Foundation Board Meeting

General Session: 2:00 p.m.

Wednesday – April 25, 2018

Meeting Location (See map)
Palm Desert Campus
Cravens Multi-Purpose room

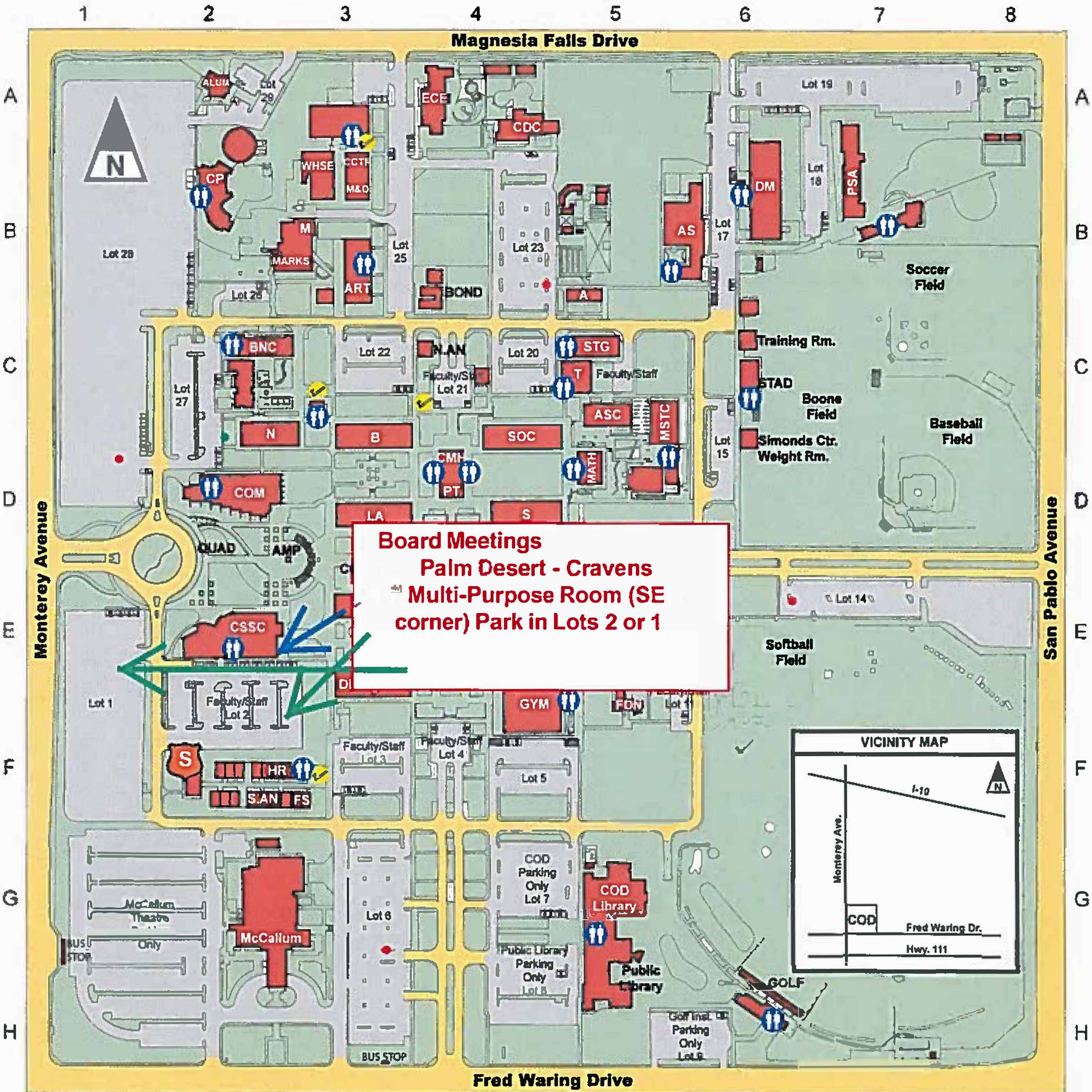
Our Mission:
The mission of the College of the Desert Foundation is to act as advocates for the College and to secure financial support enhancing the educational opportunities for all students.

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

Important Notice:
All meetings will be recorded for note taking purposes.



