



Portage Parks Foundation Meeting Minutes

December 9, 2021

Portage Parks Foundation Board Present: Steve Meier, Patti Lent, Pete Strazdas, Jeff Ruhland

Board Absent (excused): Sue Williams, Charles Thomas

Board Absent (unexcused): N/A

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

Meeting and Roll started by Mr. Strazdas at 5:32 pm.

I. APPROVAL OF SEPTEMBER 15, 2021 MEETING MINUTES

Motion to approve September 15, 2021 minutes by Mr. Ruhland, second by Ms. Lent. Unanimous vote to approve.

II. APPROVAL OF 2022 MEETING CALENDAR

Jan 12, 2022

Mar 9, 2022

May 11, 2022

Jul 13, 2022

Sep 14, 2022

Nov 9, 2022

III. APPROVAL OF SPECIAL MEETING MINUTES

Not applicable

IV. FINANCIAL UPDATE – Mr. Ruhland

- a. *PayPal Account Status* - \$0.00
- b. *Huntington Bank Account* – Balance: \$29,316.56
- c. *Income/Expense Budget Statement*
- d. *Donations Received*
 - \$277.06 Cash from PPF Mailbox
- e. *Invoices Received*
 - None
- f. *Payment Approvals*
 - None



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V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Meier
 - No update to the website
- b. *Emails & Responses* - Mr. Thomas
 - No update provided
- e. *Printed Literature Piece* - Ms. Hoyle
 - a. Brochure samples presented (1/2 sheet, full sheet & donation card)
 - i. Corrections to be updated: add donation methods, sentence spacing, shadow (grey) in background, remove payment in cash, lefthand justified alignment

VI. FY21 PROJECTS/PROGRAMS 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*
- c. *Scholarship Program* – vote to add as a donation funding opportunity
 - i. Motion to approve additional program Ms. Lent, second by Mr. Ruhland. Unanimous vote to approve.
- d. *General Fund*
- e. *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 January 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.



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- c. IRS 990 Easy 2020 form to be urgently submitted for the 501c(3) designation of the Portage Parks Foundation Board by Mr. Meier. Ms. Lent provided the submittal process.
- 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
 - PPF branding: place logo and information/donation QR code on the signage
- 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. Labor vs. Monetary Donation (\$1k, \$5k or \$10k sponsorship amounts). Nineteen (19) parks in total.
 - 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. Draft a concept for further discussion at the January 2022 meeting date.
 - Octoberfest 2022 has a possibility to be a fundraising event. The PPF board to further discuss at the next meeting to target a calendar date of the event.

Meeting adjourned at 7:05 PM. Motion to adjourn by Ms. Lent, second by Mr. Meier.

Next Meeting: January 12, 2022 at 5:30 pm at Portage City Hall, Conference Room #1.

Respectfully Submitted,

Steven Meier
Portage Parks Foundation Board Secretary