



League of Women Voters of Minnesota Records

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WELCOME TO THE MINNESOTA WOMEN'S BUILDING . . .

Because this is owned by women and houses all women's organizations, we work together in a spirit of cooperation.

All our policies are reviewed on an annual basis and suggestions and/or additions are always welcome.

Please address questions and/or concerns in writing to the Minnesota Women's Building Partnership/Management Committees, c/o The Minnesota Women's Building. Your concerns will be addressed at the next meeting of the Building Partnership/Management Committees.

April 1990
May 1993

Revised June 1994

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Policy Title:

BUDGETING

- 1) Operating
 - 2) Building Fund
 - 3) Development Planning
- Management develops operating budget, reviewed and approved by partnership.
 - Building/development - done by partners.
 - All budget will be balanced before approval.

Responsibility:

Management Committee - operating

Partnership Committee - building/development fund

Authority:

Partnership Committee

Policy Title:

INFORMATION TO TENANTS

- Policy changes will be conveyed annually or more often as needed to tenants by paid MWB manager, who will be notified of any changes by Chair of Management Committee.
- Tenants will receive a policy manual at the time lease is executed and periodic updates as they occur.

Responsibility:

MWB Manager

Authority:

Management Committee

Policy Title:

LEASING SPACE

- Prospective tenants must apply to Partnership Committee for lease of space.
- Partners will develop lease language as necessary.
- Preference will be given to nonprofit organizations to lease space.
- Requests for a sublease should be directed to Partnership Committee.

Responsibility:

Partnership Committee

Authority:

Partnership Committee

Policy Title: USE OF FACILITY & EQUIPMENT

Use of the various conference rooms, mail room and kitchen in the Minnesota Women's Building (MWB) is available to current tenants and affiliates of current tenants for a fee.

Tenant: A partner or anyone who leases space.

Affiliate: Any dues-paying member organization of the three MWB partners (refer to back cover).

"Outside" groups may use the facilities, if the purpose does not conflict with the mission of any one of the partner-owners as stated in the Policy Manual (refer to back cover). The outside group must comply with the MWB procedures and pay all assessed fees. MWB encourages use by outside groups. A deposit is required for use.

Contact: MWB Scheduler

Conference Rooms:

- Partners who pay an additional annual surcharge for use of Conference Rooms have unlimited free scheduled use of same during MWB hours.
- Tenants who have individual offices leased have **3 free scheduled uses of the large Conference Room and unlimited free scheduled use of the small Room.**
- Tenants who have Incubator Space leased have **1 free scheduled use of the large Conference Room and unlimited free scheduled use of the small Room.**

Equipment: Kitchen

- Free use of coffee pot and various kitchen utensils.
- Kitchen will be locked on Friday closing. For weekend use, must arrange with MWB scheduler.
- On weekends, there will be a **\$50 deposit** to use the kitchen for anyone other than a partner, which will be returned if everything is left clean.
- On last day of each month, all articles in the refrigerator are discarded.

Audio Visual

Available upon request is a TV and VCR, overhead projector and slide projector.

Must schedule use with MWB scheduler.

Fees:

- See MWB Scheduler for rates. If as a tenant you have used up all your free slots, you will pay the same hourly rate as an affiliate.
- Set-up fee if necessary.
- Each user is responsible for cleaning up rooms and equipment they have scheduled.

Responsibility:

Operation: MWB Scheduler.

MWB Scheduler will post weekly schedule use on door of each Conference Room.

Policy/Surcharge: Partnership Committee

Authority:

MWB Management Committee is responsible for setting policy and responding to questions that arise and fall outside the purview of MWB Scheduler.

Policy Title:

COPIER

- Partnership makes available to all building tenants.
- Fees for copies - reviewed quarterly and adjusted if necessary by management committee.
- Designated partner is responsible for maintaining the copier. That partner orders all supplies and service work, receives and acts on complaints. Also takes the quarterly copy count for each organization and turns it over to MWB Manager for billing.
- Bad copies will be credited to users of the machine if called to the attention of maintenance person.

Responsibility:

Partnership; rotates annually.

Authority:

Management Committee

Policy Title:

PARKING

- Each partner - 6 spaces.
- Children's Defense Fund - 3 spaces.
- Short-term parking: 1 space behind building.
- Long-term parking: 19 spaces at "Capitol" parking lot.
- Car using this lot must be identified by tag provided by "Capitol" parking.
- Application for lost tags through MWB Manager. Fee charged for replacement tag.
- There are 2 identified handicapped spaces behind building.

Responsibility:

Partners plus Children's Defense Fund

Authority:

Management Committee

Policy Title:

FINANCIAL AUDIT

- Financial review is completed annually and a certified audit will be considered.
- Partnership will select reviewer.
- Development/Capital Fund statement prepared by volunteer bookkeeper who is chosen by Partnership Committee.
- Operating statements prepared by paid MWB manager.

Responsibility:

Partnership

Authority:

Partnership

Policy Title:

**RESOLUTION OF
OPERATING CONFLICTS**

See Partnership Agreement

Section 11. Partnership Committee

Section 12. Management Committee

Authority:

Partnership Committee

Policy Title: PAYMENT OF BILLS FOR BUILDING

Operating Expense:

- Management committee authorized to spend up to \$500 beyond ongoing expenses, e.g. snow, utilities, maintenance, approved operating expenses. Expenditures in excess of that amount must be approved by partnership.

Capital Expense:

- Partnership approves capital expense budget.
- Management Committee reviews planned capital expenditures to determine impact on operating costs.
- When partnership makes a capital allocation, it will notify property manager by memo.

Responsibility:

- Payment of bills related to building operation - Building Manager
- Payment of approved capital expenses - Partnership Committee

Authority:

Management Committee - operations
Partnership - capital expenses

Policy Title:

SECURITY

- Building open: **7:00 AM to 10:00 PM weekdays**
8:00 AM to 5:00 PM weekends
- Security system is automatically armed after these hours. If security alarm is tripped, property manager is automatically called and so are the police.
- Back door is always locked.
- Windows are always closed and locked.
- **Front door hours: Weekdays 9:00 AM to 4:30 PM.**
- Consortium determines when door is opened and left unlocked. If Consortium is not in, door is locked and each organization is responsible for letting in their own people.

Responsibility:

Paid property manager

Authority:

Management Committee

Any use of the building must not conflict with any of the missions of the owners of the building. Those are:

League of Women Voters - to promote informed citizen participation in government.

Chrysalis - to empower women individually and collectively by supporting personal change and by initiating social change.

Minnesota Women's Consortium - to achieve full equality for women by working in a coalition of organizations committed to feminist goals and not in conflict with those set out in the Houston Plan of Action, U.N. Decade of Women, 1977.



THE LEAGUE
OF WOMEN VOTERS
MINNESOTA EDUCATION FUND

550 RICE STREET ST. PAUL, MN 55103 PHONE (612) 224-5445 FAX (612) 290-2145

PRESIDENT

Judy Duffy

December 11, 1998

ADVISORY BOARD

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Chairman & CEO
Burnet Financial Group

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Chair
Jefferson Center

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President
MIGIZI Communications, Inc.

Mark G. Yudof
President
University of Minnesota

Harvard Property Partners, L.P.
6142 Campbell Road
Suite 200
Dallas, TX 75248
Attention: Mr. John D. Powers

Re: Capitol Office Building, 525 Park Street, St. Paul, Minnesota
(the "Property")

Ladies and Gentlemen:

We have been advised that you or your successors and assigns (collectively, "Purchaser") have the right to acquire the Property and as a condition precedent to such acquisition it is necessary for the undersigned (the "Women's Partnership") to execute and deliver this correspondence to Purchaser. We also understand that you as Purchaser, your successors or assigns, lenders that may provide financing in connection with such purchase, and title insurers that may provide title insurance will be relying on the statements herein contained in connection with such purchase, loans, and title insurance. Accordingly, the undersigned certifies, represent, and warrants as follows:

1. The Women's Partnership is the owner of the property legally described in Exhibit B of that certain Joint Easement Deed and Agreement dated November 30, 1990 by and between the Women's Partnership and Capitol Office Building Limited Partnership ("the Joint Easement Deed and Agreement"). This property is adjacent to and Northerly and Westerly of the Property.
2. The Women's Partnership is also a party to that certain Amendment to Joint Easement Deed and Agreement by and between it and the Prudential Insurance Company of America ("Prudential") dated September 9, 1997, filed November 6, 1998, and recorded as Document No. 3098954 in the office of the Ramsey County Recorder ("the Amendment").
3. There are no agreements or understandings, whether oral or written, between the Women's Partnership and the owner or former owners of Property recorded or unrecorded, other than the Joint Easement Agreement and the Amendment.

4. Notwithstanding the reference in the Joint Easement Deed and Agreement and the Amendment to the rules and regulations as may be adopted by the Women's Partnership from time to time, no rules and regulations have been adopted and the Women's Partnership does not presently have any rules and regulations under consideration for adoption.
5. Prudential and its predecessors in title to the Property have in all respects fulfilled their obligations with respect to the repair and maintenance of the Parking Lot, as defined in the Joint Deed and Agreement.
6. Prudential and its predecessors in title to the Property are in all respects in full compliance with all other terms, conditions, and requirements applicable to them which are reflected in the Joint Easement Deed and Agreement and the Amendment.
7. The Women's Partnership is in all respects in full compliance with the terms, conditions, and requirements applicable to it which are reflected in the Joint Easement Deed and Agreement and Amendment.
8. The person or persons executing this correspondence on behalf of the Women's Partnership have all requisite power and authority to do so and to bind the Women's Partnership.
9. The Women's Partnership agrees to promptly notify Purchaser in writing at the above address of the occurrence of any event which renders any of the foregoing inaccurate.
10. There has been no repair or maintenance work done by Prudential pursuant to the Joint Easement Deed and Agreement.

MINNESOTA'S WOMEN'S BUILDING
GENERAL PARTNERSHIP
By League of Women Voters of Minnesota
Education Fund

By


Its President

JOINDER IN REPRESENTATIONS

The Prudential Insurance Company of America joins in the certification, representation, and warranties herein contained.

