

Foundation Annual Board Meeting

Full Board Session: 3:00 p.m.

Wednesday - April 30, 2014

<u>Meeting Location(See map)</u> Desert Willow Golf Resort

BOARD PACKETS ARE REQUIRED AT EVERY MEETING. Please bring yours.

Our Mission:

The mission of the Foundation is to enhance the quality of education by advancing the College of the Desert through building relationships, securing philanthropic support and stewarding assets.

Our Vision:

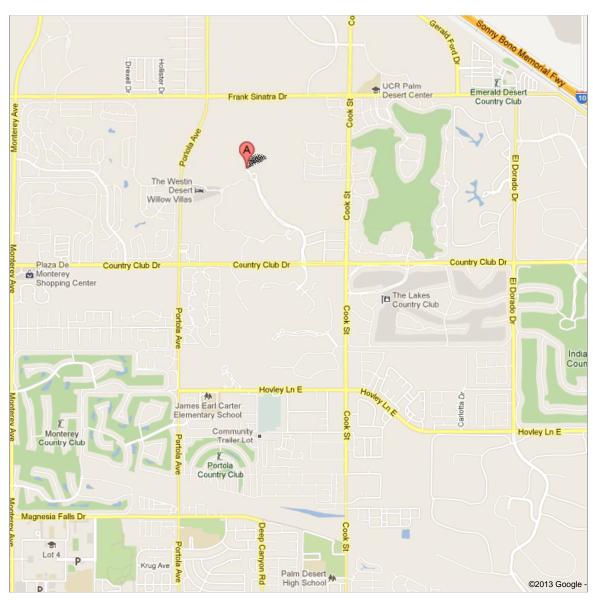
To positively impact the lives of students who are striving to achieve a purposeful education and to enhance the communities of the Coachella Valley and the region.

Core Values:

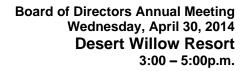
- **✓** Accountability
- **✓** Integrity
- **✓** Service Excellence
- **✓** Trust







A. Desert Willow Golf Resort 38-995 Desert Willow Dr, Palm Desert, CA (760) 346-7060 68 reviews





AGENDA

(**Board action requ	ired)
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1)	Call to Order	
2)	Public Invitation to speak as per the Brown Act	
3)	Recognition	
4)	**Approval of March, 2014 Board Meeting Minutes	Page: 1
5)	Financials – Review	
	Finance and Investment Committee report – Suz Hunt	
	**Approval of Financials – March, 2014	Page: 4
	**Approval of 2014-2015 Operating Budget	Page: 12
	**Approval of April 8, 2014 Investment/Finance Meeting Minutes	Page: 14
	**Consolidation of Unrestricted Funds & Reserve Account	Page: 15
6)	Internal Policy and Procedures Manual and Bylaws – Donna Jean Darby	
	** Approval of Policy and Procedures Manual—(refer to appendix attached)	Page: 16
7)	Foundation Annual Board Election and Approval of New Board of Directors	
	** Approval of New Nominated Board Members: (see Bio's on nominees)	
	a) Arlene Schnitzer	Page: 21
	b) Marge Dodge	Page: 23
**	Election of the Full Board of Directors 2014-2015	Page: 24
**	Election of Officers 2014-2015	Page: 25
A	ssignments on Foundation Committees	Page: 26
Fo	rms for all Board members to fill	Page:36
8)	Reports:	
	a) Academic Angels—Jan Harnik	
	b) COD Board of Trustees - Michael O'Neill	
	c) Academic Senate President – Douglas Redman	
	d) Alumni Association	
	e) President of the College of the Desert - Joel Kinnamon	
9)	New Business	

10) Adjournment-----Next meeting: May 28, 2014



Board of Directors Meeting Wednesday, March 26, 2014 – 3:00p.m. Cravens Multi-Purpose Room

MINUTES

Members Present

Carol Ammon, Bob Archer, John J. Benoit, Joan Busick, Jean Carrus, Norma Castaneda, Donna Jean Darby, Jan Harnik, Lisa Howell, Susan Hunt, Dr. Joel Kinnamon, Penny Mason, JoAnn McGrath, Dr. Chuck Monell, Mark Nickerson, Dominique Shwe, Sally Simonds, Kate Spates, Larry Spicer

Members Absent:

James Carona, Peggy Cravens, Diane Gershowitz, Brian Holcombe, Donna MacMillan, Michael O'Neill, Doug Redman, Russ Russell, Jane Saltonstall

Staff/Guests

Jan Hawkins, Peter Sturgeon, Steve Renew, Michael McCabe, Pam Hunter, Kippy Laflame,

Call to Order

Donna Jean Darby called the meeting to order at 3:05p.m.

Brown Act Invitation for Public Comment

Policy and Procedures:

Approval of Minutes as distributed

It was M/S/C Bob Archer/Suz Hunt to approve the February 26, 2014 Executive Meeting Minutes. It was M/S/C Suz Hunt/Carol Ammon to approve the February 26, 2014 Board Meeting Minutes with the following changes to page 6 to read February 28, 2014 and NOT 2013.

<u> Treasurer Report – Financials Review – George Holliday</u>

It was M/S/C Carol Ammon/JoAnn McGrath to approve the February 2014 financials as distributed. Jim Hummer gave an overview of the proposed realignment to the Operating Budget

Foundation Presentation

Construction status presentation to the Board – Steve Renew

Board member business cards were discussed before going to print. Everyone wishing to get cards were advised to review the proofs and give to Kippy to process.

Policy Manual has been reviewed by Darby, Monell and Kroonen. Donna jean asked that the table of contents be included in next month's board packet for approval.

Report from Executive Committee meeting of March 17, 2014 – Donna Jean Darby

A meeting of the Executive was called by Donna Jean Darby to establish protocols of how to respond to sponsorship or event invitations from other organizations..

It was M/S/C JoAnn McGrath/ Mark Nickerson to approve the March 14, 2014 Executive Meeting Minutes as distributed

Nominating Committee Report – Mark Nickerson

Mark presented the board with the Slate of Officers and Directors that will be placed into nomination at next month's annual meeting. As Russ Russell resigned from the Board, Suz Hunt was asked to step into the Treasurer's position.

<u>Position</u>	<u>Name</u>
President	Donna Jean Darby
Vice President	Mark Nickerson
Secretary	Diane Gershowitz
Treasurer	Suz Hunt

Mark reviewed the new board members that will be placed into nomination at next month's annual meeting.

Marge Dodge

Arlene Schnitzer
Sandy Taylor
Jan Salta

He stressed that nominations are open all year long and that Jan Salta has withdrawn her nomination at this time.

M/S/C Sally Simonds/Kate Spates to accept the Nominating Committee minutes of March 6, 2014 as distributed.

Russ Russell's letter of resignation was read.

M/S/C Bob Archer/Larry Spicer to accept the resignation as read.

Fundraising Report

<u>Changing Lives campaign status - Donna Jean Darby</u>

The 30/30 campaign was a success with 100% participation from the board.

