



Portage Parks Foundation Meeting Minutes

September 13, 2023

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

Board Absent (excused): Jason Kamrath

Board Absent (unexcused): Sue Williams

Guests: Ms. Kathleen Hoyle – Director of Parks & Recreation & Senior Center
Ms. Alexis Conklin – Program Events Coordinator at Parks & Recreation Dept.

Meeting and Roll started by Mr. Strazdas at 5:30 pm.

I. APPROVAL OF JULY 26, 2023 MEETING MINUTES

Motion to approve July 26, 2023 minutes by Mr. Thomas, second by Ms. Patti Lent. Unanimous vote to approve.

II. 2023 MEETING CALENDAR

Nov 15, 2023

III. ADDITIONAL / SPECIAL BOARD MEETINGS

Aug 15, 2023 – Review & Approval of the Oktoberfest Event Budget

2023 SPECIAL FINANCIAL REPORTING DATES:

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

IV. FINANCIAL UPDATE – Mr. Fusciardi

- a. *Income/Expense Budget Statement*
 - Huntington Account Balance - \$26,551.27, PayPal - \$0
 - Donations Received - \$4,866.59
 - Invoice Payments – \$617.64



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b. *Project Fund Balances*

1. ADA Swing - \$0
2. Scholarship Program - \$1,510
3. Bike Repair Stations - \$50
4. Trail Endowment - \$1,300
5. General Fund – \$1,794.16
6. Oktoberfest Fundraiser - \$12,000
7. Inspirational Garden (Judy Acker-Smith) - \$9,897.11

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
 - Oktoberfest Landing Page completed.
- b. *Emails & Responses* - Mr. Thomas
 - No emails or responses
- c. *LARA & IRS Form 1023 Status*
 - LARA – prepare filing on or before Oct 1, 2023 - Mr. Fusciardi
 - IRS – filing on or before Nov 15, 2023 (target July 2023) – Ms. Myers

VI. PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined (no new activity)
 - **Eliaison 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: \$1,500 donation for bicycle safety**
- d. *ADA Swing* - **STATUS: No new activity**
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
 - i. **STATUS: \$4,866.59 donations received**



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VII. NEXT STEPS & ADJOURNMENT

- a. Vertical banner design approved by the PPF Board – completed and presented to the PPF Board during the meeting. Mr. Fusciardi to process the \$163 invoice from the Parks & Recreation Department.

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



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Oktoberfest: Mr. Meier

- Event budget approved to move forward with the event.
- Event posters are designed, printed, and distributed.
- The event was featured in the September Portager edition.
- Sponsorship tickets printed and distributed to the event sponsors.
- Sponsorship plaques in-process
- Promotional banners in process, designated posting areas determined.
- German food tasted at Territorial Brewing
- Volunteer commitments to support the event are in-process.

Meeting adjourned at 6:10 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Meier.

Next Meeting: November 15, 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