



Portage Parks Foundation Meeting Minutes

September 10, 2020

Portage Parks Foundation Board: Pete Strazdas, Steve Meier, Patti Lent, Jeff Ruhland, CharlesThomas

Board Absent (excused): Sue Williams

Board Absent (unexcused): Ray Steadmon

Guests: Ms. Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services
Mr. Jon Peer – Chairperson, Portage Parks Board

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

I. APPROVAL OF MARCH 5, 2020 MEETING MINUTES

Correction from March 5, 2020 minutes. Mr. Ruhland stated the amount transferred from PayPal to Huntington Bank account was \$394.15. Motion to approve March 5, 2020 minutes by Mr. Thomas, second by Ms. Lent. Unanimous vote to approve.

II. 2020 MEETING CALENDAR

Motion to approve 2020 meeting calendar by Ms. Lent, second by Mr. Ruhland. Unanimous vote to approve.

Jan 9, 2020

Mar 5, 2020

May 14, 2020 – cancelled due to COVID-19

Jul 9, 2020 – cancelled due to COVID-19

Sep 10, 2020

Nov 12, 2020

III. APPROVAL OF SPECIAL MEETING MINUTES OF MARCH 25, 2020

Motion to approve March 25, 2020 minutes by Mr. Ruhland, second by Mr. Meier. Unanimous vote to approve.

IV. FINANCIAL UPDATE

- a. Mr. Ruhland stated \$564.05 is the balance in the Huntington PPF account and \$0 in the PayPal account. Pete Strazdas will be the additional signature on the Huntington checking account when the banks open up. Additionally, Mr. Ruhland to request a



Portage Parks Foundation Meeting Minutes

September 10, 2020

debit card for the PPF account to use for the annual VistaPrint website fee and Go Daddy URL name fee.

- b. *Income/Expense Budget Statement* – Mr. Ruhland

Income: \$564.05 reported in the Portage Parks Foundation Huntington Account

Expenses: no expenses received since March 2020.

- c. *Donations Received* - Mr. Ruhland

Following donations received from the Portage Parks Board:

- None received at 9-10-2020 Mtg.- \$00.00

Total – \$00.00 for deposit

- d. *Invoices Received* - Mr. Ruhland

No invoices received.

- e. *Payment Approvals* - Mr. Ruhland

No payment approvals to approve.

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* - Ms. Williams

No update

- b. *Emails & Responses* - Mr. Thomas

No contact messages in the Portage Parks Foundation email contact box.

- c. *Printed Literature Piece* - Mr. Steadmon (support by Ms. Hoyle)

Mr. Steadmon was not available for the meeting, therefore Ms. Hoyle will draft for review during the November 2020 meeting.

1. Utilize the existing website content.

2. Ms. Hoyle to investigate a layout, possibly using a business card for potential donors to keep. Three (3) step process on the business card: Who the PPF is? Why the PPF was created? How to donate? Target Date to complete by Jan 2021.

VI. FY20 PROJECTS UPDATE

- a. *Bike Repair Station* – Kalamazoo Bicycle Club (KBC) will donate \$1,978 for one bike station and concrete pad. Ms. Hoyle to follow-up with the donation check from KBC.
- b. *Trail Endowment Fund* – fund must reach \$50,000 limited before it can be enacted



Portage Parks Foundation Meeting Minutes

September 10, 2020

- d. *General Fund* – no update as of September 2020 meeting.

VII. NEXT STEPS & ADJOURNMENT

- a. Due to COVID-19, move the opportunity of the Portage Oktoberfest fundraising to October 2021.
 - 1. Investigate partnerships with several community sponsors: Stryker Corp, Bell's Brewery, Mann+Hummel, WKW Extrusions, J.P. Morgan Financial.
 - 2. Utilize the created an Oktoberfest Event Sponsorship document to initially present to area potential company sponsors.
- b. Fundraising Appeal for "Year End Giving" to the Portage Parks Foundation will be presented in the Portager publication in the coming months. Ms. Hoyle to follow-up with the PPF Board with comments to the draft to print.
- c. Motion to adjourn was made by Mr. Meier, second provided by Mr. Ruhland at 6:00 pm. Unanimous vote to adjourn.

Next Meeting: November 12, 2020 at 5:30 pm at Portage City Hall, Conference Room #1.

Respectfully Submitted,

Mr. Steven Meier
Portage Parks Foundation Board Secretary