



Portage Parks Foundation Meeting Minutes

November 7, 2019

Portage Parks Foundation Board: Pete Strazdas, Steve Meier, Patti Lent, Charles Thomas, Ray Steadmon

Board Absent (excused): Sue Williams, Jeff Ruhland

Board Absent (unexcused): N/A

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

Board Meeting called to order by Mr. Pete Strazdas at 5:33 pm. Roll recorded by Mr. Meier, 5 of 7 Board Members present. Motion to approve November Meeting Agenda by Mr. Thomas, second by Mr. Steadmon. Unanimous vote to approve.

I. APPROVAL OF SEPTEMBER 2019 MEETING MINUTES

Motion to approve September minutes by Mr. Thomas, second by Mr. Steadmon.
Unanimous vote to approve.

II. 2020 MEETING CALENDAR (Board to vote on calendar at January 2020 meeting)

Jan 9, 2020
Mar 12, 2020
May 14, 2020
Jul 9, 2020
Sep 10, 2020
Nov 12, 2020

III. APPROVAL OF SPECIAL MEETING MINUTES

Motion to approve October Special Meeting Minutes by Ms. Lent, second by Mr. Thomas. Unanimous vote to approve.

IV. FINANCIAL UPDATE

- a. PayPal account status not completed yet. Mr. Meier to follow-up with Mr. Ruhland. Once new PayPal account is set-up, Portage Parks Board would like to transfer existing \$400 into the new PayPal account. This will be a one-way transfer with the Portage Parks Board. For this transaction to initiate, the Portage Parks Board will be required to do the following:
 1. Portage Parks Board will be required to vote on the transaction
 2. Acknowledge the transaction to Portage Parks Foundation



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- b. *Income/Expense Budget Statement* – Mr. Ruhland
Mr. Ruhland was not available for the meeting, therefore presentation will be deferred to January 2020.
- c. *Donations Received* - Mr. Ruhland
Mr. Ruhland was not available for the meeting, therefore presentation will be deferred to January 2020.
- d. *Invoices Received* - Mr. Ruhland
A \$200 attorney fee from Grossman, Horne & Cannizzaro, PC for the non-profit set-up was received.
- e. *Payment Approvals* - Mr. Ruhland
A \$200 attorney fee from Grossman, Horne & Cannizzaro, PC for the non-profit set-up vote to pay. Motion to approve payment by Ms. Lent, second by Mr. Steadmon. Unanimous vote to approve.

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* - Ms. Williams
Ms. Williams was not available for the meeting, therefore Mr. Meier will contact web developer to be trained on how to upload the Meeting Minutes and Agendas. Mr. Meier agreed to follow-up by the next board meeting.
- b. *Emails & Responses* - Mr. Thomas
No emails received on the website to respond. Mr. Thomas will investigate Instagram further to understand how that will apply to Portage Parks foundation. Transfer Facebook administration rights from Mr. Peer to Mr. Thomas.
- c. *Printed Literature Piece* - Mr. Steadmon (support by Ms. Hoyle)
 - 1. Utilize the existing website content.
 - 2. Mr. Steadmon 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? And How to donate? Target Date to complete by May 2020.
- d. *Parks & Recreation Rebranding Update* – Ms. Hoyle
No update at this time. In process.



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VI. FY20 PROJECTS UPDATE

- a. *Bike Repair Station* – \$3,500 each (to include product, shipping and installation)
- b. *Wheelchair Swing* – early cost estimates are too expensive. This project has been removed from the FY20 projects because of the extreme expense. Possible change of the donation effort to “Handicap Accessible Equipment” to assist the community in the parks.
- c. *Trail Endowment Fund* – fund must reach \$50,000 limited before it can be enacted
- d. *General Fund* – no update at this time.

VII. NEXT STEPS & ADJOURNMENT

- a. Mr. Strazdas suggested the PPF board reach out to area businesses for donations, possibly begin with an email and then follow-up with a face-to-face meeting.
- b. One (1) fundraising idea to focus on for calendar year 2020.
 1. Partnership with a community sponsor was suggested.
 2. Possible Octoberfest Event in park – Celery Flats is available Oct 3, 2020 due to Heritage Fest being cancelled.
 3. Provide a donation station in each of the Portage Park locations. Information provided, a drop box for currency, as well as other ways to electronically donate...possible step by step signage for the community to link with the PPF website.
- c. Appeals for year-end donations may conflict with Senior Center giving mentioned by Ms. Hoyle.
- d. Motion to adjourn was made by Mr. Thomas, second provided by Mr. Steadmon at 6:31 pm. Unanimous vote to adjourn.

Next Meeting: January 9, 2020 at 5:30 pm at Portage City Hall, Conference Room #2.

Respectfully Submitted,

Mr. Steven Meier
Portage Parks Foundation Board Secretary