

**Royal Oak Civic Foundation Board of Trustees**  
**Approved minutes of meeting on February 8, 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 (arrived at 3:55 p.m.), Sharlan Douglas, Alex Fike, Thomas McGannon, Darian Neubecker, Peter Provenzano (arrived at 3:20 ), Amanda Sears

Also present: Assistant to the City Manager Susan Barkman; Public Works Director Aaron Filipski.

### **2. Public comment**

There was no public comment.

**3. Adopt agenda – McGannon asked to move the topic of city signage as new business item 14. Motion by Fike, seconded by Sears; approved unanimously.**

**4. Consent Agenda – Motion by Fike, seconded by Douglas, to approve the consent agenda; approved unanimously**

- a. Approve previous meeting's minutes
  - b. Director's report
  - c. Financial statements
  - d. Payables – approval request
- \$100 from Andrew Mirasol to the Royal Oak Animal Shelter

- \$556.36 Friends of the Royal Oak Police Fire and EMS

## **Topics and Presentations**

5. Erb Foundation grant – Filipski reported on \$250,000 grant for the arboretum, to be guided by the nature society. It includes trees, tools and a shed, signage, seating, educational programming, volunteer recognition, invasive species eradication and irrigation. The city would rename the space as the Erb Arboretum. (Provenzano arrived.) Motion by Sears, seconded by Provenzano to authorize the grant; approved unanimously. Filipski will create an oversized check for presentation by the foundation at the Feb. 27 city commission meeting. Next agenda – additional promotion of the grant.

## **Unfinished business**

6. Executive director transition – applicants so far have strength in grant writing and nonprofit administration. City manager will hire those skills and may split sustainability management into a new FTE, to be proposed for the 2023-24 city budget.

7. Tax return: Per director's report, Rehmann staffer will begin work after maternity leave.

8. Marketing services (website) – Neubecker will assemble a marketing subcommittee with members Bowers, Douglas and Provenzano to guide the website design and content.

9. Trustees modified the five year plan to add the recruitment of a CPA as a trustee, to donate financial review services.

10. Report on year-end giving

The report showed that in the month of December a little over \$4,000 came in and the majority of that was for directed donations.

11. Continue fund-raising discussion for the Hamer-Finch Wilkins Park  
The park is artwork and design is being finalized and fundraising will start soon. The cost of the artworks is approximately \$30,000.

## **New business**

12. Election of officers: Motion by Fike, seconded by Douglas to elect Tom McGannon as chair; Amanda Sears as vice chair, Sharlan Douglas as secretary and Peter Provenzano as treasurer; approved unanimously

13. Next meeting – agenda will allocate amount of time to be spent on each item. Cover executive director search and 990Z in director's report.

- Standard items 1-4
- Website/marketing subcommittee report
- Address the potential need for a financial review and finding someone to donate it.
- Address the need for a solicitation license.
- Create a plan and guidelines for applying for and approving grant applications. Incorporate parking lot item about charging administration fees based on grantor's reporting requirements. Address need for solicitation license.

14. City Signage – The board would like to bring this to a discussion at the next meeting.