

Royal Oak Civic Foundation Board of Trustees
Updated-Approved minutes of meeting on January 8, 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, Thomas McGannon, Peter Provenzano

Also present: Executive Director Julie Lyons-Bricker, Royal Oak staff attorney Mark Liss. Royal Oak Treasurer Jaynmarie Hubanks

3. Public comment

There was no public comment.

4. Approve past minutes

Motion by Provenzano, seconded by Douglas; approved unanimously

5. Financials

As submitted.

6. Approve agenda

Motion by Douglas, seconded by Provenzano; approved unanimously.

7. Director's report

As filed. Lyons-Bricker introduced Ms. Hubanks.

8. City attorney's office

Mark Liss said the IRS requires board chair's SSN on form SS-4. He will work with the Kitch law firm to complete Part IX of the nonprofit application. He will confirm with MMRMA that ROCF is covered adequately and will send that written confirmation to the trustees. Hubanks will ask finance director to resolve general ledger classification for ROCF, as a 200 account or 700 account.

9. Discuss/edit questions to ask of the finance and treasurer's offices

Trustees accepted Lyons-Bricker's proposed questions

10. Operational relationship discussion

a. Online giving: Hubanks and Mike Kirby will coordinate to make possible donations directly to ROCF, though the current system has limits on the data it can collection from donors. Online forms for legacy groups ask donors for their contact information but they're not required to give it and money coming from Paypal only identifies the giver if they chose to provide the information. Confirmation email from Paypal goes to treasurer and can also go to multiple others. The library uses QGive but encountered some difficulties in November.

b. Volume of checks received by treasury makes it difficult for them to capture identities of occasional donors. But they can sort envelopes addressed to "ROCF" into the foundation's mail slot and

treasury can place every donation check into a ROCF envelope and route it through the mail to Bricker before booking it. Self-addressed, unique-looking envelopes, used by all legacy groups, would help this process. Checks written to "ROCF" can be deposited by treasury.

c. Should/must all donations go through ROCF, with the understanding that the foundation becomes responsible to the legacy groups for thanking donors and assuring accountability? City administration must decide.

d. Hubanks will give Lyons-Bricker a digital report on legacy group online donations for the past two-ish years and will try to assemble over the counter donation records.

e. Foundation will have to abide by the rule that requires two week's notice for check requests.

f. Executive director can have vendors send invoices directly to her.

11. City staff interface with foundation

Moved to parking lot.

12 Next agenda

Topics and Presentations, Douglas will report on results of city commission's 1/25 planning session.

New business: Strategic planning

Operational relationships – We will invite Finance Director Julie Rudd to add information not covered by Ms. Hubanks.

Parking lot

If administration says that all donations should go through the foundation, we will need to brief the beneficiary groups.

We need to find out from finance whether foundation needs purchase orders.

We will need to meet with city departments about how the foundation can serve them.

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