



**Board of Trustees Meeting**  
**Jan 10, 2024, 3:00-5:00 PM**

**City Hall-Conference Room**  
**122 203 S. Troy St.**  
**Royal Oak, MI 48067**

## **Agenda**

### **Opening-**

1. Call to Order/Welcome Guest(s)/Introductions
2. Public comment
3. Agenda adoption
4. Consent Agenda
  - Minutes approval –[Dec 13, 2023](#)
  - Financials receive and file – [Ending Dec 31](#)
  - [Director's Report](#)
  - Payables

\$ 59,845.33 to be paid to City of Royal for Directed Donations

- Animal Shelter \$2621.00
- Parks & Rec \$21951.33
- Public Library \$4050.00
- Senior Center \$31223.00
- Receivables
- \$ 2,406.00 Direct Deposits received via eTapestry
- \$ 6,876.33 Other (Check/Cash) Deposits Received
- \$ 46,500.00 Pledges Pending Corewell
- \$ 47,716.00 Pending Balance Transfer from 701-000-27774 City of Royal Oak

### **Unfinished business**

5. Bookkeeping update Quick Books / Financial Edge
6. Executive Director availability/time
7. Update on ABE5 event financials (attachment)
8. Donations in memory of Pat Paruch (attachment)
9. Member Report Presentation December 11, 2023 (Publish Goals on Website)
10. Shop with a Hero (Recap)

### **New business**

11. ABE 2024
12. Online Marketing Review – Chris Bowers/Gatsby Discussion
13. Update from meeting with Member Douglas, Interim City Manager/Finance/Executive Director
14. Five Year Plan
15. Next meeting agenda development- (February 14, 2024) Include Strategic Planning

## **Parking Lot**

- A. Additional policies to consider: Investment policy (following financial set-up completion), Gift Acceptance Policy, 3<sup>rd</sup> Party Fundraising
- B. Partnering with Service Clubs (Rotary for example, Animal Shelter Friends, etc.)
- C. Royal Oak branded merchandise sales (define project, priority/timing)
- D. City Attorney/Kitch/Rehmann- status of staff compensation/MOU
- E. Royal Oak branded merchandise sales (define project, priority/timing)
- F. Royal Oak city staff interface: chart functions and additional relationship development
- G. Constant Contact Discussions