



Portage Parks Foundation Meeting Minutes

January 12, 2022

Portage Parks Foundation Board Present: Steve Meier, Patti Lent, Pete Strazdas, Charles Thomas and Sue Williams

Board Absent (excused): Jeff Ruhland

Board Absent (unexcused): N/A

Guests: Ms. Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services
Mr. Jon Peer – Portage Parks Board Representative

Meeting and Roll started by Mr. Strazdas at 5:29 pm.

I. APPROVAL OF DECEMBER 9, 2021 MEETING MINUTES

Motion to approve December 9, 2021 minutes by Mr. Thomas, second by Ms. Lent. Unanimous vote to approve.

II. 2022 MEETING CALENDAR (REMAINING DATES)

Mar 9, 2022 May 11, 2022
Jul 13, 2022 Sep 14, 2022
Nov 9, 2022

III. APPROVAL OF SPECIAL MEETING MINUTES

Not applicable

IV. FINANCIAL UPDATE – Mr. Meier (in place of Mr. Ruhland absence)

- a. *PayPal Account Status* - \$0.00
- b. *Huntington Bank Account* – Balance: \$32,151.12
- c. *Income/Expense Budget Statement*
- d. *Project Fund Balances*
 1. General Fund - \$323
 2. Bike Repair Stations - \$50
 3. ADA Swing - \$0
 4. Trail Endowment - \$2,500
 5. Scholarship Program - \$0
 6. Inspirational Garden (Judy Acker-Smith) - \$27,062



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- e. *Donations Received*
 - \$2,834.56
- e. *Invoices Received*
 - \$20.99 for Go Daddy Annual URL fee for PPF Website
- f. *Payment Approvals*
 - Motion to approve \$20.99 payment by Mr. Meier, second by Ms. Lent. Unanimous vote to approve.

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
 - Motion to approve addition of ADA Swing & Scholarship Program information for donation to be added to the PPF website by Mr. Thomas, second by Ms. Lent. Unanimous vote to approve. Mr. Meier to instruct the Webmaster contractor to revise the PPF website.
- b. *Emails & Responses* - Mr. Thomas
 - \$50.00 matching JP Morgan Chase notification to be sent to the PPF by end of January 2022.
- f. *Printed Literature Piece* - Ms. Hoyle
 - a. Brochure samples presented (1/2 sheet, full sheet & donation card)
 - b. Additional corrections to be updated: image to be same size and aligned. Remove the “@” symbol located at the bottom of the printer flyer.

VI. FY21 PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined
 - **Eliason Nature Reserve Trail – completed and operational**
 - Bicentennial Park at Portage Creek – a \$2,000 donation by the Parker Foundation will fund this next location. Donation to be received by the end of January 2022.
 - Celery Flats
 - Lakeview Park
 - Bicentennial Trail Head at Kilgore Rd.
- b. *Trail Endowment Fund* – nothing to report



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- c. *Scholarship Program* – will be added to the PPF website in January 2022
- d. *ADA Swing* - will be added to the PPF website in January 2022
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
 - Additional funding being reviewed by the Acker-Smith Family in 2022

VII. NEXT STEPS & ADJOURNMENT

- a. Review purchase of a vertical and horizontal banner identifying the Portage Parks Foundation at fundraising community events. Ms. Williams will provide an update at the March meeting. Ms. Lent to provide information regarding the horizontal banner at the December 2021 meeting.
- b. The Portage Parks Foundation (PPF) Board to solicit one new board member. Ms. Hoyle we again reach out to the potential new member by next meeting.
- c. Potential for Historical Markers throughout the Portage Parks System
 - 12 site locations are under discussion
 - 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.
 - Possible Art Work with large rocks with a mounted historical plaque (idea being tossed around).
- d. 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.
 - Portage Parks Membership – discussion pertained to the Portage Senior Center membership and their success. Ms. Hoyle provided a planning schedule of how the Portage Senior Center grew by private funding.
 - Octoberfest 2022 has a possibility to be a fundraising event. The PPF board to further discuss at the next meeting to target a calendar date of the event. Tentative date scheduled for October 1st at the South Westnedge Park due to parking and fencing. Event to start small and then produce annual growth. Potential for food trucks to provide there “Octoberfest Food Cook-off”. An



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alternate location could be the Band Shelter, but this location has limited parking available.

Meeting adjourned at 6:44 PM. Motion to adjourn by Ms. Lent, second by Mr. Meier.

Next Meeting: March 9, 2022 at 5:30 pm at Portage City Hall, Conference Room #1.

Respectfully Submitted,

Steven Meier

Portage Parks Foundation Board Secretary