<u>Academic Angels Report – Jan Harnik and Sally Simonds</u>

As new Academic Angel President Jan Harnik, commented on the critical role that COD has in our community. Her focus will be on building the next generation donor base of 30 to 50 year olds. This will determine the focus of events the Academic Angels have.

Sally Simonds gave her Treasurer's report focused on the \$25K sponsorship that will be established for the Angels; in the first year 10, \$500 scholarships will be awarded to Full-time students with a 2.5+ GPA.

Foundation Information Items

<u>College of the Desert President report – Dr. Kinnamon</u>

Dr. Kinnamon congratulated the board on the achievement of the \$3MM goal for the Changing Lives Campaign.

Foundation Executive Director – Jim Hummer

No report as Jim did not attend the meeting.

<u>Academic Senate President – Douglas Redman</u>

No report as Doug did not attend the meeting.

COD Trustee – Michael O'Neill

No report as Michael did not attend the meeting.

Alumni Report – Gene Marchu

No report as Gene did not attend the meeting.

<u>Development Directors – Jan Hawkins</u>

Next event is the Coeta Barker Reception at Carol Ammon's featuring students from the Music dept. Extra invitations were handed out. Everyone was encouraged to attend the Agriculture event on April 13.

<u>Development Directors – Peter Sturgeon</u>

Campus tours continue to be a great way to engage the public. Next Campus Tour is April 8. Having just been on a tour, Mark Nickerson urged everyone to attend one. Peter is to send a list of possible dates to Donna Jean who is organizing some group tours of her own.

Response to Community Involvement Requests – Donna Jean Darby

The Friday May 2nd Ophelia Project Luncheon

New Business

Jean Carrus' email of resignation was read.

M/S/C Bob Archer/Suz Hunt to accept the resignation as read.

Adjourned 4:35 pm

Minutes taken by Kippy Laflame Executive Assistant

COLLEGE OF THE DESERT FOUNDATION

FINANCIAL SUMMARY

March 31, 2014

Key Financial Information

 March 2014
 March 2013

 Total Net Assets:
 \$ 26,749,932
 \$ 24,132,098

Total Revenue Received July 1, 2013-March 31, 2014: \$ 4,168,839

Permanently Restricted: \$ 218,190
Temporarily Restricted: \$ 1,730,290
Unrestricted: \$ 2,220,359

Total Revenue received in March 2014: \$ 1,393,967

Total Funds transferred to College for Use:

 July 1, 2013 – March 31, 2014:
 \$ 702,457

 Scholarships:
 \$ 392,545

 Programs:
 \$ 309,912

Total Funds in endowments: March 2014: \$ 18,389,653

Total Funds in Unrestricted Funds: \$ 2,167,567 Carry over from July 2013---balance as of March 2014: \$ 1,577,390 Ackerman Fund (Unrestricted) Balance: March 2014: \$ 81,834

COLLEGE OF THE DESERT FOUNDATION STATEMENT OF FINANCIAL POSITION MARCH 31, 2014 WITH COMPARATIVE TOTALS FOR MARCH 31, 2013

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund		tals dum Only) 2013
ACCETC					
ASSETS	¢ 070.710	¢ 622.700	.	¢ 1 F01 410	¢ 1 27F 241
Cash and cash equivalents Investments	\$ 878,719	\$ 622,700	\$ - 17 220 022	\$ 1,501,419	\$ 1,275,241
	600,000	4,930,552	17,328,832	22,859,384	21,030,449
Pledges receivable	760,000	55,000	718,791	1,533,791	1,440,590
Accrued interest receivable	12,464	30,312	5,164	47,940	60,003
Property and equipment, net	5,045	6,000	-	11,045	5,091
FCCC - Scholarship Endowment	-	14,666	336,549	351,215	351,010
Split interest agreements		531,649	-	531,649	506,383
TOTAL ASSETS	\$ 2,256,228	\$ 6,190,879	\$18,389,336	\$26,836,443	\$24,668,767
LIABILITIES Accounts payable	\$ 88,661	\$ -	\$ -	\$ 88,661	\$ 536,669
Accrued expenses	-	(1,833)	(317)	(2,150)	
TOTAL LIABILITIES	88,661	(1,833)	(317)	86,511	536,669
NET ASSETS Unrestricted:	2,167,567	6,192,712	18,389,653	26,749,932	24,132,098
Undesignated	1,567,567	-	-	1,567,567	676,672
Board designated	600,000	-	-	600,000	600,000
Temporarily restricted	-	6,192,712	-	6,192,712	6,156,108
Permanently restricted		-	18,389,653	18,389,653	16,699,318
NET ASSETS	2,167,567	6,192,712	18,389,653	26,749,932	24,132,098
TOTAL LIABILITIES AND NET ASSET	\$ \$ 2,256,228	\$ 6,190,879	\$18,389,336	\$26,836,443	\$24,668,767

COLLEGE OF THE DESERT FOUNDATION STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS FOR CURRENT MONTH ENDED MARCH 31, 2014 WITH COMPARATIVE TOTALS FOR MARCH 31, 2013

CURRENT MONTH

		Temporarily	Permanently	Tot	als
	Unrestricted	Restricted	Restricted	(Memorano	
	Fund	Fund	Fund	2014	2013
REVENUE AND SUPPORT					
Interest	\$ -	\$ -	\$ -	\$ -	\$ 137,563
Donations	1,063,650	11,540	200	1,075,390	23,775
Annual Fund	1,000	-	-	1,000	-
Academic Angels Donations	2,500	-	-	2,500	350
Capital Campaign	-	-	35,050	35,050	50
Management Services	-	-	-	-	171,591
Grants	-	-	67,311	67,311	-
President's Circle	12,000	-	-	12,000	7,250
Scholarship Donations	1,620	48,000	42,425	92,045	87,467
Special Events (net)	108,671	-	-	108,671	1,849
TOTAL REVENUE AND SUPPORT	1,189,441	59,540	144,986	1,393,967	429,895
EXPENDITURES					
Contributions to college	115,855	66,728	-	182,583	13,906
Operating expenses	139,279	-	-	139,279	236,813
Refunds	-	60	-	60	(300)
Scholarships	-	9,875	-	9,875	20,784
TOTAL EXPENDITURES	255,134	76,663	-	331,797	271,203
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE					
OTHER INCOME AND EXPENSES	934,307	(17,123)	144,986	1,062,170	158,692
OTHER INCOME AND EXPENSES Investment gain/(loss), net of					
investment expenses	-	-		-	514,810
INCREASE (DECREASE) IN NET ASSETS	\$ 934,307	\$ (17,123)	\$ 144,986	\$ 1,062,170	\$ 673,502

COLLEGE OF THE DESERT FOUNDATION STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS FOR NINE MONTHS ENDED MARCH 31, 2014 WITH COMPARATIVE TOTALS FOR MARCH 31, 2013

YEAR TO DATE

	Unrestricted		mporarily estricted		manently estricted		als dum Only)
		K		Kt			
DEVENUE AND CURRORT	Fund		Fund		Fund	2014	2013
REVENUE AND SUPPORT							
Interest	\$ 71,340	\$	324,079	\$	7,301	\$ 402,720	\$ 470,685
Donations	1,095,937		50,341		200	1,146,478	69,897
Annual Fund	16,910		-		-	16,910	9,775
Academic Angels Donations	19,500		4,805		-	24,305	13,915
COD Alumni donations	-		-		-	-	55,600
Grants	6,000		77,951		67,311	151,262	117,014
Estate Gifts	213,417		-		139	213,556	446
Capital Campaign	-		-		46,627	46,627	35,250
Management Services	165,999		-		-	165,999	247,418
Membership	7,500		-		-	7,500	1,000
Other Income	4,888		390		-	5,278	11,885
President's Circle	78,076		-		-	78,076	63,551
Scholarship Donations	1,620		391,906		73,094	466,620	569,850
Special Events (net)	310,363		2,000		-	312,363	291,025
TOTAL REVENUE AND SUPPORT	1,991,550		851,472		194,672	3,037,694	1,957,311
EXPENDITURES							
Contributions to College	178,696		131,216		-	309,912	205,225
Interfund transfers	382		13,687		(14,069)	-	-
Operating expenses	854,550		203,329		5,810	1,063,689	1,043,005
Refunds	-		60		-	60	72,441
Scholarships			392,545		-	392,545	428,389
TOTAL EXPENDITURES	1,033,628		740,837		(8,259)	1,766,206	1,749,060
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE							
OTHER INCOME AND EXPENSES	957,922		110,635		202,931	1,271,488	208,251
	•		*		· · ·	. ,	,
OTHER INCOME AND EXPENSES							
Investment gain/(loss), net of							
investment expenses	228,809		878,818		23,518	1,131,145	1,083,576
INCREASE (DECREASE) IN NET ASSETS	\$1,186,731	\$	989,453	\$?	226,449	\$2,402,633	\$1,291,827

COLLEGE OF THE DESERT FOUNDATION SUMMARY REPORT FOR CURRENT MONTH ENDED 03/31/2014 WITH COMPARATIVE TOTALS FOR YTD 03/31/2013

	One Month	VTD Astro-1	Total Annual		Budget	2/24/2042
	Actual	YTD Actual	Budget	Variance %	Remaining	3/31/2013
Dovenue						
Revenue President's Circle	12,000	85,576	160,000	53.5%	74,424	64,55
Annual Fund/Direct Mail	1,000	16,910			13,090	9,775
Academic Angel/Membership	2,500	19,500			500	11,91
Academic Angel Special Events	12,153	106,789			(46,789)	63,735
Grants - Direct Revenue	12,133	6,000	150,000		144,000	05,755
Title V Grant	_	-	24,000		24,000	
Marketing Reimbursment	_	_	30,000		30,000	
Individual Gifts	1,065,270	1,310,974	210,000		(1,100,974)	37,398
McCallum Events (net)				0_11010	(=/===/=: :/	3.700
Stepping Out for COD	96,518	221,979	240,000	92.5%	18,021	163,160
Other	-	(18,405)	-	0.0%	18,405	
Interest	_	71,340	125,000	57.1%	53,660	
Other Income	_	4,888		0.0%	(4,888)	,
Management Services	-	165,999		55.3%	134,001	250,085
Total Revenue	1,189,441	1,991,550			(642,550)	764,823
Expenditures						, , , , , , , , , , , , , , , , , , ,
President's Circle	80	3,921	5,000	78.4%	1,079	9,181
Academic Angel/Membership	46	678	-	0.0%	(678)	6,158
Auditor	_	16,750		83.8%	3,250	19,750
Bank Charges	1,363	6,884	5,000	137.7%	(1,884)	5,491
Board/Staff Training	5,555	16,233	12,000	135.3%	(4,233)	1,975
Community Outreach	20,836	90,378	154,700	58.4%	64,322	148,393
Repairs & Maintenance	64	1,395	2,000	69.8%	605	583
Campus Tours	798	2,150			2,850	
Donor/Scholarship Reception	-	5,000				4,701
Donor Development	20,677	26,456			3,544	
Equipment Lease	336	2,689	·		5,311	4,356
Insurance D & O	-	6,209	6,300		91	5,219
Major Gifts	-	-	3,000		3,000	
Membership Dues	250	1,125			875	
Office Supplies & Equipment	472	13,023			2,977	
Other	-	481	6,000		5,519	
Postage	-	3,762			1,238	
President's Fund	726	3,334			16,666	
Printing/Design/Graphics	726	15,658			1,342	
Service Contracts	35	4,928			1,572	
Staff Mileage Reimburse	_	1.664	3,000		3,000	
Subscriptions & Publications	- 122	1,664			336	
Telephone Wages & Benefits	122	899	1,500 665,000		601	453,29 ⁴
Independent Contractors	50,940	372,451	005,000	36.0%	292,549	455,294
Roemer & Harnik	1,954	19,301	25,000	77.2%	5,699	40,735
MMGC CPA	1,934	48,200			31,800	•
Peter Sturgeon	_	21,000		0.0%	(21,000)	56,509
Bookkeeping	2,960	42,430			5,570	35,670
Kay Hazen & Co.	24,000	98,005			45,995	
Casey Strachan	8,000	27,499	48,000		20,501	10,500
Other		27,133	10,000	0.0%	20,301	
Website	65	2,047	4,000		1,953	1,495
Total Expenditures before Contributions	139,279				405,885	
Contributions to College	115,855	178,696		33.370	.55,555	223,07
Realized/Unrealized Gains	-	(228,809)				
Interfund transfer	_	382				
Total Expenditures	255,134					
Excess or (Deficit)	934,307	1,186,731				
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General Fund Carryover		390,659				
Total excess at 03/31/2014		1,577,390				

College of the Desert Foundation Schedule Events As of 03/31/2014

<u> </u>	Revenues	Expenditures	Total
Balances:			
Fall Luncheon			
Special Event Income	13,900.00	0.00	13,900.00
Postage	0.00	(1,028.61)	(1,028.61)
Printing/Design/Graphics	0.00	(1,265.91)	(1,265.91)
Special Event Expenses	0.00	(7,592.54)	(7,592.54)
Total Fall Luncheon	13,900.00	(9,887.06)	4,012.94
Spring Luncheon			
Special Event Income	9,150.00	0.00	9,150.00
Postage	0.00	(160.26)	(160.26)
Printing/Design/Graphics	0.00	(672.61)	(672.61)
Special Event Expenses	0.00	0.00	0.00
Total Spring Luncheon	9,150.00	(832.87)	8,317.13
Coeta Barker Tea			
Special Event Income	5,375.00	0.00	5,375.00
Printing/Design/Graphics	0.00	(164.82)	(164.82)
Marketing	0.00	(188.96)	<u>(188.96)</u>
Total Chili Cook off	5,375.00	(353.78)	5,021.22
Chili Cook off			
Special Event Income	119,210.00	0.00	119,210.00
Special Event Expenses	0.00	(27,387.00)	(27,387.00)
Academic Angel Expense	0.00	(369.62)	(369.62)
Postage	0.00	(351.34)	(351.34)
Printing/Design/Graphics	0.00	(621.00)	(621.00)
Office Supplies & Equipment	0.00	(42.32)	(42.32)
Board & Staff Training	0.00	(101.05)	(101.05)
Recognition	0.00	(900.00)	(900.00)
Total Chili Cook off	119,210.00	(29,772.33)	89,437.67
Stepping Out for COD			
Special Event Income	362,960.00	0.00	362,960.00
Special Event Expenses	0.00	(113,525.00)	(113,525.00)
Postage	0.00	(3,326.34)	(3,326.34)
Printing/Design/Graphics	0.00	(598.00)	(598.00)
Marketing	0.00	(21,532.00)	(21,532.00)
Total Stepping Out for COD	362,960.00	(138,981.34)	223,978.66
Misc. Events	0.00	(18,405.00)	(18,405.00)
Total Balances:	510,595.00	(198,232.38)	312,362.62