THE PRUDENTIAL INSURANCE
COMPANY OF AMERICA

By

Its



The Minnesota Women's Building
550 Rice Street
St. Paul, Minnesota 55103

December 11, 1998

Harvard Property Partners, L.P.
6142 Campbell Road
Suite 200
Dallas, TX 75248
Attention: Mr. John D. Powers

Re: Capitol Office Building, 525 Park Street, St. Paul, Minnesota
(the "Property")

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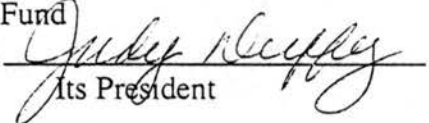
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5. Prudential and its predecessors in title to the Property have in all respects fulfilled their obligations with respect to the repair and maintenance of the Parking Lot, as defined in the Joint Deed and Agreement.
6. Prudential and its predecessors in title to the Property are in all respects in full compliance with all other terms, conditions, and requirements applicable to them which are reflected in the Joint Easement Deed and Agreement and the Amendment.
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MINNESOTA'S WOMEN'S BUILDING
GENERAL PARTNERSHIP
By League of Women Voters of Minnesota
Education Fund

By


Its President

JOINDER IN REPRESENTATIONS

The Prudential Insurance Company of America joins in the certification, representation, and warranties herein contained.

THE PRUDENTIAL INSURANCE
COMPANY OF AMERICA

By _____

Deffy

**Minnesota Women's Building General Partnership/Management Committee
Meeting
Thursday, December 10, 1998**

Present: Hart, Wolfson, Minnesota Women's Consortium; Sawyer, LWVMNEF; Deb Wilkens-Costello, Julie Kunkel, Chrysalis; Catherine & Bill Gavzy, the Gavzy Group.

Agenda for the meeting was approved.

Minutes of July 1, 1998 meeting were approved.

Financial Statements for period ending November 30, 1998 were reviewed by Catherine Gavzy. She pointed out that income from conference room rentals to outside groups has declined fairly drastically since 1996, when it was \$1,700. It was \$400 in 1997 and will probably be \$400 in 1998. Obviously we are not billing adequately for set-ups and perhaps are not charging when we should be. Sawyer proposed that she and Kerri, who is doing the scheduling on behalf of the League, meet with Catherine to review conference room usage for the past year.

While partner contributions cover expenses attributable to the conference rooms we are not realizing the profit we have budgeted for from the conference room rentals. LWVMNEF has not billed the \$50 per month fee for the scheduler. Copier income may increase because MWC copier is no more. After nine years the management Company for the parking lot has discovered that our easement agreement says the MWC will pay a % of maintenance costs so we were billed \$1,200. (This was triggered by our complaints about management, plowing, shoveling. Gavzy will also look into marking parking spaces, if our joint easement deed and agreement permits it.) Our property taxes have also risen, probably reflecting the Children's Defense Fund move into larger space (they are not 501c3 but 501c4 so their space is subject to property taxes). Gavzy recommends increasing amount to reserves by \$50 per month.

Gavzy said that if we can't increase revenues we will need to raise the rents by a minimum of 2.5% or perhaps as much as 4.5%. The latter would be a problem for Chrysalis since their budget is already adopted. We will meet again in January after we have more information to relook at the proposed budget.

Motion: to approve the rent increase of 2.5% for 1999.

Mover: Sawyer

Second: Wilkens-Costello

Carried

Bill Gavzy reported that in our building check, our security system and HVAC do not have y2k problems.

Parking Lot: Sawyer reported that our attorney Kareen Ecklund, called regarding our parking lot and easement agreement. She said that the redemption period is now past and

Prudential (having foreclosed on the property) now owns it and is trying to sell it. They need us to sign an estoppel agreement in order to proceed with the sale. Sawyer gave copies to other partners and said that she would have letter done on letterhead and would send to Prudential attorney, Mary Senkus. There was general agreement. Copies of the letter of agreement will be sent to each partner.

Building Expansion: Bill Gavzy reviewed with the committee the findings relevant to building expansion—the greatest obstacle would be building code requirements concerning snow impact on neighboring buildings—we would have to pay to upgrade next door roof, which would be prohibitive. Also the disruption of going up a story and a half over the loft would be extreme for the amount of square footage we'd gain.

Motion: that we not proceed with physical expansion phase.

Mover: Sawyer

Second: Wilkens-Costello

Carried

Bill Gavzy then reviewed the evaluation of the building's physical assets. Some things need to be done, Some things may need to be done but not right away; some things are improvements to the Building but not necessary.

Two issues of importance are the problems of ice damming on the roof and the HVAC system. The ice damming is due to a lack of adequate insulation in the roof and causes melting and then refreezing and backing up of ice, thus damaging the roof. It also causes melting on the edge of the roof: icicles form, then melt and fall with potential injury to passersby. The heating and ventilating system is an ongoing problem; it was designed for a residence not for a building of this type. It will be expensive to redesign and will require two major tasks be undertaken at the same time: the Zone Volume Dampers/Heating and the Air Handling System, running over \$70,000. There is one other related measure—replacing temperature controls—which could be done for \$11,000 and could be done first, possibly improving the situation to the extent that the more expensive systems would not need to be done.

Gavzy also said that gypcrete and carpet absolutely must be done as well as the painting in 2003 and the roof membrane and shingles in 2008.

The evaluation found that the elevator is up to current standards (could use a better phone); the toilets should meet handicapped accessible standards and the toilet exhaust system should be replaced. Gavzy suggested that he identify those items that are optional rather than necessary. We need to spend more time on the detail.

Hart and Sawyer reported that the power supply box for the phone system burned out, leaving those tenants, including LWV and the MWC without phones for hours. A new supply box was installed at a cost of \$850 plus.

NARAL has is seeking space in our building, but CDF has another year at least on its lease. Dede commented that CDF should be told ASAP that we do not intend to expand the building.

The next meeting of the committee was set for 4:00 p.m., Wednesday, January 27th.

Minnesota Women's Building 1999 Budget

12/10/98

DETAIL

Operating Income**Office Rents**

Minnesota Womens Consortium \$1,116.27/mo.	\$13,395
League of Women Voters \$1,496.63/mo.	\$17,960
Chrysalis \$691.69/mo.	\$8,300
Childrens Defense Fund \$1,225.00/mo.	\$14,700
Total Office Rents	\$54,355

Draw from Reserves**\$0****Total Operating Income****\$54,355****OPERATING EXPENSES****Administrative Expenses**

Office Supplies	\$10/mo.	\$120
Postage	\$10/mo.	\$120
Photocopying	\$20/mo.	\$240
Audit	1998 - \$1800 + 5%	\$1,890
Management Fee	\$475/mo.	\$5,700
Telephone	\$65/mo. - elevator	\$780
Misc. Administrative		\$125
Total Administrative Expenses		\$8,975

Operating Expenses

Janitorial Materials	\$75/mo. + mats @ \$43/mo.	\$1,416
Janitorial Contracts	\$925/mo. + \$600 carpet + \$150 windows + \$300 walls	\$12,150
Grounds Contracts	\$140/mo. x 5	\$700
Snow Removal	\$110/mo. x 5 mos, salt \$150 + 7.52% of Capital Pkng Lot \$1200	\$1,900
Trash Removal	\$135/mo. + \$10/mo. recycling	\$1,740
Total Operating Expenses		\$17,906

Maintenance Expenses

Fire & Security Contracts	\$1000 monitor + \$500 rep + \$160 sprinkler	\$1,635
Fire & Security Supplies	Keys, extinguishers, etc.	\$100
Repairs Materials	\$50/mo. - based on last 9 months	\$600
Repairs Contracts	\$470/mo. - based on last 9 months	\$5,640
Elevator Contracts	\$135/mo. + \$100 repairs + \$35 inspection fee	\$1,755
Maintenance Mileage	\$15/mo. average	\$180
Misc. Maintenance		\$0
Total Maintenance Expenses		\$9,910

Utility Expenses

Electricity	450 KW @ \$8.00+130,000KWH @ \$.031 + 15% tax	\$8,775
Water & Sewer	240 units @ \$4.02/unit	\$965
Gas & Oil Heating Fuel	1250 CCF @ \$.6467	\$808
Total Utility Expenses		\$10,548

Taxes & Insurance

Property Insurance	6/1/-98-6/15/99 - \$1,331.00 + 10%	\$1,463
Property Taxes	1998 - \$1,273 Proposed	\$1,273
Total Taxes & Insurance		\$2,736

Minnesota Women's Building 1999 Budget

12/10/98

DETAIL

Financial Expenses		
Bank Service Charge	\$5/month	\$60
Total Financial Expenses		\$60
Reserves	\$500/mo.	\$6,000
Capital Expenses		\$0
TOTAL OPERATING EXPENSES		\$56,135
NET OPERATING INCOME/LOSS		(\$1,780)
CONFERENCE INCOME		
Conference Room Rents	Approx \$50/mo. rent + set up chgs @ \$45/set up @ 2x's/mo.	\$1,680
User Fees	Two semi-annual payments from building funds	\$1,500
Total Conference Income		\$3,180
CONFERENCE EXPENSES		
Management Services		\$50
Coordination Services		\$0
Set-up Expenses	\$50/mo.	\$600
Supplies		\$50
Total Conference Expenses		\$700
NET CONFERENCE INCOME (LOSS)		\$2,480
COPIER INCOME		
Copier Fees	Approx. 62,000 copies @ \$.07 (6 mos. 1998)	\$4,340
COPIER EXPENSES		
Copier Rental Expense	\$220/mo. rental + \$855 service	\$3,495
Copier Supplies	\$100/mo. average	\$1,200
Copier Management Services	\$20/mo. average	\$240
Total Copier Expenses		\$4,935
NET COPIER INCOME(LOSS)		(\$595)
NET COPIER/CONF. INCOME(LOSS)		\$1,885
TOTAL BUILDING INCOME(LOSS)		\$105

**BUILDING MANAGEMENT MEETING
DECEMBER 10, 1998
AGENDA**

APPROVAL OF AGENDA

APPROVAL OF JULY 1, 1998 MINUTES

FINANCIAL REPORT - CATHERINE

BUILDING EVALUATION REPORT - GAVZY GROUP

1999 BUDGET - CATHERINE

PARKING LOT - SALLY

PHONE SYSTEM - SALLY & LORRAINE

LETTER FROM MNNARAL - DEDE

OTHER BUSINESS

**Minutes of the July 1, 1998 Meeting of the Minnesota Women's Building
Partnership/Management Committee**

Present: Dede Wolfson, Lorraine Hart, MN Women's Consortium; Deb Wilkens-Costello, Julie Kunkel, Chrysalis, A Center for Women; Judy Duffy, Sally Sawyer, League of Women Voters of Minnesota Education Fund; Guests: Susan Rani, Rani Engineering; Linda Loomis, Project Director, Election Hotline

Minutes of the 4/21/98 meeting: approve the minutes of the 4/21/98 meeting with a correction to spelling of Deb Wilkens-Costello's name.

Mover: Hart Second: Sawyer Carried

Financial Statements for May, 1998 were noted.

