

Royal Oak Civic Foundation Board of Trustees
Approved minutes of meeting on May 13, 2020

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.

1. Welcome

Chairman McGannon called the meeting to order at 3:05 p.m. and called the roll

2 Attendance

Trustees present: Sharlan Douglas, Alex Fike, Thomas McGannon, Peter Provenzano
Also present: Executive Director Julie Lyons-Bricker, Royal Oak staff attorney Mark Liss.

3. Public comment

There was no public comment.

4. Approve minutes

Minutes of April 8, 2020 were amended as follows: Under item 7, the director's report, Lyons-Bricker spoke with a representative from Ibex, not MMRMA. Also amended item 9, unfinished business, to show that Liss will ask the finance department to move current funds to a different internal account. Motion by Provenzano to approve the minutes, seconded by Fike; approved unanimously in a roll call vote.

5. Financials

As submitted. Does not include the Robertson Brothers donation.

6. Approve agenda

Motion to approve the agenda by Douglas, seconded by Provenzano; approved unanimously by roll call vote.

7. Director's report

As filed.

8. City attorney's office

Liss will make request to transfer the foundation's funds to the 701 account once the department has completed the city's budget.

9. Logos

Motion by Douglas to accept the revised logo as submitted; seconded by Fike; approved unanimously by roll call vote.

10. Recruiting trustees

Lyons-Bricker will put the list of prospects into a Google sheet and trustees will enter their data in the next month, then she will move info back into her main files.

11. Day to day operations

The foundation needs a job description for the executive director; policies on financial controls (e.g. check signing and executive director spending limits) and gift acceptance, and a third-party fundraiser

agreement (e.g. with legacy groups). By the next meeting McGannon will draft a document with input from Fike and documents provided by the Kitch law firm.

12. Mission and vision statement: All trustees will draft a prospective mission statement and bring it to the next meeting.

13. As submitted last month.

14. Kick-off event

Trustees discussed a kick-off campaign to announce the designation as a 501c3, announce the Robertson donation, introduce the logo and announce a donation. Douglas and Lyons-Bricker will research charitable needs and report by the next meeting.

15. Cataloging current fundraising happening in Royal oak was moved to the parking lot

16. June agenda: Move 10 to the parking lot. Remove 13. Trustees will complete homework on items 11, 12 and 14.

Motion to adjourn by Provenzano, seconded by Douglas; approved unanimously by roll call.