



Portage Parks Foundation Meeting Minutes

July 14, 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
Mr. Jon Peer – Parks Board Member (via telephone)

Meeting started by Mr. Strazdas at 5:36 pm.

I. APPROVAL OF MAY 12, 2021 MEETING MINUTES

Motion to approve May 12, 2021 minutes by Mr. Ruhland, second by Mr. Thomas. Unanimous vote to approve.

II. 2021 MEETING REMAINING CALENDAR

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 (Meijer Shaver Road location closing)

c. *Donations Received*

Following donation(s) received to the Portage Parks Board:

▪ No new donations - \$0

d. *Invoices Received*

▪ \$20.00 (501(c)3 State of Michigan Annual Fee) – no Board Approval necessary

e. *Payment Approvals*

▪ \$0.00



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V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Strazdas
 - No update
- b. *Emails & Responses* - Mr. Thomas
 - None received, only solicitations
- c. *Printed Literature Piece* - Ms. Hoyle
 - Ms. Hoyle stated City of Portage will design and pay for cost to print.

VI. FY21 PROJECTS UPDATE

- a. *Bike Repair Station* – No change
- b. *Trail Endowment Fund* – No change
- c. *General Fund* – No change
- d. *Inspirational Garden (Judy Acker-Smith)* – Goal is \$150k
 - PPF Board approved to unanimously approved to initiate & support
 - Mr. Peer will investigate creating a PayPal donation information contact screen
 - Create & submit PayPal QR code for the Acker-Smith Family
 - Mr. Meier to request quote from Web Developer to update the website for Inspirational Garden page
 - Memorial date is 24Jul2021

VII. NEXT STEPS & ADJOURNMENT

- a. The Portage Parks Foundation (PPF) Board to solicit one new board members. Ms. Hoyle stated a potential new member by Fall/Winter 2021.
- b. Business Sponsorship opportunities for future Fundraising:
 - i. Corporate Sponsor(s) by park location discussion during Sep 2021 meeting.
 - ii. Friends of the park membership discussion during Sep 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.



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Meeting adjourned at 6:15 PM. Motion to adjourn by Mr. Ruhland, second by Ms. Lent.

Next Meeting: September 15, 2021 at 5:30 pm at Portage City Hall, Conference Room #2.

Respectfully Submitted,

Mr. Steven Meier
Portage Parks Foundation Board Secretary