

Portage Parks Foundation Meeting Notes

May 12, 2021

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

Charles Thomas

Board Absent (excused): Sue Williams

Board Absent (unexcused):

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

Virtual Webex meeting started by Mr. Strazdas at 5:35 pm.

I. APPROVAL OF JANUARY 13, 2021 MEETING MINUTES

Motion to approve January 13, 2021 minutes by Mr. Thomas, second by Ms. Lent. Unanimous vote to approve.

II. 2021 MEETING REMAING CALENDAR

Jul 14, 2021

Sep 15, 2021

Nov 10, 2021

III. APPROVAL OF SPECIAL MEETING MINUTES

Not applicable.

IV. FINANCIAL UPDATE - 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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	Portage Parks Foundation Donation Summary											
Date: 3-11-21												
			Donation Bucket									
Donor Name	Donor Address	Deposit Date	Parks Board	Amount	Bike Repair	Amount	Trail Endow	Amount	General Fd	Amount	Total \$	TY Sent
Bill & Kathleen Main	10035 Woodlawn Dr. Portage, MI 49002	22-Jan-21								\$ 2,500	\$ 2,500	No
JP Morgan Chase & Co	245 Park Ave, Floor 02 New York, NY 10167	7-Feb-21								\$ 50	\$ 50	No
General Donation	National Night Out	7-Feb-21								\$ 50		NA
General Donation	Great American Campout	7-Feb-21								\$ 41		NA
General Donation	Pig out with public safety	7-Feb-21								\$ 72	\$ 72	NA
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	Totals			S 0		S 0		S 0		\$ 2,713	\$ 2,713	
		Current E	Balance	1								
		PayPal Acct	s 0.00									
		Huntington Acct	\$ 2,815.33	ĺ								
		Donations	\$ 2,712.65									
		Invoices Rec'd	\$ 0.00									
		Invoies Apr'd	s 0.00	ĺ								
		Invoies Paid	\$ 0.00	1								

g. Mr. Strazdas to send a "Thank You" letter to the Main Family. Update at the July meeting.

V. COMMUNICATION UPDATE

- a. Website Corrections & Updates Mr. Strazdas

 Updated the Bike Repair Station by Mr. Meier to actual purchased repair station
- b. *Emails & Responses -* Mr. Thomas

No update

- c. Printed Literature Piece Ms. Hoyle
 - 1. Ms. Hoyle to investigate a printed layout, possibly utilize a business card (Vistaprint) for potential donors to keep. Three (3) step process on the business card: Who the PPF is? Why the PFF was created? How to donate? Target Date for an update during the July 2021 meeting.

VI. FY21 PROJECTS UPDATE

- a. *Bike Repair Station* correct repair station photo uploaded to the Portage Parks Foundation website by Mr. Meier.
- 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. Currently in the General Fund.



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c. *General Fund* – reference Financial Spreadsheet noted in the May 2021 meeting minutes.

VII. NEXT STEPS & ADJOURNMENT

- a. The Portage Parks Foundation (PPF) Board to solicit two new board members. Ms. Hoyle to follow-up with 1 potential candidate during July 14, 2021.
- b. Business Sponsorship opportunities for future Fundraising:
 - i. Corporate Sponsor(s) by park location discussion during July 2021 meeting.
 - ii. Friends of the park membership discussion during July 2021 meeting.
 - iii. Discussion of a Fundraising Banner to bring to park events, parades, etc.
 - iv. Octoberfest 2021 (or 2022?), unsure at this point in time due to Covid-19.

Discussion ended at 6:22 PM.

Next Meeting: July 14, 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