



Portage Parks Foundation Meeting Minutes

January 9, 2020

Portage Parks Foundation Board: Pete Strazdas, Steve Meier, Patti Lent, Jeff Ruhland

Board Absent (excused): Sue Williams, Charles Thomas

Board Absent (unexcused): Ray Steadmon

Guests: Ms. Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services

Mr. Jon Peer – Chairperson, Portage Parks Board

Board Meeting called to order by Mr. Strazdas at 5:32 pm. Roll recorded by Mr. Meier, 4 of 7 Board Members present. Motion to approve January Meeting Agenda by Mr. Ruhland, second by Ms. Lent. Unanimous vote to approve.

I. APPROVAL OF NOVEMBER 2019 MEETING MINUTES

Motion to approve November minutes by Mr. Ruhland, second by Ms. Lent. Unanimous vote to approve.

II. 2020 MEETING CALENDAR

Motion to approve 2020 meeting calendar by Ms. Lent, second by Mr. Ruhland.

Unanimous vote to approve.

Jan 9, 2020

Mar 12, 2020 – changed to Mar 5, 2020

May 14, 2020

Jul 9, 2020

Sep 10, 2020

Nov 12, 2020

III. APPROVAL OF SPECIAL MEETING MINUTES

Not applicable

IV. FINANCIAL UPDATE

- a. PayPal account status completed per Mr. Ruhland. Jeff reported that a Card Reader was not received from PayPal. Mr. Ruhland to follow-up with PayPal. Transfer the existing \$400 into the new PayPal account is still open. This will be a one-way transfer with the Portage Parks Board. For this transaction to initiate, the Portage Parks Board will be required to do the following:



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1. Portage Parks Board will be required to vote on the transaction
 2. Acknowledge the transaction to Portage Parks Foundation
- b. *Income/Expense Budget Statement* – Mr. Ruhland
Income: \$74.50 reported in the Portage Parks Foundation Huntington Account Bank Statement.
Expenses: no expenses received since November 2019.
- c. *Donations Received* - Mr. Ruhland
Following donations received from the Portage Parks Board:
- National Night Out Event - \$50.00
 - Great American Campout Event - \$41.00
 - Pig Out with Public Safety Event - \$71.65
- Total – \$162.65 for deposit**
- d. *Invoices Received* - Mr. Ruhland
No invoices received.
- e. *Payment Approvals* - Mr. Ruhland
No payment approvals to approve.

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* - Ms. Williams
Mr. Meier to follow-up with the website developer to attach/link the donation form designations (3 fund raising projects) to the PayPal account.
- b. *Emails & Responses* - Mr. Thomas
Mr. Thomas was not available for the meeting, therefore presentation will be deferred to March 2020.
- c. *Printed Literature Piece* - Mr. Steadmon (support by Ms. Hoyle)
Mr. Steadmon was not available for the meeting, therefore presentation will be deferred to March 2020.
 1. Utilize the existing website content.
 2. Mr. Steadmon to investigate a layout, possibly using a business card for potential donors to keep. Three (3) step process on the business card: Who the PPF is? Why the PPF was created? How to donate? Target Date to complete by May 2020.



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VI. FY20 PROJECTS UPDATE

- a. *Bike Repair Station* – Kalamazoo Bike Club would like to provide a donation to support bike repair stations. Ms. Hoyle with follow-up in March 2020 with status.
- b. *Wheelchair Swing* – **has been removed from the website** due to the complexity of the project. The project will be removed from the Portage Parks Foundation meetings to review.
- c. *Trail Endowment Fund* – fund must reach \$50,000 limited before it can be enacted
- d. *General Fund* – no update as of January 2020 meeting.

VII. NEXT STEPS & ADJOURNMENT

- a. Ms. Lent reported that the Portage Parks Foundation should be receiving by the end of January a matching donation check from J.P. Morgan Financial for her \$50 donation.
- b. Portage Oktoberfest 2020 fundraising (October 3, 2020 available at Celery Flats)
 1. Partnership with several community sponsors. Investigate further by next meeting in March 2020.
 2. Create the Oktoberfest Event Sponsorship document to initially present to area company sponsors. Ms. Hoyle will revise and present to the board members.
 3. Provide a donation station in each of the Portage Park locations. Information provided, a drop box for currency, as well as other ways to electronically donate...possible step by step signage for the community to link with the PPF website.
- c. Ms. Hoyle presented that a space in the Portager Publication will be scheduled for appeals to year-end donations in the October 2020 publication.
- d. Mr. Peer requested volunteers are needed for the upcoming Portage Parks events:
 - Green-a-thon – April 18, 2020 (4 hours duration, 2 PPF board members)
 - Great American Campout – June 27th – 28th, 2020 (volunteers required at Romona Park location)
- e. Motion to adjourn was made by Mr. Ruhland, second provided by Ms. Lent at 6:35 pm. Unanimous vote to adjourn.



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Next Meeting: March 5, 2020 at 5:30 pm at Portage City Hall, Conference Room #1.

Respectfully Submitted,

Mr. Steven Meier

Portage Parks Foundation Board Secretary