

Parks Board Meeting Minutes
Wednesday March 2, 2016

Board Present: Marshall Cammack, Tim Earl, Emily Hirschman, Kathleen Hoyle, Jon Peer, Roger Smith, Jan Whitcomb

Kendall Klingelsmith - Director of Parks, Recreation, and Senior Center Services

Rod Russell - DPS Director

Board Absent: Molly Ryan, Student Member

Excused Absence: Susan Atkinson, Charles Thomas

Guests: N/A

The meeting was called to order by Chairperson Kathleen Hoyle at 6:30 p.m. in Department of Public Service. Mr. Russell gave board a tour of the facility.

Minutes from February's meeting were distributed and reviewed. Mr. Smith motioned for approval of minutes, seconded by Ms. Whitcomb. Motion approved.

New Business:

1) Department Update: Grant has been submitted to Irving S. Gilmore Foundation that will cover Celery Flats Music Festival, Art in the Park, 3 Park parties, Hike to a Concert and a few other programs this year. Get Active Portage was not included on this grant. Also working on Kalamazoo Community Foundation and Arts Council Foundation for grants. All trees have been removed from Eliason. Plans to visit next week and continue to move forward on project. Continued work on bicentennial trail.

2) Recycled Art in the Park 2016: Ms. Atkinson has sent out all letters to schools at this time. Ms. Hoyle working on judges. Ms. Upjohn, Eaton, and Arts Council are still likely to donate to event. Ms. Atkinson is on schedule with event and planning continues to go well. Ms. Hoyle plans to do another press release soon for artist reminder. Will talk with student member, Molly, regarding their help.

3) Celery Flats Music Fest 2016: Mr. Earl reports that the event will continue to run the same as last year. We will review last year's report and continue to work on making the event smooth sailing. Event date is July 10, 2016.

4) Green-A-Thon: April 23, 2016. Mr. Smith will be there 11-1pm and Mr. Thomas will be there from 1-3pm. Mr. Klingelsmith to find contact for event to ensure that they have a table for the event.

5) Events: Group to continue to brainstorm ideas for the upcoming year.

6) Picnic in the Parks: Mr. Earl and Mr. Cammack: Park picnics are planned to be at Lexington and Haverhill Parks this year. Group discussed that best plan would be a

weekday night to get most participation. June 22nd at Lexington and July 20th for Haverhill. Possibility of one in August depending on grant money. Mr. Earl and Mr. Cammack to bring an outline of needs for these events to the next meeting. Price out rental grill and supplies for “tailgating kit.”

7) Friends Group Update:

a. Newsletter: Reviewed newsletter name ideas. Portage to The Parks and Portage Parks Press are our top names. Will vote next month.

Trivia questions: Tabled until next month.

b. Coordinator Reports:

Ms. Hoyle (Grant Writing) to work on grants for Friends of the Park.

Ms. Whitcomb (Memberships) to work with Mr. Peer on ease of membership online and notification updates for Membership Coordinator. Ms. Hoyle to look in to membership cards. Will create plan for how to thank members and keep them updated on status. Update membership benefits online.

Mr. Earl (Volunteers) is going to establish a database of volunteers, current and potential, and create name tags. Discuss website with Mr. Peer on volunteer section and work on any updates needed. Mr. Peer to add database to our Google Docs list.

Mr. Peer (Marketing and Events) Planning to keep up to date with events being posted on KzooKids.com and updated on the Friends of the Park Website. Ms. Hoyle to continue to press releases. Voting process will remain the same this year for Recycled Art in the Park.

8) Board Goals & Objectives: Board reviewed and made updates for Ms. Hoyle to present. See attached. Motion to support goals by Ms. Whitcomb, seconded by Mr. Peer. All board voted in favor.

9) Spring meeting schedule: Motion to move next month’s meeting to April 13th due to spring break. Motion approved by Mr. Smith, seconded by Mr. Peer. All board voted in favor. Park assignments were updated, see attached.

Summary Report:

- Review given by Mr. Klingelsmith.

Comments from the Board:

- Ms. Hoyle notes need for board volunteer for Recycled Art in the Park event in May. May 6th will be set up for event. Takedown will be May 15th. Times TBD.
- Ms. Hoyle notes Fishing Fair to be held May 21
- Mr. Peer brought up idea for memberships to Friends of the Park for businesses in the future.

- Mr. Klingelsmith notes that our focus needs to remain on creating 501c3 to house Friends of the Park entity. Mr. Klingelsmith will continue to look into lawyers that would work with this. Ms. Hoyle to send Mr. Peer information on attorneys.

Adjournment: Motion was made by Mr. Peer, seconded by Mr. Earl. Motion approved, meeting adjourned at 7:55pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary