



Foundation Board Meeting

Full Board Session: 3:00 p.m.

Wednesday – March 26, 2014

Meeting Location(See map)

Cravens Student Services Multi-Purpose Room

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



● Self-Serve 1-Day Parking



Board of Directors Meeting
Wednesday, March 26, 2014
Cravens Multi-Purpose Room
3:00 – 5:00p.m.
AGENDA

(Board action required)**

- 1) Call to Order
- 2) Public Invitation to speak as per the Brown Act
- 3) ****Approval of February 26, 2014 Executive Meeting Minutes..... Page: 1**
****Approval of February 26, 2014 Board Meeting Minutes..... Page: 2**
- 4) Financials - Review
****Approval of Financials – February, 2014 Page: 5**
Revisions to Operating Budget Page:13
- Meeting Notice: Upcoming Finance/Investment Committee meeting: April 17, 2014 3:00 p.m.
---Review with Financial advisors—annual review and 1st quarter performance
- 5) Foundation Presentation/Discussion
 - a) New construction status--Presentation by Steve Renew
 - b) Board Member Business Cards
 - c) Policy and Procedures Manual Update – Donna Jean Darby
- 6) Report from Executive Committee meeting of March 17th, 2014 – Donna Jean Darby
****Approval of March 14, 2014 Executive Committee Meeting Minutes..... Page:14**
- 7) Nominating Committee Report---Mark Nickerson
 - a) Nomination of Next Year Board of Directors
 - b) Nomination of Next Year's slate of Foundation Officers****Approval of March 6, 2014 Nominating Committee Meeting Minutes..... Page: 17**
Letter of resignation..... Page: 19

8) Fundraising Report - Time set aside for Directors to report on their Fundraising efforts and contacts.

- a) Report on the Status of the Changing Lives Campaign – Jim Hummer
- b) Academic Angels Recommendation for funding – 30/30 campaign – Sally Simonds
- c) Board participation – Donna Jean Darby

9) Foundation Information Items:

- a) College of the Desert President – Joel Kinnamon
- b) Foundation Executive Director – Jim Hummer
- c) Academic Senate President – Doug Redman
- d) COD Trustee – Michael O'Neill
- e) Academic Angels – Jan Harnik
- f) Alumni – Gene Marchu
- g) Development Directors – Jan Hawkins
- h) Development Directors - Peter Sturgeon
- i) Response to Community Involvement Requests

10) New Business

11) Adjournment

Annual Meeting Date: April 30, 2014

2:00 p.m. Executive Committee Meeting

3:00 p.m. Board of Directors Meeting

Desert Willow, Palm Desert, CA



**Executive Committee Meeting
Wednesday, February 26, 2014 - 2:00 p.m.
CSSC Multi-Purpose Room**

MINUTES

Members Present

Bob Archer, Peggy Cravens, Donna Jean Darby, Diane Gershowitz, Brian Holcombe, Susan Hunt, Dr. Joel Kinnamon, Mary Latta, Charles Monell, Mark Nickerson, Michael O'Neill, Doug Redman, Sally Simonds, Larry Spicer, Marcia Stein

Members Absent:

Lisa Howell, Russ Russell

Staff/Guests

Jim Hummer, Kippy Laflame, Jan Hawkins, Peter Sturgeon, George Holliday, Pam Hunter

Call to Order

Donna Jean Darby called the meeting to order at 2:05

Brown Act Invitation for Public Comment

No cards to speak were submitted from the public.

Financials Review - George Holliday

George gave an overview of the January 2014 financials including the Summary of Key Financial Information.

It was M/S/C Carol Ammon/Mark Nickerson to approve the January financials as distributed

Investment Advisors Summary Charts - Jim Hummer

Jim presented Summary Charts that he formulated for our investors to fill out. These charts will give the Board an overview of the performance of their portfolios. This simplified approach will hopefully be easier for non-financial members to understand. It was suggested that an aggregate index be formulated based on the investors investment mix.

Review of Operating Budget – George Holliday and Jim Hummer

Several operating budget concerns were discussed and explained. The President Circle variance to budget is low due to lack of membership sales. The Annual Fund did not bring the totals expected.