COLLEGE of the DESERT

A	Agricultural Sciences	B5
ADMIN	Administration	E3
ALUM	Alumni Centre	A2
AMP	Amphitheatre	D3
ART	Art	B3
AS	Applied Sciences	B6
ASC	Academic Skills Center	C5
B	Business Building	D3
BNC	Barker Nursing Center	B2
CDC	Child Development Center	A4
CMH	Carol Meier Lecture Hall	D4
	COD Library	G5
CP	Central Plant	B2
CCTR	Copy Center	B3
COM	Communication	D2
CRTS	Tennis Courts	E5
CSSC	Cravens Student Services Center	E2
DM	Diesel Mechanics	B6
	Dining Hall	E3
ECE	Early Childhood Education Center	A4
FS	Fiscal Services	F2
FDN	Foundation	F5
GOLF	College Golf Center	H6
GYM	Gymnasium	F4
HILB	Hilb	D4
HR	Human Resources	F2
KINE	Kinesiology	E4
LA	Liberal Arts	D3
M	Music Classroom	B3
M&O	Maintenance & Operations	B3
MARKS	Walter N. Marks Center for the Arts	B3
MATH	Math	D5
	McCallum Theatre	G2
MSTC	Math Science Technology Center	D5
N	Nursing	D2
N.AN	North Annex	C4
PSA	Public Safety Academy	B7
PT	Pollock Theatre	D4
	Public Library	H5
QUAD	Student Plaza (Drop-off & Walkway)	D2
S	Science	D4
	Security	F2
	Simonds Center Weight Room	C6
SAN	South Annex	F2
SOC	Social Sciences	D4
STAD	Stadium	C6
STG	Stagecraft Shop	C5
T	Theatre Too	C5
	Training Room	C6
WHSE	Warehouse	B3

Self Serve One-Day Parking Permit Dispenser · Electric Vehicle Charging Station · Accessible Restrooms · Security · Designated Smoking Area

AGENDA

Foundation Board of Director's Meeting
Date: April 25, 2018
Time: 2:00 – 4:00 pm

Location: 43500 Monterey Ave
Palm Desert, CA

Cravens Multi-Purpose Room

Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the College of the Desert Foundation ("Foundation") as soon in advance of the Board meeting as possible.

The Foundation minutes of the meetings are the official record of the actions of the Board. The Foundation meetings are governed by the Ralph M. Brown Act (California Code 54950 through 54962). The Foundation operates in accordance with the Non-Profit Benefit Corporations law.

I. **Call to Order**

II. **Public Invitation to Speak per the Brown Act**

III. **Welcome and Opening Remarks – Foundation Board President – Suz Hunt**

IV. **Special Report on Palm Springs Campus from President Kinnamon**

V. **Consent Agenda – Approve Meeting Minutes and Financial Report:**

a. March 28, 2018 Board Meeting……………………………..…..……...........Pages:…..1-9
b. April 4, 2018 Executive Committee Meeting……………………………….Pages:..10-11
c. March 27, 2018 Nominating Committee……………………….................Pages:.12-13
d. April 9, 2018 Nominating Committee………………………..……………Pages:.14-15
e. April 18, 2018 Finance Committee………………………..………………Pages: 16-18
f. Finance Packet – March 2018 Financials......................................………Pages: 19-31
g. April 10, 2018 Academic Angels………………………..…….................... Pages:..32-34
h. April 11, 2018 President's Circle…………………………………..……….Pages:..35-36
i. March 7, 2018 Stepping Out for COD………………………...…………Pages:..37-38
j. March 29, 2018 Stepping Out for COD………………………………............Pages:..39-40
k. April 9, 2018 2018 Debrief Stepping Out for COD………………………..Pages:..41-43

VI. Committee Reports & Information Items

a. Report on May 4th President's Circle Event – Carol Bell Dean

b. Academic Angels Report - April 16th Luncheon – Diane Denkler

c. Video Recap of 2018 Stepping Out for COD - Diane Gershowitz, Diane Rubin

d. Finance Committee Report - FY 2019 Foundation Budget -Brian Holcombe..Pages 44-53

e. Nominating Committee Report - 2018-2019 - Slate of Directors and Officers
-Marge Dodge……………………………..…………………………..Pages:...54-55

f. Friends of the Library Book Sale - May4 to 6 - Marge Dodge

IV. Old Business:…………………………………………………………...Pages:..56-58

a. Discussion of Foundation Participation in the COD Educational Master Plan

   i. Developing New Relationships & Partnerships in Palm Springs
   ii. Developing New Relationships & Partnerships in Indio and the East Valley
   iii. Supporting the College's New Alumni Engagement Program

b. Group Report Outs

IIV. Constituent Reports:

a. Foundation President

b. Foundation Executive Director

c. COD Trustee

d. Academic Senate President

V. Next Board Meeting: Wednesday May 30, 2018, 3:00PM
Desert Willow, reception immediately following the meeting

VI. Adjournment

COLLEGE of the DESERT FOUNDATION

COD Foundation Board Meeting Minutes		
MINUTES FOR March 28, 2018	2:00pm	Cravens MPR

Voting Members Present: Quorum(8)	Chris Anderson, Ed.D., Bob Archer, Jean Carrus, Bill Chunowitz, Donna Jean Darby, Carol Bell Dean, Diane Denkler, Marge Dodge, Jim Greene, Susan Hunt, Vern Kozlen, Chuck Monell, MD, Diane Rubin, Jane Saltonstall, Ed.D., Dominique Shwe, Sally Simonds
Voting Members Absent:	Norma Castaneda, Peggy Cravens, Barbara Fromm, Diane Gershowitz, Bob Goodfriend, Gale Hackshaw, Brian Holcombe, Donna MacMillan, Penny Mason, Tom Minder, Joanne Mintz, Mark Nickerson, David Nola, Arlene Schnitzer,
Non-Voting Members Present:	Joel L. Kinnamon, Ed.D., John Ramont
Non-Voting Members Absent:	Carl Farmer, Aurora Wilson
Guest(s) and Staff Present:	Kat Benjamin, Don Berz, Liz Chambers, Kelly Hall, Ph.D., Lisa Howell, Pam Hunter, John Mosser, Ph.D., Pamela Ralston, Ph.D., Kirstien Renna, Peter Sturgeon
Recorder(s):	Kat Benjamin