Revenue and Expenditure Comparison

	Total Revenues to Foundation	Operating Expense Actual	Wages & Salaries
Fiscal Year 2009-2010	1,145,189	984,251	627,590
Fiscal Year 2010-2011	2,479,240	811,422	600,238
Fiscal Year 2011-2012	3,344,880	805,598	544,915
Fiscal Year 2012-2013	3,983,966	1,052,951	411,159
Fiscal Year 2013-2014	4,168,839	854,550	372,451

	Contributions to College	Scholarships	Programs
Fiscal Year 2009-2010	1,689,721	656,010	1,033,711
Fiscal Year 2010-2011	1,345,889	547,082	798,807
Fiscal Year 2011-2012	1,934,770	581,156	1,353,614
Fiscal Year 2012-2013	1,334,432	524,775	809,657
Fiscal Year 2013-2014 through 03/31/2014	702,457	392,545	309,912

	3/31/2014	3/31/2014	from Prior Fiscal
Total Net Assets	26,749,932	24,132,098	2,617,834
Total Endowments	18,389,653	16,699,318	1,690,335

	Fiscal YTD thru 03/31/2014	Same Period Last Fiscal year	from Prior Fiscal
Operating Revenue:	1,991,550	764,823	1,226,727
Operating Expenses	854,550	953,076	(98,526)
Scholarships to College	392,545	428,389	(35,844)
Programs to College	309,912	205,225	104,687
Total Funds to College	702,457	633,614	68,843

Board of Directors
College of the Desert Foundation

Subject: Proposed 2014-15 Operating Budget

Dear Members of Foundation Board,

Attached is the proposed Operating budget for Fiscal Year 2014-15. The proposed operating budget for Fiscal year 2014-15 is \$1,365,000. While it contains an increase of \$17,000 from last year's total of \$1,348,000, it is the first fiscal year when we will have a full complement of professional fundraising staff and support. In December of 2013, a short 4 months ago, Peter Sturgeon and Jan Hawkins were hired as the two Development Directors for the Foundation. This fulfills the adopted organizational structure reviewed and approved by the Board of Directors last year at the annual Board meeting.

While the calendar of events is not finalized in detail, I have made certain program assumptions in order to construct next year's operating budget. These assumptions are:

- Messaging and Marketing: The plan is to continue to focus on student and alumnae success stories. While specifics are being developed, we will continue the arrangement with the Desert Sun for our stories in the Desert Scene section, weather page ads, and ads focusing on donor recognition and advertizing our fundraising events. We are also exploring television ads and a potential infomercial. A cornerstone of seeking younger membership in the Foundation is social media---Facebook, Twitter, etc.
- State of the College & Annual Report: Working with the Office of the President, we will in the fall, have a State of the College event on campus where we will present the annual report for the College and Foundation. This will be our kick-off event for the season, and all donors and supporters of the College will be invited to attend. At this event, the President will outline his vision for the coming years for the College of the Desert.
- **Foundation Events:** In planning the next fundraising season, the Women of Distinction and the Stepping Out for COD events will be the cornerstone of next year's major events.
- Membership Drives: One important element of next year will be to conduct membership drives for President's Circle and also the Academic Angels. These strategies and specific plans will need to be developed in the coming months.
- <u>Campaign/Annual Giving</u>: The Foundation met and exceeded the goal for the Changing Lives campaign in a 30 day period. The campaign was based on identified College priority needs, and once again this coming year, the Foundation staff will work with the College to identify next year's funding priority needs. In this way, the Foundation staff will develop an overall year long fundraising campaign.
- <u>Community Outreach</u>: We will continue the campus tours, and also supplement these with an outreach program to the community.
- <u>Planned Giving:</u> This coming year, the staff will seek assistance of the Board, Academic Angels and the Planned Giving Advisory Committee to conduct outreach on the College Planned Giving Program.
- Independent Contractor Assistance: Independent contractors including Brian Harnik (legal), MMGC (CPA), Gigi Muth (data management/Donor Perfect), Kay Hazen Assoc. (Marketing & messaging program for the College and Foundation), and Casey Strachan (web management/social media/Facebook) These consultants provide specific work products to accomplish the work program for the Foundation.

I would request that the Foundation Board of Directors adopt the attached Operating budget for the fiscal year 2014-15.

Respectfully submitted,
James Hummer, Executive Director

COLLEGE OF THE DESERT FOUNDATION Proposed Budget 04/08/2014 WITH COMPARATIVE TOTALS FOR YTD 01/31/2013

		Month		2013-14	Proposed 2014/15		
		Actual	YTD Actual	Budget	Budget	Comments	
1	Revenue President's Circle	12,000	70,076	160,000	\$180,000	180 Annual Members	
2	Annual Fund/Direct	2,310		30,000	75,000	TBD	
3	Academic	250		20,000	25,000	80 Annual Members	
4	Academic Angel	(6,585)	,	60,000	100,000	TBD	
5	Grants - Direct	5,000		150,000	150,000	corporate and family foundations	
6	Grants Birect	-	-	24,000	130,000	corporate and ranning roundations	
7			_	30,000			
8	Individual Gifts	4,200	225,953	210,000	200,000	Individual & Planned Gifts	
9	Traividual Gires	1,200	223,333	210,000	200,000	Thurvidual & Flatified Gifts	
10		_	_	_			
11	Stepping Out for	36,715	85,056	240,000	165,000	Net profit target	
12	Other Events	30,713	(1,806)	2 10,000	15,000	Net profits other events TBA	
13	Interest	_	71,340	125,000	120,000	Net profits other events TBA	
	Other Income		4,888	123,000	·	Other events phone a then etc	
14			155,778	300,000	35,000 300,000	Other eventsphone a thon etc	
15	Management Total Revenue	53,890	-	1,349,000	-	Duana and Tatal Bassansa	
	Expenditures	22,030	/3/,0/1	TUUU,ETC,I	\$1,303,000	Proposed Total Revenues	
_	President's Circle		3,055	E 000	10,000		
16		- 562		5,000	·		
17	Academic Angels Auditor	502	1,002	20,000	10,000		
18		-	16,750	20,000	20,000		
19	Bank Charges	900	,	5,000	5,000		
20	Board/Staff Training	3,570		5,000			.00 11
21	Community	19,024	63,933	180,000	60,000	State of the College: \$50,000, \$10,0	00 otner
22	Annual Report		-				
23	Annual Fund		-	2.000	2.000		
24	Repairs &	-	1,267	2,000	2,000		
25		352	352	5,000	5.000		
26	Donor/Scholarship	1,487		5,000			
27	Donor Development	3,599		30,000	30,000		
28	Equipment	336	2,017	8,000	6,500		
29	Other		-	-			
30	Insurance D & O	5,619	6,209	5,000	· · · · · · · · · · · · · · · · · · ·		
31	Marketing &	-	-	3,000	150,000		
32	Membership Dues	-	875	2,000	2,000		
33	Office Supplies &	4,861	10,728	10,000	11,000		
34	Other	(112)	481	6,000			
35	Planned Giving		-	-			
36	Postage	-	3,762	3,000	· · · · · · · · · · · · · · · · · · ·		
37	President's Fund	-	2,792	20,000	15,000		
38		2,221	10,854	10,000	15,000		
39	Recognition		-	-			
40	Service Contracts	229	4,792	4,500	6,000		
41	Staff Mileage	-	-	3,000	3,000		
42	Subscriptions &	1,365		2,000	2,000		
43	Telephone	159		1,500			
44	Wages & Benefits	55,048	265,590	665,000	654,500		
45	Independent						
46	Roemer & Harnik	1,068	-	25,000	20,000		
47	MMGC CPA	6,000	36,000	80,000	80,000		
48		-					
49	Bookkeeping-Donor Perfect,	7,800	27,380	48,000	48,000		
50	Kay Hazen Retainer	36,000		144,000	144,000		
51	Casey Strachan	12,000	-	48,000	48,000		
52	,	•	-	· ·			
53		188	1,982	4,000			
	Total Expenditures before	162,276	,	1,349,000			
	Contributions	,	, -		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Total proposed expenditures	
	Date: 04/07/2014						



Finance and Investment Committee Meeting Tuesday, April 8, 2014 – 11:00 a.m. COD Foundation Board Room

MINUTES

Members Present

Carol Ammon, Bob Archer, Donna Jean Darby, Brian Holcombe, Lisa Howell, Suz Hunt, Mary Latta,

Staff/Guests

Jim Hummer, George Holliday, Kippy Laflame,

Call to Order

The meeting was called to order at noon

This meeting was held between the investor presentations: Merrill Lynch (from 11:00 to noon) and Wells Fargo (from 1-2)

Schedule of Net Assets – Jim Hummer

Discussion of collapsing all unrestricted funds into one fund.

The committee proposed to bring to board for approval at April 30th meeting.

Next Year's Program – Jim Hummer

There will be a focus on solidifying the relationships we have with the CV hospitals as well as grants and the recruiting of younger donors.

2014-2015 Budget – Jim Hummer

The proposed budget for 2014-2015 was handed out and discussed

Meeting schedule

It was decided that the Finance committee will meet with the Executive committee prior to the full board session for approximately 30 minutes. Financials will be emailed prior to the meeting. The Finance/investment meetings will still be held quarterly

Adjournment: Meeting adjourned at 1:05 p.m.

Minutes taken by Kippy Laflame, Executive Assistant

Proposed Unrestricted Fund Allocation

(In Whole Numbers)

	CURRENT	PROPOSED
Balances:		
Unrestricted		
General Fund	\$ 1,171,224	\$ 1,682,044
Board Designated - Reserve	-	500,000
Board Designated - Nursing	500,000	-
Academic Angel Fund	304,366	-
Auxiliary Board Designated Fund	100,000	-
Board Designated - President's Fund	8,905	-
Board Designated - MAC	2,346	-
Board Designated - OEEV	58,369	-
AAngel Board Designated - CCO	36,834	-
Total Balances:	\$ 2,182,044	\$ 2,182,044



TABLE OF CONTENTS

CHAPTER 1 – BACKGROUND

- 1. Mission Statement
- 2. Nonprofit Determination Letter
- 3. IRS Form 990/CA Form 199 see Appendix A
- 4. Financial Statements see Appendix B
- 5. AG's Registry of Charitable Trusts (missing)
- 6. Statement of Information, California Secretary of State
- 7. IRS Form 5768 (missing, do we need)
- 8. Audit Procedure (Kippy to prepare with George)

CHAPTER 2 - BOARD AND COMMITTEES

- 1. COD Organization Chart
- 2. COD Foundation Organization Chart
- 3. Bylaws
- 4. Contract Review and Authorization Process
- 5. Board Agenda Process
- 6. The Brown Act
- 7. Conflict of Interest Policy
- 8. Confidentiality Policy
- 9. Board Member Obligations
- 10. Board of Director Information Form
- 11. Board Packets
- 12. Board Meeting Dates
- 13. Board Roster
- 14. Board and Committee Meetings
- 15. Committee Meeting Dates
- 16. Academic Angels Executive Committee
- 17. Ad Hoc Stewardship and Donor Recognition Committee
- 18. Ad Hoc Marketing Committee
- 19. Ad Hoc McCallum Event Committee
- 20. Ad Hoc Special Events Fundraising Committee
- 21. Audit Committee
- 22. Finance and Investment Committee
- 23. Nominating Committee
- 24. Resource Development Committee

CHAPTER 3 - PROGRAMS

- 1. Goals and Strategies see Strategic Plan (separate binder)
- 2. Annual Giving Programs
- 3. President's Circle / Business Council
- 4. President's Circle Monthly Invoicing
- 5. Academic Angels
- 6. Academic Angels Yearly Invoicing
- 7. Annual Campaign
- 8. Event Procedures No Auction



CHAPTER 3 – PROGRAMS (cont'd)

- 9. Selection of Caterer
- 10. Event Equipment Rental
- 11. Obtaining a Liquor License from ABC
- 12. Auction Silent and Live
- 13. On Campus Events
- 14. Application for Use of School Facilities Form
- 15. Off Campus Events
- 16. Staff Requirements for Events (Kippy to prepare)
- 17. Planned Giving
- 18. Planned Giving Strategy
- 19. Planned Giving Confirmation Form
- 20. Planned Giving Advisory Committee
- 21. Major Campaigns
- 22. Scholarship Process
- 23. Scholarship Agreement Form
- 24. Pass Through Scholarship Process
- 25. Pass Through Scholarship Memo Sample
- 26. Pass Through Scholarship Goldenrod Sample
- 27. Named and Annual (One Time) Scholarships
- 28. Campus Tour Management

CHAPTER 4 – GIFT ACCEPTANCE

- 1. Gift Acceptance Policy (current)
- 2. Procedures for Accepting a Non-Cash Gift (current)
- 3. Gift / Donation Review Form (current)

First Foundation to prepare the following:

- Terms and Definitions
- Fundraising Objectives
- Statement of Principles
- Relationship with Donors
- Gift Techniques
- Inter Vivos Outright Gifts
- Bequests
- Trusts
- Life Estate Agreements
- Bargain Sales
- Life Insurance
- Gift Annuity
- Gift Assets
- Cash and Cash Equivalent
- Marketable Securities
- Closely Held Securities
- Real Estate