New Chair: Motion: to appoint Dede Wolfson as Chair of the MWB Partnership/Management Committee.

Mover: Sawyer Second: Duffy Duffy

Kathleen Corley was thanked for her devoted service as Chair of the MWB Committee. The Consortium representatives expressed regret that she will no longer be the MWC's representative and will find an appropriate way to thank her.

Physical Asset Evaluation and Expansion Feasibility Study: all three Boards of the Partner organizations in the Minnesota Women's Building General Partnership approved the proposal. The Consulting Agreement with the Gavzy Group, LLC was signed by a representative of each partner organization. It will be copied for each partner and forwarded to the Gavzy Group. Judy Duffy requested that we get a deadline from them for their report (she suggested Oct. 1st) and that it be written on the agreement. Deb Wilkens-Costello mentioned that Chrysalis will begin its Capital Campaign for a new Mpls building and that she would like to know the ramifications of the Gavzy report by then.

Parking Lot: Susan Rani of Rani Engineering (located in the building next door to 550 Rice) presented her proposal for a refurbishing and leasing of the parking lot at the corner of Rice and Charles. Parcels of this space are owned by the Association of Counties, by the City and by the State. It is poorly maintained, but is in use by volunteers from MWB organizations as well as customers for the Restaurants and businesses on Rice Street.

Rani has gone to NEAR (the business association for the area) to present her proposal and ask for financial assistance. She requested that MWB provide a letter of support for this project. Another possible project is a new building which would mean the elimination of parking spaces. Her proposal however would require a lease arrangement for those spaces to cover the costs for rehab and maintenance. There could be adverse impact on restaurants and our organizations. The Committee thanked her and asked that

she keep us informed, especially if she has information on costs of the project and costs to lease the spaces.

Election Hotline: Sally Sawyer introduced Linda Loomis, who is the Project Director of the League's Election Hotline projects. The Secretary of State has a budget to provide an Election Hotline service via an 800 # to Minnesotans statewide. The League was approached about organizing it and recruiting, training and coordinating volunteers. The Secretary of State's office would pay for phone lines, computers and provide access to its precinct finder program. The large meeting room in the MWB is a good site for the project; the Committee is being asked to approve making this space available for five days before the Primary and five days before the General Election. It would be an opportunity for the Building to earn conference room income, although it would tie up the space for the days of operation. Loomis also pointed out that we will pay volunteers' organization of choice \$10/shift worked, so this is an excellent fundraiser.

Motion: that the MWB host the Secretary of State's Election Hotline in the large conference room prior to the Primary and General Elections.

Mover: Duffy

Second: Sawyer

Carried

The next meeting was scheduled for Wednesday, September 16th.

[LETTERHEAD OF MINNESOTA WOMEN'S BUILDING GENERAL PARTNERSHIP]

December __, 1998

Harvard Property Partners, L.P.
6142 Campbell Road
Suite 200
Dallas, Texas 75248
Attention: Mr. John D. Powers

Re: Capitol Office Building, 525 Park Street, St. Paul, Minnesota (the "Property")

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5. Prudential and its predecessors in title to the Property have in all respects fulfilled their obligations with respect to the repair and maintenance of the Parking Lot, as defined in the Joint Easement Deed and Agreement.
6. Prudential and its predecessors in title to the Property are in all respects in full compliance with all other terms, conditions, and requirements applicable to them which are reflected in the Joint Easement Deed and Agreement and the Amendment.
7. The Women's Partnership is in all respects in full compliance with the terms, conditions, and requirements applicable to it which are reflected in the Joint Easement Deed and Agreement and Amendment.
8. The person or persons executing this correspondence on behalf of the Women's Partnership have all requisite power and authority to do so and to bind the Women's Partnership.
9. The Women's Partnership agrees to promptly notify Purchaser in writing at the above address of the occurrence of any event which renders any of the foregoing inaccurate.
10. There has been no repair or maintenance work done by Prudential pursuant to the Joint Easement Deed and Agreement.

**MINNESOTA WOMEN'S BUILDING
GENERAL PARTNERSHIP**

By *League of Women Voters of Minnesota
Evelyn Fenn*

By _____
As General Partner - President

JOINDER IN REPRESENTATIONS

The Prudential Life Insurance Company of America joins in the certifications, representations, and warranties herein contained.

**THE PRUDENTIAL INSURANCE
COMPANY OF AMERICA**

By *Chrysalis*

By *Its Executive*

By *Minnesota Women's Consortium*

By *Its Co-Coordinator*



THE LEAGUE OF WOMEN VOTERS

MINNESOTA EDUCATION FUND

550 RICE STREET ST. PAUL, MN 55103 PHONE (612) 224-5445

PRESIDENT
Judy Duffy

ADVISORY BOARD

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Chairman & CEO
Burnet Financial Group

Ned Crosby
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MIGIZI Communications, Inc.

Mark G. Yudof
President
University of Minnesota

February 12, 1998

Ms. Cynthia Carlson, Real Estate Manager
Department of Planning and Economic Development
City of Saint Paul
25 West 4th Street
1300 City Hall Annex
Saint Paul, Minnesota 55102

RE: Minnesota Women's Building General Partnership
550 Rice Street, Saint Paul, Ramsey County
Your File No: H00503

Dear Ms. Carlson:

On behalf of the Minnesota Women's Building General Partnership and its partners I thank you for your prompt, courteous and very helpful assistance over the last three months as the Partnership initiated the process of extending the Maturity Date of the Promissory Note from the Partnership to the Housing and Redevelopment Authority of the City of Saint Paul (HRA).

As you directed, and according to the provisions in Paragraph 4.3 of the Note, we are formally requesting that the HRA extend the Maturity Date of the Promissory Note, in the amount of \$40,000.00 and executed on January 28, 1988 by the Partnership, for a second ten year period.

For the record, the Minnesota Women's Building General Partnership continues to be comprised of its original partners: the League of Women Voters of Minnesota Education Fund, the Minnesota Women's Consortium and Chrysallis, A Center for Women. The Partnership also continues to own the building at 550 Rice Street, and to use it in the manner identified and anticipated at the time of the execution of the Note. In addition, the Partnership has managed and maintained the building, and otherwise met its obligations under the Note.

As you requested, I am enclosing a copy of the audit for the Partnership's fiscal year ending December 31, 1996, internal financials for the period ending December 31, 1997, and a Certificate of Insurance issued for your benefit by our insurer. Catherine Gavzy of The Gavzy Group, our property manager, has asked our insurer to automatically send you a certificate at the time the building insurance is renewed. We have also asked Catherine to send you a copy of the 1997 fiscal year audit and subsequent years audits as they become available.

Thank you again for your assistance. I understand it will take approximately one week for you to complete the extension request procedure. Please let either myself or Kathleen Corley, the member of the Partnership's Management Committee with whom you have been communicating, know if there is anything further you need from us to take our request forward to the Housing and Redevelopment Authority.

Sincerely,

Judy Duffy, President
League of Women Voters of Minnesota Education Fund

Enclosures: 3

cc: C. Gavzy w/o enclosures (612-374-9040)
K. Corley w/o enclosures (612-222-0293)

1/30/98

MINNESOTA WOMEN'S BUILDING
Management Committee Meeting

October 28, 1997

AGENDA

MWC - Lorraine, Ded. Wolfson, Catherine Gavzy,

4:00 p.m.

Approval of Minutes - September 10, 1997 (see enclosed)

Report: Financial Status - Catherine Gavzy

September financials

1998 Operating Budget

Increment 4% (LWV to be \$1460/mo (+\$36⁰⁰)) Decrease Long term \$1500

Report: Note due to the St. Paul Housing and Redevelopment Authority

Review and Update - Kathleen Corley

*\$40,000 note due if 1) transfer
Don't think there's a trigger but 2) bankruptcy
Kathleen will check & document file. 3) default*

Issues Update - Sally Sawyer

✓ Conference Room Scheduling

✓ Parking Lot Safety

4:30 p.m.

Presentation - Diane Gibson/Silicon Graphics/League of Women Voters of Minnesota

Building Wide Telephone System

*7 Voice; 3 or 4 computer lines \$10,000 digital
whole bldg \$28,000*

5:00 p.m.

Adjourn

Enclosures:

September minutes

Current List of Members

Please Note:

The Minnesota Women's Consortium has called a membership meeting to begin at 5:00 p.m. in the large conference room. Therefore we moved our meeting back to 4:00 p.m. so that there would not be a conflict.

10/20/97

kc/mwb/OCTagd

Minnesota Women's Building Draft 1998 Budget

10/22/97

DETAIL

Operating Income

Office Rents

Minnesota Womens Consortium \$1,047.16/mo. *Rent + 4% inc. 11/1/98* \$12,566
 League of Women Voters \$1,403.97/mo. *1460/mo / decrease* \$16,848
 Chrysalis \$648.87/mo. *Subsidy* \$7,786
 Childrens Defense Fund \$1,201.00/mo. *to 1500⁰²* \$14,412
 Total Office Rents *from 3,000* \$51,612

Draw from Reserves

\$0

Total Operating Income

\$51,612

OPERATING EXPENSES

Administrative Expenses

Office Supplies \$8/mo. \$96
 Postage \$10/mo. \$120
 Photocopying \$20/mo. \$240
 Audit 1997 - \$1800 + 5% \$1,890
 Management Fee \$425/mo. x 3 months + \$450/mo. x 9 months \$5,325
 Telephone \$62/mo. - elevator \$744
 Misc. Administrative \$0
 Total Administrative Expenses \$8,415

Operating Expenses

Janitorial Materials \$75/mo. + mats @ \$40/mo. \$1,380
 Janitorial Contracts \$925/mo. + \$1200 carpet + \$150 windows + \$300 walls \$12,750
 Grounds Contracts \$140/mo. x 5 \$700
 Snow Removal \$175/mo. x 5 mos. + salt \$150 \$1,025
 Trash Removal \$135/mo. + \$10/mo. recycling \$1,740
 Total Operating Expenses \$17,595

Maintenance Expenses

Fire & Security Contracts \$1000 monitor + \$500 rep + \$135 sprinkler \$1,635
 Fire & Security Supplies Keys, extinguishers, etc. \$100
 Repairs Materials \$75/mo. - based on last 9 months \$900
 Repairs Contracts \$380/mo. - based on last 9 months \$4,560
 Elevator Contracts \$220/mo. + \$100 repairs + \$35 inspection fee \$2,775
 Maintenance Mileage \$16/mo. average \$192
 Misc. Maintenance \$0
 Total Maintenance Expenses \$10,162

