

**Royal Oak Civic Foundation Board of Trustees**  
**APPROVED minutes of meeting on July 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 3:03 p.m. 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 and Keith Potter of IbeX Insurance Agency/MMRMA.

3. Public comment

There was no public comment.

4. Approve past minutes

Minutes were amended to include Provenzano in the list of attendees as well as including it when he arrived at the meeting. Motion by Fike, seconded by Provenzano; approved unanimously

5. Financials

As submitted.

6. Approve agenda

Motion to approve the agenda by Provenzano, seconded by Douglas; approved unanimously.

7. Director's report

As filed.

8. City attorney's office

In the city's budget planning meetings, City Attorney Gillam asked the finance department to come up with questions about how account should be classified to submit to the Kitch law firm.

Keith Potter: The fact that trustees are appointed by the city commission means that they are protected by the city's \$15 million liability coverage through MMRMA. The other coverage categories are very low risk, since the foundation has few assets and its financial operations are handled by the city. Motion to approve D&O insurance for \$795 and revisit other coverage categories in six months by Provenzano, seconded by Fike; approved unanimously.

9. Kick-off event

Consensus is to hold it on the afternoon of August 6. Lyons-Bricker will send the invitation drafted by Douglas. Provenzano will connect the city's video director with his counterpart, Ken Faulk. Need to establish criteria for future trustees. Discussion of annual meeting date moved to parking lot.

10. Vision statement

Motion by Douglas, seconded by Provenzano to move this item to the parking lot; approved unanimously.

11. Policies

Motion by Provenzano, seconded by Douglas to approve gift acceptance policy with edits as articulated during the discussion and recorded by Fike; approved unanimously. Motion by Douglas seconded by Provenzano to postpone discussion of other policies to the next meeting's Old Business; approved unanimously.

12. Website will be incorporated into kickoff event timetable.

13. Board can't meet in August because of move to new city hall. Next meeting September 9.

14. Next meeting agenda

Items 1-7 from this meeting.

Item 8 will include a report on the Kitch/finance question.

9 - Report on kickoff event.

Unfinished business: Policies.

New business: Memorandum of understanding with city commission and introduction of city

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