



## Portage Parks Foundation Meeting Minutes

January 13, 2021

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

**Board Absent (excused):** Sue Williams

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

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

Virtual Board Meeting called to order by Mr. Strazdas at 5:34 pm. Roll recorded by Mr. Meier, 5 of 6 Board Members present. Motion to approve January 13, 2021 Meeting Agenda by Mr. Ruhland, second by Ms. Lent. Unanimous vote to approve.

---

### I. APPROVAL OF NOVEMBER 12, 2020 MEETING MINUTES

Motion to approve November 12, 2020 minutes by Mr. Ruhland, second by Ms. Lent.  
Unanimous vote to approve.

### II. 2021 MEETING REMAING CALENDAR

Mar 10, 2021  
May 12, 2021  
Jul 14, 2021  
Sep 15, 2021  
Nov 10, 2021

### III. APPROVAL OF SPECIAL MEETING MINUTES

No Special Meetings to review.

### IV. FINANCIAL UPDATE – UPDATE BY MR. RUHLAND

a. *PayPal Account Status* - \$242.45 in the donation account

Donation - \$250.00

PayPal fee - \$ 7.55

Total - \$242.45 – Mr. Ruhland to Transfer to Huntington Account

b. *Income/Expense Budget Statement*

**Income:** \$319.05 reported in the Portage Parks Foundation Huntington Account

**Expenses:** Go Daddy URL Annual Renewal



## Portage Parks Foundation Meeting Minutes

January 13, 2021

c. *Donations Received*

Following donations received to the Portage Parks Board:

- Received at 1-13-2021 Mtg. - \$250.00

d. *Invoices Received*

Go Daddy Annual URL Fee - \$20.99

e. *Payment Approvals*

\$20.99 annual fee to PPF Bank Credit Card

Motion to approve payment by Mr. Meier, second by Mr. Ruhland. Unanimous vote to approve.

- f. Mr. Ruhland acknowledged receipt of a PPF Huntington Bank account credit card.

### V. COMMUNICATION UPDATE

a. *Website Corrections & Updates* – Mr. Strazdas

No update

b. *Emails & Responses* - Mr. Thomas

No contact messages in the Portage Parks Foundation email contact box.

c. *Printed Literature Piece* - Ms. Hoyle

1. Utilize the existing website content.
2. Ms. Hoyle to investigate a printed 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 March 2021.
3. ON HOLD – due to current COVID-19 pandemic.

### VI. FY21 PROJECTS UPDATE

- a. *Bike Repair Station* – Kalamazoo Bicycle Club (KBC) donation bike station at Osterhaut park location new pavilion. Ms. Hoyle to acknowledge 501(c)3 record the donation.
- b. *Trail Endowment Fund* – fund must reach \$50,000 limited before it can be enacted
- d. *General Fund* – no update as of January 2021 meeting.



## Portage Parks Foundation Meeting Minutes

January 13, 2021

### VII. NEXT STEPS & ADJOURNMENT

- a. The Portage Parks Foundation (PPF) Board to solicit a new board member to volunteer to the PPF Board to replace Mr. Steadmon. Potential volunteers to write a letter and submit via email to Mr. Meier, PPF Secretary.
- b. Administrative fees (10% – 15%) to file grants could be retained to forward to the PPF budget. Ms. Hoyle to follow-up with possibilities.
- c. Business Sponsorship opportunities for future Fund Raising
  - i. PPF Board to create a process during March 2021 meeting.
  - ii. Acknowledge gift giving with 501(c)3 donation letters
- d. Motion to adjourn was made by Mr. Ruhland, second provided by Ms. Lent at 6:12 pm. Unanimous vote to adjourn.

**Next Meeting:** March 10, 2021 at 5:30 pm at Portage City Hall, Conference Room #1. Alternate will be via WebEx virtual board meeting.

Respectfully Submitted,

Mr. Steven Meier

Portage Parks Foundation Board Secretary