AGENDA

1. Call to Order: Suz Hunt called the meeting to order at 2:00pm.		
2. Public Invitation to Speak per the Brown Act: None		
3. Mission Moment - Dr. Kelly Hall, Dean of Sciences and Arts		
DISCUSSION	John Mosser, Executive Director, introduced Dr. Kelly Hall, Dean, School of Sciences and Arts. Dr. Hall introduced Toni Bakal, KCOD Faculty Advisor. Dr. Hall outlined Ms. Bakal's education and work history. Ms. Bakal reported on the current happenings at KCOD and thanked the Foundation for their support in sending students to a recent conference. She also presented the Board with a card of thanks. A few highlights from her presentation included: • KCOD is a student-run radio station • KCOD was nominated for 17 awards in 2017 and won three: "Best Public Service Promotion", "Best Staff Newsletter" and "Best Program Promotion (Video/TV)" • KCOD is classified as a variety station, which is an extremely rare classification • KCOD has over 10,000 listeners per year on the Tune in app.	
CONCLUSION	Dr. Hall reminded the board that the college's film students can make promotional videos and that the radio station can do PSAs for nonprofits.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		
4. Consent Agenda – Suz Hunt		
DISCUSSION	Suz announced that in keeping with the vote for a consent agenda she asked if there were any items on the consent agenda that Board members wished to be removed to allow for conversation. None were requested. President Hunt called for a motion and second to approve the items on the consent agenda.	

CONCLUSION	Chuck Monell made a motion to approve the consent agenda. Bill Chunowitz seconded the motion. Foundation President Hunt called the question. The motion was approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
5. Review of Foundation Financials – Kirstien Renna, Foundation Accountant			
DISCUSSION	Foundation Accountant, Kirstien Renna reviewed the Foundation's financial reports with the Board (page 18 of packet). Of note: • Revenues are tracking above the current budget by approximately $125,000. • Expenditures YTD are tracking under budget by $562,268. • The Foundation has received two generous 60th Anniversary Sponsorships for the Stepping Out for COD event totaling $300,000.		
CONCLUSION	When asked if there were any questions about the current financial reports, there were none.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
6. Stepping Out for COD Report – Diane Rubin, Committee Co-Chair			
DISCUSSION	• Co-Chair Diane Rubin brought a bottle of champagne as a symbol of the celebratory news she had to report from the Stepping Out Committee. • The event has currently raised $652,265. • A special thanks was extended to Ms. Donna MacMillan and the Greene family for their generous support of the event. • Sponsorship donations to date total $602,100. • There are still 52 tickets left for sponsorship if anyone is interested.		
CONCLUSION	None		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
7. Planned Giving – Recent Legacy Society Event Update – Diane Denkler			
DISCUSSION	Legacy Society event took place at Donna MacMillan's home: • Diane Denkler extended thanks to Donna MacMillan for hosting the Legacy Society Event in her lovely home. • Program included Diane Denkler and Dr. Kelly Hall as guest speakers • Other speakers included Donna MacMillan, Dr. Kinnamon, Dr. Mosser, and Peter Sturgeon. Also discussed Academic Angels: • Last meetings minutes are not included because the agenda for the meeting was not posted in accordance with the Brown Act. • Next Event will be April 16 – Annual Spring luncheon at Le Vallauris in Palm Springs. Dr. Kinnamon and Dr. Annebelle Nery will be the guest speakers for the event. Event is $120/person. Call Foundation office to purchase tickets. • Season Finale Reception sponsored by The Coeta and Donald Barker Foundation will be Monday, May 7 from 4 – 6 PM at the home of Foundation Board Member Jean Carrus. Academic Angels receive complimentary attendance and guest attendance is $25.		
CONCLUSION	None		

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		

8. Nominating Committee Report – Marge Dodge, Committee Chair	
DISCUSSION	The Nominating Committee met on the afternoon of 3/27/18 to discuss the upcoming slate. Ms. Dodge reminded everyone to complete their Board Member survey by April 2. The committee is specifically interested in knowing who is interested in board service and what positions are of interest. The slate(s) will be presented to the board for a vote at the April Board of Directors Meeting.
CONCLUSION	None

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		

9. Observatory Celebration Event – Donna Jean Darby	
DICUSSION	The Mary Reagan Observatory has an amazing 40" telescope. On Friday, March 7, the First Light Celebration was held. COD astronomy students were on hand for event. It was a wonderful event that provided exposure of the College to the East Valley community residents. This could serve as a wonderful philanthropic opportunity for the COD Foundation in the future. COD is on the cutting edge in the world of science and our students are at the forefront.
CONCLUSION	None