Request from the President – Dr. Joel Kinnamon

Dr. Kinnamon informed the Board that Sunline Transit is writing a grant to the Dept. of Transport to help underwrite bus transportation for COD students. He asked the Foundation Board to write a commitment letter for a total of \$100,000 (\$50K per year). The Alumni Association was also asked to match the commitment. Discussion ensued as to how many of our students need bus passes and the possibility of a direct line from DHS to COD.

Adjournment

It was M/S/C Mary Latta/Diane Gershowitz to adjourn the meeting at 2:50 p.m.

Minutes taken by Kippy Laflame Executive Assistant



**Board of Directors Meeting Minutes
Wednesday, February 26, 2014 - 3:00 p.m.
CSSC Multi-Purpose Room**

M I N U T E S

Members Present

Carol Ammon, Bob Archer, Peggy Cravens, Donna Jean Darby, Diane Gershowitz, Brian Holcombe, Susan Hunt, Dr. Joel Kinnamon, Mary Latta, Charles Monell, Mark Nickerson, Michael O'Neill, Doug Redman, Jan Saltonstall, Dominique Shwe, , Sally Simonds, Larry Spicer, Marcia Stein

Members Absent:

Lisa Howell, Russ Russell

Staff/Guests

Jim Hummer, Kippy Laflame, Jan Hawkins, Peter Sturgeon, George Holliday, Pam Hunter, Lisa Soccio, Aurora Wilson, Mary Jane Sanchez

Call to Order

Donna Jean Darby called the meeting to order at 2:05

Brown Act Invitation for Public Comment

A delegation of five (5) Desert Hot Springs residents asked to address the Foundation Board of Directors at the February 26, 2014 Board meeting.

The residents (in order of speaker): Pamela Berry, Sharon Lee Kufeldt, Judy Shea, Dean Gray, Steve Finger.

They voiced their concerns on the following topics:

- Access to bus passes
- Transportation travel time for DHS students and the bus lines from DHS to COD
- Lack of campus in Desert Hot Springs

Financials Review - George Holliday

George gave an overview of the January 2014 financials including the Summary of Key Financial Information.

It was M/S/C Diane Gershowitz/Carol Ammon to approve the January financials as distributed

Foundation Reports

Recap of Stepping Out for Cod – Diane Gershowitz

We had a full house with revenues to date being \$416.7K. The video was very impactful as was the promotional material created for the event such as banners, pop-ups, step and repeat. Many of these items can be used for many other events. Diane stressed that 100% board participation is needed for all our events.

30 for 30 Challenge Campaign – Jan Hawkins and Jim Hummer

The City of Palm Desert pledged \$30K toward the campaign. Mayor Tanner is issuing a challenge to all Desert Cities. Doug Redman and Lisa Howell will be helping with the internal audience of COD. The opening of doors to the Development team is even more important during this month of March. There will be several events across the Valley to support us in fundraising at The Nest, Heather James and Gucci's. We needed all board member commitments in by March 1. There are still a few that haven't come in.

Jim reported that he had a possible donor for the naming of the Visual Arts building opening in Spring of 2015. The video that was shown at the Bernadette Peters event is a great tool to forward to friends to engage in the 30/30 campaign.

Review of Events – Peter Sturgeon

February was a busy month with a well-attended President Circle event on Feb 9, Donor Scholarship reception on Feb. 10 as well as the Desert Estate Planners Hoedown on Feb.11. There were 5 campus tours in February including the Palm Springs Modernism Week tour that sold out. Coming up in March the COD night at the World Affairs Council dinner on March 15th. David Shaumbaugh from George Washington University will be speaking "China Goes Global"; members will be getting an email and were encouraged to attend at member prices.

Nominating Committee Update – Mark Nickerson

The Committee will be meeting March 5th. There are 4 potential new candidates for board membership.

Fundraising Report

Academic Angels Report – Mary Latta

Mary gave the Board an update on the March 21st Spring Installation Luncheon as well as the Coeta Barker reception in April. The Ritz Carlton will not be open in time. Carol Ammon offered her home for the event. Mary also reported that the Academic Angels pledged \$30K for the 30/30 campaign.

