



## Portage Parks Foundation Meeting Minutes

May 11, 2022

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

**Board Absent (excused):** Sue Williams

**Board Absent (unexcused):** N/A

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

Ms. Tara Gish – Portage Parks Board Representative

Mr. Chris Fusciardi – Portage Parks Foundation Candidate for Treasurer Seat

Meeting and Roll started by Mr. Strazdas at 5:30 pm.

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### I. APPROVAL OF MARCH 9, 2022 MEETING MINUTES

Motion to approve March 9, 2022 minutes by Mr. Ruhland, second by Mr. Thomas. Unanimous vote to approve.

Mr. Strazdas led introductions of the current Portage Parks Foundation Board Members to Mr. Fusciardi. Proceeding board member, Mr. Fusciardi introduced himself to the Portage Parks Foundation Board, regarding his experience in teaching, business accounting and the opportunity to share his experience and time as a volunteer serving as Portage Parks Foundation's new Treasurer.

Ms. Tara Gish also introduced herself to the Portage Parks Board as the new Portage Parks Board Chair and a guest to overview our May 11, 2022 board meeting.

### II. 2022 MEETING CALENDAR (REMAINING DATES)

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: \$32,099.95

c. *Income/Expense Budget Statement* – provided by Mr. Ruhland



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### d. *Project Fund Balances*

1. General Fund – (\$416.00)
2. Bike Repair Stations - \$50
3. ADA Swing - \$0
4. Trail Endowment - \$2,500
5. Scholarship Program - \$0
6. Inspirational Garden (Judy Acker-Smith) - \$29,062

### e. *Donations Received*

- \$0

### e. *Invoices Received*

- \$90 – virtual invoice for 2 children to receive lake swimming lessons from the Scholarship Program Fund. Current balance - \$0

### f. *Payment Approvals*

- Motion to approve a transfer of \$100 to the Scholarship Program Fund & \$500 to the General Fund from the Trail Endowment Fund 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 planned for the month of June 2022.
  - Celery Flats
  - Lakeview Park
  - Bicentennial Trail Head at Kilgore Rd.



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- b. *Trail Endowment Fund* – transferred \$600 out of the fund to support the General Fund and Scholarship Program Fund.
- c. *Scholarship Program* – received \$100 transfer to support virtual request
- d. *ADA Swing* - no new activity
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
  - a. A “Picnic in the Park” gathering is scheduled for May 12, 2022 at the Lakeview Park location for the neighborhoods of the surrounding park.
  - b. CIP by City Management under advisement to proceed at the present time.
  - c. Raise the remaining funds for the garden

### 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 July 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. **STATUS: No change**
  - 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).



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- Octoberfest 2022: Due to lack of Parks & Recreation personnel support and appropriate planning timing, the fundraising event we be planned for October 2023. Mr. Meier will schedule a preliminary meeting with volunteers during the month of June 2022.
- The Portage Parks Foundation (PPF) Board to solicit one new board member for the Vice President seat.
- Mr. Ruhland will be stepping down as Treasurer. A motion to approve Mr. Ruhland's resignation as Treasurer of the Portage Parks Foundation by Ms. Lent, second by Mr. Thomas. Unanimous vote to approve.
- Mr. Fusciardi is accepting the new role as Treasurer for the Portage Parks Foundation. A motion to approve Mr. Fusciardi as the new Treasurer of the Portage Parks Foundation by Mr, Ruhland, second by Mr. Meier. Unanimous vote to approve.

Meeting adjourned at 6:34 PM. Motion to adjourn by Mr. Meier, second by Mr. Thomas.

**Next Meeting:** July 13, 2022 at 5:30 pm at Portage City Hall, Conference Room #1.

Respectfully Submitted,

Steven Meier

Portage Parks Foundation Board Secretary