



Finance & Administration Committee Minutes, October 27th, 2022

Present: Eric Amel, Jerry Stein, Susan Larson-Fleming, David Frank, Jane Stockman, Lynn Von Korff (Chair)

Recommend the board take one or more of the following actions at its meeting on December 5th, 2022, to address the reduction in PPA staff from 20 to 15 hours per week starting in January 2023:

1. Bring on an experienced neighborhood development consultant to help us create a plan—using up to \$3,000 of PPA’s one-time NRP funds. Create a board/community task force to recruit, hire, and work with the consultant.
2. Reduce the number of board meetings to either quarterly or five per year plus the May annual meeting. This will also reduce the number of mini newsletters. There are currently ten meetings plus the annual meeting (see next page for a list of 2023 meeting dates).
 - **Quarterly:** Jan, April, May (annual meeting), June, October
 - **Five meetings:** Jan, March, May (annual meeting), June, Sept, December
3. Reduce the number of monthly newsletters from 12 to? Which newsletters, if any, to drop?

Lynn Von Korff will calculate staff hours/funds saved by reducing the number of meetings and newsletters and include that information in the December board packet.

Key Factors in Reducing the Number of Board Meetings:

- Any new board /community meeting schedule will be evaluated throughout the year and revised, if necessary.
- To keep board and community members informed of committee activities, committee minutes will be emailed monthly to board members for review and staff will ensure they are added to PPA’s website.
- If board action is needed between scheduled meetings, the Board can either take the action without a meeting (See Section U, Board, PPA Bylaws) or call a special/emergency board meeting (See Section L, Board, PPA Bylaws). For an action without a Board meeting, the appropriate committee will prepare and email background materials to board members and staff. Staff will have the materials added to PPA’s website, following PPA’s notice requirements (see PPA bylaws) and Board members will vote electronically using PPA’s Google form.

2023 PPA Community/Board Meeting Schedule (tentative)

January 23

February 27

March 27

April 24

May 15 (Annual Meeting)

June 26 (Newly elected board members are seated, and officers elected)

July 24th

August 28th

September 18th (3rd Monday instead of 4th due to Yom Kippur)

October 23rd

December 4th