



**Board of Trustees Meeting  
January 11, 2023 3:00-5:00 PM**

**City Hall-Conference Room 122  
203 S. Troy St.  
Royal Oak, MI 48067**

## **Agenda**

### **Opening-**

1. Call to Order/Welcome Guest(s)
2. Public comment\*
3. Agenda adoption
4. Consent Agenda
  - Minutes approval – [December 14, 2022](#)\*\*
  - Financials receive and file – [December 31, 2022](#)\*\*
  - Director's Report
  - Payables – approval request
    - \$10,000 from Meijer to the Royal Oak Animal Shelter
    - \$200 from Whitener Giving Fund for the Royal Oak Animal Shelter
    - \$2,400 from Lynn Mackie for 4<sup>th</sup> St. rain garden and Grant Park plantings
    - \$25 from EE White for the Royal Oak Animal Shelter

### **Topics and Presentations**

#### **Unfinished business-**

5. Update on executive director transition
6. Update on IRS 990-EZ
7. Shop w/ a Hero event report and feedback.
8. City Commission guidance for ROCF scope
9. Update on marketing services provided by Chris Bower
10. Five years' goals and annual calendar quick review
11. Report on year-end campaign
12. Continue fundraising discussion- Hamer Finch Wilkins Park, Lunch & Learn RMDs

#### **New business-**

13. Election of officers
14. Next meeting agenda development- (February 8, 2022)

#### **Parking Lot-**

- City signage (e.g. banner policy for non-profits)
- Soliciting donations from city vendors discussion
- Consider requiring a small admin fee from all pass-through grants
- City Attorney/Kitch/Rehmann- status of staff compensation/MOU
- Royal Oak branded merchandise sales (define project, priority/timing)
- Additional policies to consider: Investment policy (following financial set-up completion)
- Logo use/style guide rules
- What technical assistance and services should/can we provide legacy groups?
- Royal Oak city staff interface: chart functions and additional relationship development

\*\* Document attached to the trustee meeting packet for pre-reading

\***Chair:** As per the Michigan Open Meetings Act, the board requests that members of the public attending the meeting today identify themselves and mention if they would like to speak during the public comment period. However, attendees do not need to give their name to attend this meeting. Attendees who do not wish to introduce

themselves may say, "pass" during the introduction period. Speaking though is one step beyond attending and the board requires individuals to identify themselves if they wish to speak at the meeting. Thank you.