

**Royal Oak Civic Foundation Board of Trustees
Minutes of meeting on January 11, 2023**

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.

Opening

1. Call to Order/Welcome

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

Trustees present: Chris Bowers, Howard Collens, Sharlan Douglas, Alex Fike, Thomas McGannon, Peter Provenzano, Amanda Sears. Absent: Darien Neubecker

Also present: Assistant to the City Manager Susan Barkman and City Manager's Fellow Jeremy Peckens

2. Public comment

There was no public comment.

3. Motion by Sears, seconded by Fike to adopt the agenda; approved unanimously

4. There was no director's report. Motion to approve the balance of the consent agenda by Douglas, seconded by Fike; approved unanimously

a. Approve previous meeting's minutes

b. Financial statements

c. 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 4th St. rain garden and Grant Park plantings
- \$25 from EE White for the Royal Oak Animal Shelter

Unfinished business

5. Update on executive director position: The city has posted the opening for a management analyst/grant coordinator.

6. IRS 990EZ: Barkman is working to confirm the Rehmann staff who will handle our case.

7. Shop with a Hero – Police officers, fire fighters and veterans helped kids from 54 families shop for the holidays. ROCF and Meijer combined to give \$200 to each child. Trustees informally agreed to pursue this even for 2023. It should be inclusive of all faiths. Staff needs to get money from the city for gift card purchase sooner.

8. To generate its own funds ROCF will need an investment in staff time to build the data base and expand fundraising efforts. Douglas has spoken informally with city commissioners about the future of the foundation and will have the city manager add it to a future agenda.

9. Motion by Provenzano seconded by Douglas to authorize Detroit Internet Marketing to build a website for the foundation. Barkman will connect Bowers with the city of Royal Oak's IT department to figure out how to transfer the domains of RoyalOakCivicFoundation.org .com and .net to the control of the foundation.

10. Tabled

11. Year-end fundraising campaign – Barkman will report the total donations at the next meeting. We need to improve our process for recognizing donors.

12. Collens may conduct a lunch and learn on planned giving at the Royal Oak Senior Center.
13. Election of officers. Tabled to February Meeting. Fike will contact prospective officers.
14. Next meeting
 - A. Standard Items 1-4
 - B. Election of officers
 - C. Executive director transition
 - D. IRS EZ
 - E. Five year goals and calendar review
 - F. Update on marketing
 - G. Hamer Finch Wilkins park
 - H. Information on required minimum distributions.

To the existing parking lot, add the question of accepting donations from cannabis businesses.

Motion to adjourn by Provenzano, seconded by Sears; approved unanimously

New business

Parking lot