Utility Expenses

Electricity 450 KW @ \$8.00 + 130,000 KWH @ \$.031 + 15% tax \$8,775
 Water & Sewer 265 units @ \$3.92/unit \$1,039
 Gas & Oil Heating Fuel 1450 CCF @ \$.6467 \$938
 Total Utility Expenses \$10,752

Taxes & Insurance

Property Insurance 6/15-97-6/15/98 - \$1,270.00 + 10% \$1,397
 Property Taxes 1997 - \$1,179.78 - + 5% \$1,239
 Total Taxes & Insurance \$2,636

Note:
 \$29,413.83 @ 4.75% - 2/1/99
 Savings Checking 400.00
 \$2,005.80

Minnesota Women's Building Draft 1998 Budget

10/22/97

DETAIL

Financial Expenses

Bank Service Charge	\$10/month	\$120
Total Financial Expenses		\$120

Reserves	\$400/mo.	\$4,800
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Capital Expenses		\$0
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TOTAL OPERATING EXPENSES		\$54,479
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NET OPERATING INCOME/LOSS		(\$2,867)
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CONFERENCE INCOME

Conference Room Rents	Approx \$50/mo. rent + set up chgs @ \$45/set up @ 2x's/mo.	\$1,680
User Fees	Two semi-annual payments from building funds <i>building 2000</i>	\$3,000
Total Conference Income		\$4,680

CONFERENCE EXPENSES

Management Services		\$50
Coordination Services	\$50/mo.	\$600
Set-up Expenses	\$100/mo.	\$1,200
Supplies		\$50
Total Conference Expenses		\$1,900

NET CONFERENCE INCOME (LOSS)		\$2,780
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COPIER INCOME

Copier Fees	Approx. 69,300 copies @ \$.07 (6 mos. 1997)	\$4,851
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COPIER EXPENSES

Copier Rental Expense	\$220/mo. rental + \$855 service	\$3,495
Copier Supplies	\$60/mo. average	\$720
Copier Management Services	\$20/mo. average	\$240
Total Copier Expenses		\$4,455

NET COPIER INCOME (LOSS)		\$396
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NET COPIER/CONF. INCOME (LOSS)		\$3,176
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TOTAL BUILDING INCOME (LOSS)		\$309
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Members
Partner and Management Committees
MINNESOTA WOMEN'S BUILDING
October 1977

MINNESOTA WOMEN'S CONSORTIUM

(to be identified)
550 Rice Street
St. Paul, Minnesota 55103
PHONE: 612-228-0338 FAX: 612-292-9417

Kathleen Corley
The Stevens Group
570 Asbury Street - Suite 207
St. Paul, Minnesota 55104
PHONE: 612-641-0398 FAX: 612-647-0013

MINNESOTA LEAGUE OF WOMEN VOTERS

Judy Duffy and Sally Sawyer
550 Rice Street
St. Paul, Minnesota 55103
PHONE: 612 224-5445 FAX: 612-292-9417

CHRYSLIS, A CENTER FOR WOMEN

Deb Wilkens-Costello
2650 Nicollet Avenue South
Minneapolis, Minnesota 55408
PHONE: 612-870-2417 FAX: 612-870-2403

Deborah Wilkens

Julie Kunkel
Ernst & Young LLP
1400 Pillsbury Center
200 South Sixth Street
Minneapolis, Minnesota 55402
PHONE: 612-371-8307 FAX: 612-339-1726

OTHERS:

Betty Bredemus
1285 Sylvan Street
St. Paul, Minnesota 55117
PHONE: FAX:

Catherine Gavzy
The Gavzy Group
2801 Wayzata Boulevard
Minneapolis, Minnesota 55405-2130
PHONE: 612-374-9040 FAX: 612-374-5338

Kareen R. Ecklund, Attorney at Law
Felhaber, Larson, Fenlon & Vogt
2100 Minnesota World Trade Center
30 East 7th Street
St. Paul, Minnesota 55101
PHONE: 612-222-6321 FAX: 222-8905

Building Mgmt Comm.

Kathleen Kaulie Consortium (non. project) 12/97

Katherine Sawyer - Mgr for building

Heidi Vandeman - Consortium

Julie Kunkel - Chrysalis

Sally Sawyer. LWMn

not present: Del

Need to establ Corp. minute books beginning in 1997 ^{to be kept} in LWMn office.

Question abt the 9-4:30 building hrs. Sometimes the door is not unlocked at 9AM. Chrysalis then needs to be aware that sometimes door may not be open at 9AM. Consortium will try to let other tenants know when the door will not be unlocked at 9.

May 31 report:

Budget - lower rents for Cong room than budgeted (-\$250) however, expenses down by \$4,000, esp. in maintenance. Probably will be at a break even after June #'s are in.

~~Re~~

Re. Keying: \$300 for building; \$1.20 per key. #1's of front door + office keys by 7/28 7/30-8/1 re. keyed.

re. key Cong rooms - limit # 's of master keys 1 to each partner.

Floors on 2nd + 3rd floors - Carpets coming up - white powder thru Carpet - Gypcrete crumbling

Within next year, replace floors + Carpet.

\$ 22,000 - \$ in reserves.

abt 14⁰⁰/yd installed mid-grade commercial grade.
"look for some deals"

Next meeting: timeline + strategy + payment for
carpet + concrete.

Parking lot: no action now until Oct. 19 (6 mos from
Court appearance on May 19)

Next Meeting 9/10 · 4pm

INCOME STATEMENT - consolidated (*o06)
May,1997

C:\DPM\ 12.1.92
05/31/97
2:48 PM

PREPARED FOR :

PREPARED BY :

The Gavzy Group, LLC
2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

	Month to Date	%	Year to Date	%
INCOME				
RENT INCOME				
Rent Income	4,277.00	98.16	21,385.00	97.62
Total Rent Income	4,277.00	98.16	21,385.00	97.62
CONFERENCE ROOM INCOME				
Conference Room Rents	80.00	1.84	521.25	2.38
Total Conf Room Income	80.00	1.84	521.25	2.38
TOTAL INCOME	4,357.00	100.00	21,906.25	100.00
EXPENSES				
ADMINISTRATIVE EXPENSES				
Office Expenses	0.00	0.00	88.37	.40
Postage	6.04	.14	37.01	.17
Photocopying	16.00	.37	102.85	.47
Management Fee	425.00	9.75	2,125.00	9.70
Telephone/Communications	0.00	0.00	286.75	1.31
Total Admin Expenses	447.04	10.26	2,639.98	12.05
OPERATING EXPENSES				
Janitorial Materials	173.29	3.98	588.46	2.69
Janitorial Contracts	877.40	20.14	4,387.00	20.03
Snow Removal	0.00	0.00	986.59	4.50
Trash Removal	136.29	3.13	719.56	3.28
Total Operating Expenses	1,186.98	27.24	6,681.61	30.50
MAINTENANCE EXPENSES				
Fire & Security Contract	0.00	0.00	385.50	1.76
Repairs Materials	0.00	0.00	287.75	1.31
Repairs Contracts	38.25	.88	1,892.62	8.64
Elevator Contracts	207.21	4.76	1,036.05	4.73

	Month to Date	%	Year to Date	%
Maintenance Mileage	3.47	.08	102.18	.47
Total Maintenance Exp	248.93	5.71	3,704.10	16.91
UTILITY EXPENSES				
Electricity	510.79	11.72	3,369.77	15.38
Water & Sewer	0.00	0.00	465.31	2.12
Gas & Oil Heating Fuel	50.58	1.16	568.79	2.60
Total Utility Expenses	561.37	12.88	4,403.87	20.10
TAXES & INSURANCE				
Property Taxes	98.32	2.26	491.54	2.24
Property Insurance	115.00	2.64	575.00	2.62
Total Taxes & Insurance	213.32	4.90	1,066.54	4.87
FINANCIAL EXPENSES				
Bank Service Charges	4.37	.10	43.69	.20
Total Financial Expenses	4.37	.10	43.69	.20
RESERVES				
Replacement Reserves	400.00	9.18	2,000.00	9.13
Total Reserves	400.00	9.18	2,000.00	9.13
CONFERENCE ROOM EXPENSES				
Conf Room Coordination	0.00	0.00	240.00	1.10
Conf Room Set-up Fees	0.00	0.00	385.00	1.76
Conf Room Supplies	0.00	0.00	38.57	.18
Total Conf Room Expenses	0.00	0.00	663.57	3.03
COPIER EXPENSES				
Copier Rental	219.51	5.04	1,097.55	5.01
Copier Supplies	142.24	3.26	561.39	2.56
Total Copier Expenses	361.75	8.30	1,658.94	7.57
TOTAL EXPENSES	3,423.76	78.58	22,862.30	104.36
NET INCOME	933.24	21.42	-956.05	-4.36
BEGINNING BALANCE	1,798.79			
ENDING BALANCE	2,677.03			

BALANCE SHEET - consolidated (*o06)
May,1997

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05/31/97
2:48 PM

PREPARED FOR :

PREPARED BY :

The Gavzy Group, LLC
2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

ASSETS

Cash

Cash In Bank	2,677.03
Cash in Reserves	28,408.87
Cash in Tax Reserve	98.57
Cash in Ins Reserve	0.00

Total Cash 31,184.47

Accounts Receivable 456.39

TOTAL ASSETS 31,640.86

LIABILITIES & CAPITAL

Liabilities

Prepaid Rent 284.50

TAX LIABILITIES

Real Estate Taxes 36.17

Total Tax Liabilities 36.17

Property Ins Escrow -695.00

Total Liabilities -374.33

Capital

Owner Deposit 5,000.00

Retained Earnings -1,393.68

Replacement Reserves 28,408.87

Total Equity 32,015.19

TOTAL LIAB & CAPITAL 31,640.86

BUDGET COMPARISON - consolidated (*o06)
May, 1997

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05/31/97
2:51 PM

PREPARED FOR :

PREPARED BY :