CHAPTER 4 – GIFT ACCEPTANCE (cont'd)

- Notes and Trust Deeds
- Tangible Personal Property
- Partnership and Limited Liability Company Interest
- Appraisals
- Standards and Procedures

CHAPTER 5 - STEWARDSHIP

- 1. Stewardship
- 2. Stewardship Procedures
- 3. Donor Privacy Policy

CHAPTER 6 - INVESTMENTS

- Investment Management / Investment Policy Statement See Appendix C
- 2. Endowment Oversight

CHAPTER 7 – HUMAN RESOURCES

- 1. Human Resources Overview
- 2. Job Descriptions
 - Executive Director
 - Executive Assistant
 - Administrative Specialist
 - Director of Development
- 3. Leadership Plan Handbook See Appendix D for link only

CHAPTER 8 – OFFICE PROCEDURES

- 1. Opening and Closing of the Office
- 2. Telephone Answering and Etiquette
- 3. Posting and Receiving Mail
- 4. Goldenrod Process Administrative
- 5. Alumni Association Requisition
- 6. Alumni Association Requisition Form
- 7. Desert Community College District Credit Card Procedures
- 8. Internal Check Requests
- 9. Disbursement Request from FDN Operations Fund Form
- 10. Emergency Requests for Funds
- 11. Criteria for Distribution of RN Program Emergency Funds Form
- 12. Employee Reimbursement
- 13. Expense Report Form
- 14. Cell Phone Use Policy
- 15. Use of the Safe



CHAPTER 8 – OFFICE PROCEDURES (Cont'd)

- 16. Weekly Batch and Deposit Procedures
- 17. Sample Donation Check
- 18. Sample Donation Credit Card Authorization
- 19. Quick Step Guide for COD Facilities W/O Requesters
- 20. Copy Center Work Orders
- 21. Ordering Office Supplies
- 22. Ordering Xerox Supplies and Service
- 23. Xerox WorkCentre 7425/7428/7435 User Guide See Appendix D for link only
- 24. Update the Foundation Website Calendar
- 25. Parking Permits Procedure
- 26. Record Retention and Document Destruction Policy

CHAPTER 9 – DONOR PERFECT

- 1. Donor Privacy Policy
- 2. Donor Perfect Access / Online Guide See Appendix D for link only
- 3. Donor Perfect Donation Procedures
 - Enter Donations
 - Attach File to Gift
 - Create Thank You Letters
 - Run Weekly Batch Report
 - Stewardship Report
 - Additions / Revisions / Corrections
 - Update Membership
 - Run Monthly Batch Report
 - PC Current / Lapsed Monthly Reports
 - Academic Angels (aka Auxiliary) Current / Lapsed Monthly Reports
 - Bi-Annual Payroll Deduction Donations / Letters
 - Year-End Letter (Kristine to prepare at end of calendar year)
 - Mailing List Reports with Mailing Codes (Kristine to prepare)
 - Obituary Processing
- 4. Media Relations Guide Overview
- 5. Brand Style Guide 2013 See Appendix E
- 6. Guidelines for Creating Collateral and Promotional Material

CHAPTER 10 – ETHICS

- 1. Whistleblower Policy
- 2. AFP Code of Ethical Principles and Standards

CHAPTER 11 – ACCOUNTING

- 1. How to Prepare Checks in Sage Fund Accounting System
- 2. How to Enter Deposits (by Donor Perfect Batch Reports)
- 3. Goldenrod Process Accounting (George to prepare)
- 4. Fund Balance Look-Up in Sage
- 5. Vendor Balance Look-Up in Sage



CHAPTER 12 – APPENDICES

- 1. Appendix A IRS Form 990
- 2. Appendix B Financial Statements
- 3. Appendix C Investment Policy Statement
- 4. Appendix D -
 - Leadership Plan Handbook (link only)
 - Xerox WorkCentre 7425/7428/7435 User Guide (link only)
 - Donor Perfect Online Getting Started Guide (link only)
- 5. Appendix E Brand Style Guide 2013

Arlene Schnitzer

From Wikipedia, the free encyclopedia

Arlene Schnitzer (née Director; born 1929) is an arts patron and philanthropist. She is the founder and director of the Fountain Gallery, established in Portland to showcase artists in the Pacific Northwest. She is the namesake of the Arlene Schnitzer Concert Hall, a performing arts center in Portland, Oregon.

- 1 Biography
- 2 Fountain Gallery
- 3 Legacy
- 4 See also
- 5 References
- 6 External links

	Arlene Schnitzer		
Born	Arlene Director		
	Salem, Oregon		
Nationality	American		
Religion	Jewish ^[1]		
Spouse(s)	Harold Schnitzer (1949–2011) ^[2]		
Children	Jordan Schnitzer (b. 1951)		
Parents	Simon and Helen Director		
Relatives	Ruth Director Heldfond ^[3]		

Biography

Schnitzer was born to Simon and Helen Director in Salem, Oregon on January 10, 1929. [4] She lived in Salem until age two, when her parents moved to Portland, Oregon. The family first lived in the Grant Park neighborhood. Schnitzer attended Fernwood Grammar School. [4] From fourth to seventh grade, she attended Laurelhurst Grammar School. Following another relocation, she attended Multnomah Grammar School, the school from which she graduated. [4] Schnitzer recalled "[growing] up in a retail business"; her parents were the owners of Jenning Furniture Company, a large furniture store. [4]

In 1949, Arlene met and married Harold Schnitzer (1923–2011), who worked at Schnitzer Steel Industries before founding Harsch Investment Properties in 1950.^[2] The couple had one son, Jordan, in 1951.^[2] Jordan later served as president of Harsch and on the boards of several arts organizations; he also became an art collector and is the namesake of the Jordan Schnitzer Museum of Art, located on the University of Oregon campus.^{[5][6]} Between 1993 and 2011, the couple donated more than \$80 million, helping to establish institutions such as the Harold Schnitzer Diabetes Health Center (2007) at the Oregon Health & Science University and expand the Portland Art Museum.^[7] Expansions for the Portland Art Museum included the Center for Northwest Art and curatorial and awards program; their private collection of pre-Han and Han ceramics led to the creation of the Arlene and Harold Schnitzer Collection of Early Chinese Art and the endowed position, Curator of Asian Art.^[2] Harold and Arlene also funded Jewish studies programs at the University of Oregon and Portland State University.^[7] The couple also supported cultural institutions in the San Francisco Bay Area and Palm Springs, California, where they resided part-time.^[2]

In 2007, Arlene contributed \$5,000 to the Portland Art Center.^[8] Harold Schnitzer died in 2011; he and Arlene were married for 62 years.^{[2][7]} In 2013, in memory of her husband, Arlene donated \$2.3 million to Portland State University for the construction of a three-story glass tower at Lincoln Hall. Both Arlene and Harold attended high school in Lincoln Hall.^[9]

Fountain Gallery

Schnitzer is the founder and director of the Fountain Gallery,^[4] established in Portland to showcase artists in the Pacific Northwest.^{[5][10]} The Fountain has been called Portland's "first serious" art gallery.^[1]

