



Portage Parks Foundation Meeting Minutes

March 9, 2022

Portage Parks Foundation Board Present: Steve Meier, Charles Thomas, Jeff Ruhland, Patti Lent, Sue Williams and Pate Strazdas

Board Absent (excused): N/A

Board Absent (unexcused): N/A

Guests: Ms. Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services
Ms. Dawn Smith – Portage Parks Board Representative

Meeting and Roll started by Mr. Strazdas at 5:45 pm.

I. APPROVAL OF JANUARY 12, 2022 MEETING MINUTES

Motion to approve January 12, 2022 minutes by Ms. Williams, second by Mr. Ruhland. Unanimous vote to approve.

II. 2022 MEETING CALENDAR (REMAINING DATES)

May 11, 2022	Jul 13, 2022
Sep 14, 2022	Nov 9, 2022

III. APPROVAL OF SPECIAL MEETING MINUTES

Not applicable

IV. FINANCIAL UPDATE – Mr. Ruhland

- a. *PayPal Account Status* - \$0.00
- b. *Huntington Bank Account* – Balance: \$34,233.62
- c. *Income/Expense Budget Statement*
- d. *Project Fund Balances*
 1. General Fund - \$621.62
 2. Bike Repair Stations - \$2,050
 3. ADA Swing - \$0
 4. Trail Endowment - \$2,500
 5. Scholarship Program - \$0
 6. Inspirational Garden (Judy Acker-Smith) - \$29,062



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- e. *Donations Received*
 - \$2,100
- e. *Invoices Received*
 - \$112.50 for Vistaprint annual service fee for PPF Website
- f. *Payment Approvals*
 - Motion to approve \$112.50 payment by Ms. Lent, second by Mr. Thomas. Unanimous vote to approve.

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
 - No website updates required
- b. *Emails & Responses* - Mr. Thomas
 - No emails or responses

VI. FY21 PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined
 - **Eliason Nature Reserve Trail – completed and operational**
 - Bicentennial Park at Portage Creek – a \$2k donation by the Parker Foundation. Ribbon cutting ceremony with publicity. Bike week notification to be mentioned in the May Portager newsletter.
 - Celery Flats
 - Lakeview Park
 - Bicentennial Trail Head at Kilgore Rd.
- b. *Trail Endowment Fund* – nothing to report
- c. *Scholarship Program* – will be added to the PPF website in January 2022
- d. *ADA Swing* - will be added to the PPF website in January 2022
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
 - a. Introduction in May to the surrounding neighborhood
 - b. A park pavilion meeting location
 - c. Await approval of the CIP by City Management in order to proceed
 - d. Raise the remaining funds for the garden



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VII. NEXT STEPS & ADJOURNMENT

- a. Review purchase of a vertical banner identifying the Portage Parks Foundation at fundraising community events. Ms. Williams will provide an update at the May meeting.
- 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 Annual Membership – discussion pertained to the Portage Senior Center membership and their success. Smile Amazon rewards opportunity needs to be further investigated.
 - Potential for Historical Markers throughout the Portage Parks System
STATUS: No change
 - 12 site locations are under discussion
 - 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.
 - Possible Art Work with large rocks with a mounted historical plaque (idea being tossed around).
 - Octoberfest 2022 has a possibility to be a fundraising event. The PPF board to further discuss at the next meeting to target a calendar date of the event. Tentative date scheduled for October 1st at the South Westnedge Park due to parking and fencing. Event to start small and then produce annual growth. Potential for food trucks to provide there “Octoberfest Food Cook-off”. An alternate location could be the Band Shelter, but this location has limited parking available. **STATUS: No change**
 - The Portage Parks Foundation (PPF) Board to solicit one new board member. Ms. Hoyle we again reach out to the potential new member by next meeting.



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- Mr. Ruhland will be stepping down as Treasurer in the coming months. The date has not been determined yet.

Meeting adjourned at 6:45 PM. Motion to adjourn by Mr. Ruhland, second by Mr. Thomas.

Next Meeting: May 11, 2022 at 5:30 pm at Portage City Hall, Conference Room #1.

Respectfully Submitted,

Steven Meier

Portage Parks Foundation Board Secretary