The Gavzy Group, LLC
2801 Wayzata Boulevard, #202
Minneapolis, MN 55405

	MTD Actual	MTD Budget	MTD SVar.	%	YTD Actual	YTD Budget	YTD SVar.	%	Annual
INCOME									
RENT INCOME									
Rent Income	4,277	4,277	0	0.00	21,385	21,385	0	0.00	51,324
Total Rent Income	4,277	4,277	0	0.00	21,385	21,385	0	0.00	51,324
CONFERENCE ROOM INCOME									
Conference Room Rents	80	150	-70	-46.67	521	750	-229	-30.50	1,800
Conf Room User Fees	0	0	0		0	0	0	-100.00	3,000
Total Conf Room Income	80	150	-70	-46.67	521	750	-229	-30.50	4,800
Copier Income	0	458	-458	-100.00	0	2,292	-2,292	-100.00	5,500
MISCELLANEOUS INCOME									
Draws from Reserves	0	117	-117	-100.00	0	583	-583	-100.00	1,400
Total Misc Income	0	117	-117	-100.00	0	583	-583	-100.00	1,400
TOTAL INCOME	4,357	5,002	-645	-12.89	21,906	25,010	-3,104	-12.41	63,024
EXPENSES									
ADMINISTRATIVE EXPENSES									
Office Expenses	0	5	5	100.00	88	25	-63	-253.48	60
Postage	6	10	4	39.60	37	50	13	25.98	120
Photocopying	16	20	4	20.00	103	100	-3	-2.85	240
Management Fee	425	425	0	0.00	2,125	2,125	0	0.00	5,135
Audit/Compilation	0	148	148	100.00	0	740	740	100.00	1,775
Telephone/Communications	0	62	62	100.00	287	310	23	7.50	744
Total Admin Expenses	447	670	223	33.27	2,640	3,350	710	21.18	8,074
OPERATING EXPENSES									
Janitorial Materials	173	140	-33	-23.78	588	700	112	15.93	1,680
Janitorial Contracts	877	1,063	185	17.42	4,387	5,313	926	17.42	12,750
Grounds Contracts	0	42	42	100.00	0	208	208	100.00	500

	MTD Actual	MTD Budget	MTD \$Var.	%	YTD Actual	YTD Budget	YTD \$Var.	%	Annual
Snow Removal	0	0	0		987	615	-372	-60.42	1,025
Trash Removal	136	150	14	9.14	720	750	30	4.06	1,800
Total Operating Expenses	1,187	1,394	207	14.86	6,682	7,586	904	11.92	17,755
MAINTENANCE EXPENSES									
Fire & Security Contract	0	150	150	100.00	386	750	365	48.60	1,800
Repairs Materials	0	75	75	100.00	288	375	87	23.27	900
Repairs Contracts	38	400	362	90.44	1,893	2,000	107	5.37	4,800
Elevator Contracts	207	223	16	7.18	1,036	1,116	80	7.18	2,679
Maintenance Mileage	3	15	12	76.87	102	75	-27	-36.24	180
Total Maintenance Exp	249	863	614	71.16	3,704	4,316	612	14.18	10,359
UTILITY EXPENSES									
Electricity	511	750	239	31.89	3,370	3,750	380	10.14	9,000
Water & Sewer	0	86	86	100.00	465	429	-36	-8.42	1,030
Gas & Oil Heating Fuel	51	58	8	13.29	569	292	-277	-95.01	700
Total Utility Expenses	561	894	333	37.22	4,404	4,471	67	1.50	10,730
TAXES & INSURANCE									
Property Taxes	98	100	2	1.68	492	500	8	1.69	1,200
Property Insurance	115	115	0	-.36	575	573	-2	-.36	1,375
Total Taxes & Insurance	213	215	1	.59	1,067	1,073	6	.59	2,575
FINANCIAL EXPENSES									
Bank Service Charges	4	10	6	56.30	44	50	6	12.62	120
Total Financial Expenses	4	10	6	56.30	44	50	6	12.62	120
RESERVES									
Replacement Reserves	400	400	0	0.00	2,000	2,000	0	0.00	4,800
Total Reserves	400	400	0	0.00	2,000	2,000	0	0.00	4,800
CAPITAL EXPENDITURES									
Capital Expenditures	0	117	117	100.00	0	583	583	100.00	1,400
Total Captl Expenditures	0	117	117	100.00	0	583	583	100.00	1,400
CONFERENCE ROOM EXPENSES									
Conf Room Coordination	0	50	50	100.00	240	250	10	4.00	600
Conf Room Mgmt Services	0	4	4	100.00	0	21	21	100.00	50
Conf Room Set-up Fees	0	100	100	100.00	385	500	115	23.00	1,200
Conf Room Supplies	0	4	4	100.00	39	21	-18	-85.14	50
Total Conf Room Expenses	0	158	158	100.00	664	792	128	16.18	1,900
COPIER EXPENSES									
Copier Rental	220	288	68	23.65	1,098	1,438	340	23.65	3,450

05/31/97

10:32 AM

UNIT#	TENANT NAME	PAST DUE	RENT	DEPOSIT	MOVE IN	LAST INC	SQ.FT.	TELEPHONE (H/O)
TENANT#	ADDRESS	30 days	NEW RENT	INTEREST	MOVE OUT	NEXT INC	\$/SQ.FT	REMARKS
STATUS		60 days	LATE FEE	LASTMNTH	LEASE TO	INSURED	CAM	
		90 days	INDEX	DUE DAY	PAID TO		1/4 SQ.FT	

006-02	MN Women's Building							

1	Women in the Trades	157.50	0.00	0.00			0	
wit	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		157.50	0.00	0			.0	

1	LOTT - Annie Lee	20.00	0.00	0.00			0	
lott	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		20.00	0.00	0			.0	

1	League of Women Voters	105.00	0.00	0.00			0	
lwv2	MN Women's Building	45.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		0.00	0.00	0			.0	

1	Otis Campaign	22.50	0.00	0.00			0	
otis	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		22.50	0.00	0		.0		

1	Older Women's League	20.00	0.00	0.00			0	
owl2	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		0.00	0.00	0			.0	

006-03	MN Women's Building							

1	Children's Defense Fund	2.10	0.00	0.00			0	
cdf3	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		2.10	0.00	0			.0	

1	Women's Candidate Delv Coalit	129.29	0.00	0.00			0	
wcdc	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		129.29	0.00	0			.0	

MINNESOTA ■ ■ ■ ■
WOMEN'S ■ ■ ■ ■
CONSORTIUM ■ ■ ■ ■

MINNESOTA WOMEN'S BUILDING ■ 550 RICE STREET ■ ST. PAUL, MINNESOTA 55103 ■ (612) 228-0338 ■ FAX (612) 292-9417

RECEIVED NOV 25 1996

MEMO

TO MINNESOTA WOMEN'S BUILDING PARTNERSHIP

FROM HEIDI VARDEMAN *Heidi*

RE RESCHEDULED MEETING ON DECEMBER 11

DATE NOVEMBER 23, 1996

In light of Deb being ordered to bed (hope you're doing okay) and the nasty weather of November 20, the Partnership meeting was rescheduled to December 11 at 4 p.m. Same place.

We have some important things to consider:

1. Proposed budget for 1997
2. Plan for outreach to new groups
 - marketing
 - underwriting of expenses
 - system for "hosting" groups
3. Request for a computer "garage"
4. Parking space reassignment
 - Please bring to the meeting an accounting of any parking passes that your staff members/volunteers have.
 - I propose that at the back of the building each of the three general spaces should be assigned to each of the three partners.
 - In order to accomplish this, we need to reissue all parking passes.

Any other items for discussion? If so, please call Lorraine at 228-0338.



MINNESOTA WOMEN'S BUILDING
Joint Meeting of the Building and Management Committees

MINUTES
September 11, 1996

Present: Heidi Vardeman, Kathleen Corley/MWC; Anne Borgan, Sally Sawyer/LMVMN; Deb Wilkens-Costello/Chrysalis; and Catherine Gavzy/Gavzy, Gavzy & Owens.

Heide chaired the meeting.

Minutes: The minutes of the June meeting were approved as presented.

Financials

- Catherine reviewed the August financials with the Board and noted that enough income is being generated to meet expenses. The financials were accepted as presented.
- Catherine also brought the board's attention to the scheduled painting of the trim on the building. She has received one bid in the amount of \$2,965 (unreserved) but plans to wait for a second one and then make a decision. Anne moved and Deb seconded that strategy.

Other Business:

Use of the Conference Room -

Heidi presented a concept that would encourage the use of the conference room by a wide variety of community-based organizations and individuals. The board listened and, after a general discussion of the issues that have arisen with outside use, Sally moved and Debed seconded a motion to support the concept Heidi presented. The motion passed unanimously.

Heidi will develop the concept and bring a proposal with a budget and marketing plan to the next Board meeting.

Building Handbook Revisions -

The handbook was distributed for review by the Board. The general consensus was that the current users of the building needed to review the handbook for policies. Their comments could then be brought back to the Board for review with modifications

The next meeting was set for November 20, 1996.

The meeting adjourned at 5:15 p.m.

Respectfully submitted by Kathleen Corley

KCMWB:min11/96

Anne - of FYI - we got one set - SS

The GAVZY Group

RECEIVED OCT 16 1996

October 13, 1996

Ms. Sally Sawyer
League of Women Voters
550 Rice Street
St. Paul, Minnesota 55103

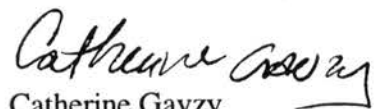
Dear Sally:

Enclosed are the financial statements for the Minnesota Women's Building for the month of September 1996. The income and expenses are typical for the month. Income is below budget as a result of the copier and conference room fees. In general these fees are significantly below budget for the year

Expenses are below budget with the exception of the Conference Room Set Up Charges and Repair materials. Total Expenses are significantly below budget for the month. Cash flow year to date is still above budget.

If you have any questions please give me a call.

