



## Portage Parks Foundation Meeting Minutes

January 11, 2023

**Portage Parks Foundation Board Present:** Steve Meier, Charles Thomas, Shannon Myers, Chris Fusciardi and Pete Strazdas

**Board Absent (excused):** Sue Williams, Patti Lent

**Board Absent (unexcused):** N/A

**Guests:** Ms. Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services  
Mr. Jason Kamrath – Potential new board member

Meeting and Roll started by Mr. Strazdas at 5:30 pm.

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### I. APPROVAL OF NOVEMBER 9, 2022 MEETING MINUTES

Motion to approve November 9, 2022 minutes by Mr. Thomas, second by Mr. Fusciardi. Unanimous vote to approve.

### II. 2023 MEETING CALENDAR

Mar 8, 2023	Sep 13, 2023
May 10, 2023	Nov 8, 2023
Jul 12, 2023	

### III. APPROVAL TO AMEND THE PPF BOARD ARTICLES OF INCORPORATION

A discussion was initiated by Mr. Strazdas to amend Article VII of the Portage Parks Foundation Board Articles of Incorporation to read “not more than 9” board members from “not more than 7” board members.

A motion to approve the amendment of the Articles of Incorporation was initiated by Mr. Thomas, second by Mr. Fusciardi. Unanimous vote to approve.

### 2023 SPECIAL FINANCIAL REPORTING DATES:

- a. LARA State of Michigan Fee – pay fee on or before October 1<sup>st</sup> of 2023
- b. Federal 990 Form – submit to IRS on or before November 15<sup>th</sup> of 2023  
(file for time period 01Jul2022 thru 30Jun2023: Balance & Interest records req’d).



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### IV. FINANCIAL UPDATE – Mr. Fusciardi

- a. *PayPal Account Status* - \$0
- b. *Huntington Bank Account* – Balance: \$43,285.95
- c. *Income/Expense Budget Statement*
  - Income - \$0
  - Expense - tement)  
\$750.58 (Huntington Bank Fraudulent Check) – Huntington Fraud Investigation in-process. Mr. Fusciardi filed a police report. A Money Market account was opened. When Huntington Bank closes the fraudulent case, the original checking account will be closed and the new Money Market account will stand alone. A \$10k monthly minimum balance will need to be maintained to not be charged with a \$10 monthly fee. Mr. Fusciardi to advise in March 2023 meeting.
- d. *Project Fund Balances*
  1. General Fund – \$684.22
  2. Bike Repair Stations - \$50
  3. ADA Swing - \$0
  4. Trail Endowment - \$1,300
  5. Scholarship Program - \$10
  6. Inspirational Garden (Judy Acker-Smith) - \$41,241.73
- e. *Donations Received*
  - \$12,500 (for the Judy Acker-Smith Fund)
- e. *Invoices Received*
  - \$20.00 payment to LARA for annual fee for 2022
  - \$10.00 minimum monthly fee for the new Money Market account
- f. *Payment Approvals*

Motion to approve two invoices received by Mr. Fusciardi, second by Ms. Myers. Unanimous vote to approve.



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### V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
  - During meeting, Ms. Hoyle noted to update the new Parks & Recreation location address of 320 Library Lane. Mr. Meier to update.
  - During meeting, Mr. Fusciardi noted to update the Board Member names and photo. Ms. Myers suggested member headshot photos to the website rather than a group photograph. Mr. Meier to request board member photos to update the website.
- b. *Emails & Responses* - Mr. Thomas
  - No emails or responses
- c. *LARA & IRS Form 1023 Status* - Mr. Strazdas
  - LARA – Mr. Fusciardi stated the 2022 LARA fee was paid for 2022.
  - IRS – Ms. Myers noted no new activity required until July 2023.

### VI. FY21 PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined (no new activity)
  - **Eliason Nature Reserve Trail – completed and operational**
  - **Celery Flats – completed and operational**
  - Bicentennial Park at Portage Creek
  - Lakeview Park
  - Bicentennial Trail Head at Kilgore Rd.
- b. *Trail Endowment Fund* – no new activity
- c. *Scholarship Program* – no new activity
- d. *ADA Swing* - no new activity
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
  - i. Awaiting formal approval by the Portage City Council regarding the naming of the Acker-Smith family inspirational garden. A letter will be submitted to the Portage City Council by Ms. Hoyle by January 13, 2023. Status update by the March 2023 meeting.
  - ii. Several target groups and foundations will be the next step to raise additional funding to reach the \$150k goal.



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### VII. NEXT STEPS & ADJOURNMENT

- a. Review purchase of a vertical banner identifying the Portage Parks Foundation at fundraising community events. Ms. Williams provided the updated status that a local company (Sign Art) would like to review donating the 3'x 5' banner to the PPF. Ms. Hoyle will forward the new QR Code with new 320Library Lane address & information to Ms. Williams.
- b. Fundraising Sponsorship opportunities for future Fundraising:
  - Corporate Sponsor(s) by park location – an etched glass plaque of the corporate sponsor was under discussion. More discussion to progress regarding ideas, costs. Labor vs. Monetary Donation (\$1k, \$5k or \$10k sponsorship amounts). Nineteen (19) parks in total. The sponsorship opportunity will be introduced in the 2023 Sponsorship Program. Ms. Conklin will follow-up with Ms. Hoyle regarding the details to implement into the 2023 Sponsorship Program. **STATUS: No change**
  - Portage Parks Annual Membership – discussion pertained to the Portage Senior Center membership and their success. Ms. Hoyle will provide the 5 different levels that can be potentially added to the website. Ms. Hoyle to provide an update during the March 2023 meeting.
  - Potential for Historical Markers throughout the Portage Parks System **STATUS: No change**
    - 12 site locations determined, w/ possibility of 15 total
    - Idea to create an “Historical Bike Tour” connecting each historical marker
    - PPF branding: place logo and information/donation QR code on the signage
    - Research a “Go Fund Me” page for Historical Markers throughout the trails.
    - Historical markers with “Art Work” will be the theme. 12 to 15 local artists have interest in the project.
  - Octoberfest 2023: event date scheduled for October 7, 2023. Mr. Meier will schedule a sub-committee meeting in February 2023 for further event preparation.



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- Mr. Jason Kamrath was introduced to the Portage Parks Foundation to become a new volunteer board member. After discussion with the board, a motion was initiated by Mr. Meier to approve Mr. Kamrath as a new board member, second by Mr. Thomas. Unanimous vote to approve. Welcome to the Portage Parks Foundation Board Mr. Kamrath.

Meeting adjourned at 6:30 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Meier.

**Next Meeting:** March 8, 2023 at 5:30 pm in the Parks & Recreation conference room at 320 Library Lane in Portage.

Respectfully Submitted,

Steven Meier  
Portage Parks Foundation Board Secretary