Foundation Information Items

College of the Desert President report – Dr. Kinnamon

Dr. Kinnamon thanked Diane and all the volunteers for a successful Stepping Out for COD event. He reminded the board of the Indio campus opening of February 28 at 1:00 pm

COD Trustee – Michael O'Neill

Michael thanked Diane and JoAnn for their hard work in making the Stepping Out for COD such a success. He also shared his story about meeting Jesus Palominos while DSPS Director.

Alumni Report – Gene Marchu

The 3 day President's weekend was very well attended. The Hall of Fame event is Saturday April 26th. The Alumni will be supporting the 30/30 campaign in the amount of \$180K .

Board President's – Donna Jean Darby

Bill Kroonen is resigning from the Board.

It was M/S/C Marcia Stein/Mark Nickerson to accept Bill Kroonen's resignation

New Business

Larry Spicer asked that a letter thanking the Public Comment speakers be sent out.

Our next board meeting is scheduled for March 26, 2014.

Adjournment

The meeting was adjourned at 4:05 p.m.

Minutes taken by Kippy Laflame Executive Assistant

COLLEGE OF THE DESERT FOUNDATION

FINANCIAL SUMMARY

February 28, 2014

Key Financial Information

	<u>February 2014</u>	<u>February 2013</u>
Total Net Assets:	\$ 25,698,126	\$ 23,059,998
Total Revenue Received July 1, 2013-February 28, 2013:		<u>\$ 2,764,659</u>
Permanently Restricted:		\$ 73,204
Temporarily Restricted:		\$ 1,670,750
Unrestricted:		\$ 1,020,705
Total Revenue received in February 2014:	\$ 86,789	
Total Funds transferred to College for Use:		
July 1, 2013 – February 28, 2014:		<u>\$ 509,999</u>
Scholarships:		\$ 382,670
Programs:		\$ 127,329
Total Funds in endowments: February 2014:	<u>\$ 18,244,667</u>	
Total Funds in Unrestricted Funds:		\$ 1,243,623
Carry over from July 2013---balance as of February 2014:		\$ 643,623
Ackerman Fund (Unrestricted) Balance: February 2014:		\$ 82,523

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION
FEBRUARY 28, 2014
WITH COMPARATIVE TOTALS FOR FEBRUARY 28, 2013

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2014	2013
ASSETS					
Cash and cash equivalents	\$ 726,381	\$ 197,261	\$ -	\$ 923,642	\$ 1,097,762
Investments	600,000	5,403,272	17,183,846	23,187,118	21,191,885
Pledges receivable	5,000	25,000	718,791	748,791	1,440,590
Accrued interest receivable	12,464	30,312	5,164	47,940	60,003
Property and equipment, net	3,513	6,000	-	9,513	7,527
FCCC - Scholarship Endowment	-	14,666	336,549	351,215	351,010
Split interest agreements	-	531,649	-	531,649	506,383
TOTAL ASSETS	\$ 1,347,358	\$ 6,208,160	\$18,244,350	\$25,799,868	\$24,655,160
LIABILITIES					
Accounts payable	\$ 103,735	\$ -	\$ -	\$ 103,735	\$ 1,079,301
Accrued expenses	-	(1,676)	(317)	(1,993)	-
TOTAL LIABILITIES	103,735	(1,676)	(317)	101,742	1,079,301
NET ASSETS	1,243,623	6,209,836	18,244,667	25,698,126	23,575,859
Unrestricted:					
Undesignated	643,623	-	-	643,623	477,457
Board designated	600,000	-	-	600,000	600,000
Temporarily restricted	-	6,209,836	-	6,209,836	5,402,891
Permanently restricted	-	-	18,244,667	18,244,667	16,579,650
NET ASSETS	1,243,623	6,209,836	18,244,667	25,698,126	23,059,998
TOTAL LIABILITIES AND NET ASSET	\$ 1,347,358	\$ 6,208,160	\$18,244,350	\$25,799,868	\$24,655,160

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR CURRENT MONTH ENDED FEBRUARY 28, 2014
WITH COMPARATIVE TOTALS FOR FEBRUARY 28, 2013