Sincerely,



Catherine Gavzy
Director of Property Management

Enclosures

cc: Heidi Vardeman, Minnesota Women's Consortium
Deb Wilkens-Costello, Chrysalis
Kathleen Corley

INCOME STATEMENT - consolidated (*o06)
September, 1996

C:\DPM\ (2.102)
09/30/96
11:41 AM

PREPARED FOR :

PREPARED BY :

The Gavzy Group, LLC
2801 Wayzata Boulevard
Minneapolis, MN 55405

	Month to Date	%	Year to Date	%
INCOME				
RENT INCOME				
Rent Income	4,253.00	99.53	38,277.00	89.84
Total Rent Income	4,253.00	99.53	38,277.00	89.84
CONFERENCE ROOM INCOME				
Conference Room Rents	20.00	.47	794.50	1.86
Conf Room User Fees	0.00	0.00	800.00	1.88
Total Conf Room Income	20.00	.47	1,594.50	3.74
Copier Income	0.00	0.00	2,721.67	6.39
MISCELLANEOUS INCOME				
Other Misc Income	0.00	0.00	12.00	.03
Total Misc Income	0.00	0.00	12.00	.03
TOTAL INCOME	4,273.00	100.00	42,605.17	100.00
EXPENSES				
ADMINISTRATIVE EXPENSES				
Office Expenses	0.00	0.00	22.64	.05
Postage	8.24	.19	73.92	.17
Photocopying	24.05	.56	163.65	.38
Management Fee	425.00	9.95	3,825.00	8.98
Audit/Compilation	0.00	0.00	1,775.00	4.17
Telephone/Communications	57.41	1.34	520.13	1.22
Total Admin Expenses	514.70	12.05	6,380.34	14.98
OPERATING EXPENSES				
Janitorial Materials	153.74	3.60	1,137.24	2.67
Janitorial Contracts	877.40	20.53	7,933.24	18.62
Snow Removal	0.00	0.00	850.95	2.00

	Month to Date	%	Year to Date	%
Trash Removal	131.73	3.08	1,203.48	2.82
Total Operating Expenses	1,162.87	27.21	11,124.91	26.11
MAINTENANCE EXPENSES				
Fire & Security Contract	0.00	0.00	426.00	1.00
Fire & Security Supplies	9.15	.21	9.15	.02
Repairs Materials	204.98	4.80	211.58	.50
Repairs Contracts	484.62	11.34	3,716.28	8.72
Elevator Contracts	237.73	5.56	1,883.37	4.42
Maintenance Mileage	26.66	.62	134.58	.32
Total Maintenance Exp	963.14	22.54	6,380.96	14.98
UTILITY EXPENSES				
Electricity	866.38	20.28	7,034.50	16.51
Water & Sewer	0.00	0.00	669.02	1.57
Gas & Oil Heating Fuel	16.69	.39	948.44	2.23
Total Utility Expenses	883.07	20.67	8,651.96	20.31
TAXES & INSURANCE				
Property Taxes	96.75	2.26	870.75	2.04
Property Insurance	0.00	0.00	1,168.00	2.74
Total Taxes & Insurance	96.75	2.26	2,038.75	4.79
FINANCIAL EXPENSES				
Bank Service Charges	3.58	.08	87.72	.21
Total Financial Expenses	3.58	.08	87.72	.21
RESERVES				
Replacement Reserves	350.00	8.19	3,150.00	7.39
Total Reserves	350.00	8.19	3,150.00	7.39
CONFERENCE ROOM EXPENSES				
Conf Room Coordination	50.00	1.17	440.00	1.03
Conf Room Mgmt Services	0.00	0.00	5.50	.01
Conf Room Set-up Fees	207.75	4.86	797.38	1.87
Total Conf Room Expenses	257.75	6.03	1,242.88	2.92
COPIER EXPENSES				
Copier Rental	219.51	5.14	1,975.95	4.64
Copier Supplies	0.00	0.00	688.90	1.62
Copier Mgmt Services	0.00	0.00	236.50	.56
Total Copier Expenses	219.51	5.14	2,901.35	6.81

	Month to Date	%	Year to Date	%
	-----	-----	-----	-----
TOTAL EXPENSES	4,451.37	104.17	41,958.87	98.48
NET INCOME	-178.37	-4.17	646.30	1.52
BEGINNING BALANCE	3,149.13			
ENDING BALANCE	3,000.69			

BALANCE SHEET - consolidated (*o06)
September, 1996

C:\DPM\ (2.102)
09/30/96
11:41 AM

PREPARED FOR :

PREPARED BY :

The Gavzy Group, LLC
2801 Wayzata Boulevard
Minneapolis, MN 55405

ASSETS

Cash

Cash In Bank	3,000.69
Cash in Reserves	24,880.74
Cash in Tax Reserve	483.76
Cash in Ins Reserve	345.00

Total Cash 28,710.19

Accounts Receivable 1,590.48

TOTAL ASSETS 30,300.67

LIABILITIES & CAPITAL

Liabilities

Prepaid Rent 284.50

TAX LIABILITIES

Real Estate Taxes 424.78

Total Tax Liabilities 424.78

Total Liabilities 709.28

Capital

Owner Deposit 5,000.00

Retained Earnings -289.35

Replacement Reserves 24,880.74

Total Equity 29,591.39

TOTAL LIAB & CAPITAL 30,300.67

BUDGET COMPARISON - consolidated (*o06)
September, 1996

C:\DPM\ (2.102)

09/30/96

11:41 AM

PREPARED FOR :

PREPARED BY :

The Gavzy Group, LLC
2801 Wayzata Boulevard
Minneapolis, MN 55405

	MTD Actual	MTD Budget	MTD \$Var.	%	YTD Actual	YTD Budget	YTD \$Var.	%	Annual
INCOME									
RENT INCOME									
Rent Income	4,253	4,253	0	0.00	38,277	38,277	0	0.00	51,036
Total Rent Income	4,253	4,253	0	0.00	38,277	38,277	0	0.00	51,036
CONFERENCE ROOM INCOME									
Conference Room Rents	20	90	-70	-77.78	795	810	-16	-1.91	1,080
Conf Room User Fees	0	0	0		800	1,500	-700	-46.67	3,000
Total Conf Room Income	20	90	-70	-77.78	1,595	2,310	-716	-30.97	4,080
Copier Income	0	560	-560	-100.00	2,722	5,040	-2,318	-46.00	6,720
MISCELLANEOUS INCOME									
Draws from Reserves	0	117	-117	-100.00	0	1,050	-1,050	-100.00	1,400
Other Misc Income	0	0	0		12	0	12		0
Total Misc Income	0	117	-117	-100.00	12	1,050	-1,038	-98.86	1,400
TOTAL INCOME	4,273	5,020	-747	-14.87	42,605	46,677	-4,072	-8.72	63,236
EXPENSES									
ADMINISTRATIVE EXPENSES									
Office Expenses	0	0	0		23	0	-23		0
Postage	8	10	2	17.60	74	90	16	17.87	120
Photocopying	24	32	8	24.84	164	288	124	43.18	384
Management Fee	425	425	0	0.00	3,825	3,825	0	0.00	5,100
Audit/Compilation	0	142	142	100.00	1,775	1,275	-500	-39.22	1,700
Telephone/Communications	57	62	5	7.40	520	558	38	6.79	744
Misc Admin Costs	0	20	20	100.00	0	180	180	100.00	240
Total Admin Expenses	515	691	176	25.48	6,380	6,216	-164	-2.64	8,288
OPERATING EXPENSES									
Janitorial Materials	154	100	-54	-53.74	1,137	900	-237	-26.36	1,200

	MTD Actual	MTD Budget	MTD \$Var.	%	YTD Actual	YTD Budget	YTD \$Var.	%	Annual
Janitorial Contracts	877	1,017	139	13.70	7,933	9,150	1,217	13.30	12,200
Grounds Contracts	0	42	42	100.00	0	375	375	100.00	500
Snow Removal	0	0	0		851	570	-281	-49.29	950
Trash Removal	132	150	18	12.18	1,203	1,350	147	10.85	1,800
Total Operating Expenses	1,163	1,308	145	11.12	11,125	12,345	1,220	9.88	16,650
MAINTENANCE EXPENSES									
Fire & Security Contract	0	142	142	100.00	426	1,275	849	66.59	1,700
Fire & Security Supplies	9	0	-9		9	0	-9		0
Repairs Materials	205	100	-105	-104.98	212	900	688	76.49	1,200
Repairs Contracts	485	450	-35	-7.69	3,716	4,050	334	8.24	5,400
Elevator Contracts	238	203	-35	-17.16	1,883	1,826	-57	-3.13	2,435
Maintenance Mileage	27	2	-25	-1233.00	135	18	-117	-647.67	24
Total Maintenance Exp	963	897	-67	-7.42	6,381	8,069	1,688	20.92	10,759
UTILITY EXPENSES									
Electricity	866	817	-50	-6.09	7,035	7,350	316	4.29	9,800
Water & Sewer	0	71	71	100.00	669	638	-32	-4.94	850
Gas & Oil Heating Fuel	17	75	58	77.75	948	675	-273	-40.51	900
Total Utility Expenses	883	963	79	8.25	8,652	8,663	11	.12	11,550
TAXES & INSURANCE									
Property Taxes	97	100	3	3.25	871	900	29	3.25	1,200
Property Insurance	0	115	115	100.00	1,168	1,031	-137	-13.26	1,375
Total Taxes & Insurance	97	215	118	54.91	2,039	1,931	-108	-5.57	2,575
FINANCIAL EXPENSES									
Bank Service Charges	4	0	-4		88	0	-88		0
Total Financial Expenses	4	0	-4		88	0	-88		0
RESERVES									
Replacement Reserves	350	350	0	0.00	3,150	3,150	0	0.00	4,200
Total Reserves	350	350	0	0.00	3,150	3,150	0	0.00	4,200
CAPITAL EXPENDITURES									
Capital Expenditures	0	117	117	100.00	0	1,050	1,050	100.00	1,400
Total Captl Expenditures	0	117	117	100.00	0	1,050	1,050	100.00	1,400
CONFERENCE ROOM EXPENSES									
Conf Room Coordination	50	50	0	0.00	440	450	10	2.22	600
Conf Room Mgmt Services	0	20	20	100.00	6	180	175	96.94	240
Conf Room Set-up Fees	208	50	-158	-315.50	797	450	-347	-77.20	600
Conf Room Supplies	0	4	4	100.00	0	38	38	100.00	50

DELINQUENT PAYMENT

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09/30/96
8:20 AM

UNIT#	TENANT NAME	PAST DUE	RENT	DEPOSIT	MOVE IN	LAST INC	SQ.FT.	TELEPHONE (H/O)
TENANT#	ADDRESS	30 days	NEW RENT	INTEREST	MOVE OUT	NEXT INC	\$/SQ.FT	REMARKS
STATUS		60 days	LATE FEE	LASTMNTH	LEASE TO	INSURED	CAM	
		90 days	INDEX	DUE DAY	PAID TO		% SQ.FT	

o06-01 Minnesota Women's Building

104	Children's Defense Fund	1219.20	1153.00	0.00	06/15/88	01/01/96	0	612-227-6121
cdf1	Minnesota Women's Building	66.20	0.00	0.00		01/01/97	0.00	Susan Castelanno
Occupant	550 Rice Street	0.00	0.00	0.00	12/31/99		.0	
	St.Paul, MN 55103	0.00	0.00	1			.0	

o06-02 MN Women's Building

1	LOTT - Annie Lee	20.00	0.00	0.00			0	
lott	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		20.00	0.00	0			.0	

1	League of Women Voters	190.00	0.00	0.00			0	
lwv2	MN Women's Building	10.00	0.00	0.00			0.00	
Occupant	Conference Room	20.00	0.00	0.00			.0	
		140.00	0.00	0			.0	

1	Otis Campaign	22.50	0.00	0.00			0	
otis	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		22.50	0.00	0		.0		

1	Older Women's League	20.00	0.00	0.00			0	
owl2	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Conference Room	0.00	0.00	0.00			.0	
		20.00	0.00	0			.0	

