

Royal Oak Civic Foundation Board of Trustees
Updated and Approved minutes of meeting on January 12, 2022

Legacy groups definition: City functions supported in the past by the ROOTS fund: Animal shelter, library, nature society, parks & recreation, seniors, commission for the arts, historical commission (Starr House), public safety.

Opening

1. Call to Order/Welcome

Chairman McGannon called the meeting to order at 3:05 p.m. and called the roll. Trustees present: Sharlan Douglas, Alex Fike, Thomas McGannon, Darian Neubecker, Peter Provenzano, Amanda Sears
Also present: Executive Director Julie Lyons-Bricker

2. Public comment

There was no public comment.

3. Adopt agenda. McGannon asked that, under unfinished business, we add as item 12 a discussion of city policy on public signs with sponsor logos. Lyons-Bricker asked to move item 11 to next meeting. Fike asked to add a discussion of executive director expectations as item 13. Motion by Provenzano, seconded by Fike, to approve the amended agenda; approved unanimously.

4. Consent Agenda. There was no motion to approve the consent agenda.

a. Approve previous meeting's minutes. Item 14 of the January minutes should say "we need to ADDRESS the expiration of trustees terms ..." Motion by Provenzano seconded by Neubecker to approve the amended minutes; approved unanimously.

b. Director's report. Motion to move this report to the end of the agenda by Douglas, seconded by Fike, approved unanimously.

c. Financial statements. Lyons-Bricker pointed out a non-sufficient check fee which the donor offset. She will try to get Paypal to waive fees because the foundation is a nonprofit.

d. Payables. Motion by Douglas to approve the following payables, seconded by Neubecker; approved unanimously.

- Pass-thru: \$1,233.97 from Jason Yasment to Royal Oak Parks & Recreation- memorial bench program
- Pass-thru: \$2,200 from Henry Ford Health, divided as follows: \$1,700 check to John D. Dingell Department of Veterans Affairs Medical Center and \$500 pass-thru to the Royal Oak Memorial Day Parade Fund.
- Pass-thru: \$250 from Tom McGannon to Royal Oak Animal Shelter

Topics and Presentations

5. Guests. None

Unfinished business

6. Resolution for trustees terms extension review: Motion by Provenzano seconded by Sears to have Lyons Bricker schedule a meeting of the Member to extend the terms of McGannon, Fike, Provenzano and Douglas to October, 2022; approved unanimously

7. CRM software report: Fike will research CRM providers' annual cost, functionality, protocols and capacity for list uploads and provide samples for trustees to test. Board will choose a provider at its next meeting.
8. Mailing list development: Foundation has contact information for people who donated to legacy groups through Paypal and could upload it into a chosen CRM.
9. Five-year goals: Trustees discussed the benefits of having a simple brochure encouraging planned giving. Neubecker will seek a marketing firm to contribute design services. For future discussions: Can the city record in kind gifts; can the city manage an endowment; can it manage multi year gifts? Trustees generally agreed to add a planned giving program to the 22-23 plan.
10. Year end giving was \$7,570.
11. Soliciting donations from city vendors was moved to the parking lot.
12. City signage with donor logos. Lyons-Bricker will continue discussions with the city manager about rescinding the city's prohibition on corporate logos on banners it installs over Main Street.
13. Executive director performance review: Trustees to discuss in April.
14. Officer elections: Fike nominated McGannon as chair, Sears as vice chair, Douglas as secretary and Provenzano as treasurer, seconded by Douglas; approved unanimously. Sears appointed Fike as governance and nominating chair. Motion by Fike seconded by Provenzano to appoint Neubecker as marketing and promotions chair and Sears as grants chair; approved unanimously.

Directors report: Aaron Leal will attend the February meeting. Lyons Bricker renewed the foundation's charitable solicitation license.

15. Next meeting: Discuss current community needs and foundation priorities. (Food insecurity remains an issue and the board had discussed a tree focus for 2022.) CRM software report. City attorney report on FOIA, soliciting city vendors and perhaps the Main Street banner logo prohibition. At its March meeting the foundation would like to hear from the final legacy group, the Commission for the Arts.

Motion to adjourn by Provenzano, seconded by Sears; approved unanimously.