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		

10. Friends of the Library Book Sale Update – Marge Dodge	
DICUSSION	The last Friends of the Library book sale took place two weeks ago and there were over 10,000 books for sale. During the Members Only sale, over $3,000 worth of books were sold in just two hours. As there are no cost to run the sale, the total proceeds of the sale were $8,376. Every year, Friends of the Library are able to give about $45,000 to the library. Friends of the Library appreciates everyone's continued support. The next book sale will take place May 4-6.
CONCLUSION	None

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		

11. Scholarship Celebration Reception Update – Peter Sturgeon, Director of Development, Annual Giving	
DICUSSION	A Scholarship Reception was held on February 28 in the COD gymnasium. There were 468 students and over 100 donors in attendance. Three students, two donors, Dr. Kinnamon and new VP of Enrollment Management spoke to attendees. Mr. Sturgeon encouraged everyone to attend next year if they are able.
CONCLUSION	Dr. Mosser and the Board recognized Mr. Sturgeon for his excellent planning of this event.

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		

<table>
<tr><td colspan="4">12. Tour Program Update – Peter Sturgeon, Director of Development, Annual Giving</td></tr>
<tr><td>DICUSSION</td><td colspan="3">Bill Chunowitz just put together a tour for Tamarisk Country Club. Seven of the nine attendees submitted President’s Circle donations.
We have new electric trams for tours.
The Delta Gamma group has already scheduled a tour for April 2019.
The next campus tour will take place on April 5.</td></tr>
<tr><td>CONCLUSION</td><td colspan="3">None</td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">NONE</td><td></td><td></td></tr>
<tr><td colspan="4">13. The COD Educational Master Plan & the COD Foundation – Pamela Ralston, Ph.D.</td></tr>
<tr><td>DICUSSION</td><td colspan="3">Dr. Ralston presented on the COD Educational Master Plan.
An Educational Master Plan is required by California Education Code.
The COD Foundation is most effected by Goal 4 – “Create partnerships and advisory committees that use the expertise of the Desert community to support innovative, contemporary, responsive, and relevant educational programming and services to serve the community.”
Of the college’s 15,440 students, 71% are Latino, which makes COD a Hispanic-Serving Institution by federal definition.
COD is now able to offer some 12-unit credit programs.
New site in Palm Springs will be designed to create relationships with the business community.
Objective 4.4 of the Master Plan is to “partner with the COD Foundation and philanthropic organizations for support of educational programming.”
Objective 4.1 is to “strengthen the diversity and effectiveness of advisory committees to better inform planning for CTE, non-CTE, and transfer programs.”
Objective 4.2 is to “work with community partners to develop more internships and externships in the Coachella Valley.”</td></tr>
<tr><td>CONCLUSION</td><td colspan="3">At conclusion of presentation, Drs. Mosser and Ralston and Foundation President, Suz Hunt, encouraged Board members to think about how the Foundation can assist with these goals and objectives. Particular items posed for consideration included:
How can the Foundation help address the College’s goals and growth plans for the new Palm Springs campus?
How can the Foundation help address the College’s goals and growth plans in Indio and the East Valley?
How can the Foundation advance the College’s goals to engage alumni of COD to increase internships and post-graduate employment?
How can the Foundation help address the diversity goals of Advisory Boards of the College?
How can the Foundation help increase communication and outreach with COD Alumni as well as community leaders, businesses, and community organizations in the Coachella Valley Community?</td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">President Hunt indicated break out groups would be asked to discuss these priorities at the April Foundation Meeting</td><td>Suz Hunt</td><td>April 25, 2018</td></tr>
<tr><td colspan="4"></td></tr>
</table>

14. Constituent Reports - College President – Joel Kinnamon, Ed.D.

DICUSSION	• The Alumni Association has approved funding a Director of Alumni Relations position for three years. Job description is being finalized and search will begin soon. The position will report to Dr. Mosser. • Contract for West Valley Campus will be signed on March 28, 2018. The college has opened Escrow and are finalizing some of the title issues. The College is very excited about this. Full build-out should be complete in the next couple years.
CONCLUSION	None

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE

15. Constituent Reports – Foundation Executive Director – John Mosser, Ph.D.

DICUSSION	• Dr. Mosser introduced John Ramont, VP of Administrative Services. He is filling the board position formerly held by Lisa Howell. • Dr. Mosser thanked Lisa Howell for her service to the board. • The Foundation website is being updated. The Foundation has a established a relationship with IT WebMaster, Michael Harlow, to assist with these updates. • Dr. Mosser reminded the board to complete the survey that is due April 2. • Dr. Mosser acknowledged and thanked Diane Rubin and Diane Gershowitz, the co-chairs for the Stepping Out for COD Committee. • Invitations were extended to all board members and their guests to attend the post-event Meet and Greet in the Green Room after Lucie Arnaz's performance is complete. • Reported that Christine Villas has been hired as a contract database manager. • Kirstien Renna was complimented on the updating of the format of the financial reports. • Liz Chambers was acknowledged for her work with the Planned Giving program. • Invitations were extended to any board members who were interested in attending the Digicom Learning luncheon on Saturday, April 7. Patty Newman will be recognized at the luncheon. • Consultants for Brown Act training are being identified by the College.
CONCLUSION	None

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		

16. Constituent Reports – Foundation President – Suz Hunt

DICUSSION	• In November, the Board hopes to have a new board manual, have an orientation for everyone, have training on the Brown Act and aim to finalize goals for coming year. • Next month's Board of Director's Meeting will focus on the budget, annual election of officers and directors, and discuss the Foundation's role in the College's Educational Master Plan. Page 29 of Board Packet contains memo that lists goals that the Board will focus on in April meeting discussion.