1	WAND National Office	65.00	0.00	0.00			0	202-543-8505
wand	110 Maryland Ave. N.E.	65.00	0.00	0.00			0.00	Debra Waldin
Occupant	Washington, D.C. 20002	0.00	0.00	0.00			.0	
		0.00	0.00	0			.0	

o06-03 MN Women's Building

1	Minnesota \$\$ Million	3.78	0.00	0.00			0	
mn\$\$	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		3.78	0.00	0		.0		

UNIT#	TENANT NAME	PAST DUE	RENT	DEPOSIT	MOVE IN	LAST INC	SQ. FT.	TELEPHONE (H/O)
TENANT#	ADDRESS	30 days	NEW RENT	INTEREST	MOVE OUT	NEXT INC	\$/SQ. FT	REMARKS
STATUS		60 days	LATE FEE	LASTMNTH	LEASE TO	INSURED	CAM	
		90 days	INDEX	DUE DAY	PAID TO		% SQ. FT	

1	Agenda 2000 - Jobs Now	50.00	0.00	0.00			0	
agenda	MN Women's Building	0.00	0.00	0.00			0.00	
Occupant	Copier	0.00	0.00	0.00			.0	
		50.00	0.00	0		.0		

1590.48	1153.00	0.00	0
141.20	0.00	0.00	0.00
20.00			
256.28			

MINNESOTA ■ ■ ■ ■
WOMEN'S ■ ■ ■ ■
CONSORTIUM ■ ■ ■ ■

RECEIVED NOV 25 1996

MINNESOTA WOMEN'S BUILDING ■ 550 RICE STREET ■ ST. PAUL, MINNESOTA 55103 ■ (612) 228-0338 ■ FAX (612) 292-9417

MEMO

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FROM HEIDI VARDEMAN *Heidi*

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Probably breakfast in 1996

We have some important things to consider:

Set up cost \$45.00/time

1. Proposed budget for 1997

2. Plan for outreach to new groups
marketing

underwriting of expenses
system for "hosting" groups

{ Lynn Crosby will host groups/ will be use of njay conference room free

3. Request for a computer "garage"

4. Parking space reassignment

Please bring to the meeting an accounting of any parking passes that your staff members/volunteers have.

I propose that at the back of the building each of the three general spaces should be assigned to each of the three partners. In order to accomplish this, we need to reissue all parking passes.

5. *Sign building accounts*

Any other items for discussion? If so, please call Lorraine at 228-0338.



MINNESOTA WOMEN'S BUILDING
Joint Meeting of the Building and Management Committees

MINUTES
September 11, 1996

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The meeting adjourned at 5:15 p.m.

Respectfully submitted by Kathleen Corley

KCMWB:min11/96

Anne Breckbill ^{Marysalis} Julie Kuncel

BTO

Management
Company

9800 Shelard Parkway
Suite 220
Minneapolis
Minnesota 55441
(612) 545-9174
Fax: (612) 593-2598

\$46/setup — not
breakdown
\$33.00/hr
\$10.00/Trip
\$45.00 for setup

October 5, 1993

Gloria Griffin
MINNESOTA WOMEN'S CONSORTIUM
550 Rice Street
St. Paul, Minnesota 55103

Re: Parking Tags

Dear Ms. Griffin:

Enclosed please find new parking tags for the parking lot at 525 Park Street, which are to be effective immediately. Please distribute according to the attached list, making sure the tag number goes to the correct person. Any vehicle not showing the black tag after October 15th will be towed.

If there are any errors on the list, please let me know. Also, please discard the orange tags.

If you have any questions, please give me a call.

Sincerely,

BTO MANAGEMENT COMPANY

Cheryl Smith

Cheryl K. Smith

Enclosure

MINNESOTA WOMEN'S CONSORTIUM

0226 - LWV
 0227 - LWV - Sally Sawyer
 0228 - LWV - Rose Krauser
 0229 - LWV
 0230 - LWV
 0231 - MWC - N.O.W. ✓
 0232 - Consortium - Grace Harkness ✓
 0233 - LWV
 0234 - CDF - Laura Kadwell
 0235 - CDF - Susan Brekke
 0236 - CDF - Luanne Nyberg
 0237 - MWC - ~~Erica Hendrixson~~ ✓
 0238 - Lorraine Hart ✓
 0239 - Catherine Gavzy
 0240 - Catherine Gavzy
 0241 - Catherine Gavzy
 0242 - Catherine Gavzy
 0243 - Catherine Gavzy
 0244 - Catherine Gavzy

Judy Melanson ✓

Chrysalis

6
heaps

Ann Bergen

MINNESOTA ■ ■ ■ ■
WOMEN'S ■ ■ ■ ■
CONSORTIUM ■ ■ ■ ■

MINNESOTA WOMEN'S BUILDING ■ 550 RICE STREET ■ ST. PAUL, MINNESOTA 55103 ■ (612) 228-0338 ■ FAX (612) 292-9417

November 22, 1996

TO: The Minnesota Women's Building Partnership Committee (actually only
LWV and MWC as Chrysalis is out of this)

FROM: Lorraine, MWC

RE: FAX Machine

We have a significant problem with our FAX. It has been repaired and it still is registering this huge black column on outgoing faxes. We don't see it here, but the people getting the fax do. The next step is to send the entire FAX to Hewlett Packard the manufacturer. Their minimum charge is \$250.

This to let you know that right now we are using a loaner machine from the dealer who sold us the original fax. Everyone who has used it says it is great as it has a memory feature which holds the telephone number and you don't have to stand there for a hundred years while the papers are read -- it will automatically just run your papers through and send them while you are not there --- you get your papers back right away.

I have attached a sheet with pricing information on this machine. To buy it outright is \$849.00. Where do I go from here? Please let me know ASAP as they will have to take this machine back and we're stuck with equipment that is not the best.

Thank you for your prompt attention and cooperation.

P. S. The original price for the machine we have which really has no value, except for parts, was \$1,850 back in 1992. Goes to show when things are rather new, they are rather costly.



SHARP

LASER PLAIN PAPER FAX

PRICE LIST

	<u>PURCHASE</u>	<u>12-MO LEASE</u>	<u>18-MO LEASE</u>	<u>24-MO LEASE</u>
SHARP FO-2600	\$875.00	\$75.00/Mo	\$55.00/Mo	\$43.00/Mo
*Toner	60.00			
*Drum	85.00			
1 MB Memory	160.00			
SHARP F-2700 M	\$1045.00	\$93.00/Mo	\$64.00/Mo	\$49.00/Mo
*Toner	60.00			
*Drum	85.00			
1 MB Memory	160.00			
SHARP FO-4850	\$1898.00	\$164.00/Mo	\$111.00/Mo	\$85.00/Mo
*Toner	195.00			
*Drum	185.00			
1 MB Memory	165.00			
2 MB Memory	265.00			
FO-48RS	208.00			

LEASE: Leases are billed monthly, with the option to purchase at a 10% buyout

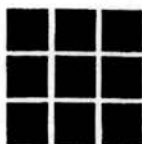
FACTORY WARRANTIES

90 Days

MAINTENANCE AGREEMENTS

\$250.00/Yr

* Toner, and Drum included in the price of new Equipment
Delivery, Installation, and Training also included

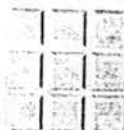


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(612) 631-1978

SHARP®

FO-2600

Plain Paper Laser Facsimile



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Rosemary Mehl

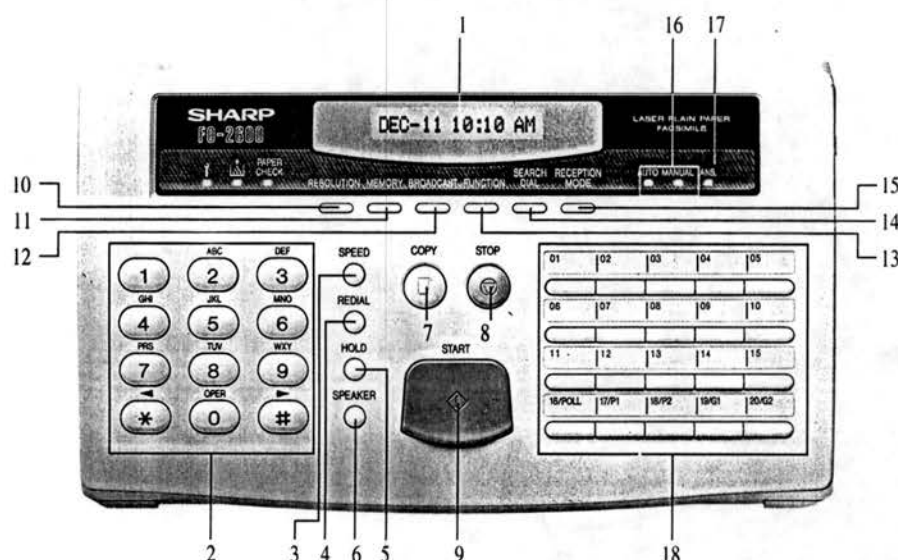
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FO-2600

Control Panel



1. LCD display
2. Numeric keys
3. SPEED DIAL key
4. REDIAL key
5. HOLD key
6. SPEAKER key
7. COPY key
8. STOP key
9. START key
10. RESOLUTION key
11. MEMORY key
12. BROADCAST key
13. FUNCTION key
14. SEARCH/DIAL key
15. RECEPTION MODE
16. AUTO/MANUAL keys
17. ANSWERING key
18. Rapid keys

Specifications

Type

Desktop

Applicable line

Public switched telephone network

Data compression

MH and Sharp's proprietary system

Transmission time

13 seconds*

Transmission speed

9,600-2,400 bps with automatic fallback

Memory

512 KB (39 pages, ECM off)**

Optional upgrade to 1MB (for 95 pages total)

Resolution

Horizontal: 203 pels/inch

Vertical: 392 lines/inch (Superfine mode)

196 lines/inch (Fine/Halftone mode)

98 lines/inch (Standard mode)

Max. document width

8.5" (216 mm)

Max. scanning width

8.3" (210 mm)

Max. recording width

8.0" (203 mm)

Paper size (W x L)

Letter: 8.5" x 11" (216 x 279 mm)

Legal: 8.5" x 14" (216 x 356 mm)

Paper capacity

100 sheets (20 lbs or 80g/m²)

Operating temperature

50°-86°F (10°-30°C)

Operating humidity

30-80% (without condensation)

Dimensions (W x D x H)

14.2" x 16.2" x 6.7"

(360 x 412 x 169 mm)

Weight

15 lbs (6.8 kg)

Power requirement

120V AC ±10%, 60Hz

Power consumption

Max. 470W (standby: 7W)

**Based on ITU-T (CCITT) test chart #1 at standard resolution in Sharp's special mode.*

***Based on ITU-T (CCITT) test chart #1 at standard resolution in reception and copy mode.*

As an ENERGY STAR partner, Sharp has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

Design and specifications subject to change without notification.



