



PORTAGE PARKS FOUNDATION

Portage Parks Foundation Meeting Minutes

September 5, 2019

Portage Parks Foundation Board: Pete Strazdas, Steve Meier, Sue Williams, Jeff Ruhland, Patti Lent, Charles Thomas

Board Absent (excused): Ray Steadmon

Board Absent (unexcused): N/A

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

Tara Gish – Vice-Chairperson, Portage Parks Board

Board Meeting called to order by Mr. Pete Strazdas at 5:32 pm. Roll recorded by Mr. Meier, 6 of 7 Board Members present. Motion to approve September Meeting Agenda by Mr. Ruhland, second by Ms. Williams. Unanimous vote to approve.

I. APPROVAL OF JULY 2019 MEETING MINUTES

Motion to approve July minutes by Mr. Ruhland, second by Mr. Thomas. 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. FINANCIAL UPDATE

- a. PPF check corrections completed. Huntington Bank supplied PPF Treasurer with correct check with two signature locations. \$500 deposit into the PPF account.
- b. Mr. Ruhland, Mr. Meier and Mr. Steadmon have been added as the check signature approvers. Signature cards on file at Huntington Bank.
- c. Mr. Ruhland to have PayPal worked out with the Website Developer by 27Sep2019. Board discussion on the assurance of PayPal donations into the 4 donation buckets.



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The four (4) Donation Buckets:

1. Wheel Chair Swing Project
2. Bike Repair Station Project
3. Trail Endowment Fund
4. Miscellaneous Account

d. Bank Financial Statement shows \$500 cash deposit.

Motion to approve the review of the Bank Financial Statement and status of the four (4) donation buckets at every meeting by Ms. Williams, second by Mr. Ruhland. Unanimous vote to approve.

e. \$40 cash donation was received from a Portage Parks Board event. Mr. Ruhland to deposit into the PPF account once noted in the Parks Board minutes and received from the Parks Board. Mr. Ruhland presented a ledger/log book to record the donations received and expenses to be paid. Ms. Hoyle presented a donation form for donors to complete when submitting a donation. This form will be posted on the PPF website for donors to complete and send with a donation check.

IRS required threshold to receive a “thank you” letter from the PPF is \$250. Mr. Ruhland will check with the website developer to see if PayPal can send an email Notification.

f. No invoices received. An \$800 attorney statement from Grossman, Horne and Cannizzaro, PC was received by Mr. Ruhland. Ms. Hoyle will verify all billings have been paid to the firm.

g. No payment approvals were reviewed or voted in the September meeting.



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V. COMMUNICATION UPDATE

- a. Ms. Williams to have the website developer add the following to the PPF website:
 - add the Donation Form for donors to complete and send with donation check
 - add image of Wheelchair Swing
 - add image of the Bike Repair Station

Ms. Williams to request statement of work retainer amount balance and present at next PPF board meeting.

- b. Mr. Thomas will begin to review email traffic on the PPF website and report out at every PPF board meeting.
- c. Mr. Strazdas presented a Press Release of the PPF Board origination and purpose. The PPF Board reviewed and accepted. Deadline for publication release is 10Sep2019. The information will go out to the Portager publication, mLive and other news syndicates.
- d. Printed literature piece and donation form to be worked on by Ms. Hoyle and Mr. Steadmon for future review by the PPF Board. Printed piece will be a handout to the community during the City of Portage and Parks events. Mr. Steadmon and Ms. Hoyle to provide an update at the November meeting.

VI. FY20 PROJECTS UPDATE

- a. Bike Repair Station – \$3,500 each (to include product, shipping and installation)
- b. Wheelchair Swing - \$4,500 each (to include product, shipping and installation)
- c. Trail Endowment Fund – fund must reach \$50,000 limited before it can be enacted

VII. NEXT STEPS & ADJOURNMENT

- a. Mr. Strazdas suggested we begin to brainstorm PPF fundraising events (1-2 years out). Review appeals for year-end tax deduction donations for the PPF, but not to infringed on other Portage Parks programs. Ms. Lent mentioned financial auditing of the PPF.



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Ms. Hoyle will research with the City Manager and report out at the next meeting. Ms. Hoyle did mention the Portage Parks is going through the re-branding process. Mr. Strazdas suggested placing a QR code on each marketing piece with the PPF logo printed for community awareness.

- b. Motion to adjourn was made by Mr. Ruhland, second provided by Mr. Thomas at 6:49 pm. Unanimous vote to adjourn.

Next Meeting: November 7, 2019 at 5:30 pm at Portage City Hall, Conference Room #2.

Respectfully Submitted,

Mr. Steven Meier
Portage Parks Foundation Board Secretary