CURRENT MONTH

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2014	2013
REVENUE AND SUPPORT					
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	19,750	445	-	20,195	9,358
Annual Fund	200	-	-	200	-
Academic Angels Donations	-	-	-	-	250
COD Alumni donations	-	-	-	-	-
Capital Campaign	-	-	-	-	50
Management Services	-	-	-	-	-
Estate Gifts	-	-	-	-	1
Grants	1,000	10,000	-	11,000	25,000
Other Income	-	-	-	-	-
President's Circle	3,500	-	-	3,500	3,045
Scholarship Donations	-	8,343	250	8,593	33,564
Special Events (net)	43,301	-	-	43,301	(3,211)
TOTAL REVENUE AND SUPPORT	67,751	18,788	250	86,789	68,057
EXPENDITURES					
Contributions to college	4,518	1,307	-	5,825	15,437
Operating expenses	117,369	689	-	118,058	111,609
Scholarships	-	118,414	-	118,414	45,614
TOTAL EXPENDITURES	121,887	120,410	-	242,297	172,660
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES					
	(54,136)	(101,622)	250	(155,508)	(104,603)
OTHER INCOME AND EXPENSES					
Investment gain/(loss), net of investment expenses	-	-	-	-	-
INCREASE (DECREASE) IN NET ASSETS	\$ (54,136)	\$(101,622)	\$ 250	\$ (155,508)	\$(104,603)

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2014
WITH COMPARATIVE TOTALS FOR FEBRUARY 28, 2013

YEAR TO DATE

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2014	2013
REVENUE AND SUPPORT					
Interest	\$ 71,340	\$ 324,079	\$ 7,301	\$ 402,720	\$ 333,121
Donations	32,287	38,801	-	71,088	48,719
Annual Fund	15,910	-	-	15,910	9,775
Academic Angels Donations	17,000	4,805	-	21,805	13,565
COD Alumni donations	-	-	-	-	55,600
Grants	6,000	77,951	-	83,951	117,014
Estate Gifts	213,417	-	139	213,556	446
Capital Campaign	-	-	11,577	11,577	35,200
Management Services	155,778	-	-	155,778	75,827
Membership	7,500	-	-	7,500	1,000
Other Income	4,888	390	-	5,278	2,712
President's Circle	66,076	-	-	66,076	59,323
Scholarship Donations	-	343,906	30,669	374,575	483,162
Special Events (net)	201,700	2,000	-	203,700	287,200
TOTAL REVENUE AND SUPPORT	791,896	791,932	49,686	1,633,514	1,522,664
EXPENDITURES					
Contributions to College	62,841	64,488	-	127,329	186,970
Interfund transfers	382	13,687	(14,069)	-	-
Operating expenses	704,518	203,329	5,810	913,657	805,876
Refund Alumni funds (requested)	-	-	-	-	72,741
Scholarships	-	382,670	-	382,670	405,445
TOTAL EXPENDITURES	767,741	664,174	(8,259)	1,423,656	1,471,032
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES					
	24,155	127,758	57,945	209,858	51,632
OTHER INCOME AND EXPENSES					
Investment gain/(loss), net of investment expenses	228,809	878,818	23,518	1,131,145	568,450
INCREASE (DECREASE) IN NET ASSETS	\$ 252,964	\$ 1,006,576	\$ 81,463	\$ 1,341,003	\$ 620,082

COLLEGE OF THE DESERT FOUNDATION
SUMMARY REPORT
FOR CURRENT MONTH ENDED 02/28/2014
WITH COMPARATIVE TOTALS FOR YTD 02/28/2013

	One Month Actual	YTD Actual	Total Annual Budget	Variance %	Budget Remaining	2/28/2013
Revenue						
President's Circle	3,500	73,576	160,000	46.0%	86,424	60,323
Annual Fund/Direct Mail	200	15,910	30,000	53.0%	14,090	9,775
Academic Angel/Membership	-	17,000	20,000	85.0%	3,000	11,565
Academic Angel Special Events	117	90,193	60,000	150.3%	(30,193)	60,804
Grants - Direct Revenue	1,000	6,000	150,000	4.0%	144,000	-
Title V Grant	-	-	24,000	0.0%	24,000	-
Marketing Reimbursement	-	-	30,000	0.0%	30,000	-
Individual Gifts	19,750	245,704	210,000	117.0%	(35,704)	28,678
McCallum Events (net)						
Barry Manilow	-	-	-	0.0%	-	54,223
Stepping Out for COD	46,952	132,007	240,000	55.0%	107,993	112,637
Other	(3,768)	(20,500)	-	0.0%	20,500	(300)
Interest	-	71,340	125,000	57.1%	53,660	74,719
Other Income	-	4,888	-	0.0%	(4,888)	1,001
Management Services	-	155,778	300,000	51.9%	144,222	78,494
Total Revenue	67,751	791,896	1,349,000	58.7%	557,104	491,919
Expenditures						
President's Circle	786	3,841	5,000	76.8%	1,159	9,103
Academic Angel/Membership	-	1,459	-	0.0%	(1,459)	-
Auditor	-	16,750	20,000	83.8%	3,250	19,750
Bank Charges	2,085	5,521	5,000	110.4%	(521)	5,337
Board/Staff Training	5,675	10,678	5,000	213.6%	(5,678)	1,766
Community Outreach	5,800	58,438	180,000	32.5%	121,562	123,278
Repairs & Maintenance	64	1,331	2,000	66.6%	669	525
Campus Tours	-	1,352	5,000	27.0%	3,648	-
Donor/Scholarship Reception	1,606	5,000	5,000	100.0%	-	3,945
Donor Development	1,750	6,063	30,000	20.2%	23,937	52,728
Equipment Lease	336	2,353	8,000	29.4%	5,647	3,744
Insurance D & O	-	6,209	5,000	124.2%	(1,209)	5,219
Major Gifts	-	-	3,000	0.0%	3,000	-
Membership Dues	-	875	2,000	43.8%	1,125	625
Office Supplies & Equipment	1,823	12,551	10,000	125.5%	(2,551)	6,932
Other	-	481	6,000	8.0%	5,519	1,064
Postage	-	3,762	3,000	125.4%	(762)	100
President's Fund	191	3,334	20,000	16.7%	16,666	700
Printing/Design/Graphics	4,077	14,932	10,000	149.3%	(4,932)	12,220
Service Contracts	100	4,892	4,500	108.7%	(392)	3,555
Staff Mileage Reimburse	-	-	3,000	0.0%	3,000	-
Subscriptions & Publications	-	1,664	2,000	83.2%	336	-
Telephone	97	777	1,500	51.8%	723	814
Wages & Benefits	55,921	321,512	665,000	48.3%	343,488	289,730
Independent Contractors						
Roemer & Harnik	-	16,587	25,000	66.3%	8,413	675
MMGC CPA	12,200	48,200	80,000	60.3%	31,800	19,800
Peter Sturgeon	-	21,000	-	0.0%	(21,000)	56,000
Mtn View Bookkeeping	8,610	39,470	48,000	82.2%	8,530	7,400
Kay Hazen & Co.	16,248	74,005	144,000	51.4%	69,995	33,560
Casey Strachan	-	19,499	48,000	40.6%	28,501	-
Other	-	-	-	0.0%	-	1,943
Website	-	1,982	4,000	49.6%	2,018	1,495
Total Expenditures before Contributions	117,369	704,518	1,349,000	52.2%	518,243	662,008
Contributions to College	4,518	62,841				
Realized/Unrealized Gains	-	(228,809)				
Interfund transfer	-	382				
Total Expenditures	121,887	538,932				
Excess or (Deficit)	(54,136)	252,964				
General Fund Carryover		390,659				
Total excess at 02/28/2014		643,623				
Ackerman Fund		82,523				

College of the Desert Foundation
Schedule Events
As of 02/28/2014

	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	<u>0.00</u>	<u>(7,592.54)</u>	<u>(7,592.54)</u>
Total Fall Luncheon	13,900.00	(9,887.06)	4,012.94
Spring Luncheon			
Special Event Income	75.00	0.00	75.00
Postage	0.00	(160.26)	(160.26)
Printing/Design/Graphics	0.00	(672.61)	(672.61)
Special Event Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Spring Luncheon	75.00	(832.87)	(757.87)
Chili Cook off			
Special Event Income	116,710.13	0.00	116,710.13
Special Event Expenses	0.00	(27,386.45)	(27,386.45)
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	<u>0.00</u>	<u>(900.00)</u>	<u>(900.00)</u>
Total Chili Cook off	116,710.13	(29,771.78)	86,938.35
Stepping Out for COD			
Special Event Income	256,200.00	0.00	256,200.00
Special Event Expenses	0.00	(105,060.42)	(105,060.42)
Postage	0.00	(3,326.34)	(3,326.34)
Printing/Design/Graphics	0.00	(598.00)	(598.00)
Marketing	<u>0.00</u>	<u>(15,207.85)</u>	<u>(15,207.85)</u>
Total Stepping Out for COD	256,200.00	(124,192.61)	132,007.39
Misc. Events	0.00	(18,500.94)	(18,500.94)
Total Balances:	<u>386,885.13</u>	<u>(183,185.26)</u>	<u>203,699.87</u>

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	2,764,659	704,518	321,512

	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 02/28/2014	509,999	382,670	127,329

	2/28/2014	2/28/2014	Change from Prior Fiscal Year
Total Net Assets	25,698,126	23,059,998	2,638,128
Total Endowments	18,244,667	16,579,650	1,665,017

	Fiscal YTD thru 02/28/2014	Same Period Last Fiscal year	Change from Prior Fiscal Year
Operating Revenue:	791,896	491,919	299,977
Operating Expenses	704,518	662,008	42,510
Scholarships to College	382,670	405,445	(22,775)
Programs to College	127,329	186,970	(59,641)
Total Funds to College	509,999	592,415	(82,416)

Proposed Revisions to Operating Budget 03/20/2014

	One Month		Total Annual		Budget	
	Actual	YTD Actual	Budget	Variance %	Remaining	2/28/2013
Revenue						
President's Circle	3,500	73,576	160,000	46.0%	86,424	60,323
Annual Fund/Direct Mail	200	15,910	30,000	53.0%	14,090	9,775
Academic Angel/Membership	-	17,000	20,000	85.0%	3,000	11,565
Academic Angel Special Events	117	90,193	60,000	150.3%	(30,193)	60,804
Grants - Direct Revenue	1,000	6,000	150,000	4.0%	144,000	-
Title V Grant	-	-	24,000	0.0%	24,000	-
Marketing Reimbursement	-	-	30,000	0.0%	30,000	-
Individual Gifts	19,750	245,704	210,000	117.0%	(35,704)	28,678
McCallum Events (net)						
Barry Manilow (*Rita/Lt.Dan)	-	-	-	0.0%	-	54,223
Stepping Out for COD	46,952	132,007	240,000	55.0%	107,993	112,637
Other	(3,768)	(20,500)	-	0.0%	20,500	(300)
Interest	-	71,340	125,000	57.1%	53,660	74,719
Other Income	-	4,888	-	0.0%	(4,888)	1,001
Management Services	-	155,778	300,000	51.9%	144,222	78,494
Total Revenue	67,751	791,896	1,349,000	58.7%	557,104	491,919
Expenditures						
President's Circle	786	3,841	5,000	76.8%	1,159	9,103
Academic Angel/Membership	-	1,459	-	0.0%	(1,459)	-
Auditor	-	16,750	20,000	83.8%	3,250	19,750
Bank Charges	2,085	5,521	5,000	110.4%	(521)	5,337
Board/Staff Training	5,675	10,678	5,000	213.6%	(5,678)	1,766
Community Outreach	5,800	58,438	180,000	32.5%	121,562	123,278 Min \$15,300
Repairs & Maintenance	64	1,331	2,000	66.6%	669	525
Campus Tours	-	1,352	5,000	27.0%	3,648	-
Donor/Scholarship Reception	1,606	5,000	5,000	100.0%	-	3,945
Donor Development	1,750	6,063	30,000	20.2%	23,937	52,728
Equipment Lease	336	2,353	8,000	29.4%	5,647	3,744
Insurance D & O	-	6,209	5,000	124.2%	(1,209)	5,219 Plus \$1,300
Major Gifts	-	-	3,000	0.0%	3,000	-
Membership Dues	-	875	2,000	43.8%	1,125	625
Office Supplies & Equipment	1,823	12,551	10,000	125.5%	(2,551)	6,932 Plus \$5,000
Other	-	481	6,000	8.0%	5,519	1,064
Postage	-	3,762	3,000	125.4%	(762)	100 Plus \$2,000
President's Fund	191	3,334	20,000	16.7%	16,666	700 Plus \$5,000
Printing/Design/Graphics	4,077	14,932	10,000	149.3%	(4,932)	12,220 Plus \$1,000
Service Contracts	100	4,892	4,500	108.7%	(392)	3,555 Plus \$1,000
Staff Mileage Reimburse	-	-	3,000	0.0%	3,000	-
Subscriptions & Publications	-	1,664	2,000	83.2%	336	-
Telephone	97	777	1,500	51.8%	723	814
Wages & Benefits	55,921	321,512	665,000	48.3%	343,488	289,730
Independent Contractors						
Roemer & Harnik	-	16,587	25,000	66.3%	8,413	675
MMGC CPA	12,200	48,200	80,000	60.3%	31,800	19,800
Peter Sturgeon	-	21,000	-	0.0%	(21,000)	56,000
Mtn View Bookkeeping	8,610	39,470	48,000	82.2%	8,530	7,400
Kay Hazen & Co.	16,248	74,005	144,000	51.4%	69,995	33,560
Casey Strachan	-	19,499	48,000	40.6%	28,501	-
Other	-	-	-	0.0%	-	1,943
Website	-	1,982	4,000	49.6%	2,018	1,495
Total Expenditures before Contributions	117,369	704,518	1,349,000	52.2%	518,243	662,008
Contributions to College	4,518	62,841				
Realized/Unrealized Gains	-	(228,809)				
Interfund transfer	-	382				
Total Expenditures	121,887	538,932				
Excess or (Deficit)	(54,136)	252,964				
General Fund Carryover						
Total excess at 02/28/2014		390,659				
		643,623				
Ackerman Fund						
		82,523				