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SHARP CORPORATION OSAKA, JAPAN
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Chrysalis

A CENTER FOR WOMEN

2650 Nicollet Avenue South

Minneapolis, MN 55408

(612) 871-0118

Fax (612) 870-2403

TTY (612) 871-3652

RECEIVED NOV 05 1995

Minnesota Women's Building
Building and Management Committee

November 15, 1995

4:00 P.M.

AGENDA

Review Minutes from June 28, 1995 —

Review/Update Roster of Committee

Financial report:

- 1) Current financials —
- 2) Review 1996 draft

Banking Resolution - Action item 1 -

Other:

Sally Sawyer — first signator
Debi Wolfson — second signator

(bwn)
- partnership - Betty Bredemus
399.15 — checking balance
(management) Catherine Cauby
Building

18943.67
savings
account
3.2% 1/29
25496.43
4.88%

Attachments:

- 1) Minutes from June meeting
- 2) Committee roster

See you then!
Deb Dukens-Costello

MINNESOTA WOMEN'S BUILDING
Joint Meeting of the Building and Management Committees

MINUTES
June 28, 1995

Present: Gloria Griffin/MWC; Kathleen Corley/MWC; Sally Sawyer/LWV, Lorraine Hart/MWC, and Catherine Gavzy/Gavzy, Gavzy & Owens/Property Managers.

The Agenda was set, and is reflected in the order of the minutes.

Building Issues: Copier and Awning

1. Lorraine presented a proposal to the Committees that requested that an awning be put up over the back door to protect building residents from inclement weather as they entered. Her proposal included a financing plan that called for the Building to participate in a program managed by NEAR that would pay for half of the cost of the awning.

Staff had solicited three verbal bids all from companies who felt that installation of an awning over the door could be achieved without encumbering traffic entering the parking lot, and would meet the needs of the tenants.

Discussion followed about the effect on the budget, minimal at approximately \$300.00. The Committee thanked Lorraine for her efforts and direct Catherine Gavzy to pursue the installation of an awning in a timely fashion so as to meet the timeline of NEAR and secure the matching grant.

2. Lorraine also presented the Committee with a listing of the advantages of upgrading the current building copier. Her recommendation was to proceed with the pricing of a new copier since it would warm up faster, produce better quality copies, and have a lower base payment and a lower monthly service charge. The Committee took no action since a conclusion could not be reached about the overall financial effect of the change.

Minutes:

The minutes from the April 27, 1995 were reviewed and approved as presented.

Financials:

The financials for the period ending May 31, 1995 were reviewed and accepted for filing.

There being no further business the meeting was adjourned at 5:15 p.m.

Respectfully submitted by: Kathleen Corley

Members
Partner and Management Committees
MINNESOTA WOMEN'S BUILDING
October 1995

(10/22/95)

MINNESOTA WOMEN'S CONSORTIUM

Grace Harkness/Dede Wolfson

550 Rice Street

St. Paul, Minnesota 55103

PHONE: 612-228-0338 FAX: 612-292-9417

Kathleen Corley

The Stevens Group

570 Asbury Street - Suite 207

St. Paul, Minnesota 55104

PHONE: 612-641-0398 FAX: 612-647-0013

MINNESOTA LEAGUE OF WOMEN VOTERS

Anne Borgen and Sally Sawyer

550 Rice Street

St. Paul, Minnesota 55103

PHONE: 612 224-5445 FAX: 612-292-9417

CHRYSAEIS

Deb Roche Wilkens - Costello

2650 Nicollet Avenue South

Minneapolis, Minnesota 55408

PHONE: 612-~~871-0118~~ FAX: 612-870-2403

870-2417

*Lisa Hinckle -
Dev & Marketing*

OTHERS:

Betty Bredemus

1285 Sylvan Street

St. Paul, Minnesota 55117

PHONE: FAX:

Catherine Gavzy

Gavzy-Gavzy-Owens

2801 Wayzata Boulevard

Minneapolis, Minnesota 55405-2130

PHONE: 612-374-9040 FAX: 612-374-5338

Corrine Ecklund, Attorney at Law

Felhaber, Larson, Fenlon & Vogt

2100 Minnesota World Trade Center

30 East 7th Street

St. Paul, Minnesota 55101

PHONE: 612-222-6321 FAX: 222-8905

MINNESOTA WOMEN'S BUILDING
PROPOSED 1996 BUDGET (w/ Rent Increase)

500

	Detail	1996 Budget	1995 Budget	1994 Budget
OPERATING INCOME				
Office Rents	Minnesota Womens Consortium \$1047.16	\$12,566	\$14,550	
	League of Women Voters \$1403.976.44	\$16,848	\$12,376	
	Chrysalis \$648.87	\$7,786	\$11,749	
	Childrens Defense Fund \$1153.00	\$13,836	\$10,933	
Rental Income		\$51,036	\$49,608	\$43,111
Misc. Income		\$0	\$0	\$120
Draw From Reserves	Cyclical painting	\$1,400		
Total Operating Income		\$52,436	\$49,608	\$43,231
OPERATING EXPENSES				
Administrative				
Office Supplies	\$10/mo.	\$0	\$120	\$204
Postage	\$10/mo.	\$120	\$72	
Photocopying	\$32/mo.	\$384	\$96	
Audit		\$1,700	\$1,700	\$1,700
Management Fee	\$425/mo.	\$5,100	\$5,100	\$4,800
Telephone	\$62/mo. for elevator	\$744	\$744	\$744
Misc. Admin. Expenses	bank charges \$20/mo.	\$240	\$240	\$240
Total Admin Expense		\$8,288	\$8,072	\$7,688
Operating				
Janitorial Contracts	\$925/mo. + \$750 crpt + \$150 windows + \$300 walls	\$12,200	\$11,700	\$11,700
Janitor Supplies	\$40/mo + \$60/mo. 12 mos. mats	\$1,200	\$1,620	\$1,500
Grounds Contracts	\$100/mo x5	\$500	\$300	\$300
Rubbish Removal	\$135/mo. + \$15/mo recycling x 6	\$1,800	\$1,600	\$1,800
Snow Removal Contract	\$160/mo x 5 mos. + salt \$150	\$950	\$1,200	\$1,200
Total Operating Expense		\$16,650	\$16,420	\$16,500
Maintenance				
Security System Monitoring	\$1000 monit. + \$500 repairs + \$135 fee + \$45 ext.	\$1,700	\$2,030	\$1,635
Maintenance Contracts	\$450/mo.	\$5,400	\$6,000	\$4,800
Repairs Materials	\$100/mo.	\$1,200	\$1,200	\$1,020
Elevator Contract	\$200/mo. + \$35 inspection fee	\$2,435	\$2,375	\$2,315
Maintenance Milage	\$2/mo. average	\$24	\$120	\$0
Total Mainten. Expense		\$10,759	\$11,725	\$9,770
UTILITY EXPENSE				
Electricity	\$770/mo. (95- 1st 6 mos. expense) with 5% increase	\$9,800	\$9,200	\$8,600
Water & Sewer	\$185/qtr. + 15% increase + \$35 sprinkler fee	\$850	\$1,150	\$760
Heating Fuel	\$70/mo. (95- 1st 6 mos. expense) with 5% increase	\$900	\$735	\$700
Total Utility Cost		\$11,550	\$11,085	\$10,060
Taxes & Insurance				
Property & Liability Insurance	1995 premium-\$1250 + 10% increase	\$1,375	\$1,500	\$1,265
Property Taxes	\$1150 +5%	\$1,200	\$700	\$973
Total Prop & Insur Taxes		\$2,575	\$2,200	\$2,238
Reserves	Increase to \$350/mo.	\$4,200	\$3,600	\$3,600
Capital Expenditure	Cyclical Painting	\$1,400		

MINNESOTA WOMEN'S BUILDING
PROPOSED 1996 BUDGET (w/ Rent Increase)

	Detail	1996 Budget	1995 Budget	1994 Budget
Total Operating Expenses		\$55,422	\$53,102	\$49,856
NET OPERATING INCOME (LOSS)		(\$2,986)	(\$3,494)	(\$6,625)
CONFERENCE INCOME				
Conference Room Rents	approximately \$90/mo.	\$1,080	\$600	\$3,000
User Fees	two semi-annual payments from Bldg funds	\$3,000	\$3,000	\$1,600
Total Conference Income		\$4,080	\$3,600	\$4,600
CONFERENCE EXPENSES				
Management Services	\$20/mo.	\$240	\$420	\$540
Coordination Services	\$50/mo.	\$600	\$600	\$750
Set-Up Expenses	\$50/mo.	\$600	\$120	\$1,200
Supplies		\$50	\$50	\$100
Total Conference Expenses		\$1,490	\$1,190	\$2,590
NET CONF. INCOME (LOSS)		\$2,590	\$2,410	\$2,010
COPIER INCOME				
Copier Fees	approx. 96,00 copies @ \$.07 (based on 10 mos 1995)	\$6,720	\$8,470	\$12,075
COPIER EXPENSES				
Copier Rental Expense	\$220/mo. rental + \$1800 service	\$4,440	\$4,440	\$4,440
Copier Supplies	\$25/mo average	\$300	\$1,320	\$1,200
Copier Mgmt Services	\$25/mo. average	\$300	\$600	\$600
Total Copier Expenses		\$5,040	\$6,360	\$6,240
NET COPIER INCOME (LOSS)		\$1,680	\$2,110	\$5,835
NET COPIER/CONF. INCOME (LOSS)		\$4,270	\$4,520	\$7,845
TOTAL BLDG. INCOME (LOSS)		\$1,284	\$1,026	\$1,220

MINNESOTA WOMEN'S BUILDING PROPOSED 1996 BUDGET

	Detail	1996 Budget	1995 Budget	1994 Budget
OPERATING INCOME				
Office Rents	Minnesota Womens Consortium \$1026.63	\$12,320	\$14,550	
	League of Women Voters \$1376.44	\$16,397	\$12,376	
	Chrysalis \$635.15	\$7,622	\$11,749	
	Childrens Defense Fund \$1153.00	\$13,836	\$10,933	
		\$50,175	\$49,608	\$43,111
Misc. Income		\$0	\$0	\$120
Draw From Reserves	Cyclical painting	\$1,400		
Total Operating Income		\$51,575	\$49,608	\$43,231
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