Legacy

Schnitzer is the namesake of the Arlene Schnitzer Concert Hall, a performing arts center located in downtown Portland. The Portland Art Museum created an honor called the Arlene Schnitzer Prize, which recognizes young artists whose work exhibit "great promise". In 2012, the exhibition "Provenance: In Honor of Arlene Schnitzer" featuring works by Pacific Northwest artists opened at the Jordan Schnitzer Museum of Art; the works were selected from the Arlene and Harold Schnitzer Art Collection and were displayed at the museum's Schnitzer Gallery of American Art. [6]



Schnitzer is the namesake of Portland's Arlene Schnitzer Concert Hall

See also

■ List of American Jews

References

- 1. ^ a b Row, D.K. (September 25, 2010). "The generational shift in Oregon's cultural philanthropy" (http://www.oregonlive.com/O/index.ssf/2010/09/analysis_the_generational_shif.html). *The Oregonian* (Portland, Oregon: Advance Publications). ISSN 8750-1317 (//www.worldcat.org/issn/8750-1317). Retrieved February 24, 2013.
- 2. ^ a b c d e f "Harold J. Schnitzer: Obituary" (http://obits.oregonlive.com/obituaries/oregon/obituary.aspx? pid=150710283). *The Oregonian* (Portland, Oregon: Advance Publications). May 1–8, 2011. ISSN 8750-1317 (//www.worldcat.org/issn/8750-1317). Retrieved February 24, 2013.
- 3. ^ "Ruth Director Heldfond: Obituary" (http://obits.oregonlive.com/obituaries/oregon/obituary.aspx? pid=152962942). *The Oregonian* (Portland, Oregon: Advance Publications). August 7, 2011. ISSN 8750-1317 (//www.worldcat.org/issn/8750-1317). Retrieved February 24, 2013.
- 4. ^ a b c d e "Oral history interview with Arlene Schnitzer, 1985 June 7-8" (http://www.aaa.si.edu/collections/interviews/oral-history-interview-arlene-schnitzer-12776). Archives of American Art. Note: Oral history interview with Arlene Schnitzer, 1985 June 7–8, Archives of American Art, Smithsonian Institution.
- ^ a b Row, D.K. (March 30, 2007). "A chat with Jordan Schnitzer" (http://blog.oregonlive.com/visualarts/2007/03/a_chat_with_jordan_schnitzer.html). *The Oregonian* (Portland, Oregon: Advance Publications). ISSN 8750-1317 (//www.worldcat.org/issn/8750-1317).

Marge Dodge



Margedodge1@aol.com or 760-333-0733

Retired in 2004 from IBM after a 30 year career in technical sales, consulting and project management.

Serves on the board and is member of 3 non-profit organizations:

- Friends of the College of the Desert Library
- Palm Springs Writers Guild
- National League of American Pen Women

Volunteers for:

- La Quinta Arts Foundation
- Desert Classic Concours d'Elegance
- Tools for Tomorrow

Is a member:

- Patron of La Quinta Arts Foundation
- Visionaries of Tools for Tomorrow
- Key Player of Virginia Waring International Piano Competition
- Big Hearts for Little Hearts, Desert Chapter
- Desert Literary Society
- Friends of the Rancho Mirage Library
- Friends of the La Quinta Library
- McCallum Theatre Muses
- COD Foundation Presidents Circle

Freelance writer for:

- La Quinta Life (a monthly magazine)
- Guest reporter for the Desert Sun, the Desert Scene section



Election of Board of Directors 2014-2015

Directors

Carol Ammon Bob Archer John J. Benoit Joan Busick James Carona Norma Castaneda **Peggy Cravens Donna Jean Darby** Marge Dodge **Diane Gershowitz Brian Holcombe** Lisa Howell Susan Kay Hunt Dr. Joel Kinnamon Jan Harnik **Penny Mason** Dr. Charles Monell, MD **Mark Nickerson** Michael O'Neill **Douglas Redman Arlene Schnitzer Dominique Shwe Sally Simonds Kate Spates Larry Spicer** Marcia Stein



Election of Officers Board of Directors 2014-2015

Donna Jean Darby
President

Mark Nickerson Vice President

> **Suz Hunt** Treasurer

Diane Marcus Gershowitz
Secretary



Academic Angels Executive Committee - 2014/2015

Jan Harnik – President Tel: 285-7531 jharnik@dc.rr.com

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Roberta Duke, 3rd VP Membership Tel: 345-7839 darby1932@msn.com

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> Susan Linsk, Spring Luncheon Tel: 777-9200 susan.linsk@gmail.com



Audit Committee - 2014/2015

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Executive Committee - 2014/2015

Donna Jean Darby

Mark Nickerson

Suz Hunt

Diane Gershowitz

Dr. Joel L. Kinnamon

Lisa Howell

Jane Saltonstall

Jan Harnik

Larry Spicer

Penny Mason

Dr. Charles Monell

Kate Spates



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Penny Mason	Lisa Howell		
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Ad Hoc McCallum Event Committee - 2014/2015

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Valerie Powers Smith Tel: 322-2275 powers@sbelawyers.com



Ad Hoc President's Circle Fundraising Committee - 2014/2015

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Douglas Redman Tel: 776-7390 dredman@collegeofthedesert.edu



2014/2015 Board Member Expectations

As a board member of the College of the Desert Foundation, I understand that my duties and responsibilities include the following:

- 1. To devote my energies as a Board member to advancing the vision of the COD Foundation within the community.
- 2. to be responsible, along with the other members of the Board, for this organization's financial security. I am expected to know and approve all policies and to oversee their implementation.
- 3. to have working knowledge of the Foundation and to take an active role in planning and raising the funds needed for the operation of our organization.
- 4. to seek public and private financial support for the College of the Desert.
- 5. to inform the community about the College of the Desert's educational goals and programs.
- 6. to fulfill the functions of a board member or officer as stated in the Foundation By-Laws.
- 7. I agree to:
 - a) attend and actively participate in board and committee meetings.
 - b) become a member of President's Circle and recruit 2 new President's Circle members annually.
 - c) sponsor or solicit sponsors, and sell tickets to Foundation events.
 - d) submit a list of contacts from my personal mailing list.

	e) sign: Donor Privacy, Confidentiality, Conflict of Interest forms on an annual basis.				
As a Bo	oard member I will agree to support the organiza	ation by participation in the following fundraising efforts			
	[] Annual Fund Campaign [] President's Cir [] Capital Campaign [] Business Council	rcle [] Stepping Out For COD			
I agree to serve and actively participate on one standing and one fund development committee:					
	Standing Committees:	Ad-Hoc Committees:			
	[] Executive	[] Events			
	[] Audit	[] Planned Giving			
	[] Finance/Investment	[] President's Circle			
	[] Auxiliary	Marketing			
	Nominating				
	[] Resource Development	[] Business Council			

I understand that the COD Foundation Board Nominating Committee will review my annual participation.

I find all of the above reasonable for the operation of the COD Foundation Board of Directors and acceptable to me as a member of this Board.

