



SPECIAL BOARD MEETING (Oktoberfest Event)

Date: 15Aug2023

Time: 5:00 PM

Location: Parks & Recreation Department Office at 320 Library Lane

Attendees: Pete Strazdas, Jason Kamrath, Chris Fusciardi, Steve Meier, Charles Thomas

Guests: Kathleen Hoyle: Director, Parks & Recreation Dept. and Senior Center

1. Meeting started at 5:00 PM by Pete Strazdas, Steve Meier taking attendance.
2. Mailbox check provided a check for \$1,500 from Pedal, Inc. toward the Scholarships Fund. Chris Fusciardi received the check to deposit into the Huntington bank account.
3. Pete Strazdas received a commitment donation of \$2,500 from Walbridge Construction toward the Oktoberfest Event. Check to arrive 16Aug2023 (Wednesday).
4. Board reviewed the Oktoberfest Landing Page and Ticketleap.com ticket site. No major changes required.
5. Pete Strazdas will DRAFT a Sponsor Letter when delivering the ticket allotment to each of the donating sponsors.
6. Jason Kamrath to investigate have pourers and servers TIPS certified/trained from a local restaurant establishment.
7. Anonymous donation through Patti Lent will provide \$1,000, instead of purchasing 100 tickets.
8. Oktoberfest Budget was reviewed and approved to move forward. Motion to approve the budget by Charles Thomas, Second the Motion by Steve Meier. Unanimous approval to proceed.
9. Board will need to investigate Board Insurance for the Oktoberfest Event, as well as Annual Insurance for 2024.
10. Kathleen Hoyle requested a list of all volunteers for background checks prior to the Oktoberfest Event.
11. Steve Meier will contact Ms. Klein at the Portage District Library to allow Oktoberfest Event parking at the library on Saturday October 7, 2023 after 5 PM.
12. Meeting adjournment – 6:05 PM

Respectfully submitted,

Steve Meier - Portage Parks Foundation Board, Secretary