



PORTAGE PARKS FOUNDATION

Portage Parks Foundation Meeting Minutes

January 23, 2019

Portage Parks Foundation Board: Pete Strazdas, Jeff Ruhland, Charles Thomas, Ray Steadmon, Sue Williams, Patti Lent, Steve Meier

Board Absent (excused): N/A

Board Absent (unexcused): N/A

Guests: Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services
Jon Peer – Chairperson, Portage Park Board
Andrew Horne – Attorney (Grossman Law, PC)

Board Meeting called to order by Mr. Pete Strazdas at 5:34 pm. Roll recorded by Mr. Meier.

I. BRIEF INTRODUCTIONS BOARD MEMBERS & GUESTS

1. Mr. Strazdas requested each Board member provide a brief introduction of themselves.

II. APPROVAL OF NOVEMBER 2018 MEETING MINUTES

1. Motion to approve by Ms. Williams, second by Mr. Ruhland. Unanimous vote to approve.

III. APPROVAL OF NEW BOARD MEMBER MS. PATTI LENT

1. Motion to approve by Mr. Thomas, second by Mr. Ruhland. Unanimous vote to approve.

IV. APPROVAL OF MEETING CALENDAR

1. Motion to approve by Mr. Ruhland, second by Mr. Meier. Unanimous vote to approve.
2. Meeting Schedule:
 - March 7, 2019
 - May 2, 2019
 - July 11, 2019
 - September 5, 2019
 - November 7, 2019
3. Mr. Strazdas requested Mr. Meier to send out a meeting reminder a few days before the board meeting. Mr. Meier confirmed.



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V. APPROVAL OF SPECIAL MEETING MINUTES

1. N/A

VI. ARTICLES OF INCORPORATION/BYLAWS APPROVAL

1. Mr. Horne stated that Ms. Hoyle signed the Bylaws document on January 3, 2019. The document was filed with the State of Michigan. The Board will await the State's response (approximately 1 month) and the Employee Identification Number (EIN).
2. Mr. Horne passed around the table the Articles of Incorporation to the State of Michigan for the seven (7) board members to officially sign for submittal to the State of Michigan. All board members signed the document and returned to Mr. Horne.
3. Mr. Horne stated that the board will have to file the Internal Revenue Service (IRS) Tax Form 1023. The recognition of the Portage Parks Foundation organization as 501c3 tax exempt entity by the Internal Revenue Service (IRS) offers many advantages in helping the Portage Parks Foundation organization receive donations. Primarily, having an active 501c3 status allows donors to receive a tax deduction, provides grant funding eligibility for the nonprofit, lower postage rates, and increased credibility within the community. Mr. Horne state the short version filing of the 1023 will be \$275, plus his attorney fee for preparing the filing. Ms. Hoyle will respond regarding funding approval of the filing and attorney fees.
4. Mr. Horne stated he thought there is a \$50,000 donation CAP. For clarity, Mr. Horne will send the money donation process information to Ms. Hoyle prior to the next Board meeting in March 2019.
5. Mr. Horne departed the Board meeting at approximately 6:10 PM.

VII. PORTAGE PARKS FOUNDATION DEVELOPMENT

FINANCIAL STRUCTURE & INSTITUTIONS – Mr. Strazdas & Ms. Lent

1. Mr. Strazdas will explore the Kalamazoo Community Foundation as to how to properly set-up the financial structure of the Portage Parks Foundation. Mr. Strazdas will provide information at the next Board meeting in March 2019.
2. Ms. Patti Lent will research surrounding financial bank institutions and processes that the Portage Parks Foundation could align, once the Articles of Incorporation is approved



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by the State of Michigan. Ms. Lent will provide information at the next Board meeting in March 2019.

3. Due to being transparent, the board discussed having a different financial institution from the City of Portage.

PORTAGE PARKS FOUNDATION LOGO – Ms. Williams

4. Two (2) Portage Parks Foundation logos were presented by Ms. Williams. Logos #1 and #2 are illustrated below.



5. Logo Adoption – Logo #1 was approved by the Board.

Motion to approve by Mr. Thomas, second by Mr. Ruhland. Unanimous vote to approve.

WEBSITE DEVELOPMENT – Ms. Williams

6. New website should have linkages to the Parks & Recreation webpage on the City of Portage home website.

7. Investigate purchasing many URL domain names of the Portage Parks Foundation since the URL are approximately \$3.00 each per year.

8. Ms. Sue Williams will begin design discussions and request estimated cost with the recommended web developer from Ms. Hoyle.

9. Explore other similar foundations structure: website look and ease of navigation.

10. The website should be a secured E-commerce site and creating a new E-commerce method for accepting online donations as the current PayPal is going to be closed and



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not transferred. The Portage Parks will set-up something new upon the receipt of the Portage Parks Foundation FEIN, so there are no issues with past and/or present.

11. Note the Portage Parks Foundation Board Members, City of Portage bio, Mission and/or Vision, etc. on the website. It should look very professional and credible.

12. Use of a “contact” email address for the Board to respond to the Portage community.

13. Website should have the mailing address noted:

Portage Parks Foundation
c/o Portage Parks & Recreation
City of Portage City Hall
7900 S Westnedge Avenue
Portage, MI 49002

14. Ms. Williams will provide information at the next Board meeting in March 2019.

DONATIONS & RECEIPTS DISCUSSION – Ms. Hoyle & Mr. Ruhland

15. Ms. Hoyle stated that donations could be mailed to the City of Portage City Hall at the address noted above.

16. All received mailings will be placed in a locked bank bag and locked in a location at the City of Portage City Hall. Board Treasurer could stop by once a week to retrieve the locked bag. Treasurer and another Board Member could have a key.

17. Mr. Ruhland will report out on “Checks & Balances” to the Portage Parks Foundation Board on a monthly basis, being fully transparent.

18. Ms. Hoyle stated that donations could be sent to the City of Portage. A donation letter/receipt to supply to donors will need to be researched. This could be a hardcopy letter and/or an E-letter response. The Board will review at a later date.

19. Can the financial institution issue tax receipts to donors. Ms. Lent will investigate and provide information at the next board meeting in March 2019.

VIII. BRAINSTORMING IDEAS & COMMENTS

1. Ms. Hoyle will provide the improvement ideas/projects (CIP) for the Portage Parks & Recreation at the next Board meeting in March 2019.

2. Portage Parks Foundation Board could promote awareness through the following:

- The Portager publication



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- Social Media: Facebook, Twitter, etc.
- Public Press Release
- The Board requested any ideas from the City of Portage and Parke & Recreation Department.
- Chamber of Commerce to area businesses – Mr. Strazdas to explore.
- Special Event Announcements
- Awareness at events such as: Great American Campout, Heritage Fest, etc.
- At the ribbon cutting ceremony for new Celery Flats renovation.
- Tri-fold pamphlet promoting awaiting awareness at Senior Center, City Hall, free Summer concerts, other community events. Mr. Steadmon has a printing contact if we would like to pursue in the future.

IX. NEXT STEPS

1. The Board needs to continue building the structure and identity of the Portage Parks Foundation.
2. The Board members approved next meeting on March 7, 2019.

X. COMMENTS FROM BOARD MEMBERS

a. N/A

Motion to adjourn was made by Mr. Pete Strazdas at 7:05pm

Next meeting is March 7, 2019 at 5:30 p.m. at Portage City Hall Conference Room #1

Respectfully Submitted,

Mr. Steven Meier

Portage Parks Foundation Board Secretary