

Royal Oak Civic Foundation Board of Trustees
Updated-Approved minutes of meeting on February 12, 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

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

2 Attendance

Trustees present: Sharlan Douglas, Alex Fike, Peter Provenzano. Tom McGannon arrived at 3:10
Also present: Executive Director Julie Lyons-Bricker, Royal Oak staff attorney Mark Liss, Royal Oak Finance Director Julie Rudd.

3. Public comment

There was no public comment.

4. Approve past minutes

Minutes were corrected to show the name "Kitch" Law vs. "Fitch".
Motion by Provenzano, seconded by Douglas; approved unanimously

5. Financials

As submitted.

6. Approve agenda.

Remove item 11, "OCC students ROCF branding ..."
Motion to approve amended agenda by Provenzano, seconded by Fike; approved unanimously.

7. Director's report

As filed.

8. City attorney's office

The Employer Identification Number application has been filed.
Lyons Bricker provided Liss with the foundation's EIN and he will file the 501c3 application electronically on February 13. He will make sure Mike Vecchioni from Kitch withdraws the application he submitted. He said MMRMA will provide written confirmation of our coverage by the next meeting.

9. Operational relationship discussion

Finance Director Rudd and the trustees debated the suitability of classifying the foundation as a 295 fund ("special revenue") vs a 701 fund ("trust and agency.") All concluded that 701 is best. But the city has limited ability to give financial details and if the foundation is a 701 fund MMRMA might not insure the trustees. Rudd didn't object the proposal for using a colored envelope for contributions going through treasury and to Lyons-Bricker. Can treasury deposit a check payable to ROCF? The foundation should have a formal agreement with the city. Lyons-Bricker will try to bring Vecchioni, Rudd and the city manager to the March board meeting with a goal of defining the terms of that agreement.

10. City strategy/planning

Douglas said that item 5 from the city commission discussion should also include sponsorship solicitation. The board need to assess the needs of the affected departments, probably inviting department heads to future board meetings. Under indicators of success, add public awareness. With the provided input from the city commission the board will develop a mission statement at the April meeting.

11. Old business

Review of logos postponed to March meeting.

12. New business

March agenda will include OCC students' logo drafts and drafting a financial management agreement with the city.

Parking lot

Questions for Kitch will move to March; Big picture visions will start in April.

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