



PORTAGE PARKS FOUNDATION

Portage Parks Foundation Meeting Minutes

March 8, 2023

Portage Parks Foundation Board Present: Steve Meier, Charles Thomas, Shannon Myers, Chris Fuscuardi, Pete Strazdas and Patti Lent, Jason Kamrath

Board Absent (excused): Sue Williams

Board Absent (unexcused): N/A

Guests: Mr. Joe Wilhelm – Sr. Recreation Program Mgr. (Parks & Recreation Dept.)

Meeting and Roll started by Mr. Strazdas at 5:31 pm.

I. APPROVAL OF JANUARY 11, 2023 MEETING MINUTES

Motion to approve January 11, 2023 minutes by Mr. Thomas, second by Mr. Kamrath.

Unanimous vote to approve.

II. 2023 MEETING CALENDAR

May 10, 2023 Sep 13, 2023

Jul 12, 2023 Nov 8, 2023

III. ADDITIONAL / SPECIAL BOARD MEETINGS

Feb 6, 2023 – Initial Meeting of the Oktoberfest Fundraiser Sub-Committee

Feb 20, 2023 – Follow-up meeting of the Oktoberfest Fundraiser Sub-Committee

Mar 6, 2023 – Follow-up meeting of the Oktoberfest Fundraiser Sub-Committee

Mar 21, 2023 – *next scheduled meeting of the Oktoberfest Fundraiser Sub-Committee*

2023 SPECIAL FINANCIAL REPORTING DATES:

- a. LARA State of Michigan Fee – pay fee on or before October 1st of 2023
- b. Federal 990 Form – submit to IRS on or before November 15th of 2023
(Time Period 01Jul2022 thru 30Jun2023: Balance & Interest records req'd).

IV. FINANCIAL UPDATE – Mr. Fuscuardi

- a. *PayPal Account Status* - \$0
- b. *Huntington Bank Account* – Balance: \$45,032.13
- c. *Income/Expense Budget Statement*



Portage Parks Foundation Meeting Minutes

March 8, 2023

- Income - \$0
 - Expense - \$750.58 (Huntington Bank Fraudulent Check) has been restored into the Huntington Bank account for Portage Parks Foundation. A new Money Market account was opened. The old fraudulent bank account number can now be closed. Mr. Fusciardi was able to have \$50 restored into the new account for previous services charges due to minimum balance. The PPF Board appreciated Mr. Fusciardi for the numerous hours and documentation restore the finances into the new account.
- d. *Project Fund Balances*
1. General Fund – \$1,602.46
 2. Bike Repair Stations - \$50
 3. ADA Swing - \$0
 4. Trail Endowment - \$1,300
 5. Scholarship Program - \$10
 6. Inspirational Garden (Judy Acker-Smith) - \$42,069.67
- e. *Donations Received*
- \$750 (for the Judy Acker-Smith Fund)
 - \$200 (for the General Fund)
- e. *Invoices Received*
- \$42.34 payment to “Go Daddy” for the annual website URL fee (2023)
- f. *Payment Approvals*
- Motion to approve “Go Daddy” payment by Mr. Thomas, second by Mr. Kamrath. Unanimous vote to approve.

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
- Motion to approve a \$75 budget to revise the website to add an Oktoberfest Page to the PPF website was nominated by Ms. Lent, second by Mr. Kamrath. Unanimous vote to approve.
- b. *Emails & Responses* - Mr. Thomas
- No emails or responses



Portage Parks Foundation Meeting Minutes

March 8, 2023

- c. LARA & IRS Form 1023 Status - Mr. Strazdas
 - LARA – next filing on or before Oct 1, 2023.
 - IRS – filing on or before Nov 15, 2023 (target July 2023).

VI. PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined (no new activity)
 - **Eliason Nature Reserve Trail – completed and operational**
 - **Celery Flats – completed and operational**
 - Bicentennial Park at Portage Creek – **STATUS: No new activity**
 - Lakeview Park – **STATUS: No new activity**
 - Bicentennial Trail Head at Kilgore Rd. – **STATUS: No new activity**
- b. *Trail Endowment Fund* – **STATUS: No new activity**
- c. *Scholarship Program* – **STATUS: No new activity**
- d. *ADA Swing* - **STATUS: No new activity**
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
 - i. Awaiting formal approval by the Portage City Council regarding the naming of the Acker-Smith family inspirational garden. Vote in March 2023 at the Portage City Council meeting.
 - ii. Several target groups and foundations will be the next step to raise additional funding to reach the \$150k goal.

VII. NEXT STEPS & ADJOURNMENT

- a. Review purchase of a vertical banner identifying the Portage Parks Foundation at fundraising community events. Ms. Williams provided the updated status that a local company (Sign Art) would like to review donating the 3’x 5’ banner to the PPF. Ms. Hoyle will forward the new QR Code with the new 320Library Lane address & information to Ms. Williams. **STATUS: No change**
- b. Fundraising 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. **STATUS: No change**



Portage Parks Foundation Meeting Minutes

March 8, 2023

- Portage Parks Annual Membership – discussion pertained to the Portage Senior Center membership and their success. Ms. Hoyle will provide the 5 different levels that can be potentially added to the website. Ms. Hoyle to provide an update during the March 2023 meeting.
- Potential for Historical Markers throughout the Portage Parks System
STATUS: No change
 - 12 site locations determined, w/ possibility of 15 total
 - 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.
 - Historical markers with “Art Work” will be the theme. 12 to 15 local artists have interest in the project.
- Octoberfest 2023: event date planned for October 7, 2023. Sub-committee planning meetings began in February 2023. Mr. Meier provided status.
- Mr. Jason Kamrath was nominated by Mr. Meier to occupy the Vice-President position within the Portage Parks Foundation Board. Mr. Kamrath accepted the nomination. A motion was initiated by Mr. Meier to approve Mr. Kamrath as Vice-President, second by Mr. Thomas. Unanimous vote to approve.

Meeting adjourned at 6:32 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Meier.

Next Meeting: May 10, 2023 at 5:30 pm in the Parks & Recreation conference room at 320 Library Lane in Portage.

Respectfully Submitted,

Steven Meier
Portage Parks Foundation Board Secretary