



# PORTAGE PARKS FOUNDATION

## Portage Parks Foundation Meeting Minutes

November 12, 2020

**Portage Parks Foundation Board:** Pete Strazdas, Steve Meier, Patti Lent, Jeff Ruhland, Charles Thomas

**Board Absent (excused):** Sue Williams

**Board Absent (unexcused):** Ray Steadmon

**Guests:** Ms. Kathleen Hoyle – Director of Parks, Recreation, and Senior Center Services  
Mr. Jon Peer – Chairperson, Portage Parks Board

Virtual Board Meeting called to order by Mr. Strazdas at 5:31 pm. Roll recorded by Mr. Meier, 5 of 7 Board Members present. Motion to approve November Meeting Agenda by Mr. Ruhland, second by Ms. Lent. Unanimous vote to approve.

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### I. APPROVAL OF SEPTEMBER 10, 2020 MEETING MINUTES

Motion to approve September 10, 2020 minutes by Mr. Meier, second by Mr. Thomas.  
Unanimous vote to approve.

### II. 2021 MEETING CALENDAR

Motion to approve 2021 meeting calendar by Ms. Lent, second by Mr. Ruhland.  
Unanimous vote to approve.

Jan 13, 2021

Mar 10, 2021

May 12, 2021

Jul 14, 2021

Sep 15, 2021

Nov 10, 2021

### III. APPROVAL OF SPECIAL MEETING MINUTES

No Special Meetings to review.

### IV. FINANCIAL UPDATE – UPDATE BY MR. RUHLAND

a. *PayPal Account Status* - \$0.00 in the donation account

b. *Income/Expense Budget Statement*

**Income:** \$219.05 reported in the Portage Parks Foundation Huntington Account

**Expenses:** no expenses received since September 2020.



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c. *Donations Received*

Following donations received to the Portage Parks Board:

- None received at 11-12-2020 Mtg. - \$00.00

**Total – \$00.00 for deposit**

d. *Invoices Received*

No invoices received.

e. *Payment Approvals*

No payment approvals to approve.

### V. COMMUNICATION UPDATE

a. *Website Corrections & Updates* - Ms. Williams

No update

b. *Emails & Responses* - Mr. Thomas

No contact messages in the Portage Parks Foundation email contact box.

c. *Printed Literature Piece* - Ms. Hoyle

1. Utilize the existing website content.
2. End of Year 2020 donation announcement in the November 2020 Portager
2. Ms. Hoyle to investigate a printed 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? How to donate? Target Date to complete by March 2021.

### VI. FY20 PROJECTS UPDATE

- a. *Bike Repair Station* – Kalamazoo Bicycle Club (KBC) will donate \$1,978 for one bike station and concrete pad. Donation was mistakenly sent to the City of Portage, instead of the Portage Parks Foundation. The bike repair station was installed and operational in 2020.
- b. *Trail Endowment Fund* – fund must reach \$50,000 limited before it can be enacted
- d. *General Fund* – no update as of November 2020 meeting.



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### VII. NEXT STEPS & ADJOURNMENT

- a. Mr. Steadmon, Vice-President of the PPF, has resigned his position effective December 31, 2020. Ms. Hoyle will begin to recruit for this volunteer position.
- b. Mr. Ruhland to request a debit card for the PPF account to use for the annual VistaPrint website fee and Go Daddy URL name fee.
- c. Administrative fees (10% – 15%) to file grants could be retained to forward to the PPF budget. Ms. Hoyle to follow-up.
- d. Motion to adjourn was made by Mr. Ruhland, second provided by Ms. Lent at 6:07 pm. Unanimous vote to adjourn.

**Next Meeting:** January 13, 2021 at 5:30 pm at Portage City Hall, Conference Room #1.

Respectfully Submitted,

Mr. Steven Meier  
Portage Parks Foundation Board Secretary