



Portage Parks Foundation Meeting Minutes

May 23, 2023

Portage Parks Foundation Board Present: Steve Meier, Charles Thomas, Shannon Myers, Chris Fuscuardi, Pete Strazdas and Patti Lent, Jason Kamrath, Sue Williams

Board Absent (excused): N/A

Board Absent (unexcused): N/A

Guests: Ms. Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services
Ms. Alexis Conklin – Program Events Coordinator at Parks & Recreation Dept.
Ms. Tara Gish – Parks Board Chairperson

Meeting and Roll started by Mr. Strazdas at 5:33 pm.

I. APPROVAL OF MARCH 8, 2023 MEETING MINUTES

Motion to approve March 8, 2023 minutes by Mr. Thomas, second by Mr. Fuscuardi. Unanimous vote to approve.

II. 2023 MEETING CALENDAR

Jul 26, 2023

Sep 13, 2023

Nov 8, 2023

III. ADDITIONAL / SPECIAL BOARD MEETINGS

Feb 6, 2023 – Initial Meeting of the Oktoberfest Fundraiser Sub-Committee

Feb 20, 2023 – Follow-up meeting of the Oktoberfest Fundraiser Sub-Committee

Mar 6, 2023 – Follow-up meeting of the Oktoberfest Fundraiser Sub-Committee

Mar 21, 2023 – Follow-up meeting Oktoberfest Fundraiser Sub-Committee

Jun 7, 2023 – next scheduled meeting of the Oktoberfest Fundraiser Sub-Committee

2023 SPECIAL FINANCIAL REPORTING DATES:

- a. LARA State of Michigan Fee – pay fee on or before October 1st of 2023
- b. Federal 990 Form – submit to IRS on or before November 15th of 2023
(Time Period 01Jul2022 thru 30Jun2023: Balance & Interest records req'd).



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IV. FINANCIAL UPDATE – Mr. Fusciardi

a. *Income/Expense Budget Statement*

- Huntington Account Balance - \$45,032.98, PayPal - \$0
- Donations Received - \$0
- Invoice Payments - \$225 to Vistaprint for Website Admin (Annual Fee)
 - i. Motion by Ms. Lent, 2nd by Ms. Williams, unanimous approval for payment.
- Transfer \$35k from JAS Inspirational Garden account to the City of Portage in a check format
 - i. Motion by Ms. Lent, 2nd by Mr. Thomas, unanimous approval for transfer amount of \$35k by written check from Mr. Fusciardi.
 - ii. Portage City Council approved the proposed name of the site at Lakeview Park.

b. *Project Fund Balances*

1. ADA Swing - \$0
2. Scholarship Program - \$10
3. Bike Repair Stations - \$50
4. Trail Endowment - \$1,300
5. General Fund – \$1,892.46
6. Inspirational Garden (Judy Acker-Smith) - \$41,780.52

V. COMMUNICATION UPDATE

a. *Website Corrections & Updates* – Mr. Meier

- 320 Library Lane address updated on the website.
- PPF Board Members photos uploaded to the website.

b. *Emails & Responses* - Mr. Thomas

- No emails or responses

c. *LARA & IRS Form 1023 Status* - Mr. Strazdas

- LARA – next filing on or before Oct 1, 2023.
- IRS – filing on or before Nov 15, 2023 (target July 2023).



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VI. PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined (no new activity)
 - **Eliason Nature Reserve Trail – completed and operational**
 - **Celery Flats – completed and operational**
 - Bicentennial Park at Portage Creek – **STATUS: No new activity**
 - Lakeview Park – **STATUS: No new activity**
 - Bicentennial Trail Head at Kilgore Rd. – **STATUS: No new activity**
- b. *Trail Endowment Fund* – **STATUS: No new activity**
- c. *Scholarship Program* – **STATUS: No new activity**
- d. *ADA Swing* - **STATUS: No new activity**
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
 - i. Approval by the Portage City Council regarding the naming of the Acker-Smith Family Inspirational Garden.
 - ii. Several target groups and foundations will be the next step to raise additional funding to reach the \$150k goal.

VII. NEXT STEPS & ADJOURNMENT

- a. Review purchase of a vertical banner identifying the Portage Parks Foundation at fundraising community events. Ms. Conklin has a source (estimate \$150). Ms. Conklin will initiate discussion for a banner design from the City of Portage Public Information Department. Review the design at the July 26, 2023 meeting.

b. **FUNDRAISING EVENTS UPDATE**

Corporate Sponsor by Park Location: Ms. Hoyle

- 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**

Annual Membership: Ms. Hoyle

- Portage Parks Annual Membership – discussion pertained to the Portage Senior Center membership and their success. Ms. Hoyle will provide the 5



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different levels that can be potentially added to the website. Ms. Hoyle to provide an update during the July 2023 meeting.

Historical Markers: Ms. Hoyle

- Potential for Historical Markers throughout the Portage Parks System
STATUS: No change
 - 12 site locations determined, w/ possibility of 15 total
 - 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.
 - Historical markers with “Art Work” will be the theme. 12 to 15 local artists have interest in the project.

Oktoberfest: Mr. Meier

- Oktoberfest 2023: event date planned for October 7, 2023. Sub-committee planning meetings began in February 2023. Planning has been developed by the sub-committee. Donations/Funding is the next step. Funding status and event execution to be determined at the June 7, 2023 meeting.

Meeting adjourned at 6:23 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Kamrath.

Next Meeting: July 26, 2023 at 5:30 pm in the Parks & Recreation conference room at 320 Library Lane in Portage.

Respectfully Submitted,

Steven Meier
Portage Parks Foundation Board Secretary