

Royal Oak Civic Foundation

January 8, 2020 3:00-5:00 PM

City Hall- Room 309

Agenda

Opening-

1. Welcome-Happy New Year!!
2. Attendance
3. Public comment*
4. Minutes approval – December 11, 2019**
5. Financials receive and file -- December 2019**
6. Agenda adoption

Topics and Presentations-

7. Director's report**
8. Mark Liss -- legal set-up status report
9. Discuss/edit finance and treasury dept. questions
10. Operational relationship discussion -- Guest: Treasury Dept.- Jaynmarie Hubanks

Old business-

11. Royal Oak city staff interface: chart functions and additional relationship development

New business-

12. Set agenda for next meeting

Parking Lot-

- Questions for Kitch
 - When we have grant funds to give away can they come from a city GL account or must the grant come from our separate ROCF bank account?
- OCC student logo creation project (On Feb. agenda- March meeting delivery?)
- Big picture visioning:
 - City commission's role (On Feb. agenda- feedback based on commissioners' Jan. strategy meeting.)
 - process discussion (Address this in Feb./March meeting) (engagement to define city/entity needs, entity interviews w/ needs assessment, citizen vote, other, etc.)
- Catalog current fundraising happening in Royal Oak
- Create policy on acceptable donors
- Continue discussion of foundation's primary depository bank
- D&O Insurance recommendation
- Recruiting additional trustees
- Royal Oak branded merchandise sales (define project, priority/timing)
- **First year goals:** Formalize the priorities for support, mission, and vision and to begin building a base of philanthropy.

** Document attached to meeting packet for pre-reading

***Chair:** "The board would appreciate having the members of the public attending the meeting today identify themselves and mention if they would like to speak during the public comment period. However, you do not need to give your name to attend this meeting. When the time comes to introduce yourself and you do not want to, just say, "pass". " (Speaking is one step beyond attending and a board may establish a rule requiring individuals to identify themselves if they wish to speak at the meeting.)