



# PORTAGE PARKS FOUNDATION

## Portage Parks Foundation Meeting Minutes

July 26, 2023

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

**Board Absent (excused):** Jason Kamrath, Sue Williams

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

**Guests:** Ms. Alexis Conklin – Program Events Coordinator at Parks & Recreation Dept.

Meeting and Roll started by Mr. Strazdas at 5:31 pm.

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### I. APPROVAL OF MAY 23, 2023 MEETING MINUTES

Motion to approve May 23, 2023 minutes by Mr. Thomas, second by Ms. Patti Lent. Unanimous vote to approve.

### II. 2023 MEETING CALENDAR

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 – Follow-up meeting of the Oktoberfest Fundraiser Sub-Committee

#### **2023 SPECIAL FINANCIAL REPORTING DATES:**

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

### IV. FINANCIAL UPDATE – Mr. Fuscuardi

#### a. *Income/Expense Budget Statement*

- Huntington Account Balance - \$17,159.46, PayPal - \$144.68
- Donations Received - \$7,000



## Portage Parks Foundation Meeting Minutes

July 26, 2023

- Invoice Payments – No Invoices Received
- 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 – \$2,018.94
  6. Oktoberfest Fundraiser - \$7,000
  7. Inspirational Garden (Judy Acker-Smith) - \$6,780.52

### V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
  - Vistaprint merged with Wix. This change will require the PPF website and landing pages to be updated. Estimated cost not known at this time of the July meeting.
  - Oktoberfest Landing Page is in-process of being developed.
- b. *Emails & Responses* - Mr. Thomas
  - No emails or responses
- c. *LARA & IRS Form 1023 Status* - Mr. Fusciardi
  - LARA – prepare filing on or before Oct 1, 2023.
  - IRS – filing on or before Nov 15, 2023 (target July 2023).

### 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**



## Portage Parks Foundation Meeting Minutes

July 26, 2023

- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
  - i. **STATUS**: No new activity

### VII. NEXT STEPS & ADJOURNMENT

- a. Vertical banner design approved by the PPF Board. Ms. Hoyle/Ms. Conklin will order the banner from the City of Portage vendor. When received, the Parks & Recreation Department will invoice the PPF.

#### 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 different levels that can be potentially added to the website. Ms. Hoyle to provide an update during the September 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.



## Portage Parks Foundation Meeting Minutes

July 26, 2023

- Historical markers with “Art Work” will be the theme. 12 to 15 local artists have interest in the project.

### Oktoberfest: Mr. Meier

- Reviewed the current expense budget & sponsorship donations received. The Oktoberfest budget has been achieved with sponsor funding. Next step, prepare to execute the event plan. Sub-committee to continue with meetings prior to the October event. Everything on schedule and the event notice will be placed in the September Portager edition.

Meeting adjourned at 6:20 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Meier.

**Next Meeting:** September 13, 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