



Portage Parks Foundation Special Meeting Minutes

March 25, 2020

Portage Parks Foundation Board: Pete Strazdas, Steve Meier, Jeff Ruhland, Patti Lent, Charles Thomas

Board Absent (excused): Sue Williams

Board Absent (unexcused): Ray Steadmon

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

Alyssa Milbeck – Recreational Program Manager

Melissa DeKoff – Marketing and Promotions Coordination Manager for Bell's Brewery

I. OPEN SPECIAL BOARD MEETING & ROLL (Teleconference Call)

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

II. PORTAGE PARKS FOUNDATION OKTOBERFEST 2020 FUNDRAISER UPDATE

- a. Ms. DeKoff presented a 10 page PowerPoint presentation regarding Special Licensing, as well as additional advisement history and experience for such events.
- b. Actions/Next Steps:
 1. Mr. Strazdas to follow-up with local insurance companies (2) regarding potential costs for the one day event.
 2. Ms. DeKoff to forward Mr. Starzdas the Alliance Beverage contact in Grand Rapids.
 3. Ms. DeKoff to forward an example of and insurance proposal for a similar event with a fenced in alcohol serving area. Ms. DeKoff will retract necessary information in the example.
 4. Ms. Milbeck will send the insurance document form to Mr. Meier to review and complete when required.
 5. Ms. Hoyle/Ms. Milbeck to review with Portage Department of Police if the Run For Fun event would be able to serve beer after the Run For Fun at the secure alcohol serving location.
 6. Mr. Meier to schedule a follow-up teleconference meeting for 29April2020 at 5:30 pm for decision to proceed with the Portage Oktoberfest Fundraising Event.



Portage Parks Foundation Special Meeting Minutes

March 25, 2020

- c. If for some reason the 2020 Oktoberfest Event is cancelled due to the COVID-19 incident and the Portage Parks Foundation received sponsorship donations, the Portage Parks Foundation Board will offer the Event Sponsors 1 of 3 options concerning their 2020 sponsorship donation: 1) return the donated funds to the Event Sponsor, 2) the Sponsor may donate the funding for the current 2020 calendar year General Fund, or 3) the Sponsor will move the 2020 sponsorship donation to the 2021 calendar year Oktoberfest Fundraising Event.

Motion to Approve: Mr. Meier

2nd the Motion: Ms. Lent

Vote to Approve: Unanimous

III. FINANCIAL UPDATE

INVOICES/REIMBURSEMENTS

Reviewed Pam Dazey (Website Developer) Invoice # 2005001 - \$117.25

Reimbursement of Website Annual Fee to Vista Print (paid by Steve Meier) - \$225.00

Motion to Approve: Mr. Ruhland

2nd the Motion: Ms. Lent

Vote to Approve: Unanimous

Mr. Ruhland to prepare the payment.

IV. MEETING ADJOURNMENT

Motion to adjourn was made by Mr. Ruhland, second provided by Mr. Thomas at 6:32 pm.

Unanimous vote to adjourn.

Respectfully Submitted,

Mr. Steven Meier

Portage Parks Foundation Board Secretary