<table>
<tr><td></td><td colspan="3">

The Board will break into groups to discuss:

Alumni engagement
Community partnerships with the East Valley
Community partnerships with the West Valley
Opportunities for Enhanced Communication

President Hunt asked the members to consider how to improve Board diversity. A short discussion ensued on how to do this.
Bob Manion has resigned from the COD Foundation Board of Directors.
President Hunt requested that all members RSVP to Board meeting invitations.
April Meeting will begin at 2:00pm.

</td></tr>
<tr><td>CONCLUSION</td><td colspan="3">None</td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">Email Foundation President Suz Hunt with which of the four groups you are interested in participating in during the next Board meeting (enhanced communication and outreach, alumni engagement, community partnerships with the East Valley or community partnerships with the West Valley).</td><td>Board members</td><td>Prior to April 25 meeting</td></tr>
<tr><td colspan="4">17. Constituent Report – COD Trustee – Aurora Wilson</td></tr>
<tr><td>DICUSSION</td><td colspan="3">No report.</td></tr>
<tr><td>CONCLUSION</td><td colspan="3">No report.</td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2"></td><td></td><td></td></tr>
<tr><td colspan="4">18. Constituent Report – Academic Senate President – Carl Farmer</td></tr>
<tr><td>DICUSSION</td><td colspan="3">No report.</td></tr>
<tr><td>CONCLUSION</td><td colspan="3">No report.</td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">NONE</td><td></td><td></td></tr>
<tr><td colspan="4">19. New Business – Suz Hunt</td></tr>
<tr><td>DICUSSION</td><td colspan="3">Foundation Board President Suz Hunt asked if there was any new business to discuss. There was none.</td></tr>
<tr><td>CONCLUSION</td><td colspan="3">None</td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">NONE</td><td></td><td></td></tr>
<tr><td colspan="4">20. Adjournment. President Hunt adjourned the meeting at 3:32 pm</td></tr>
<tr><td>DISCUSSION</td><td colspan="3">Moved by Dominique Shwe to adjourn the meeting. Jim Greene seconded the motion. Foundation President Hunt called the question. The motion was approved.</td></tr>
<tr><td>CONCLUSION</td><td colspan="3">None</td></tr>
</table>

March 2018
Executive Director's Report

Opening Thoughts – It has been two months and two weeks since I first arrived on campus. The time has passed quickly with each day providing a rich array of opportunities for me to learn more about the College, the Foundation, our region, and all the people who make this such a wonderful and special place to live.

My Listening Tour continues – One of the significant joys of the job thus far has been my one on one meetings with you, the Foundation Board members, to learn about what drew you to the Foundation, the projects that excite you, and all the things that keep you here as donors, leaders, ambassadors and champions for the mission of the College. I look forward to continuing the process of meeting with each member of the Board, learning from your wisdom, experience, and insights.

The following are some highlights of observations and projects that will have our attention as we move forward.

Foundation Website – Thank you to the many members of the Board who have said, "*Let's get moving on getting the Foundation Website updated."* I am happy to report that we have developed a partnership with the College's IT department to begin this process. Sheri Willis, Director of Information Technology, has been a great partner in responding to my request for support to begin updating the Foundation web site. **Mr. Michael Harlow** is the talented staff member in the IT department we are working with on initial updates to the web. Michael has updated the Foundation staff section titled "Foundation Team" and added a section for us to post Board and Committee meetings to be in compliance with The Brown Act. Michael has begun taking down some of the most outdated material as well.

Board Survey – We are asking for your input through this survey to help guide our planning for the year ahead. By now each of you should have received an e-mail with the Spring 2018 Board Member Survey. Your Foundation President Suz Hunt, our Nominating Committee Chair Marge Dodge, and I teamed up to conceive of the survey to learn about your preferences for the coming year. A copy of the survey is in the appendices of this month's Board book. We ask that each of you complete your e-mail survey by next Monday April 2nd, 2018. If you would like a paper copy of the survey to complete we can provide these as well. **A special thank you to Dr. Daniel Martinez** who helped design the survey and put it into the electronic format. Dr. Martinez will also be compiling the results for the Foundation.

