

**Parks Board Meeting Minutes**  
**Wednesday February 4, 2015**

**Board Present:** Doug Barrett, Emily Hirschman, Kathleen Hoyle, Jon Peer,  
Roger Smith, Charles Thomas, Jan Whitcomb, Susan Williams  
**Board Excused:** Tim Earl  
**Board Absent:** Sisira Kavuri

**Staff:** William Deming, Tricia Keala

**Guests:** N/A

The meeting was called to order by Chairperson Kathleen Hoyle at 6:40 p.m. in Stuart Manor.

Minutes of the January 7, 2015 meeting were reviewed. Mr. Peer motioned for approval of minutes, seconded by Ms. Whitcomb. Motion approved.

Mr. Deming introduced Ms. Keala as the new staff member contact moving forward. Discussed changes in Portage Parks Department, which will now be part of Portage Public Services Department. Ms. Hoyle noted that grant approvals will now go through Ms. Keala for signatures. The park board introduced themselves to Ms. Keala.

**New Business:**

- A. **Friends Group Update:** No updates at this time.
  
- B. **Recycled Art in the Park:** Ms. Hoyle informed the board that three registrations have already been turned in and two have emailed stating they plan to register. Of these, four are new and one is a returning artist. Ms. Hoyle has sent out an email to the list of artists regarding the event. She plans to send out a reminder to the email list and submit a reminder in *The Portager*. The deadline for registration is March. Ms. Hoyle has also sent out 25 sponsorship packages and has put the information on the park board website.  
Ms. Williams is still planning to co-chair the event with Ms. Hoyle. They plan to meet before the next board meeting. Ms. Williams plans to reach out to WMU's art department to see if any artists are interested in registering for the event. Ms. Hoyle's daughter is currently working on promotion flyers and plans to have ready by February 28, 2015 for the expo for the Portage Winter Blast race.
  
- C. **Celery Flats Music Fest:** No updates at this time.

- D. Calendar of Events:** Ms. Hoyle discussed our current list of annual events and delegated volunteers for events scheduled.
- April 25, 2015: Green-A-Thon:* Hosted by the Youth Advisory Committee. Park Board will have a table at the event, currently awaiting our invitation at this time for further information. Mr. Smith volunteered to be there from 11am-1pm. Ms. Hoyle to ask Ms. Kavuri if she can volunteer her time from 1-3pm that day. Board suggested asking Friends of Ramona Park if Ms. Kavuri is unable to volunteer that day. The volunteers will need to get boxes together and staff the table during the event. They will hand out brochures, talk about what we do and promote membership to Friends of the Park to the public.
- May 16, 2015: Family Fishing Fair:* Board noted this is the same day as the start of Recycled Art in the Park. Mr. Peer and Mr. Thomas volunteered to be present at the Park Board booth from 10am to 1pm to hand out brochures, talk about what we do and promote membership to Friends of the Park to the public.
- August 8, 2015: Get Active Portage Health Fair:* Mr. Earl & Mr. Thomas co-chaired event in 2014 and are willing to again this year. Mr. Charles noted last year was very successful, over 100 kids from 6-14yrs old participated in the triathlon event in Ramona Park. Good vendor participation during the Health Fair. Aiming for 12-15 vendors geared towards promoting health to participate in this year's event. Event will be held every 2<sup>nd</sup> Saturday in August. Ms. Whitcomb suggested asking the Friends of Ramona Park for aide in this event. Ms. Hirschman volunteered to co-chair event.
- Events removed from the calendar at this time: Environmental Awareness Day and Taste of Portage.*
- Ms. Hoyle will send Calendar of Events updates to board members. Ms. Hoyle gave board members a tour of the Hayloft basement where the park board materials are currently stored. Ms. Keala notes that if any further supplies are needed, the board can ask her.
- E. Park Board Website:** Ms. Hoyle has updated at this time, Mr. Earl plans to double check updates.

### **Summary Report:**

- Mr. Deming reported the ice rink remains open and busy, some closings due to weather.
- Twilight Skate is set for February 26, 2015. Mr. Thomas volunteered to be Mr. Crispy as needed.
- Portage Winter Blast race is March 1, 2015, this will be the race's 3<sup>rd</sup> year.
- Park Board goals are due in April. To be put on next agenda. Mr. Deming plans to email last year's goals to Ms. Hoyle.

**Comments from the Board:**

- Mr. Peer to continue research on 501c3. Reviewed that Park Board and Friends of the Park currently share money to fund events, which is handled by the City of Portage. Friends of the Park is a fundraiser and their goal is to raise money for the parks and events.
- Ms. Williams asked about Portage city demographics and how we target our demographics with our events. Mr. Deming to email findings to the board. Ms. Hoyle to send feedback and suggestions from attendees of past events.
- Ms. Whitcomb discussed goal of increasing volunteer base. Other goals discussed were planning a new event, such as a dog event, and creating a membership campaign for Friends of the Park.
- Mr. Deming and Ms. Kaela discussed the use of goals made by the board for Ms. Hoyle to discuss with city council at her meeting with them in May. Mr. Deming to send date for this to Ms. Hoyle.
- Mr. Deming was thanked for his years of service with the Park Board and wished good luck in his retirement.

**Adjournment:** Motion was made by Ms. Whitcomb, seconded by Mr. Thomas. Motion approved, meeting adjourned at 7:45 pm.

Respectfully Submitted,  
Emily Hirschman, Park Board Secretary