Print Name	
Signature	Date



CONFIDENTIALITY POLICY

Information about College of the Desert Foundation should be considered confidential and should only be discussed as appropriately required in connection with the work of the Foundation. Confidential information regarding applicants, grantees, donors, prospective donors, Foundation employees and/or consultants to the Foundation, and the Foundation Board of Directors must be maintained in strict confidence. Particular care must always be taken to avoid discussion of Foundation business affairs with third parties, unless authorization by management has been obtained, or as required by law.

- All Foundation files, documents and working papers are the property of the Foundation and should remain in the office unless authorization by management has been obtained.
- Any Foundation employee, consultant or Board member who purposely, or through a failure to exercise reasonable care, discloses confidential information belonging to the Foundation will be subject to disciplinary action, up to and including termination.
- 3. Foundation employees, consultants or Board members are not permitted to share confidential information with anyone outside of the Foundation, nor are they permitted to remove or make copies of Foundation documents, reports, records, or files without prior management approval.

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4. Foundation employees, consultants or Board members are prohibited during

and/or after employment or affiliation from using the Foundation's confidential

information in any form, for their own purposes, or for those of another entity or

person.

The obligation to keep information confidential continues after employees, consultants

or Board members cease to be employed by or affiliated with the Foundation. All

confidential information relative to the College of the Desert Foundation, regardless of

its form, must be returned to the organization immediately upon termination of

employment with the Foundation.

In signing this statement, I confirm that I have received a copy of the Confidentiality

Policy and agree to abide by the guidelines set forth therein.

Please print name: Board member, Consultant, Staff member

Signature: Board member, Consultant, Staff Member

Date



CONFLICT OF INTEREST POLICY

In their capacity as directors, the members of the Board of Directors (the "Board") of the College of the Desert Foundation (the "Foundation") must act at all times in the best interest of the Foundation. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

- 1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the Foundation. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the Foundation.
- A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member's obligation to the foundation and the Board member's personal, business or other interest.
- 3. All conflicts of interest are not necessarily prohibited or harmful to the Foundation. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members with the interested Board member(s) recused from participating in debates and voting on the matter are required.
- 4. All actual and potential conflicts of interest shall be disclosed by Board members to the Foundation Executive Committee through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the Foundation Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Foundation Executive Committee shall inform the Board of such determination and action. The Board shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
- 5. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Foundation Executive Committee, as well as all other conflict information provided by Board members.

Page 2, Conflict of Interest Policy

comply fully with its terms and conditions at all times during my service as a Foundation Boar member. If at any time following the submission of this form I become aware of any actual of potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Foundation President and Chief Executive Officer in writing.				
Disclosure of Actual or Potential Conflicts of Inter	rest:			
Board Member				
Signature:				
Poord Momber Printed				
Board Member Printed Name:	Date			

I have read the Foundation Board Conflict of Interest Policy set forth above and agree to



DONOR PRIVACY POLICY

The College of the Desert Foundation (hereinafter the "Foundation") is committed to protecting the privacy of our Donors and any personal information that they may share with us or that we hold. We value our Donors' trust and recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. The Donor Privacy Policy describes important information about the steps necessary to safeguarding all personal information about our Donors.

ACCOUNTABILITY

The Foundation employees are responsible for all Donor personal information in our possession. Every reasonable precaution shall be taken to protect and preserve the confidentiality of our Donors' personal information. All employees, Board members, volunteers, or authorized agents of the Foundation are individually required to safeguard each individual Donor's personal information. Donor information shall not be disclosed, shared, or used for personal or business purposes by employees, Board members, volunteers or authorized agents.

Donors may notify the Foundation of a privacy-related issue or grievance by contacting the Chief Financial Officer. We will provide information about our privacy procedures and investigate the complaint. If a problem is discovered during the review, we will take all appropriate steps to revamp our policies and procedures if necessary.

USE AND DISCLOSURE OF PERSONAL INFORMATION

The Foundation collects, uses and discloses personal information mainly for raising money to reach our campaign goals, to process gifts and return appropriate thank you and year end letters. We occasionally release a list of our Donors, with their permission, to publicly acknowledge and thank them for their generosity. When Donors are publicly recognized, other organizations and third parties may have access to our Donor names and in some cases donation amounts.

We collect Donor information for internal use only, and just to the extent required for our purposes. We obtain relevant personal information about Donors lawfully and fairly.

SHARING OR SELLING OF PERSONAL INFORMATION

The Foundation does not sell, trade or rent the information and content of active Donor files to others. The Foundation will not share Donor e-mail addresses to third parties.

CUSTODY AND CARE OF PERSONAL INFORMATION

The Foundation will keep Donors' personal information only as long as it is necessary to satisfy the purposes for which it was obtained, or as legally required. Access to Donor file materials containing personal information is restricted to Foundation employees. All Donor files will be stored at the Foundation office and may not be removed for any reason.

The Foundation has established appropriate technical, physical and organizational security procedures to protect Donors' personal information against loss, theft, unauthorized use, disclosure, or modification. These procedures will be monitored and reviewed at least annually and when needed to ensure their continued effectiveness. The safeguards employed by the Foundation include, but may not be limited to, the use of limited access storage areas, locked files, and the use of secure servers and computer workstation passwords.

Appropriate measures will be undertaken when personal information is destroyed in order to prevent access or inadvertent disclosure to any unauthorized parties.

EMPLOYEE, BOARD MEMBER, VOLUNTEER AND AUTHORIZED AGENT ACKNOWLEDGEMENT

All Foundation employees, Board members, volunteers and authorized agents shall read this Policy and sign a written acknowledgement. A sample copy of the Privacy Policy Acknowledgement is attached as Appendix A.

Appendix A

The College of the Desert Foundation ("Foundation) is committed to protecting the privacy of our Donors and any personal information that they may share with us or that we hold. We value our Donors' trust and recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. The Donor Privacy Policy describes important information about the steps necessary to safeguarding all personal information about our Donors.

I acknowledge that I have received and read the Foundation's current Donor Privacy Policy.

I understand that every employee, Board member, volunteer and authorized agent is responsible for abiding by the Donor Privacy Policy. In the event that a situation occurs that impacts a Donor's personal information that is not specifically discussed in the Donor Privacy Policy, I understand that I should consult the Chief Financial Officer regarding any questions not addressed in the Donor Privacy Policy.

I will take every precaution to protect and preserve the confidentiality of our Donors' personal information. I acknowledge that I am accountable if by my actions or failure to act an accidental or inadvertent disclosure of Donor information occurs.

I understand and agree that Donor information is not to be shared, sold, or given to any person or outside organization, or used for my personal or business purposes unless the Donor has provided prior written consent to the Foundation. I understand that the Foundation does not sell, trade or rent Donors' personal information or email addresses to others.

I acknowledge that if I knowingly share or disclose a Donor's personal information in a way which violates the Donor Privacy Policy, disciplinary action will be taken. One of the options available to the Foundation when the disclosure of a Donor's personal information is discovered shall be termination of the employment relationship, if deemed appropriate.

Employee, Board Member, Volunteer or Authorized Agent Name:				
Signature: _				
Date:				