



Board of Trustees Meeting
January 10, 2024, at 3:00 p.m.
City Hall Conference Room 122
203 S. Troy St. Royal Oak, MI 48067

Minutes

Opening

1. Chair Tom McGannon called the meeting to order at 3:30 p.m. Trustees present: Christopher Bowers, Howard Collens, Alex Fike, David Guest, Julie Lyons-Bricker, Darien Neubecker, John Peetz, Peter Provenzano Staff present: Jill Martin, Executive Director. Excused: Sharlan Douglas, Amanda Sears, *Trustee Fike departed at 4:25pm*
2. There was no public comment.
3. Motion to approve the agenda altering item #11 to read “ABE on Fifth 2024 with special guest Jon Witz and Kelsey Mendez” and moving to Item #5 on the agenda.
 - a. Motion by Guest
 - b. Seconded by Lyons-Bricker
 - c. Approved unanimously.
4. Motion to approve the consent agenda.
 - a. Motion by Collens
 - b. Seconded by Fike
 - c. Approved unanimously.
5. Arts, Beats, & Eats (ABE) on Fifth 2024- Guests, Jon Witz and Kelsey Mendez
 - a. Conversation focused on planning for event in 2024. Discussion on the adjustment of the VIP time and price point benefits to manage energy and transition of event and continuing to plan for an indoor-outdoor event (weather permitting).
 - b. Date: Thursday, August 22nd 5:30-6:30 is VIP, 6:30-8:30 is the event
 - c. Location: Fifth may be under construction.
 - i. Action: need to confirm streetscape planning for outdoor event on Fifth Street. Martin to confirm timeline and impact on event.
6. Motion to enter into an agreement with Arts, Beats, and Eats to co-host Arts, Beats, and Eats on Fifth in 2024.
 - a. Motion by Fike
 - b. Seconded by Neubecker
 - c. Unanimously approved.
7. Motion to keep Arts, Beats, and Eats on Fifth solely benefitting the Royal Oak Civic Foundation
 - a. Motion by Fike
 - b. Seconded: Darian Neubecker
 - c. Unanimously declined.

8. Motion to pursue a path to provide select nonprofit charitable partners with the opportunity to sell batches of tickets and share in the revenue of Arts, Beats, and Eats on Fifth in 2024 with this approval expiring on April 11th.
 - a. Motion by Fike
 - b. Seconded by Peter Provenzano, Jr.
 - c. Unanimously approved.
 - i. John Witz will draft outreach materials for the potential nonprofit partners.
 - ii. The board should consider creating a host committee.

Unfinished Business

9. Bookkeeping update QuickBooks / Financial Edge from Blackbaud
 - a. Recommendation is to follow current process. (continue with QuickBooks desktop)
 - b. Howard Collens will check on getting help for the catch-up needed for QuickBooks entries and relevant eTapestry set-up. (hourly rate)
 - c. Pete Provenzano is willing to meet with Shar Douglas and city administration staff to understand our long-term relationship.
10. Executive Director availability/time
 - a. Jill Martin has spent 48 hrs. since last month's meeting. She is permitted to spend about 16 hrs./month. She was asked to continue tracking her hours to identify trends.
 - b. IT can allow automatic emails to be sent through eTapestry program. IT needs to add another domain on the server. Jill Martin will keep pressing for this to happen and report back next month.
11. Update on ABE5 event financials (attachment)
 - a. Event financials are finalized.
12. Donations in memory of Pat Paruch (attachment)
 - a. Jill Martin is looking for grants to match the funding for the park project.
13. Member Report Presentation December 11, 2023 (Publish Goals on Website)
 - a. The presentation went well. At the next ROCF meeting, trustees to review and edit goals as necessary. These will be posted on the website afterward as requested by the Member.
14. Shop with a Hero (Recap)
 - a. Nine \$100 gift cards are left over. They should be held in the Treasurer's safe. Jill Martin will do this. Suggestion from the police chief that we structure the donation allocation as an amount for each child rather than per family. We should revisit this recommendation before the next event. Julie Lyons Bricker and Jill Martin to develop an event playbook to capture details for the future.
15. Motion to hold the \$900 for future charitable purposes.
 - a. Motion by Neubecker
 - b. Seconded by Provenzano, Jr.
 - c. Unanimously approved.

New Business

16. Online Marketing Review
 - a. Chris Bower will send an informational email to the group (in the interest of time)
17. Update from meeting with Trustee Douglas, Interim City Manager, Finance Director, ROCF Director
18. Five Year Plan
 - a. Jill Martin to present the meeting documents and Google documents on the screens for all future meetings.
19. Next meeting agenda development (Feb. 14, 2024)
 - a. Unfinished business
 - i. Bookkeeping update and define financial relationship.
 - ii. Executive Director time report
 - iii. Five Year plan/monthly calendar/strategy (review/edit 23-24 goals for website posting, as requested by the Member)
 - b. New business
 - i. Officer elections
 - ii. Strategic planning
 - iii. Online marketing review
 - iv. Next meeting agenda development (March 13, 2024)
 - c. Move to Parking Lot
 - i. Pat Paruch memorial donations
 - ii. Shop with a Hero event playbook.
20. Motion: to adjourn
 - a. Motion by Provenzano, Jr.
 - b. Seconded by Peetz
 - c. Unanimously approved.