

Parks Board Meeting Minutes
Wednesday January 7, 2015

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

Board Excused: Susan Atkinson

Board Absent: Sisira Kavuri, Charles Thomas

Staff: William Deming

Guests: N/A

The meeting was called to order by Chairperson Kathleen Hoyle at 6:30 p.m. in Stuart Manor.

Minutes of the December 3, 2014 meeting were reviewed. Mr. Peer motioned for approval of minutes, seconded by Mr. Smith. Motion approved.

New Business:

- A. Friends Group Update:** Discussion of launching Valentine's Day promotion to encourage enrollment. Ms. Hoyle plans to get information and press release to Mr. Earl and will have detailed update at our next meeting.
- B. Recycled Art in the Park:** Ms. Hoyle plans to send emails to the artists during the first and second week of January. She will send out sponsorship packets as well. Kathleen also reported that the board has received \$1,000 from Comerica Bank for events. Ms. Hoyle will check on website to ensure it is up-to-date and stated that she plans to follow up with former board member Susan Williams about interest in co-chairing this event. Date of event set for May 16th-23rd, 2015.
- C. Celery Flats Music Fest:** Mr. Deming updated the board on a recent meeting he attended along with Mr. Earl & Ms. Hirschman of the Park Board and representatives from the Kalamazoo Folk Life Organization (KFO). Mr. Earl volunteered to be the board liaison for this event and Ms. Hirschman volunteered to co-chair event. Ms. Whitcomb volunteered her help as needed. Discussed ideas for offering more shade for patrons while not blocking the audience's view. The board discussed possibility of promoting Friends of the Park memberships closer to the event. Will discuss having current vendor expanding food offerings or possibly bring in another vendor to supply ice cream. KFO was pleased to hear that they will be able to completely set-up the sound equipment before the day of the event. Alternative weather strategies were discussed. Date for event is, Sunday, July 12, 2015. Tim will ask for more board member volunteers closer to event date.

Summary Report:

- Mr. Deming reported the ice rink kept busy over the school break, despite some rainy days.
- Holiday event went well, good attendance and help from volunteers.
- There will be a snowshoe nature hike January 17th at 2pm at Schrier park, weather permitting. Lee's Adventure Sports to provide snowshoes.
- A Winter Jamboree is scheduled for January 31st at Milham Golf Course, weather permitting. This is a cooperative event between cities of Portage and Kalamazoo.

Comments from the Board:

- Mr. Peer asked about investigation into 501c3. Goal is to eventually have a subunit of the park board take control of this aspect. Jon plans to look into requirements and steps to obtain this formal nonprofit status. Board members recommended talking with Grand Rapids Friends of the Park for help gathering information.
- Mr. Deming notified the board that *The Portager* will now be published monthly. Mr. Deming will talk with Mary Beth Block in the City Manager's office about how Ms. Hoyle can best communicate with them and figure out deadlines for when information needs to be submitted.
- Mr. Earl noted he will not be able to attend the meeting next month.
- Mr. Deming noted that next month will be his last meeting prior to retirement. The city is currently in the process of hiring a replacement.

Adjournment: Motion was made by Kathleen, seconded by Jan. Motion approved, meeting adjourned at 7:05 pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary