



## Portage Parks Foundation Meeting Minutes

September 14, 2022

**Portage Parks Foundation Board Present:** Steve Meier, Charles Thomas, Patti Lent, Sue Williams, Shannon Myers and Pate Strazdas

**Board Absent (excused):** Chris Fusciardi

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

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

Ms. Tara Gish – Portage Parks Board Representative

Mr. Patrick McGinnis – Portage City Manager

Meeting and Roll started by Mr. Strazdas at 5:35 pm.

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### I. APPROVAL OF JULY 13, 2022 MEETING MINUTES

Motion to approve July 13, 2022 minutes by Mr. Thomas, second by Ms. Lent. Unanimous vote to approve.

### II. 2022 MEETING CALENDAR (REMAINING DATES)

Nov 9, 2022

### III. APPROVAL OF SPECIAL MEETING MINUTES

Not applicable

#### SPECIAL FINANCIAL REPORTING DATES:

- a. LARA State of Michigan Fee – pay fee on or before October 1<sup>st</sup> of 2022
- b. Federal 990-N Form – submit to IRS on or before November 15<sup>th</sup> of 2022 (for time period 01Jul2021 thru 30Jun2022).

### IV. FINANCIAL UPDATE – Mr. Fusciardi (email sent to PPF Board on 13Sep2022)

- a. *PayPal Account Status* - \$0.00
- b. *Huntington Bank Account* – Balance: \$31,989.95
- c. *Income/Expense Budget Statement* – (email sent to PPF Board on 13Sep2022)
- d. *Project Fund Balances*
  1. General Fund – (\$684.00)



## Portage Parks Foundation Meeting Minutes

September 14, 2022

2. Bike Repair Stations - \$50
  3. ADA Swing - \$0
  4. Trail Endowment - \$1,300
  5. Scholarship Program - \$0
  6. Inspirational Garden (Judy Acker-Smith) - \$29,062
- e. *Donations Received*
- \$0
- e. *Invoices Received*
- \$0
- f. *Payment Approvals*
- Amount submitted to IRS for tax reinstatement for 2019 was \$275, rather than the approved \$600 (IRS Form 1023 User Fee) at the 13Jul2022 PPF Board meeting.
  - PPF Board approved the \$20 fee to the State of Michigan LARA on or before 01Oct2022. Motion to approve payment by Mr. Thomas, second by Mr. Meier. Unanimous vote to approve.

## V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
  - No website updates required
- b. *Emails & Responses* - Mr. Thomas
  - No emails or responses
- c. *Printed Literature piece* – Ms. Hoyle
  - QR Code handout literature was provided by Ms. Hoyle for Portage events.
- d. *LARA & IRS Form 1023 Status* - Mr. Strazdas
  - LARA – all LARA fees are now up to date regarding payment. Outstanding 2022 LARA fee due on or before 01Oct2022. Mr. Meier send email to Mr. Fusciardi.
  - IRS Form 1023 Submittal – the 2019 tax reinstatement is now up to date regarding filing and payment per Ms. Myers. The next 990-N filing will be due on or before 15Nov2022 covering the time period from 01Ju2021 thru 30Jun2022. Ms. Myers will file after confirmation from Mr. Fusciardi that the donation amount was under the \$50k threshold.



## Portage Parks Foundation Meeting Minutes

September 14, 2022

### VI. FY21 PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined
  - **Eliason Nature Reserve Trail – completed and operational**
  - **Celery Flats – dedicated on 30Aug2022, completed and operational**
  - Bicentennial Park at Portage Creek
  - Lakeview Park
  - Bicentennial Trail Head at Kilgore Rd.
- b. *Trail Endowment Fund* – no new activity
- c. *Scholarship Program* – no new activity
- d. *ADA Swing* - no new activity
- e. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
  - a. CIP approved by City of Portage Management.
  - b. Ms. Hoyle provided an update to the PPF Board regarding construction quotes.

### VII. NEXT STEPS & ADJOURNMENT

- a. Review purchase of a vertical banner identifying the Portage Parks Foundation at fundraising community events. Ms. Williams will provide an update at the November meeting. **STATUS: No Change**
- b. Fundraising Sponsorship opportunities for future Fundraising:
  - 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: this sponsorship opportunity will be introduced in the 2023 Sponsorship Program.**
  - Portage Parks Annual Membership – discussion pertained to the Portage Senior Center membership and their success. **STATUS: No change**
  - 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



## Portage Parks Foundation Meeting Minutes

September 14, 2022

- 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 “Art Work” will be the theme. 12 to 15 local artists have interest in the project.
- Octoberfest 2023: new event date scheduled for October 7, 2023. This date could interfere with the annual October 2023 High School Cross Country Invitational. Ms. Hoyle to update this potential conflict at the November meeting. Ms. Alexis Conklin (Parks Department Program Events Coordinator) will be invited to the November meeting to share some of her ideas regarding the Oktoberfest fundraising event.

Meeting adjourned at 6:28 PM. Motion to adjourn by Mr. Thomas, second by Ms. Williams.

**Next Meeting:** November 9, 2022 at 5:30 pm at Portage City Hall, Conference Room #1.

Respectfully Submitted,

Steven Meier  
Portage Parks Foundation Board Secretary