



**Board of Trustees Meeting**  
May 8, 2024, at 3:00 p.m.  
City Hall Conference Room 122  
203 S. Troy St. Royal Oak, MI 48067

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**Minutes**

**Opening**

Chair Tom McGannon called the meeting to order at 3:07 p.m. Trustees present: Christopher Bowers, Howard Collens, Sharlan Douglas, Alex Fike, David Guest, Julie Lyons Bricker, Darian Neubecker (remote, not voting), Peter Provenzano, Amanda Sears. Trustees present constituted a quorum Guests: Jon Witz, Shannon Wojtas and Nicole McPherson of Jon Witz Associates. Staff present: Jill Martin.

There was no public comment

**Agenda**

Motion to approve the agenda

Motion by Collens

Seconded by Sears

Approved unanimously

**Arts Beats and Eats on 5<sup>th</sup>**

- Wojtas will correspond with six nonprofit beneficiaries over ticket sales. (Unresolved: What email address should she use?)
- JWA will create social post images and an invitation image, using the logo created last year. They will change the colors in the event logo to those of the current brand
- They will create timely social post images (e.g. promoting artists performing at the event).
- They recommend nonprofits get 75% of ticket sales.
- They recommend beneficiaries get exposure at the event.
- Beneficiaries are asked to sell 30 tickets; encouraged to sell 50
- They will offer \$500 to top ticket seller (over 50 tickets).
- JWA will name ROCF as also insured for the event.

Motion to approve the plan distributed by JWA

Motion by Guest

Seconded by Fike

Motion was withdrawn

**Consent agenda**

Motion to approve the consent agenda by Fike

Seconded by Collens

Approved unanimously

## **Strategic planning**

Trustees informally agreed that the foundation should charge an administrative fee for grants to RO legacy groups. By the July meeting, representatives from the fundraising and stewardship and governance committees (Lyons Bricker, Douglas, Sears, Fike and Collens) should recommend;

- Credit card processing fees
- What donation amount (\$X) guarantees the donor a report on its use
- What kind of report does a donation over \$X get
- What agreement should the foundation require from the receiving city department

## **Erb Foundation grant**

- What reports does the Erb Foundation want for its grant to the foundation and what work has been performed?
- The foundation will ask the city's public works director to report at the June meeting.
- Martin will place the Erb contract in the shared Google folder. Lyons Bricker will notify trustees of its location.

## **File repository**

- Lyons Bricker is organizing the folders in Google Drive. All folders will be "view only" except committees may share editing privileges.
- McGannon will prepare a mid-year report to the Royal Oak City Commission.

## **Committee updates**

The governance committee will research prospective candidates in June.

Motion to give grants of up to \$2,000 to legacy groups using the application as submitted. Deadline for applications is June 5. Foundation will advance the funds before June 30 upon receipt of a signed agreement.

Motion by Sears

Second by Lyons Bricker

Approved unanimously

## **Finance**

Trustee reviewed the draft budget submitted by Neubecker.

Motion to approve the 2023-2024 budget

Motion by Fike

Second by Provenzano

Approved unanimously.

Motion to allow Tom McGannon and Jill Martin to dual sign all checks or allow Darian Neubecker and Tom McGannon to dual sign all checks

Motion by Fike

Seconded by Sears

Motion was withdrawn

Motion to allow any two from McGannon, Martin and Neubecker to sign checks

Motion by Fike

Seconded by Collens

Approved unanimously

Motion to authorize McGannon to sign the 2024-2025 fiscal year tax return

Motion by Fike  
Seconded by Sears  
Approved unanimously

#### **Arts, Beats and Eats on 5th**

Motion to approve Stagecrafters, Blessings in a Backpack, Metro Detroit Youth Clubs, Royal Oak Foodball Club, Royal Oak Chamber of Commerce scholarship fund and Outreach on 7<sup>th</sup> as beneficiaries

Motion by Fike  
Seconded by Lyons Bricker  
Approved unanimously

Motion to require beneficiaries to sell at least 30 with a goal of 50, and receive 75% of the proceeds

Motion by Provenzano  
Seconded by Fike  
Approved unanimously.

- Each group will have its own page and URL in Etapestry (Fike)
- ROCF website will have a link for ticket purchases and contact information for prospective sponsors. (Bowers)
- Online ticket sales will begin on May 29 with public notice beginning June 10
- Need to send a “save the date” to last year’s attendees

Motion to approve a \$500 stipend to photographer Derek Cookson

Motion by Provenzano  
Seconded by Bowers  
Approved unanimously

Motion to approve the tentative timeline and budget as proposed by Jon witz Associates

Motion by Guest  
Seconded by Collens  
Approved unanimously

Neubecker will provide 2023 ABE final financial statement at the June meeting

Motion to adjourn  
Motion by Fike  
Seconded by Douglas  
Approved unanimously