



Portage Parks Foundation Meeting Minutes

July 13, 2022

Portage Parks Foundation Board Present: Steve Meier, Charles Thomas, Patti Lent, Chris Fuscuardi and Pete Strazdas

Board Absent (excused): N/A

Board Absent (unexcused): Sue Williams

Guests: Ms. Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services
Ms. Tara Gish – Portage Parks Board Representative

Meeting and Roll started by Mr. Strazdas at 5:29 pm.

I. APPROVAL OF MAY 11, 2022 MEETING MINUTES

Motion to approve May 11, 2022 minutes by Ms. Lent, second by Mr. Thomas. Unanimous vote to approve.

II. 2022 MEETING CALENDAR (REMAINING DATES)

Sep 14, 2022 Nov 9, 2022

III. APPROVAL OF SPECIAL MEETING MINUTES

Not applicable

SPECIAL FINANCIAL REPORTING DATES:

- a. LARA State of Michigan Fee – pay fee on or before October 1st of calendar year
- b. Federal 990-N Form – submit to IRS on or before July 1st of calendar year

IV. FINANCIAL UPDATE – Mr. Fuscuardi (No change from May 2022 meeting)

- a. *PayPal Account Status* - \$0.00
- b. *Huntington Bank Account* – Balance: \$32,099.95
- c. *Income/Expense Budget Statement* – No change from May 2022 meeting)
- d. *Project Fund Balances*
 1. General Fund – (\$416.00)
 2. Bike Repair Stations - \$50
 3. ADA Swing - \$0



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4. Trail Endowment - \$2,500
 5. Scholarship Program - \$0
 6. Inspirational Garden (Judy Acker-Smith) - \$29,062
- e. *Donations Received*
- \$0
- e. *Invoices Received*
- \$0
- f. *Payment Approvals*
- Motion to approve a transfer of \$600 (IRS Form 1023 User Fee) to the to the General Fund from the Trail Endowment Fund by Mr. Thomas, second by Ms. Lent. 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
- c. *Printed Literature piece* – Ms. Hoyle
 - No update
- d. *LARA & IRS Form 1023 Status* - Mr. Strazdas
 - LARA – Mr. Meier to provide evidence of PPF payment received by State of Michigan on September 18, 2020. Send the following documentation:
 - Copy of notification from LARA regarding status dated June 15,2022
 - Photocopy of check payment of \$20.00 fee
 - Copy of completed State of Michigan form
 - Copy of State of Michigan acknowledgement receipt letter
 - IRS Form 1023 Submittal - Mr. Fusciardi to prepare a check for \$600 to cover the user fee with the IRS. Send the following documentation:
 - Copy of Articles of Incorporation – Portage Parks Foundation
 - Copy of Portage Parks Foundation 501 c(3)
 - Completed IRS 1023 Form (electronically online)
 - Payment of \$600 (electronically with debit card online)



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VI. FY21 PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined
 - **Eliason Nature Reserve Trail – completed and operational**
 - Celery Flats – a \$2k donation by the Parker Foundation. Ribbon cutting ceremony date TBD.
 - Bicentennial Park at Portage Creek
 - Lakeview Park
 - Bicentennial Trail Head at Kilgore Rd.
- b. *Trail Endowment Fund* – transferred \$600 out of the fund to support the General Fund.
- c. *Scholarship Program* – no new activity
- d. *ADA Swing* - no new activity
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
 - a. CIP approved by City of Portage Management.
 - b. Mr. Strazdas to update the Acker-Smith Family

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. **STATUS: No Change**
- 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**



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- 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).
- Octoberfest 2023: new event date scheduled for October 7, 2023
- The Portage Parks Foundation (PPF) Board to solicit one new board member.
 - Vote to add Ms. Shannon Myers as a board member to the Portage Parks Foundation. A motion to approve Ms. Myers as a Board Member by Mr. Thomas, second by Ms. Lent. Unanimous vote to approve.

Meeting adjourned at 6:25 PM. Motion to adjourn by Mr. Meier, second by Mr. Thomas.

Next Meeting: September 14, 2022 at 5:30 pm at Portage City Hall, Conference Room #1.

Respectfully Submitted,

Steven Meier

Portage Parks Foundation Board Secretary