

**Royal Oak Civic Foundation Board of Trustees**  
**Update, approved minutes of meeting on April 8, 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 3:07 p.m. via Zoom 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

Any public comment had to be recorded via voice or email between 12:30 to 2:30 p.m. on this date. There was none. Two members of the public viewing the meeting declined to comment.

4. Approve past minutes

Minutes were corrected to show that Liss was to draft the memorandum of understanding. Motion to approve minutes as corrected by Provenzano, seconded by Douglas; approved unanimously via a roll call vote.

5. Financials

As submitted.

6. Approve agenda

Motion by Douglas, seconded by Fike; approved unanimously by roll call.

7. Director's report

As filed. Lyons-Bricker added that the foundation has received the acknowledgement of its 501c3 application. She expects a \$16,000 check shortly from Robertson Brothers. She filed the foundation's IRS 990 tax return for fiscal year 2018-2019. She spoke with representative from IBEX who confirmed that MMRMA covers trustees because they are appointed by the city commission and no matter what type of account system the city uses to manage the foundation's funds.

8. City attorney's office

Liss discussed draft documents submitted with the agenda. While during the March meeting the trustees preferred that the city manage the foundation funds as a "Special revenue fund" (295) over a "Trust and agency fund" (701), Lyons-Bricker's subsequent experience indicated that the 701 would better enable the foundation to re-grant money received from the outside. She will continue to explore whether using 701 prevents the city from providing administrative services, including her position.

Unfinished business

9. Motion by Douglas to approve that draft memorandum of understanding between the foundation and the City of Royal Oak and the memorandum asking the city to treat the foundation as a trust and agency fund; seconded by Fike; approved unanimously by roll call vote. Liss will ask the finance dept to move current funds before the end of the fiscal year. Liss will review the [MOU] matter with the

incoming city manager, expecting that the manager will then refer it to the city commission for approval.

10. Logos. Fike shared a screen with a second round of logos created by Oakland Community College students. Motion to choose #31 from second round by Douglas, seconded by Fike; approved unanimously by roll call vote.

11. Recruiting additional trustees

Lyons-Bricker and Douglas will work out the best way to share names of prospective board members for others to review.

New Business

Items 12-15 were postponed until the next meeting

16. Next meeting

Unfinished business will be items 10 and 11 from this meeting. New business will be items 12-15 from this meeting.

Motion to adjourn by Provenzano, seconded by Fike; Approved unanimously by roll call.