



# PORTAGE PARKS FOUNDATION

## Portage Parks Foundation Meeting Minutes

July 25, 2019

**Portage Parks Foundation Board:** Pete Strazdas, Steve Meier, Sue Williams, Jeff Ruhland, Patti Lent, Ray Steadmon

**Board Absent (excused):** Charles Thomas

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

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

Jon Peer – Chairperson, Portage Parks Board

Board Meeting called to order by Mr. Pete Strazdas at 5:35 pm. Roll recorded by Mr. Meier, 6 of 7 Board Members present. Request to proceed with the meeting.

Motion to proceed by Ms. Williams, second by Mr. Ruhland. Unanimous vote to approve.

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### I. APPROVAL OF MAY 2019 MEETING MINUTES

Motion to approve by Ms. Williams, second by Ms. Lent. Unanimous vote to approve.

### II. 2019 MEETING CALENDAR

January 3, 2019 (rescheduled to January 23, 2019)

March 7, 2019

May 2, 2019

July 11, 2019 (rescheduled to July 25, 2019)

September 5, 2019

November 7, 2019

### III. APPROVAL OF SPECIAL MEETING MINUTES

N/A

### IV. PORTAGE PARKS FOUNDATION DEVELOPMENT

#### ARTICLES OF INCORPORATION/BYLAW

Articles of Incorporation approved by the State of Michigan. Approved document provided online under LARA category. Ms. Hoyle stated that a) attorney verbiage changes and b) verbiage changes approved by the City of Portage attorneys.



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### FINANCIAL STRUCTURE & INSTITUTIONS

Mr. Ruhland (Treasurer) and Mr. Meier (Secretary) provided signatures to open the PPF Board bank account. The account was successfully opened. The account is a basic account with a return check fee of \$25. Ms. Hoyle stated this should be a very low occurrence. Returned checks have not happened in the past. On average, 20 – 30 checks are written per year per Ms. Hoyle.

The checks were received and have Mr. Ruhland and Mr. Meier's names on the checks. New checks will need to be provided with no board members names present on the PPF checks. Also, two signature locations should be provided on the checks. Mr. Ruhland to follow-up with the bank.

Motion by Mr. Ruhland to have 3 members authorized to sign on checks: Mr. Ruhland, Mr. Meier & Mr. Steadmon, second by Mr. Strazdas. Unanimous vote to approve.

**ACTION:** Mr. Steadmon to schedule an appointment at the bank with Mr. Ruhland to create a Mr. Steadmon signature card at the bank.

PayPal account will be set-up with the website developer now that the bank account is established.

**ACTION:** Mr. Ruhland to follow-up with website developer by the September meeting.

### PORTAGE PARKS BOARD FY20 BUDGET REVIEW

Motion to receive the budget provided by the Portage Parks Board by Mr. Ruhland, second by Ms. Williams. Unanimous vote to approve.

Ms. Hoyle will add the PPF Board to the internal email distribution list.

FY20 Budgeted Expenses - \$4,200

FY20 Budgeted Income - \$6,075

**ACTION:** Mr. Ruhland (Treasurer) to provide the Income/Expenses Budget statement and a PRELIMINARY "Donation Log" to record all donations received by the September meeting.



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### RECEIVED INVOICES REVIEW

One invoice received from attorney Andrew Horne, Grossman, Horne and Cannizzaro, PC.

Motion to pay the outstanding attorney invoice from Grossman, Horne and Cannizzaro, PC, by Mr. Ruhland, second by Mr. Steadmon. Unanimous vote to approve.

\$40 cash donation was received from a Portage Parks Board event. Mr. Ruhland to deposit into the PPF account and provide during the financial report out. This will be recorded to the General Fund.

### WEBSITE DEVELOPMENT UPADTE

The [www.portageparksfoundation.org](http://www.portageparksfoundation.org) website is now live on the internet.

**ACTION:** Ms. Williams to contact the website developer to change “.com” to “.org” at the bottom on TERMS and PRIVACY POLICY pages and add the “Donor Form” to the PPF website by the September meeting.

### EMAIL COMMUNICATION UPDATE

Review with Mr. Thomas at September meeting since he is the board member checking the website contact emails received.

Motion to provide the City Hall located at the Portage Parks Dept. mailbox key to Mr. Ruhland by Ms. Lent, second by Ms. Williams. Unanimous vote to approve.

### PORTAGE PARKS PROJECTS REVIEW

- a. Bike Repair Station – need to select a vendor. Estimated \$800/station
- b. Accessible Swings – need is to add one swing at the Lexington Green park location. Need a donor to support the funding.
- c. Trail Endowment – need to accumulate \$50k to start the endowment. Once the \$50k amount is reached, then open the endowment (restricted endowment).



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### V. BRAINSTORM BOARD GOALS/IDEAS/COMMENTS

#### PRESS RELEASE OF THE PPF BOARD

Who we are? Parks Department & Board Facebook page. Mr. Peer to advise update to PPF board at the September meeting. Possible use of Instagram...unsure and don't know much about it yet.

**ACTION:** Mr. Strazdas and Ms. Hoyle to follow-up with the City of Portage Communications Department Administrator (Mary Beth) to draft verbiage for the Portager Newsletter publication, as well as a Press Release to Mlive. Mr. Strazdas and Ms. Hoyle to follow-up at the September meeting.

Mr. Strazdas will also follow-up with Mr. Kitchens at Southwest Michigan First. Mr. Strazdas to provide status at the September meeting.

Mr. Steadmon and Ms. Hoyle to develop a printed piece handout to be available to handout to the community during the City of Portage and Parks events. Mr. Steadmon and Ms. Hoyle to provide an update at the September meeting.

### VI. FUNDING/DONATION

Ms. Hoyle to distribute "Donor Form" to the PPF Board.

### VII. ADJOURN

**Standard Meeting Agenda** moving forward will be: 1) Open Meeting & Roll, 2) Approval of Meeting Minutes, 3) Financial Update, 4) Communication Update, 5) FY20 Projects Update, 6) Adjourn Meeting

Motion to adjourn was made by Mr. Ruhland, second provided by Ms. Lent at 6:53 pm. Unanimous vote to approve.

**Next meeting** is September 5, 2019 at 5:30 p.m. at Portage City Hall Conference Room #1

Respectfully Submitted,

Mr. Steven Meier  
Portage Parks Foundation Board Secretary