



**Board of Trustees Meeting  
March 8, 2023 3:00-5:00 PM**

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

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## **Agenda**

### **Opening-**

1. Call to Order/Welcome Guest(s)
2. Public comment
3. Agenda adoption
4. Consent Agenda
  - Minutes approval – [February 8<sup>th</sup> Meeting](#)
  - Financials receive and file – [Ending February 28<sup>th</sup>](#)
  - [Director's Report](#)
  - Payables – approval request
    - Susan Barkman - \$50 for Hamer Finch Wilkens Park (PayPal)
    - Libby Richards - \$100 for the Library in memory of Thomas Richards

### **Unfinished business**

5. Update on marketing services provided by marketing subcommittee
6. Promoting the Erb Family Foundation grant for the Arboretum
7. Five years' goals and annual calendar quick review
8. Continue fundraising discussion- Lunch & Learn RMDs

### **New business**

9. Board Member Orientation – Governance Subcommittee
10. Grant process charting – both for grants received and grants given
11. City Signage and Banner Policy
12. Budgeting process for next fiscal year
13. Next meeting agenda development- (April 12, 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
- Donations by cannabis related businesses.