



Board of Trustees Meeting
May 8 2024, 3:00-5:00 PM

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

Agenda

1. Call to Order/Welcome Guest(s)/Introductions
2. Public comment
3. Agenda adoption
4. Arts Beats and Eats on 5th – Jon Witz Associates
5. Consent Agenda
 - a. Minutes approval –[March 2024 Minutes](#) [April 2024 Minutes](#)
 - b. Financials receive and file – [Financials March 31 2024](#)
 - c. Payables – approval request
 - o City of Royal Oak (for directed donations) **\$1,888**
 - Animal Shelter \$1,488
 - Library \$400
 - o Blackbaud Merchant Services/e Tapestry Annual Subscription **\$4056**
 - o QuickBooks On-Line Subscription Services not to exceed **\$500**
6. Strategic planning (attachment)
7. Committee updates
 - a. Governance
 - b. Fundraising and Stewardship
 - c. Finance – attached
 - d. Marketing: Past year's Google search results (Bowers)
8. Arts, Beats and Eats on 5th (continued)
 - a. Interest from non-profits update (Charity beneficiaries)
 - b. Action on ticket sales requirement (30 or 50)
 - c. Etapestry
 - d. Marketing - attached
 - e. Insurance
 - f. Photographer: \$500 stipend?
 - g. Paper tickets?
9. Next meeting agenda development

Parking Lot

- A. Additional policies to consider: Investment policy (following financial set-up completion), Gift Acceptance Policy, 3rd Party Fundraising, Pass Through Policy and Practice
- 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