



Portage Parks Foundation Board Meeting Minutes

November 13, 2024

Portage Parks Foundation Board Present: Pete Strazdas, Jason Kamrath, Steve Meier, Patti Lent, Chris Pollack, Chris Fusciardi

Board Absent (excused): Shannon Myers

Board Absent (unexcused): N/A

Guests: Ms. Kathleen Hoyle – Director of Portage Parks & Recreation & Senior Center
Ms. Barbie Dunn – Portage Parks & Recreation Program Manager of Events

Meeting started and roll conducted at 5:34 pm.

I. APPROVAL OF SEPTEMBER 13, 2024 MEETING MINUTES

Motion to approve September 13, 2024 minutes by Mr. Meier, second by Ms. Lent.
Unanimous vote to approve.

II. 2025 MEETING CALENDAR

Proposed Meeting Dates: Jan 15th, Mar 12th, May 14th, Jul 16th, Sep 17th, Nov 12th

Motion to approve 2025 meeting dates by Mr. Meier, second by Mr. Fusciardi.

Unanimous vote to approve.

III. ADDITIONAL / SPECIAL BOARD MEETINGS

N/A

2025 SPECIAL FINANCIAL REPORTING DATES:

- a. LARA State of Michigan Fee – pay fee on or before October 1st of 2025
- b. Federal 990-N or EZ Form – submit to IRS on or before November 15th of 2025
(Time Period 01Jul2024 through 30Jun2025: Balance & Interest records required).

IV. FINANCIAL UPDATE – Mr. Fusciardi

- a. *Income/Expense Budget Statement (as of October 31, 2024 Statement)*

- Huntington Account Balance - \$168,595.12, PayPal - \$25
- Donations Received - \$32,266.31



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- Invoice Payments – \$3,612
- b. *Project Fund Balances*
 1. ADA Swing - \$25
 2. Scholarship Program - \$1,960
 3. Bike Repair Stations - \$75
 4. Trail Endowment - \$1,864
 5. General Fund – \$17,533.17
 6. Oktoberfest Fundraiser - \$8,848.27
 7. Inspirational Garden (Judy Acker-Smith) - \$117,149.40
 8. Leaf-A-Legacy Tree Program - \$21,140.28
 9. Special Projects - \$0

V. COMMUNICATION UPDATE

- a. *Website Corrections & Updates* – Mr. Fusciardi
 - Leaf-A-Legacy Tree Program information added to the website. Refinement is required. Mr. Meier to schedule a follow-up meeting for early December 2024.
 - Place the EIN Tax ID# 84-2036232 at multiple locations on the website to advise citizens to the non-profit organization.
- b. *Emails & Responses* - Mr. Fusciardi
 - Several emails regarding Leaf-A-Legacy questions received & responded by PPF Board representatives.
- c. *LARA & IRS Form 1024 Status* – Mr. Fusciardi & Ms. Myers
 - LARA filing by October 1, 2024 – Mr. Fusciardi filed on September 18, 2024
 - IRS 990N filing by November 15, 2024 – Ms. Myers filed on November 11, 2024 (2025 submission will require filing a 990-EZ form)

VI. PROJECTS/PROGRAMS UPDATE

- a. *Bike Repair Station* – 5 locations determined
 - **Eliaison Nature Reserve Trail – completed and operational**
 - **Celery Flats – completed and operational**
 - **Lakeview Park – Ms. Hoyle to request funding from the PPF Board.**



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- Bicentennial Park at Portage Creek – **STATUS: Not scheduled**
- Bicentennial Trail Head at Kilgore Rd. – **STATUS: Not scheduled**
- b. *Trail Endowment Fund* – Funds transfer
 - Motion by Mr. Fusciardi to transfer \$600 (for IRS Fee) from the General Fund to replenish the Trail Endowment Fund, second by Mr. Meier.
Unanimous vote to approve.
- c. *Scholarship Program* - **STATUS: No new activity**
- d. *ADA Swing* – **STATUS: No new activity**
- e. *Judy Acker-Smith Inspirational Garden* – Goal: raise \$150k.
 - i. **STATUS: \$6,301 new donations received (Sept - Oct 2024)**

VII. NEXT STEPS & ADJOURNMENT

a. FUNDRAISING EVENTS UPDATE

Corporate Sponsor(s) by Park Location: Ms. Hoyle

- 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). Twenty (20) parks in total. Mr. Kamrath requested a DRAFT of the Corporate Sponsorship guidelines from Ms. Hoyle for potential corporate park location sponsors opportunities. **STATUS: No change**

Annual Portage Parks Membership: Ms. Hoyle

- Portage Parks Annual Membership – discussion pertained to the Portage Senior Center membership and their success. Ms. Hoyle will provide the 5 different levels that can potentially be added to the website. **STATUS: No change**

Leaf-A-Legacy Committee: Ms. Hoyle & Mr. Strazdas

- Successful event, 200 community participants attended the Tree Planting on October 27, 2024.



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Oktoberfest Annual Fundraiser: Mr. Meier

- September 14, 2024 event summary presented during the meeting. Location for 2025 event will be South Westnedge Park. The tentative date is September 27, 2025, requires confirmation by January 2025 meeting.
- Motion to transfer \$6,800 from Oktoberfest Fund to the General Fund by Mr. Meier, second by Ms. Lent. Unanimous vote to approve.

Judy Acker-Smith Inspirational Garden: Ms. Hoyle & Ms. Myers

- Ms. Hoyle stated the next financial amount to transfer from the fundraising account to the City of Portage is estimated to be early 2025. Ms. Hoyle & Mr. Fusciardi will advise.
- Potential community donor for three (3) new commercial swing sets for Lakeview Park. Ms. Hoyle to advise on this special project donation & funding at the January 2025 meeting.

MISCELLANEOUS ACTIONS

Portage Cultural Arts Committee:

- Awaiting City Attorney direction.

Historical Markers: Ms. Hoyle

- Potential for Historical Markers throughout the Portage Parks System
STATUS: No change
 - Two Locations identified: Austin Lake Tavern & Lathrop Hotel
 - 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



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- Research a “Go Fund Me” page for Historical Markers throughout the trails.
- Historical markers with “Artwork” will be the theme. 12 to 15 local artists have an interest in the project.

Parks Board Top 5 Financial Requests: Ms. Gish

- Top 5 financial budget requests for 2025 provided by the Parks Board. Mr. Fuscuardi revise the 2025 budget (Requested amount - \$3,350).
 - Picnic in the park - \$750 (Annually)
 - Mr. Crispy Give Away - \$500
 - Garlic Mustard Pull - \$400 (Annually)
 - Park Passport/Walking Stick - \$1,200
 - Free Lending Library - \$500

Additional Announcements:

- Year end 2024 event (Pizza Party) between the Parks & Rec Dept, Parks Board and the PPF Board proposed for 3rd or 4th week of January 2025.
- Motion to table a request to transfer bank account to another local provider by Mr. Kamrath, second by Mr. Meier. Further research regarding advantages and/or disadvantages regarding the transfer by January 2025 meeting per Mr. Meier.
- Research the “Discover Kalamazoo Calendar” as a path to announce the 2025 Oktoberfest Fundraiser event to the surrounding community.
- Ms. Hoyle to send Mr. Meier the past “Friends of the Parks” information and strategy prior to the January PPF Board meeting.

The Meeting adjourned at 7:00 PM. Motion to adjourn by Mr. Strazdas, second by Mr. Meier.

Next Meeting: January 15, 2025 at 5:30 pm at 320 Library Lane Conference Room.

Respectfully Submitted,

Steven Meier, Portage Parks Foundation Board Secretary