

Royal Oak Civic Foundation Board of Trustees
APPROVED minutes of meeting on June 25, 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 (arrived at 3:10PM)
Also present: Executive Director Julie Lyons-Bricker.

3. Public comment

There was no public comment.

4. Approve past minutes

Motion by Fike, seconded by Douglas; approved unanimously

5. Financials

As submitted.

6. Approve agenda

A discussion of insurance was added as new business item 15, moving the discussion of the next agenda to 16. Motion to approve revised agenda by Douglas, seconded by Fike; approved unanimously.

Peter Provenzano arrived.

7. Director's report

As filed.

8. Software purchase

Motion by Douglas, seconded by Fike to give Lyons-Bricker authority to pay up to \$60 for financial management software; approved unanimously.

9. City attorney's office

Liss could not attend. Item deferred to next meeting.

10. Kickoff event

Trustees discussed the draft plan. Provenzano offered the Oakland Community College auditorium for the event. WROK's Richard Wilson said in the Zoom Chat window that he preferred that location over the Farmer's Market. Douglas will prepare a more detailed task list and timetable which will determine how soon the event can be held. Date will be based, in part, on next discussion item. Motion to approve plan by Provenzano, seconded by Fike; approved unanimously.

11. Mission and vision statement

Trustees developed the following mission statement: *The Royal Oak Civic Foundation improves the city's health, safety, and cultural opportunities by inspiring the philanthropy of residents and business leaders to support a thriving, resilient community.* Motion to approve the mission statement by Provenzano, seconded by Fike; approved unanimously. The kickoff event will go forward. At a future meeting the board will develop a vision statement and strategies, using Douglas's draft text (included with meeting attachments) as a basis.

12. Parameters of day to day operations

Motion to approve revised job description by Provenzano, seconded by Fike; approved unanimously.

14. The board will meet on July 8.

15. Insurance

Motion by Douglas, seconded by Fike to postpone discussion and seek and opinion by counsel; approved unanimously.

13. Website

The foundation's website will have an independent URL which will redirect to a page at ROMI.GOV. Lyons-Bricker will create it in time for the kickoff.

16. Next meeting agenda

- The city attorney's report will cover insurance
- The director's report will include her conclusion on financial management software.
- Unfinished business items will include the kickoff, development of a vision statement, the new website and policies on day to day operations policies and gift acceptance. If time permits, trustees will also discuss a policy on third party fundraisers.

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