



Portage Parks Foundation Meeting Minutes

March 5, 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 5:33 pm. Roll recorded by Mr. Meier, 4 of 7 Board Members present. Motion to approve March Meeting Agenda by Mr. Ruhland, second by Ms. Lent. Unanimous vote to approve.

I. APPROVAL OF JANUARY 2020 MEETING MINUTES

Correction from January minutes. Additional \$50.00 received by J.P. Morgan Chase to make the total deposit \$212.65, instead of \$165.65. Motion to approve January minutes by Ms. Lent, second by Mr. Ruhland. 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 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. Jeff reported that a Card Reader was not received from PayPal. Mr. Ruhland to follow-up with PayPal. Current balance in Portage Parks Foundation PayPal account is \$14.32.

Mr. Peer successfully transferred \$391.48 from the Friends of the Parks PayPal account to the new Portage Parks Foundation PayPal account on 05March2020.



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1. Portage Parks Board approved the \$391.48 transaction to new PayPal account.
 2. Portage Parks Foundation acknowledgement of \$391.48 transaction – Board witnessed the transaction during the 05March2020 board meeting.
 3. Mr. Ruhland stated \$394.15 in the Huntington Account & PayPal will become zero balance. Announcement at the May 2020 Board meeting.
- b. *Income/Expense Budget Statement* – Mr. Ruhland
Income: \$394.15 reported in the Portage Parks Foundation Huntington Account
Expenses: no expenses received since November 2019.
- c. *Donations Received* - Mr. Ruhland (prepare a standard presentation format-BELOW)

<u>Contact</u>	<u>Donor</u>	<u>Amount</u>	<u>Date</u>	<u>Source</u>	<u>Project</u>	<u>Acknowledgement</u>
				>PayPal	>Bike	>Yes
				>Check	>General	>No
				>Cash	>Trail Endow.	

Following donations received from the Portage Parks Board:

- None received at 3-5-2020 Mtg. - \$00.00
- Total – \$00.00 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 contacted the web developer and there is no formal way to link the donation contact sheet to the PayPal donation. They are two separate systems.
- b. *Emails & Responses* - Mr. Thomas
 Mr. Thomas was not available, but provided an email update that there were no contact messages in the Portage Parks Foundation email contact box.
- c. *Printed Literature Piece* - Mr. Steadmon (support by Ms. Hoyle)



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Mr. Steadmon was not available for the meeting, therefore presentation will be deferred to May 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.

VI. FY20 PROJECTS UPDATE

- a. *Bike Repair Station* – Kalamazoo Bicycle Club would like to provide a donation to support bike repair stations. Ms. Hoyle will follow-up in May 2020 with status.
- b. *Trail Endowment Fund* – fund must reach \$50,000 limited before it can be enacted
- d. *General Fund* – no update as of March 2020 meeting.

VII. NEXT STEPS & ADJOURNMENT

- a. Portage Oktoberfest 2020 fundraising (October 3, 2020 available at Celery Flats)
 1. Investigating partnership with several community sponsors: Stryker Corp, Bell's Brewery, Mann+Hummel, WKW Extrusions, J.P. Morgan Financial.
 2. Created an Oktoberfest Event Sponsorship document to initially present to area Potential company sponsors.
 3. Coordinate a special meeting within 2 weeks with Melissa DeKoff at Bell's Brewery. Melissa is the Key Partnership & Promotions Coordinator at Bell's.
- b. Motion to adjourn was made by Mr. Ruhland, second provided by Ms. Lent at 6:38 pm. Unanimous vote to adjourn.

Next Meeting: May 14, 2020 at 5:30 pm at Portage City Hall, Conference Room #1.

Respectfully Submitted,

Mr. Steven Meier
Portage Parks Foundation Board Secretary