



## Portage Parks Foundation Meeting Minutes

March 7, 2019

**Portage Parks Foundation Board:** Pete Strazdas, Charles Thomas, Ray Steadmon, Patti Lent, Steve Meier

**Board Absent (excused):** Sue Williams, Jeff Ruhland

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

**Guests:** Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services

Kazmira Herberger – Vice-Chairperson, Portage Parks Board

Board Meeting called to order by Mr. Pete Strazdas at 5:32 pm. Roll recorded by Mr. Meier.

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### I. APPROVAL OF JANUARY 2019 MEETING MINUTES

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

### II. APPROVAL OF MEETING CALENDAR

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

2. Meeting Schedule (remainder of 2019 calendar year):

May 2, 2019

July 11, 2019

September 5, 2019

November 7, 2019

3. Meeting reminder to be sent out a few days before the board meeting by Mr. Meier.

### III. APPROVAL OF SPECIAL MEETING MINUTES

1. N/A

### IV. ARTICLES OF INCORPORATION/BYLAW APPROVAL

1. Articles of Incorporation in-process with the State of Michigan. Ms. Hoyle and Mr. Meier have not received notification from Attorney Andrew Horne. Mr. Meier to follow-up with Mr. Horne regarding status.

2. **UPDATE:** from Mr. Horne 12Mar2019 11:34 AM (below):

Steve:



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I just spoke with Kathleen and explained to her what has been an odd series of submissions for these Articles.

We submitted the Articles originally a day or two after they were signed. We received them back after about a month with the requirement that they include language referencing the Home Rule City Act, under which the City of Portage is authorized to establish this entity. Though the statute does not require such language, I modified the Articles and resubmitted them to keep this going.

I received them back just recently because Kathleen signed as Director *for* the City of Portage and they would like it to say *on behalf of* the City of Portage. I have never seen anything like that before.

Either way, I am going to be passing Kathleen's office later today and she is going to sign the Articles again for us and we will get them in the mail yet today. At this point, assuming that they do not nit-pick anything else in the Articles, we should have them back within in week or two. The state has the file open and just needs Kathleen's signature.

I will keep you posted as it proceeds.

Andrew

### V. PORTAGE PARKS FOUNDATION DEVELOPMENT

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

1. Mr. Strazdas researched the Kalamazoo Community Foundation (KCF) with representative, Ms. Ann Fergemann. KCF is a very large organization managing multiple sub-organizations within it. Regarding the Portage Parks Foundation (PPF), the KCF may be too large of a structure to begin the Portage Parks Foundation. Ms. Fergemann recommended to research smaller organizations to review their organizational structure. She recommended several to consider. Mr. Strazdas will follow-up on status at the May 2019 meeting.
2. Ms. Patti Lent provided financial research of three (3) local financial institutions. The information provided below:

#### Checking Account: Non-Profit

- a. Chase Financial – Daily Balance \$1,500 (FREE)



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- If registered as a Corporation, Michigan LARA; Tax ID; 501(c)3; Secretary or President has to open the account.
  - If an LLC, all Board Members or Managers have to be present to open.
  - b. PNC Financial – \$100 to OPEN
    - \$5/Month unless average balance is \$500
    - Require 501(c)3 and Meeting Minutes
  - c. Huntington Financial – Community Business Account \$50 to OPEN
    - No monthly service fee if 150 or less transactions per month
    - Paper statement fee - \$3
    - Require Articles of Incorporation; Tax ID; 501(c)3 document
- Note: Use Zelle to transfer funds (FREE) & check online for coupons (all 3 above)

3. Mr. Strazdas requested a motion to approve Huntington Financial as the Portage Parks Foundation institution progressing forward. Motion to approve by Mr. Thomas, second by Ms. Lent. Unanimous vote to approve.

4. Ms. Hoyle and Ms. Herberger will investigate a loan of \$500 to \$1,000 to start the account from the Portage Park Board. This loan will require Portage Parks Board approval.

5. Portage Parks Foundation Board members (Secretary and Treasurer) to set-up Huntington Bank account once loan is approved and all proper Articles of Incorporation are provided from the State of Michigan.

