



## Portage Parks Foundation Meeting Minutes

November 9, 2022

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

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

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

**Guests:** Ms. Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services  
Ms. Tara Gish – Portage Parks Board Representative  
Ms. Alexis Conklin – Portage Parks & Recreation Event Coordinator

Meeting and Roll started by Mr. Strazdas at 5:34 pm.

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### I. APPROVAL OF SEPTEMBER 14, 2022 MEETING MINUTES

Motion to approve September 14, 2022 minutes by Ms. Lent, second by Ms. Williams. Unanimous vote to approve.

### II. APPROVAL OF THE 2023 MEETING CALENDAR

Motion to approve 2023 meeting dates by Mr. Thomas, second by Ms. Lent. Unanimous vote to approve.

Jan 11, 2023	Jul 12, 2023
Mar 8, 2023	Sep 13, 2023
May 10, 2023	Nov 8, 2023

### III. APPROVAL OF SPECIAL MEETING MINUTES

Not applicable

#### **SPECIAL FINANCIAL REPORTING DATES:**

- LARA State of Michigan Fee – pay fee on or before October 1<sup>st</sup> of 2022
- Federal 990 Form – submit to IRS on or before November 15<sup>th</sup> of 2023 (file for time period 01Jul2022 thru 30Jun2023).



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### IV. FINANCIAL UPDATE – Mr. Fusciardi

- a. *PayPal Account Status* - \$193.24
- b. *Huntington Bank Account* – Balance: \$30,964.37
- c. *Income/Expense Budget Statement*
  - Income - \$0
  - Expense - \$275 (IRS User Fee for reinstatement)  
\$750.58 (Huntington Bank Fraudulent Check) – Huntington Fraud Investigation in-process. A police report will be filed and a new PPF Bank Account # will be requested.
- d. *Project Fund Balances*
  1. General Fund – \$542.37
  2. Bike Repair Stations - \$50
  3. ADA Swing - \$0
  4. Trail Endowment - \$1,300
  5. Scholarship Program - \$10
  6. Inspirational Garden (Judy Acker-Smith) - \$29,062
- e. *Donations Received*
  - \$193.24 (thru PayPal)
- e. *Invoices Received*
  - \$0
- f. *Payment Approvals*
  - No Payment Approvals required

### V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
  - No website updates required
- b. *Emails & Responses* - Mr. Thomas
  - No emails or responses
- c. *LARA & IRS Form 1023 Status* - Mr. Strazdas
  - LARA – Mr. Fusciardi stated the 2022 LARA fee will be paid in November 2022.
  - IRS Form 1023 Submittal – PPF has been tax reinstated back to 2019. The PPF is now in good standing with the IRS per Ms. Myers. Ms. Myers also filed the



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990-N form electronically in early November 2022 to cover the tax period of 01Ju2021 thru 30Jun2022.

### VI. FY21 PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined
  - **Eliason Nature Reserve Trail – completed and operational**
  - **Celery Flats – 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. Approval of the formal naming of the Inspirational Garden  
Motion to approve the formal naming of the Inspirational Garden to be the “**Judy Acker-Smith Inspirational Garden**” by Mr. Thomas, second by Ms. Williams. Unanimous vote to approve. A letter will be submitted to the Portage City Council for review and approval.
  - b. Several target groups and foundations will be the next step to raise additional funding to reach the \$150k goal.

### VII. NEXT STEPS & ADJOURNMENT

- a. Review purchase of a vertical banner identifying the Portage Parks Foundation at fundraising community events. Ms. Williams provided the updated status that a local company (Sign Art) would like to review donating the 3’x5’ banner to the PPF. Ms. Hoyle will forward the QR Code information to Ms. Williams.
- 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. The sponsorship opportunity will be introduced in the 2023 Sponsorship Program.



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Ms. Conklin will follow-up with Ms. Hoyle regarding the details to implement into 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
  - 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: event date scheduled for October 7, 2023. A Sub-Committee was established to begin the framework and planning process for the event. Mr. Meier will schedule a meeting in January 2023 for the Sub-Committee to initially meet.
- A volunteer has contacted Mr. Meier as a potential board member. Mr. Meier and Mr. Strazdas to research the Board Bylaws to acknowledge we can have 8 board members on the PPF board. An update will be provided at the Jan 2023 Board meeting.

Meeting adjourned at 6:30 PM. Motion to adjourn by Mr. Thomas, second by Mr. Meier.

**Next Meeting:** January 11, 2023 at 5:30 pm in the conference at 320 Library Lane in Portage.

Respectfully Submitted,

Steven Meier  
Portage Parks Foundation Board Secretary