contractors 500 hrs/yr	
NRP Salaries, taxes - renters' rights (est)	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000		2022: staff + eval & planning; 2023--26: to be determined	
Payroll services fees	\$1,200	\$700	\$0	\$0	\$0	\$0		CBIZ and MN unemployment tax	
Admin: Professional Services**	\$1,700	\$4,150	\$1,150	\$1,150	\$1,150	\$1,150		QB software license/Computer Tech/volunteer Accountant	
Admin: Insurance	\$2,071	\$2,196	\$1,546	\$1,546	\$1,546	\$1,546		Directors & Officers, Worker's Comp, & Liability	
General office operating	\$2,500	\$1,200	\$500	\$500	\$500	\$500		Postage, supplies, equip, printing	
Occupancy - meeting space & storage	\$4,500	\$500	\$500	\$500	\$500	\$500		Prospect Park United Methodist Church	
Technology/Communications	\$2,835	\$2,236	\$2,236	\$2,236	\$2,236	\$2,236		Mailchimp, zoom, website, & domain names	
Outreach/development	\$1,094	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000			
Equitable engagement project	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700		Reserve \$400 to cover direct admin expense	
NRP Projects - Learning Dreams	\$5,000	\$0	\$0	\$0	\$0	\$0			
Total Expenses	\$53,700	\$38,347	\$26,132	\$26,132	\$26,132	\$26,132			
Net Annual Gain or (Loss)	\$0	(\$0)	\$0	\$0	\$0	\$0			
* Income & expense for projects excluded except where useful for discussion									

PPA Staff Job Description for Financial & Administrative Strategic Direction

If PPA continues, who will undertake PPA's administrative and communications responsibilities?

Proposal:

- *Newsletter and communications position would be an independent contractor or staff position of about 300 hours per year.*
- *PPA would budget an additional 200 hours per year for other paid responsibilities, such as writing NCR plans and grants, or whatever is needed.*
- *Other staff responsibilities would become volunteer jobs. A task force would create volunteer job descriptions.*
- *PPA would identify the volunteer jobs and staff would help write volunteer job positions, each consisting of about 2 hours of work per week.*

Current Job Description

Prospect Park Association Administrative and Communications Coordinator, updated 9-22-21 for financial planning This position is currently 50% time or 1,040 hours per year.

Reports to: Management Council and Board of Directors.

Responsibilities:

Coordination - Board of Directors & Community Members (est. avg. 572 hrs/year, 55% time)

Provide support to Management Council and Board of Directors:

- Works with Management Council to prepare agendas and compile documents for monthly community and board meetings. Attends Management Council meetings.
- Ensures board meeting community calendar notices are posted in a timely manner, as required by PPA by-laws.
- Compiles Board meeting packets, including agendas, documents from committee chairs, Board minutes and other documents, as required. Reminds Committee Chairs and PPA officers of deadlines for minutes, reports, newsletters, and other documents, as needed.
- Assists in organizing community/association meetings: hosts zoom and creates RSVP forms and links in GSuite so participant can request zoom invites.
- Organizes Board member elections.
- Prepares and distributes board orientation materials for board members.
- Provides guidance to Board and Committees on complying with PPA Bylaws (e.g. nominating committee, open meeting laws). Communicates proposed bylaw changes to association membership. Distributes updated by-laws.
- Identifies and notifies board, committee, and community members, as appropriate, about upcoming grant opportunities (e.g. Good Neighbor Fund, Prospect Park Co-op Legacy Fund).
- Provides staff updates and strategic guidance to Management Council on staff workload so needed changes can be made in a timely way.
- Set-up and attend Community/Association and Board of Director meetings.
- Takes minutes at board meetings.

Communications (est. avg 312 hrs/year, 30% time)

- Responsible for membership communications, such as creating e-newsletters, event flyers ("Canva"), e-blasts, Facebook, Twitter, local e-list and other social media communications.
- Maintain PPA's newsletter subscription list ("Mailchimp").
- Coordinate web-site changes with website developer.
- Maintain online calendar of PPA meetings, agendas, and community events.
- Respond to community questions and comments, as needed.

Office Coordination and Administration (est. avg. 156 hrs/year, 15% time)

- Responsible for day-to-day operations, such as invoicing, managing office communications and records, such as thanking contributors, following financial internal control and human resource procedures and policies, carrying out fiscal agent responsibilities, record-keeping, purchasing insurance, and ordering office supplies.
- Completing final grant reports (Good Neighbor Fund, PPCLF).
- Maintains good working relationship with NCR and complete required documents and reports, (e.g. annual report).
- Open mail, monitor email, answer phone, and refers communications to appropriate PPA officers and Chairs when communications from the city, members, or other partners needs attention.
- Manage GSuite administration and PPA account passwords.

Event Coordination (none for now)

- Create online volunteer sign-up opportunities and announcements/descriptions to help recruit and recognize volunteers.
- Assist with events.

Bookkeeping (none for now, accountant doing)

- Paying bills

Grant writing (not included, but needs doing)

- Preparing Neighborhood Network grant, Equitable Engagement Plan, and Equitable Engagement Application.