



Finance & Administration Committee Minutes, October 6th, 2025

Present: Gabrielle Metzger (Treasurer), David Frank, Susan Larson-Fleming, Stuart Levesque, Max Ostenso, Donna Schneider, Jerry Stein, Ryan Woldt, and Lynn Von Korff (Chair)

The Finance and Admin Committee recommended that PPA's Board approve the following motions:

1. Approve the Board Resolution (provided) authorizing PPA to move its funds to another bank (the resolution was reviewed by PPA's legal counsel, Jess Birken).
2. Approve the "Volunteer Financial Officer job description"(provided), appoint Lynn Von Korff to fill the position, and terminate Lynn's volunteer accounting contract. The job description was reviewed by PPA's legal counsel, Jess Birken. Approving this motion will result in three major changes: a) the position becomes a volunteer financial officer instead of a volunteer independent contractor, b) the position supervises PPA's part-time Communications and Admin staff instead of PPA's Management Council, and (c) the position reports to the President or Treasurer of PPA's Board of Directors.
3. Approve revised 2025 PPA Annual Budget (provided).
4. Approve PPA MN Paid Leave Policy and Procedures (provided).
5. Approve scheduling PPA's annual meeting for Saturday May 2nd (Neighborhood Day) instead of Monday, May 11th, and
6. Advise PPA's Board that PPA has a) sufficient "Prospect Park Forward" funds, raised in 2012 for new projects, to contribute half (half = \$4,495) of the Hess Roise fee to prepare a National Register nomination application for Glendale Townhomes (Hess Roise Scope of work and Prospect Park Forward info were provided) and that doing so is consistent with use of Prospect Park Forward priorities. As of 9/30/25 PPA has \$9,721 remaining in Prospect Park Forward funds.
7. FYI: PPA's 3rd quarter financial statements, Statement of Financial Position as of 9-30-25 and Income Statement, were provided and will be presented at PPA's Board meeting on 10-27-25.

The next Finance and Admin Committee will be held in early January to review and recommend PPA's 2026 annual budget.

Minutes recorded by Lynn Von Korff