

**Administration Committee Meeting**  
**Monday, March 7, 2005**  
**MINUTES**

**PRESENT:** Rachel Baum, Cris Blanchard, Mary Muller, Nancy Pieri, James Reilly, Philip Ritter, Heidi Fuge

The meeting was called to order at 4:00 PM by J. Reilly, Chair.

**I. CONTRACT FROM REALTOR**

The Committee members reviewed the contract from Prudential Blake Atlantic Realtors to market the vacant space in the building. Discussion regarding the fact that when a tenant is found and a lease is signed, the Realtors will get a 6% commission for the first term of the lease (payable at lease signing) and then 4% ongoing for the length of the tenancy.

J. Reilly noted that the least expensive way to set up the lease would be to make it a one-year lease with the rate guaranteed for five years (4 one-year renewal options). That way, the commission would be paid one year at a time with the 6% for the first year and 4% thereafter.

**BOARD ACTION REQUIRED**

**MOTION:** J. Reilly moved to recommend that the Board approve the contract with Prudential Blake Atlantic Realtors with the understanding that the lease with a new tenant would be set up on the above terms. C. Blanchard seconded. Unanimous.

**II. SPEAKER FOR ANNUAL DINNER MEETING**

Discussion regarding "OiNk - Only in New York" as the main presentation at the Annual Meeting. H. Fuge reported that she contacted the organization and they charge approximately \$3,500 for an hour presentation. It could be less since UHLS would not be asking for an hour-long performance. Would it be possible to get at least part of the cost underwritten by a sponsor? J. Reilly will bring the issue to the Board and see if there are any suggestions for potential sponsors.

**MOTION:** R. Baum moved that if at least partial sponsorship for the performance has not been established by March 25<sup>th</sup>, then another speaker should be located. Possibly Deborah Onslow, President and General Manager at WMHT. N. Pieri seconded. Unanimous.

4:30 PM - Meeting adjourned.

**NEXT MEETING: Monday, April 11<sup>th</sup> at 4:00 PM**

Heidi A. Fuge  
3/8/05