**Executive Committee Meeting
Friday, March 14, 2014 – 11:30 am
Foundation Board Room**

MINUTES

Members Present

Peggy Cravens, Donna Jean Darby, Mary Latta, Chuck Monell, Mark Nickerson, Douglas Redman, Larry Spicer, Marcia Stein

Members Absent:

Bob Archer, Lisa Howell, Michael O'Neill, Diane Gershowitz, Joel Kinnamon, Russ Russell

Staff/Guests

Jim Hummer, Kippy Laflame

Call to Order

Donna Jean Darby called the meeting to order at 11:35am

Brown Act Invitation for Public Comment

Policy and Procedures:

Foundation Sponsorship Charity Events—Policy and procedure discussion

Donna Jean asked Chuck Monell our Parliamentarian to review how other organizations have approached the issue of supporting other non-profit events. Chuck gave the following report on Community relationships and COD:

The Mission statement, Vision statement, Bylaws and the Master Agreement all reference the responsibility of the Foundation to be an active participant in the activities of the community. The expressions, "resource development", "community service" and "community outreach," are mentioned prominently in these founding documents. Building community relationships is an important charge to the Foundation.

To be useful these relationships must complement and support the mission of the Foundation. It is especially important that relationships with other charitable organizations have goals which fall within our own established parameters. It must never appear to our donors that funds intended for the College are being rerouted to another charity whose focus of activity does not in some way impact the College of the Desert. Foundation donations, gifts, dinner tables and such events to honor activities or individuals are a worthwhile activity of the Foundation so long as there is a guaranteed or historical reciprocity from the other charity. It is also important to make known that/when Foundation expenses are underwritten by private gifts rather than Foundation resources.

When the Foundation is approached for a gift or a table of reservations, it would be in order to offer this as a giving/funding opportunity for a member or group of members to either attend or designate a Foundation representative. There is history of a "Presidential Discretionary Fund". To ease office work, perhaps a similar, smaller fund might be set aside for the Board President to use in special situations.

It was decided that all invitations made of the Foundation to support another organization's event should be brought to Board meetings for discussion &/or emailed.

It was M/S/C Marcia Stein/Mark Nickerson that the COD Foundation will not support requests for sponsorships unless directed to support the charity event by the Executive Committee.