Stepping out for COD – 60th Anniversary Production – We are all looking forward to next week's Stepping Out for COD performance featuring Lucie Arnaz and her Latin Roots. Special thanks to our two Committee Co-Chairs – **Diane Gershowitz** and **Diane Rubin** for their leadership and tireless efforts to make this year's event such a success. Special recognition to other committee members who include : Bill Chunowitz, Diane Denkler, Norma Castaneda, Jean Carrus, Dominique Shwe, Toni Ackerman, Tamara Bolton, Teri Ketover, Renee Mayer, Margo Halperin, and Sherry Schor. Profound thanks to Arlene and Jordan Schnitzer as our presenting sponsor and to Donna MacMillan and the Greene Family as our 60th Anniversary Sponsors. **Thank you to you, our full board, for your generous support of the event**. Special thanks to our vendor partners Tim O'Bayle, Kay Hazen, our wonderful partners at the McCallum Theatre, and members of the College and our local community for "Stepping Up" in so many ways.

Special Invitation to Foundation Board Members – Post-Event Meet and Greet Reception – All members of the Foundation Board and your guest(s) are invited to come up to the Founder's Room immediately following the show to meet Lucie Arnaz and to help celebrate the success of this fund raising effort for the College as well as COD's 60th Anniversary.

Educational Master Plan – I would like to thank Dr. Pamela Ralston, our Vice President for Student Learning, Dr. Annebelle Nery, our Vice President for Student Success, and President Kinnamon for the wonderful presentation on the Educational Master Plan and the opportunities it provides for the Foundation to play an active role in supporting the College's growth and new goals for better serving the expanding needs of our Valley. I am excited by the potential for the Foundation to support new efforts in Palm Springs, the expansion of the campus in Indio and the East Valley, as well as the emerging Alumni Relations program, and new community partnership opportunities such as the new initiative with Digicom Learning.

Alumni Relations - President Kinnamon has announced that during the year ahead the College will move forward with hiring a Director of Alumni Relations to begin to develop relationships with the 125,000 people who have attended the College. This is truly exciting. I am confident there will be a number of tangible ways the Foundation can and should help support this important new outreach effort.

Interim Data Base Manager – I am happy to report that after a 16 month vacancy we have hired an interim Database Manager to assist in continuing to develop the foundation's database system. This will involve strengthening our gift acknowledgement progress, improving our biographical records function, beginning to use the reporting functions of our FR50 Database System, and beginning to utilize the relationship management and record keeping aspects of the system that have not been used previously. I am happy to report that **Ms. Christine Villas**, a deeply experienced Advancement Database Manager, has joined us on a contract basis two days a week.

Improvements in Financial Reporting – **I would like to acknowledge the members of the Finance Committee and our Foundation Accountant Kirstien Renna** for a number of excellent refinements in the financial summary that appears in this month's financial summary. This is an example of a really good partnership between our talented Board members and our talented staff.

Academic Angels – The Academic Angels have two wonderful events coming up as the finale in their season approaches. The first is **the Spring Luncheon which will be held at La Vallauris restaurant in Palm Springs on April 16th at 11:30 AM.** The Angels will then hold their **Season Finale Reception sponsored by the Coeta Barker Foundation which will be on May 7, 2018 at the home of Jean Carrus.** I am looking forward to meeting with the leadership of the Academic Angels to discuss the coming year and how the Foundation staff can continue to partner with them to support high impact projects that advance the mission of the College with a particular emphasis on students. With the growing needs of our students in Palm Springs, the East Valley and the Central Valley. I am confident this will be a great discussion.

Planned Giving Program - I would like to recognize Liz Chambers who has only been with the Foundation a few short weeks. She has "hit the ground running" in helping the Foundation to begin to develop the marketing of our planned giving program. Liz is already working on the planned giving web site for the Foundation and expanding our marketing materials.

Friends of the Library – I want to acknowledge Marge Dodge and Aurora Wilson for their leadership and significant efforts in the success of the Friends of the Library organization this year. The Friends of the Library hold events and raise funds to support the College of the Desert library. Libraries play a critical role in the life of any academic institution. We are fortunate to have such a hard-working and dedicated group of volunteers working to make the COD Library the best in the California Community College System.

Digicom Learning Partnership and Luncheon – Digicom Learning will make a presentation **on Saturday April 7th** a**t Agua Caliente Resort**. The Foundation has purchased a table to show its support for the College's new partnership with Digicom Learning. Any Foundation Board member that would like to attend please let me know as we have a few seats available.

Brown Act Training for the Foundation Staff and Board – The College is actively working on selecting a consultant to help all the auxiliary organizations to learn more about The Brown Act and how to operate in a fully compliant manner.

Two Priority Projects for this summer – We have identified two priority projects for the summer months. The first is the **comprehensive stewardship initiative** that was discussed at the February Board Meeting. We will be assembling a comprehensive set of fiscal year and lifetime donor recognition practices to bring to the board in the Fall. **Updated Board Member Manual**. With the Guidance of Donna Jean Darby we will be updating the Foundation Board member Manual to assist with on-boarding new Board members. Our goal is to also have this ready to distribute in the fall.

Word of Appreciation – Finally, I would like to end with a word of appreciation**.** As your new Executive Director there is still a great deal for me to learn. I appreciate the patience each of you have shown and are showing for me as I learn the ropes. I would like to thank Board President Hunt – she has been so helpful and welcoming, President Kinnamon for the tremendous amount of time he is devoting to the activities of the Foundation and I would like to thank each of our talented staff members. Most importantly, I want to thank each of you for the leadership, significant investment of time, and the generous financial support each of you are providing to make the Foundation successful!

