



**Board of Trustees Meeting**  
**March 13, 2024, 3:00-5:00 PM**

**City Hall-Conference Room**  
**116 203 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 – [February 2024](#)
  - Financials receive and file – [Ending February 29 2024](#)

### **Unfinished business**

5. Update on ABE5 2024 Event
  - a. Jon Witz update
  - b. Interest from non profits update
  - c. Committees
  - d. Next steps
6. Bookkeeping update Quick Books
7. Executive Director availability/time

### **New business**

8. Discussion on Pass Through – “Mere Conduit”
9. Committee updates
  - a. Finance
  - b. Governance
  - c. Marketing
  - d. Fundraising and Stewardship
  - e. Operations
10. Five Year Plan/ Strategic Planning/Calendar Updates
11. Next meeting agenda development- (April 10, 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