

Royal Oak Civic Foundation Board of Trustees
Approved minutes of meeting on January 13, 2021

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. Welcome

Chairman McGannon called the meeting to order at 3:02 p.m. and called the roll

2 Attendance

Trustees present: Sharlan Douglas, Alex Fike, Thomas McGannon, Peter Provenzano
Also present: Executive Director Julie Lyons-Bricker, Royal Oak staff attorney Mark Liss.

3. Public comment

There was no public comment.

4. Approve past minutes

Motion by Fike, seconded by Provenzano to approve minutes as submitted; approved unanimously

5. Financials

As submitted.

6. Approve agenda

Motion to approve the agenda by Provenzano, seconded by Douglas; approved unanimously.

7. Payables

Motion by Fike, seconded by Provenzano to approve grants to be passed through as follows:

- \$ 500 from the Steve & Erin Van Beek Family Giving Fund to Royal Oak Public Library
- \$2,500 from Home Instead, Inc.to Mahany/Meininger Senior Community Center
- \$100 from Sandy and Mel Johnson Foundation to ROPL.

Motion approved unanimously.

Topics and presentations

8. Director's report: As filed.

9. City attorney's office

Liss submitted the final agreement with the logo designer, incorporating changes requested at the December meeting. Trustees requested that paragraphs 5 and 6 read as follows.

- 5. *NAME surrenders any claim to his intellectual property in the logo and graphics works for the exclusive use of the Royal Oak Civic Foundation and the city of Royal Oak, in consideration of*
- 6. *\$500 from the Royal Oak Civic Foundation.*

Motion by Fike, seconded by Provenzano to approve the final document with that change; approved unanimously.

Unfinished business

10. Kitch/Rehmann opinion - Lyons-Bricker expects that at the February meeting she will have final confirmation of foundation's status in the city's financial record keeping as a custodial fund (701).

11. Video status.

Video is nearly complete. Douglas will update an earlier draft of a promotion plan and timetable.

New Business

12. Third party fundraising policy: Trustees discussed this and will continue at the next meeting.

13. We will ask the city commission to "Tell us where you see the greatest need," either during the commission's planning session (with agreement of city manager) or digitally. We will ask the public to vote.

14 Next agenda: Include

1-10.

11 -- video status, campaign launch.

12 – Third party fundraising policy discussion to unfinished business and combine with MOU from parking lot

13 – Report on city commission response to priority setting

Parking lot: Move item about big picture visioning to March. Add meeting timetable.

Trustees thanked Lyons Bricker and Liss for their work.

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

Parking lot

Add an item to write logo usage rules

What technical assistance and services should/can we provide legacy groups?