

**Royal Oak Civic Foundation Board of Trustees**  
**Updated and approved minutes of meeting on March 11, 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, Alex Fike, Thomas McGannon.

Also present: Executive Director Julie Lyons-Bricker, Royal Oak staff attorney Mark Liss, Mike Vecchioni of the Kitch law firm, Interim City Manager/City Attorney David Gillam, City Treasurer Julie Rodd

3. Public comment

Janice Wagman of Royal Oak couldn't find foundation minutes and financial statements on the city's website.

4. Approve past minutes

Minutes were revised to show that Item 8 should say "The Employer Identification Number application has been filed." Motion to approve by Douglas, seconded by Fike; approved unanimously

5. Financials

As submitted.

6. Approve agenda

Proposed agenda was modified to move the item of recruiting trustees from the parking lot to old business. Motion modified agenda by Fike, seconded by Douglas; approved unanimously.

7. Director's report

As filed. The IRS (properly) rejected the second, redundant EIN.

8. City attorney's office

Liss distributed information on what and who the city's Michigan Municipal Risk Management Authority insurance covers. ROCF trustees, as city appointees, are covered but foundation itself is probably not. He will seek a written statement about the trustees and see if MMRMA can cover the foundation's operations, including errors and omissions. He will also investigate suitable coverage levels.

9. Operational relationship discussion.

A "special revenue fund" appears to be the best option for managing foundation funds. When it is ready, the foundation will need to create an operating plan and budget that can be approved by the city commission. The treasurer's office will change name on Paypal account from ROOTS to ROCF based on info to be provided by Lyons-Bricker, who will also have the web administrator change the relevant page(s).

10. Next steps for a financial services agreement

Liss will draft a memorandum of understanding with the city commission for Lyons Bricker and the Kitch firm to review. This will be added to the foundation's April 15 meeting agenda under old business after which they will seek review by Rudd.

11. Logos.

The trustees chose several logos for further refinement by the students.

12. Homework request

Lyons-Bricker distributed examples of mission statements from other community foundations and asked trustees to write out thoughts on the foundation's mission and vision and help catalog current fundraising programs by the legacy groups.

13. Next meeting

- A Topics and presentations: Liss will present the memorandum of understanding as drafted by Lyons-Bricker and reviewed by Kitch and will bring additional insurance information, as listed in minutes item #8.
- B Old business
  - i Final OCC branding
  - ii Prospective member identification (five minutes). Lyons-Bricker will send a link to an existing list of prospects.
- C New business
  - i Turn in your homework on mission statement and other fundraising activities

Parking lot

Add establishing a budget and the prospect of a library endowment

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