



PORTAGE PARKS FOUNDATION

Portage Parks Foundation Meeting Minutes

May 2, 2019

Portage Parks Foundation Board: Pete Strazdas, Charles Thomas, Steve Meier, Sue Williams, Jeff Ruhland

Board Absent (excused): Ray Steadmon, Patti Lent

Board Absent (unexcused): N/A

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

Board Meeting called to order by Mr. Pete Strazdas at 5:36 pm. Roll recorded by Mr. Meier, 5 of 7 Board Members present. Request to proceed with the meeting.

1. Motion to proceed by Mr. Ruhland, second by Ms. Williams. Unanimous vote to approve.

I. APPROVAL OF MARCH 2019 MEETING MINUTES

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

II. 2019 MEETING CALENDAR

January 3, 2019 (rescheduled to January 23, 2019)
March 7, 2019
May 2, 2019
July 11, 2019
September 5, 2019
November 7, 2019

III. APPROVAL OF SPECIAL MEETING MINUTES

1. N/A

IV. PORTAGE PARKS FOUNDATION DEVELOPMENT

ARTICLES OF INCORPORATION/BYLAW

1. Articles of Incorporation in-process with the State of Michigan. Ms. Hoyle presented and reviewed the Amended & Restated By-Laws of Portage Parks Foundation as to the changes to the original submittal.
2. The 5 present Portage Parks Foundation Board members signed the Amended & Restated By-Laws of Portage Parks Foundation document.



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3. Status to be presented at July 2019 board meeting.

FINANCIAL STRUCTURE & INSTITUTIONS

1. Mr. Strazdas stated that the Portage Parks Foundation would not go forward with the Kalamazoo Community Foundation (KCF) administration. Therefore, PPF will not pursue engaging with the KCF.

2. Ms. Hoyle waiting for final approval on funding to open the bank account and will present to the Board for approval at that time, potentially at the June/July Park Board meeting. Once account is opened, PPF to manage: account check/balance with financial institution, donor signature request & receipt, and PPB approval for invoice payments.

- **PPF proposes 2 documents from the PPB for financial payments:**
 - a. Approved PPB voted document requesting a payment to vendor
 - b. PPF will require a formal invoice to initiate payment

* Note - PPF Treasurer will provide check payment & log payment

3. PPF would like to request from the PPB a proposed FY20 Budget. Ms. Hoyle to follow-up with the PPB at July 2019 meeting.

4. The following is the proposed procedure to receive donations:

- **PPF donation receipt procedure:**
 - a. Receive check or PayPal donation via mail or website
 - b. PPF Treasurer receives payment and logs the receipt in the Donor Log. A "Thank you" note with tax ID is sent to the donor.
 - c. For cash donations, donor completes "Donor Form" and a receipt is provided to the donor sign by PPF Treasurer and another PPF board member. Treasurer logs donation into Donor Log.

* Note – Ms. Hoyle to provide copy of "Donor Form" to PPF Board Treasurer.

WEBSITE DEVELOPMENT UPDATE

1. Ms. Williams when through the 80% complete website for the Portage Parks Foundation.

2. Ms. Williams documented the changes to be revised with the Website Developer. Ms. Williams to follow-up by July 2019 meeting.



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3. PPF Board requested Donor Input Fields be added to the website for donor to provide donor information.

3. On the website, list Four (4) ways to donate:

- a. As a Trail Endowment
- b. As a Repair Station
- c. As an Accessory Swing
- d. Other/General Fund

MISSION/VISION STATEMENT REVIEW

1. The Mission/Vision Statement was transferred from the Articles of Incorporation document to the website. PPF Board reviewed during the website development demo.

PORTAGE PARKS PROJECTS CIP FOR FY20

1. A motion was presented by Mr. Strazdas to focus on three (3) Capital Improvement Projects (CIP) for FY2020. Motion approved by Mr. Thomas, second by Mr. Ruhland. Unanimous vote to approve.

THANK YOU LETTER EXAMPLE

1. PPF reviewed and approved the "Thank You Letter" example drafted by Ms. Lent and distributed Ms. Hoyle in Ms. Lent's behalf.
2. Update the response letter with the Tax ID when received. Update by the July 2019 meeting.

MAILBOX AT PORTAGE PARKS DEPT (STATUS)

1. The mailbox for PPF communications was installed in the Portage Parks Dept. office and the PPF Board visited the office with Ms. Hoyle to observe the location. Two (2) keys will be provided to the PPF Treasurer by the July 2019 meeting.

V. BRAINSTORM BOARD GOALS/IDEAS/COMMENTS

PRESS RELEASE DRAFT OF THE PPF BOARD

1. A press release draft was presented by Mr. Meier. Mr. Strazdas to follow-up with the City of Portage Communications Department Administrator (Mary Beth) to see if she could wordsmith in presentable format. Mr. Strazdas to update by July 2019 meeting.

VI. FUNDING/DONATION TOOLS

1. New PayPal account to initiate when financial institution account is open and the website goes live. PayPal account will be very quick to open thereafter.
2. Website transfer has been completed from the PPB.



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3. Donations and Receipts Update – nothing to report at this time until the PPF is official from the State of Michigan.

- PPF Treasurer to provide a Monthly & Quarterly Report Out in future (Portage Parks Report)
- Ms. Hoyle to have access to Huntington Bank viewer once the PPF account is set-up to provide financial report to the Board in their meeting packet.

4. Motion by Mr. Thomas to approve payment of \$245 to Grossman, Horne and Cannizzaro, PC for attorney fees for Articles of Incorporation for the PPF, second by Mr. Ruhland. Unanimous vote to approve.

VII. NEXT STEPS AND ADJOURN

Motion to adjourn was made by Mr. Pete Strazdas at 7:05 pm

Next meeting is July 11, 2019 at 5:30 p.m. at Portage City Hall Conference Room #2

Respectfully Submitted,

Mr. Steven Meier

Portage Parks Foundation Board Secretary