



PORTAGE PARKS FOUNDATION

Portage Parks Foundation Meeting Minutes

September 15, 2021

Portage Parks Foundation Board Present: Steve Meier, Patti Lent, Pete Strazdas (via telephone), Jeff Ruhland, Charles Thomas, Sue Williams

Board Absent (excused): N/A

Board Absent (unexcused): N/A

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

Meeting started by Mr. Strazdas at 5:37 pm.

I. APPROVAL OF JULY 14, 2021 MEETING MINUTES

Motion to approve July 14, 2021 minutes by Mr. Thomas, second by Mr. Ruhland. Unanimous vote to approve.

II. 2021 MEETING REMAING CALENDAR

Nov 10, 2021

III. APPROVAL OF SPECIAL MEETING MINUTES

Not applicable.

IV. FINANCIAL UPDATE – Mr. Ruhland

a. *PayPal Account Status* - \$536.00

b. *Income/Expense Budget Statement*

Balance: \$28,300.27 in PPF Huntington Account

c. *Donations Received*

Following donation(s) received to the Portage Parks Board:

- No new donations - \$30 Cash from PPF Mailbox

d. *Invoices Received*

- \$20.00 (501(c)3 State of Michigan Annual Fee)

e. *Payment Approvals*

- \$20.00 (501(c)3 State of Michigan Annual Fee) – no Board Approval necessary.
- Motion to approve LARA payment by Mr. Ruhland, second by Mr. Meier. Unanimous vote to approve.



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- Judy Acker-Smith Inspirational Garden Project
 - The board decided to transfer donations, received within the PayPal account, to the Huntington Bank account monthly.
 - Donations Records
 - \$25,762 – accounted by the Acker-Smith Family
 - \$25,544 – PPF received from Acker-Smith Family & PayPal (\$ 218) – difference due to online PayPal service fees

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
 - No update to the website
- b. *Emails & Responses* - Mr. Thomas
 - Questions received regarding Judy Acker-Smith Garden. Mr. Thomas forwarded to appropriate board members: Mr. Strazdas & Mr. Ruhland
- c. *Printed Literature Piece* - Ms. Hoyle
 - Ms. Hoyle stated City of Portage is in process of the design and will cover the cost to print.
 - Potential development of a Sponsorship Book to provide:
 - Who is the Portage Parks Foundation Board?
 - What is the goal/vision of the Portage Parks Foundation Board?
 - How to donate?
 - Why it is essential to donate to the Portage Parks Foundation Board?
 - Possibly a business card format to handout to the community

VI. FY21 PROJECTS UPDATE

- a. *Bike Repair Station* – 5 locations determined
 - Eliason Nature Reserve Trail – completed and operational
 - Bicentennial Park at Portage Creek
 - Celery Flats
 - Lakeview Park
 - Bicentennial Trail Head at Kilgore Rd.
- b. *Trail Endowment Fund* – No change



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- c. *General Fund* – No change
- d. *Inspirational Garden (Judy Acker-Smith)* – Goal is to raise \$150k
 - Website for Inspirational Garden is LIVE and PayPal operational

VII. NEXT STEPS & ADJOURNMENT

- a. Review purchase of a vertical and horizontal banner identifying the Portage Parks Foundation at fundraising community events. Ms. Williams will provide an update at the November meeting. Ms. Lent to provide information regarding the horizontal banner.
- b. The Portage Parks Foundation (PPF) Board to solicit one new board member. Ms. Hoyle we again reach out to the potential new member by next meeting.
- c. Ms. Lent to investigate the required submittal of the IRS 990 Easy form for the 501c(3) designation of the Portage Parks Foundation Board by next meeting.
- d. Potential for Historical Markers throughout the Portage Parks System
 - 12 site locations are under discussion
 - Idea to create an “Historical Bike Tour” connecting each historical marker
- e. Sponsorship opportunities for future Fundraising:
 - Corporate Sponsor(s) by park location – an etched glass plaque of the corporate sponsor was under discussion. More discussion at the next meeting regarding ideas, costs and possible samples.
 - Portage Parks Membership – discussion pertained to the Portage Senior Center membership and their success. Ms. Hoyle will invite a board member of the Portage Senior Center to visit and provide lessons learned regarding their success to the Portage Parks Foundation Board at the next PPF board meeting. An idea for membership walls at key park locations was discussed. Further discussion for the November meeting date.
 - Oktoberfest 2022 has a possibility to be a fundraising event. The proposed location would more than likely be the Celery Flats with a Fun Run event to kick off the event. The PPF board to further discuss at the next the November meeting to target a calendar date of the event.



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Meeting adjourned at 6:37 PM. Motion to adjourn by Ms. Williams, second by Ms. Lent.

Next Meeting: November 10, 2021 at 5:30 pm at Portage City Hall, Conference Room #2.

Respectfully Submitted,

Mr. Steven Meier
Portage Parks Foundation Board Secretary