



PORTAGE PARKS FOUNDATION

Portage Parks Foundation Meeting Notes

March 10, 2021

Portage Parks Foundation Board Present: Steve Meier, Patti Lent, Pete Strazdas

Board Absent (excused): Sue Williams, Jeff Ruhland

Board Absent (unexcused): Charles Thomas

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

Mr. Jon Peer – Chairperson, Portage Parks Board

Virtual discussion started by Mr. Strazdas at 5:45 pm, only 3 of 6 board members present, therefore unable to reach an official meeting quorum.

I. APPROVAL OF JANUARY 13, 2021 MEETING MINUTES

Unable to approve January 13, 2021 meeting minutes due to the fact the Portage Parks Foundation did not have enough board members present to reach a meeting quorum.

II. 2021 MEETING REMAINING CALENDAR

May 12, 2021

Jul 14, 2021

Sep 15, 2021

Nov 10, 2021

III. APPROVAL OF SPECIAL MEETING MINUTES

Not applicable.

IV. FINANCIAL UPDATE – Notes sent via email by MR. RUHLAND

a. *PayPal Account Status* - \$0

b. *Income/Expense Budget Statement*

Balance: \$2,815.33 in PPF Huntington Account

c. *Donations Received*

Following donation(s) received to the Portage Parks Board:

- Received a donor check - \$2,500.00 (toward Trail Endowment Fund)

d. *Invoices Received*

None - \$0.00

e. *Payment Approvals*

None - \$0.00



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- f. Mr. Strazdas requested Mr. Ruhland to prepare a financial spreadsheet to illustrate and account the project donation classifications, as well as the financial status from the Huntington Bank Account.
- g. Mr. Strazdas also requested that Mr. Ruhland supply the names and addresses of the donors so as he could prepare and send a “Thank You” letter to each donor.
- h. Ms. Lent to forward the “Thank You” letter format to each of the board members via email.
- i. A \$500 donation was received by the Portage Parks Board and forwarded to the Portage Parks Foundation. The donation check was dated 17March2020 (1 year ago) and for the 2020 “Great American Campout” event. Due to COVID-19, the check experienced a transition delay to the Portage Parks Foundation. Mr. Strazdas requests that Mr. Ruhland follow-up with the donor to explain the issue and determine the next course of action by the next meeting in May 2021.

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Strazdas
No update
- b. *Emails & Responses* - Mr. Thomas (not present)
No update
- c. *Printed Literature Piece* - Ms. Hoyle
 1. Utilize the existing website content.
 2. Ms. Hoyle to investigate a printed 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 delayed to complete by May 2021.
 3. ON HOLD – due to current COVID-19 pandemic.

VI. FY21 PROJECTS UPDATE

- a. *Bike Repair Station* – The photo on the website may need to be changed to the actual purchased bike repair station. Mr. Meier to research and upload new photo image, if necessary.



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- b. *Trail Endowment Fund* – fund must reach \$50,000 limited before it can be enacted.
The \$2,500 donation received was toward the Trail Endowment Fund.
- d. *General Fund* – no update

VII. NEXT STEPS & ADJOURNMENT

- a. The Portage Parks Foundation (PPF) Board to solicit a new board member to volunteer to the PPF Board to replace Mr. Steadmon. Ms. Hoyle stated a candidate has volunteered. Ms. Hoyle to forward the resume to the Portage Parks Foundation Board for review.
- b. Administrative fees (10% – 15%) to file grants could be retained to forward to the PPF budget. Ms. Hoyle to follow-up with possibilities. **NO UPDATE**
- c. Business Sponsorship opportunities for future Fund Raising
 - i. PPF Board to create a process during May 2021 meeting.
 - ii. Acknowledge gift giving with 501(c)3 donation letters

Discussion ended at 6:23 PM.

Next Meeting: May 12, 2021 at 5:30 pm at Portage City Hall, Conference Room #1. Alternate will be via WebEx virtual board meeting.

Respectfully Submitted,

Mr. Steven Meier
Portage Parks Foundation Board Secretary