3/28/2018

COLLEGE of the DESERT FOUNDATION

Executive Committee Meeting Minutes		
MINUTES FOR April 4, 2018	**3:00 PM**	**Dawson Foundation Building Conference Room**

Members Present:	Brian Holcombe, Suz Hunt, Joel Kinnamon, Vern Kozlen, Susan Linsk, John Mosser, Mark Nickerson, Jane Saltonstall, Aurora Wilson,
Members Absent:	John Ramont
Recorder:	Kat Benjamin

AGENDA

1. Call to Order/Roll Call - Suz Hunt called the meeting to order at 3:00pm			
2. Public Invitation to Speak per the Brown Act: None			
3. Academic Angels Status – Standing Committee or Separate Organization			
DISCUSSION	Agenda items were discussed out of order because Ms. Linsk, the co-chair of Academic Angels, had to leave the meeting early. It was discussed that Academic Angels is listed as a committee of the Foundation in the Foundation's bylaws. Ms. Linsk reported that members of the Academic Angels look forward to continuing a discussion about their model of organization under the Foundation's auspices. The Academic Angels would like the Executive Director of the Foundation to give them a fundraising goal at the start of each year.		
CONCLUSION	The Academic Angels will hold another Committee Meeting prior to their next event on April 16th in Palm Springs.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
4. Review of March Board Meeting - All			
DISCUSSION	Executive Committee Members expressed their pleasure at the substance and process for how the March Board meeting was conducted. Members specifically enjoyed the presentation on the Educational Master Plan, that was given by Dr. Ralston, and the Mission Moment that was presented by Kelly Hall and Toni Bakal. A short discussion ensued about whether too much time was being devoted to committee reports.		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
5. Discussion/Planning for April Board Meeting			
DISCUSSION	President Hunt discussed that the April Board meeting will include a review of the FY 2019 budget, director and officer elections, and break out discussions as a follow-up to foundation participation in the Educational Master Plan. There will be no Mission Moment at the April meeting due to full agenda. Discussion ensued that breakout groups should be structured. Groups should be given a set of questions that need to be answered. Discussion ensued about the following topics: the importance of making the Foundation Board more diverse, the need for Brown Act Training for Board members, the Board		

	members' monetary and attendance obligations and important items to include in November's board meeting.		
CONCLUSION	President Hunt and John Mosser will collaborate on development of breakout sessions so each group will have a facilitator for each group to help keep the groups focused and the sessions provide valuable discussion.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
6. Discussion of a Fall Board Retreat			
DISCUSSION	The Executive Committee discussed whether or not retreat should take place in late October or November. It was suggested that a dinner might provide a welcome social aspect to the retreat.		
CONCLUSION	None		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
7. New Business – None was raised			
DISCUSSION	None		
CONCLUSION	None		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
8. Adjournment. Suz Hunt adjourned the meeting at 4:07 PM.			
CONCLUSION	The Executive Committee will meet again on May 2, 2018.		

COLLEGE of the DESERT FOUNDATION

Nominating Committee Meeting Minutes

MINUTES FOR March 27, 2018	2:00pm	Dawson Foundation Building Conference Room

Members Present:	Marge Dodge, Peggy Cravens, Bill Chunowitz, Donna Jean Darby, Jane Saltonstall , Sally Simonds
Members Absent:	Norma Castaneda, Jim Greene
Staff Attending:	Kat Benjamin (Recorder) , John Mosser, Ph.D.

AGENDA

1. Call to Order/Roll Call: 2:04pm – Marge Dodge

2. Public Invitation to Speak per the Brown Act: None

3. Assessment Survey of Board Members – Determining Willingness and Ability to Serve

DISCUSSION	Marge Dodge introduced the Foundation Board Member Survey and shared that the survey will provide great information for the committee to do it's work. It was discussed that the most important questions for the Nominating Committee to consider are questions 8 ("I would like to serve as a Director of the Foundation Board…" and 9 ("…please indicate the officer position of interest." Discussion affirmed that information from each board member will be the most accurate in learning about which directors wish to serve for another year, and which Board members would like to be considered for an officer post.
CONCLUSION	Survey closes on Monday, April 2. Once Dr. Martinez compiles results, committee will review nominations.

