

Royal Oak Civic Foundation Board of Trustees
Approved minutes of meeting on April 12, 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

Call to Order/Welcome

With chair McGannon phoning in and vice chair Sears absent, Neubecker agreed to chair the meeting and called it to order at 3:05 p.m.

Trustees present: Chris Bowers, Howard Collens, Sharlan Douglas, Alex Fike, Thomas McGannon (by phone), Darien Neubecker, Peter Provenzano (arrived at 3:15). Absent: Amanda Sears
Also present: Assistant to the City Manager Susan Barkman.

Public comment

There was no public comment.

Adopt agenda – Motion to approve the agenda by Douglas, seconded by Fike; approved unanimously

Consent Agenda – Motion to approve the consent agenda by Fike seconded by Collens; approved unanimously

- a. Approve March meeting's minutes
- b. Financial statements receive and file
- c. Director's report. As submitted. New executive director begins May 1 but Barkman will stay engaged through mid summer.
- d. Payables – approval request

Payables – approval request

- \$500 Genisys Credit Union Animal Shelter Filmfest Fundraising
- \$125,000 from Erb Foundation

Unfinished business

- Motion by Fike, seconded by Neubecker to approve up to \$2,000 for marketing materials as agreed at the last meeting; approved unanimously.
- Marketing (Bowers) – Marketing committee will take responsibility for getting text from legacy groups. Barkman will try to get Paypal codes from the treasurer's office.
- Five year goals – Douglas and Fike have invited David Guest, CPA, to join the board in October. The foundation may have a role to play in helping the animal shelter committee transition into independence. Fike shared a draft grant-making process which he'll review with Sears and bring back to the next meeting. He and Neubecker will research other civic foundations' processes. Douglas suggested that the foundation explore independence in two years.

- Annual calendar – Barkman will draft a half year report to the member.

Continue fundraising discussion –

- Collens proposes a lunch and learn at the senior center in the fall to introduce the civic foundation and talk about planned giving.
- McGannon presented preliminary information on the opportunity to raise funds at a pre-Arts Beats and Eats party. He will get formal details and present at the May board meeting.

New business

Barkman will use feedback from trustees to bring a draft 23-24 budget to the May meeting

Next agenda

Opening

- Welcome Jill Martin
- Standard items 1-4

Unfinished business

- Budget
- Marketing
- Five year goals and annual calendar quick review
- Fundraising
 - Arts du jour
 - Soliciting city vendors
 - Grant making

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

Parking lot

- A. Additional policies to consider: Investment policy (following financial set-up completion), Gift Acceptance Policy
- B. Royal Oak branded merchandise sales (define project, priority/timing)
- C. City Attorney/Kitch/Rehmann- status of staff compensation/MOU
- D. Royal Oak city staff interface: chart functions and additional relationship development
- E. Need for a financial review/(audit lite). Need for solicitation license. Granter's reporting requirements may drive admin fees?