### **PORTAGE PARKS FOUNDATION LOGO – Ms. Williams**

1. Ms. Hoyle (alternate for Ms. Williams) provided an estimate of \$350 to build the website from the web designer. There will be an annual fee of approximately \$150 fee to utilize the website software.
2. A very early preliminary website was built for the board to review. The board will review at the next meeting in May 2019. The initial website menu bar listed: Home, Board members, Gallery, Fundraising, Contact.
3. Mr. Strazdas requested that each board member draft a couple sentences for a **Mission/Vision Statement** for the Portage Parks Foundation. The samples will be reviewed at the May 2019 meeting.



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4. Portage Park Board will draft a list of the 5 projects with a brief description for gift giving as a start for the PPF. An example could be playground equipment. The list of projects could be documented on the PPF website to identify where the donations/funding is required. The funding range could be from \$4k/\$5k to \$15k to start.
5. The website could list the ways to financially donate (PayPal, check, etc). It can also provide a way for Portage residents to volunteer their time to the Portage Parks Community. Develop a path to link to the City's volunteer page.
6. The website could link to events such as, Heritage Festival Camp Out, etc. for Portage residents to donate. A brief description of these annual events can be provided or linked for information gathering.
7. The website is equipped with multiple email addresses. The discussion topics regarding email:
  - Who (board members) will access or receive the emails from the PPF website?
  - Distribution of emails received and reviewed? How will the PPF respond?
  - Should we use input fields to gather the contact person's information?
  - More discussion in the May 2019 meeting
8. The board recommends a 10 min. conference call at May 2019 meeting with the website designer. Mr. Meier to communicate with Ms. Williams to coordinate a time period to contact the website designer on 02May2109 meeting.
9. **GOAL:** Website Development schedule: 50% (as of March 7<sup>th</sup>), 80% complete by May meeting and 100% completed (TARGET DATE) by July 2019 meeting.
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 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. Website should have the mailing address noted:

Portage Parks Foundation  
c/o Portage Parks & Recreation  
City of Portage City Hall



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7900 S Westnedge Avenue

Portage, MI 49002

13. Ms. Williams will provide information at the next Board meeting in May 2019.

### **DONATIONS & RECEIPTS DISCUSSION – Ms. Hoyle & Ms. Herberger**

1. The existing PayPal with the Portage Park Board will be closed and a new PayPal will need to be created and connected to the PPF website when the account is opened at Huntington.
2. Existing website transfer has been completed.
3. Donation “Thank you” letters as PPF response/recognition:
  - Ms. Lent volunteered to draft a “Thank you” letter to review at May 2019 meeting.
  - Mr. Meier will provide sample letters for Ms. Lent to review.
  - Ms. Hoyle stated that we should have a tax deduction statement in the letter.
4. Ms. Hoyle stated that an internal mailbox has been purchased. Mr. Ruhland to meet with Ms. Hoyle to review location and Portage City Hall staff procedure with 2 keys provided to unlock the mailbox. PPF board to provide the names of two (2) board members to the Portage City Hall staff and Ms. Hoyle to access the mailbox.
4. Once bank account is initiated, Mr. Ruhland will report out on “Checks & Balances” to the Portage Parks Foundation Board on a monthly basis, being fully transparent.

### **VI. BRAINSTORMING IDEAS & COMMENT**

1. Need board members to volunteer to draft a PPF statement that can be used unilaterally used as a Press Release, placed in the Portager and used for the Chamber of Commerce initiative.
2. Ms. Herberger recommended an initial “Meet and Greet” event for Portage residents to meet the new established PPF Board to understand the mission/vision.
3. The PPF Board will have a brief introduction to the Portage Park Board at the beginning of the Park Board Meeting on April 3, 2019 at 6:30 PM located at the Schrier Park building (850 W Osterhout Ave, Portage, MI 49002: 269-329-4522). Mr. Strazdas to provide a brief 5 min. introduction of our mission to assist the Portage Park Board



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funding, as well as introducing the new PPF Board Members. PPF Board Members do not need to stay for the meeting.

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

- The Portager publication
- Social Media: Facebook, Twitter, etc.
- Public Press Release
- The Board requested any project ideas from the City of Portage and Park & 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.

### VII. 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 May 2, 2019.

### VIII. COMMENTS FROM BOARD MEMBERS

- a. None

**Motion to adjourn was made by Mr. Pete Strazdas at 6:40 pm**

**Next meeting is May 2, 2019 at 5:30 p.m. at Portage City Hall Conference Room #2**

Respectfully Submitted,

Mr. Steven Meier  
Portage Parks Foundation Board Secretary