



## **Finance & Administration Committee Minutes, May 30th, 2024**

**Present:** Lupe Castillo, David Frank, Britt Howell, Susan Larson-Fleming, Jerry Stein, and Lynn Von Korff (Chair)

**NRP Phase 2 funds Update:** The Neighborhood Community Relations (NRP) Neighborhood Revitalization Program (NRP) Policy Board approved the anticipated modification to the NRP phase 2 funds housing restriction. This modification will make it possible for PPA to use our remaining NRP funds for eligible outreach activities. PPA's Board of Directors approved a 15-year financial plan consistent with this modification. PPA's financial plan spreads use of these funds over 15 years to help sustain the organization. (Note: Board action will eventually be required to add uncontracted NRP funds to our current NCR contracts.)

**PPA bylaw revision proposed:** After giving PPA members at least 30 days' notice and a copy of the proposed amendment, the Finance & Admin Committee unanimously recommends the Board amend PPA's bylaws as follows:

Delete the following sentence from PPA bylaws: "No more than 25% of directors may serve 6 consecutive years before taking a two-year break from board service." (See PPA bylaws page 6, IV. Board of Directors (Governing Body), section D Terms).

This provision goes beyond NCR requirements and should be removed. PPA is currently in compliance with our bylaws and with NCR requirements. According to PPA's bylaws: The Board may amend the bylaws through a two-thirds vote of the active Directors in a roll-call vote at a meeting with at least 30 days' notice to Association members.

**Recommend motion to renew two independent contractor agreements, PPA's Website Maintenance Contract & PPA's Volunteer Accounting Contract:** The Finance & Admin Committee unanimously recommends the Board renew PPA's Website contract with Andy Mickle and Volunteer Accounting contract with Lynn Von Korff.

**Approve motion to increase PPA's Liability Insurance Coverage:** The Finance & Admin Committee unanimously approved increasing PPA's liability insurance coverage to 2\$ million per occurrence as required by NCR. PPA must increase our liability coverage before NCR will issue our recently awarded Partnership Engagement Fund

contract for the Glendale Resident Council. The additional coverage will cost about \$700 per year. Committee members noted that obtaining the additional coverage is necessary to protect PPA. PPA has sufficient funds to cover this required expense.

**Recommend Partnership Engagement Fund (PEF) application policy:** The Finance & Admin Committee unanimously recommends the board adopt the following NCR Partnership Engagement Fund (PEF) application policy:

Organizations seeking PPA as a co-sponsor for NCR's Partner Engagement Fund (PEF) application must provide PPA with a draft of the application no later than two weeks before the applications is due to NCR and at least five business days prior to PPA's January board meeting (held 4th Monday of the month). Applicants must be available to respond to questions from the board, either in-person or in writing. Applicants that cannot meet these requirements will not be considered but are encouraged to seek a partnership in subsequent years. **To be considered by PPA's board, proposed PEF projects must serve the Prospect Park neighborhood.**

**Recommend a revised 2024-2025 Board/Community Meeting Schedule:** the Finance & Admin Committee unanimously recommends the board adopt the following changes to our meeting schedule:

**Hybrid (in-person at PPUMC & virtual):** June 24, 2024, August 26th, 2024, October 28th, 2024, and May 12<sup>th</sup>, 2025 (Annual Meeting+Board meeting if needed)

**Virtual only:** December 9th, 2024, January 27th, 2025, and March 24th, 2025

**In-person community meeting:** Monday, September 23<sup>rd</sup> at Malcolm Yards

**Staff Supervision:** The Finance & Admin Committee recommends Management Council discuss staff supervision models.

The next meeting will be scheduled as needed.