



Board of Trustees Meeting
February 14, 2024, at 3:00 p.m.
City Hall Conference Room 116
203 S. Troy St. Royal Oak, MI 48067

Minutes

Opening

Chair Tom McGannon called the meeting to order at 3:05 p.m. Trustees present: . Howard Collens (by phone), Sharlan Douglas, Alex Fike, David Guest, Julie Lyons Bricker, John Peetz, Peter Provenzano, (By phone), Amanda Sears. Trustees present constituted a quorum. Staff present: Jill Martin.

There was no public comment

Agenda

Motion to approve the agenda
Motion by Sears
Seconded by Lyons Bricker
Approved unanimously

Motion to approve the consent agenda

Motion by Sears
Seconded by Peetz
Approved unanimously

Motion to add new business item #14, regarding the transfer of funds held by the city to the foundation

Motion by Lyons Bricker
Seconded by Douglas
Approved unanimously

Unfinished business

Bookkeeping – While Collens did not find a volunteer to do data entry, Martin, with Lyons Bricker's help, expects to have all Quick Books data up to date and Etapestry data imported by March 13 with data as of February 29.

Motion to approve current status of bookkeeping methodology for June 30

Motion by Guest
Seconded by McGannon
Approved unanimously

Executive director availability – Martin spent 24 hours in January.

Update on Arts Beats and Eats on Fifth event.

- Outdoor location on Fifth Street should be available; indoors at Fifth Avenue is always an option
- The foundation will offer nonprofits the opportunity to participate by selling tickets to the event and retain the net (fair market value, processing fee plus food and beverage) income from their sales.
- Prospects and their assignments: Metro Detroit Youth Clubs - Jon Witz; Stagecrafters – Witz; chamber of Commerce scholarship fund – Collens; Gilda's Club – Martin; Royal Oak Football Club – Sears; Judson Center – McGannon; Optimist Club – Martin; Royal Oak Women's Club – Martin; Blessings in a Backpack – Douglas.

Paruch donation has been transferred to the appropriate city account to fund a specific feature in Paruch park

Tax return: Motion to have Guest prepare the foundation's tax return

Motion by Sears

Seconded by Douglas

Approved unanimously

Officer elections

Motion to elect McGannon as chair, Sears as vice chair, Neubecker as Treasurer and Douglas as secretary

Motion by Fike

Seconded by Lyons Bricker

Approved unanimously

Standing committees. Motion to approve the following committee chairs and members: Executive committee – McGannon (Sears, Neubecker, Douglas); Finance – Neubecker (Guest, Peetz, Lyons Bricker); Grants – Sears (McGannon); Governance and nominating – Fike.

Motion by Fike

Seconded by Peetz

Approved unanimously

Motion to create ad hoc committees, chairs and members: Marketing – Bowers (Douglas); Fundraising and stewardship – Collens (Lyons Bricker); Liaison with city commission – Douglas; Operations – Lyons Bricker.

Motion by Fike

Seconded by Douglas

Approved unanimously

Policy on requests for donations – By July 1, Fike, Bricker and Douglas will draft criteria and application requirements. They will examine the gift acceptance policy to set levels at which the foundation will issue a report to the donor.

Online marketing review – postponed

All committees should develop recommendations for their plan of work for the next five years, with budget estimates

Motion to request checks for 100 percent of foundation funds held by the city in its 701.000.27774 account.

Motion by Bricker

Seconded by Sears

Approved unanimously

March agenda:

Opening

Standard items 1-4

Old business

Bookkeeping update

ABE on 5th – Interest from Nonprofits and next steps

Finance committee and tax return update

Governance committee update on gift acceptance

Committee chairs do a brief statement of what they want to do in the next five years and what it will cost or earn

Update the monthly calendar, adjusting due dates

New business

Online marketing review

Five year strategic plan – Put this earlier in the meeting

Motion to adjourn

Motion by Fike

Seconded by Lyons Bricker

Approved unanimously