Purchasing ads in Charity Programs—Policy and Procedure discussion

It was M/S/C Mark Nickerson/Peggy Cravens that the COD Foundation will support the purchase of an ad in an event tribute or program book to a maximum of \$500. The organization must have similar mission and goals as the Foundation. Any ads over \$500 will be at the Executive Director discretion.

Procedure to purchase tables for Charity Events—

Having a \$20,000 budget line item for supporting our Community Outreach was discussed. Reciprocity and past support of our events will weigh in on the decision making. It was decided that all invitations made of the Foundation to support another organization's event should be brought to Board meetings for discussion &/or emailed. Events where tables are over \$2000 the invitation will be emailed to the Executive Committee for decision. Any event where tables are under \$2,000 the decision will be up to the Executive Director.

Complimentary tickets for our events---Policy and Procedure

- a) Trustees: Any Trustee requests for complimentary tickets will be sent to the President's office
- b) Honorees: Yes, Honorees will be comped but not their guests
- c) Board members: No, Board Members will not be comped
- d) Major Donors: At the Executive Director's discretion
- e) COD Staff & Faculty: At the Executive Director's discretion
- f) COD Students: Yes
- g) COD FDN Staff: Yes

President's Circle membership----Discussion

The obligation for President Circle membership for Board members is clearly stated in the Board Obligation form.

30/30 commitments by Board members--Review

Jim informed the committee that the 30/30 campaign is up to \$2.6MM. Although we have met the Board goal we still do not have 100% participation.

Financial responsibilities of Board members—Minimum amount

- a) Personal contributions: still remain at \$1,000 for the President Circle membership
- b) Give or get responsibility: remains at \$4,000

Internal Policy Manual

The Policy and Procedure manual team, Donna Jean Darby, Chuck Monell and Bill Kroonen, will have the manual ready for the April meeting for approval subject modifications.

Adjourned 1:05 pm

Minutes taken by Kippy Laflame Executive Assistant



Nominating Committee Meeting
Wednesday, March 6, 2014 – 2:00pm
Foundation Conference Room

Minutes

Members Present

Peggy Cravens, Mark Nickerson, Sally Simonds, Kate Spates, Marcia Stein

Members Absent:

Diane Gershowitz

Staff/Guests

Jim Hummer, Kippy Laflame

Call to Order

Mark Nickerson called the meeting to order at 2:05pm

Brown Act Invitation for Public Comment

None

1) Qualities and categories of needs for the Foundation Board

a) Review of Board organization and committees



b) Qualities and needs of Foundation Board – Jim Hummer

The board is lacking people that have, planned giving experience, finance and investment experience, membership drivers.

2) Review of current Board Members

The committee reviewed the meeting attendance and giving history of the present board members. Marcia Stein advised the committee that after 3 years as President Circle co-chair she wants to step down.

3) Nomination of Officers for 2014 – Mark Nickerson

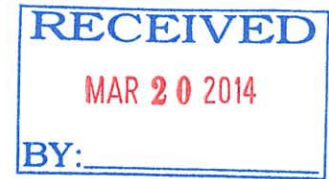
After discussion it was decided to ask all current Officers to step up for 2015

- a) President: Donna Jean Darby
- b) Vice-President: Mark Nickerson
- c) Treasurer: Russ Russell
- d) Secretary: Diane Gershowitz

4) Consideration of new Board candidates

- a) Jan Salta
- b) Marge Dodge
- c) Arlene Schnitzer
- d) Sandy Taylor

5) Adjournment 3:05pm



March 18, 2014

Donna Jean Darby
President
College of the Desert Foundation
43-500 Monterey Ave
Palm Desert, Ca 92260

Dear Donna Jean,

This is a difficult letter to write you to inform you that I will not be able to continue on the board for another term. Due to some personal changes in my life, which are positive, I find that my time will be spent between Orange County and the desert. It will be difficult for me to predict when I would be able to participate in board meetings or activities required of the board.

My life has been enriched through my participation with the C.O.D. Foundation and I know that only great things will continue to happen under the board's leadership. I will continue to be an advocate for C.O.D. and encourage others to do so as well.

Respectfully,

A handwritten signature in blue ink, appearing to read "Russ Russell", with a long horizontal flourish extending to the right.

Russ Russell

Cc: Jim Hummer, COD Foundation