

Royal Oak Civic Foundation Board of Trustees
APPROVED minutes of meeting on February 9, 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 3:00 p.m. and called the roll.

Trustees present: Sharlan Douglas, Thomas McGannon, Darian Neubecker, Amanda Sears. Alex Fike participated by phone (non-voting). Absent: Peter Provenzano

Also present: Executive Director Julie Lyons-Bricker and City Attorney Aaron Leal

2. Public comment

There was no public comment.

3. Adopt agenda. Motion by Douglas, seconded by Neubecker to approve the agenda; approved unanimously.

4. Consent Agenda. Motion by Neubecker, seconded by Sears to move the director's report and minutes from the consent agenda and approve the rest; approved unanimously,

a. Minutes: Motion by Neubecker, seconded by Sears to approve previous meeting's minutes, modified to show that the item about soliciting from city vendors was moved to the parking; approved unanimously.

c. Director's report: Lyons-Bricker displayed and discussed the correct month's report and will attach the report to the next month's agenda.

Topics and Presentations

5. Guests: Royal Oak City Attorney Aaron Leal. The foundation is governed by the Open Meetings Act and the Freedom of Information Act. Nonprofits must disclose donor's names and donation amounts. Information collected about prospective donors is protected because it doesn't contribute to public understanding of the operations of the organization. The city commission could adopt a policy empowering ROCF to solicit funds from vendors.

Unfinished business

6. CRM software report. Fike reported by phone about six fundraising software programs. He will set up demos for two for trustees, staff and the city treasurer to see.

7. Community needs and foundation priorities: Lyons-Bricker will refresh list of needs from previous meetings with legacy groups, assemble information about tree canopy needs (outstanding grant requests) and contact last year's food insecurity beneficiaries. Board will make this the centerpiece of the next meeting.

8. City signage report – Lyons-Bricker said she continues to research this with the city attorney and city manager.

9. Five year goal and annual calendar – Lyons-Bricker will revive the list of trustee prospects in a Google sheet. Neubecker will add marketing firm prospects, Douglas will add probate attorney.

New Business

10. Request to contract CPA services – Motion by Douglas, seconded by Sears to have Lyons Bricker bring back quotes from two possible CPA firms for advice; approved unanimously. Foundation needs a 990 preparation and to determine if it needs to send out 1099s.

11. Next meeting agenda: Items 1-4 and 6-9 will carry over to next month. It will include a report from the arts commission if they choose. Item 10 moves to unfinished business. Items 6 and 7 will be next month's priorities.

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