

## PPA Finance and Administration Committee Meeting Minutes, 1/17/2020

Present: Lynn Von Korff (Chair by electronic communication), Susan Larson-Fleming, David Frank, Lydia McAnerney, Jerry Stein

- The committee reviewed PPA's 2019 year-end financial statements.
- The committee recommended paying Prospect Park United Methodist Church \$500 for use of their space in 2019.
- The Committee approved the proposed 2020 PPA budget to the Board of Directors.
- The Committee proposed that Mission Guardian review PPA bylaws. PPA can use the Mission Guardian flat fee service.
- Lynn Von Korff will combine and update PPA's BOD approved financial policies and procedures into one document and present them to the board. The committee decided it was unnecessary for PPA's board to review the document as long as they receive a final copy.
- Lynn Von Korff informed the committee that she combined PPA employee personnel policies into a PPA Employee Personnel Handbook.
- The committee recommended that the PPA Board of Directors work with our landlord to extend the term of our current lease beyond May 31st, 2020.