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		

4. Current Foundation Officer Status – Pres., VP, Treasurer, Secretary

DISCUSSION	Marge reviewed the positions that are considered officers of the Foundation. She also said that she has been in contact with the current President, Vice President and Secretary and all are interested in serving another term. At the time of the meeting, she had been unable to reach the current Treasurer to attain his interest level. Discussion ensued on whether or not a "path" to the board presidency should be established thru by-law revisions.
CONCLUSION	NONE

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow up with Board Treasurer to find out if he is interested in serving another year.	Marge Dodge	

5. Process for Nominating and Selecting the Officer Slate – Process and Timing

DISCUSSION	The committee decided on the following timeline for presenting next year's Officer Slate: • April 2: Survey results due • Marge will reach out to interested parties and confirm their interest in serving

	• April 9: Nominating Committee will meet again to review all interested officer and director candidates. • Nominations will be reviewed and the slate will be confirmed at the next meeting. • April 25: Results of the final slate will be presented at the April Board of Directors meeting.		
CONCLUSION	Nominating Committee will next meet on April 9 at 1:00 PM in the Dawson Foundation Building Conference Room to finalize slate(s) for Board vote/approval		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
6. Presentation of 2018-2019 Slate of Officers and Directors			
DISCUSSION	Presentation will occur at the April COD Foundation Board of Directors Meeting.		
CONCLUSION	None		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
7. New Business			
DISCUSSION	None		
CONCLUSION	None		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
8. Adjournment. Marge Dodge adjourned the meeting at 2:51 PM.			
CONCLUSION			

COLLEGE of the DESERT FOUNDATION

Nominating Committee Meeting Minutes

MINUTES FOR 04/09/2018	1:00 pm	Dawson Foundation Building Conference Room

Members Present:	Marge Dodge, Sally Simonds, Jane Saltonstall, Donna Jean Darby, Bill Chunowitz, Peggy Cravens
Guest(s) and Staff Present:	John Mosser, Ph.D.
Recorder(s):	Kat Benjamin

AGENDA

1. Call to Order/Roll Call: 12:58 pm – Marge Dodge			
2. Public Invitation to Speak per the Brown Act: None			
3. Assessment Survey of Board Members – Determining Willingness and Ability to Serve			
DISCUSSION	Survey results were reviewed. Members who answered "no" or "maybe" for their willingness to continue to serve were identified and members were assigned to talk to these individuals.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
4. Proposed 2018-2019 Board of Directors Slate			
DISCUSSION	After committee discussion, Marge Dodge called for a motion and a second to approve the slate of officers and renewal of Board of Director members for the 2018-2019 slate.		
CONCLUSION	Moved by Donna Jean Darby to approve the slate of officers and renewal of Board of Director members for the 2018-2019 slate. Jane Saltonstall seconded the motion. There was no opposition. The motion passed.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
5. Approval of Renewals of Directors			
DISCUSSION	After committee discussion, Marge Dodge called for a motion and a second to approve additional renewals of 2018-2019 Board of Director members if they indicate a willingness to serve and fulfill the financial and attendance obligations.		
CONCLUSION	Moved by Jane Saltonstall to approve additional renewals of 2018-2019 Board of Director members if they indicate a willingness to serve and fulfill the financial and attendance obligations. Peggy Cravens seconded the motion. There was no opposition. The motion passed.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
6. New Business			
DISCUSSION	None		
CONCLUSION	None		

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		

7. Adjournment. Marge Dodge adjourned the meeting at 2:29 PM.	
CONCLUSION	

COLLEGE of the DESERT FOUNDATION

Finance Committee Meeting Minutes

MINUTES FOR April 18, 2018	3:30pm	Foundation Board Room

Voting Members Present: Quorum(2)	Bob Archer, Vern Kozlen
Voting Members) Absent:	Brian Holcombe, Suz Hunt, Mark Nickerson, Diane Rubin,
Non-Voting Members Present:	John Ramont
Staff /Guest Present:	Rod Olea – First Republic, John Mosser, Kirstien Renna, Liz Chambers, Peter Sturgeon
Recorder(s):	Kippy Laflame

AGENDA

1. Call to Order - Committee Vice Chair Vern Kozlen called the meeting to order at 3:30PM.

2. Public Invitation to Speak per the Brown Act: None

3. First Republic Private Wealth Management Report – Rod Olea

DISCUSSION

Mr. Olea reviewed the portfolio, the goals and objectives.
As of March 31, 2018 the account is tracking better than the benchmark.

Investment Performance (*gross of fees ending March 31, 2018*)

	3-month	YTD	Since Inception*
Account	**-0.29%**	**-0.29%**	**-0.13%**
ML 1-5 Year Corp & Govt Index	-0.49%	-0.49%	-0.50%

CONCLUSION: NONE

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Monthly accounting of gains and losses	Kirstien Renna	

4. March 2018 - Kirstien Renna, Foundation Accountant

DISCUSSION

The summary report for March 2018 was reviewed Ms. Renna.

RECAP OF OPERATING RESULTS FOR THE MONTH ENDED: MARCH 2018

✓ ***Revenues:***

	March 2018 Revenues	YTD Revenues
Fundraising Revenues	$ 237,527	$ 1,757,457
Investment Revenues	$ 81,144	$ 777,189
Total Revenues:	$ 318,671	$2,534,646

<table>
<tr><td></td><td>

- ***Noteworthy:***
  Revenues are tracking above the current budget by approx. $200,000. This includes:
  - Scholarship donations year to date are up $123,000 over the prior year.
  - Donations year to date are up approximately $70,000 over the prior year.

- ***Expenditures for the month of March* were $312,344**
  - ***Noteworthy:***
    - Expenditures in the month of March included Scholarships to students in the amount of $207,112 and Contributions to the College in the amount of $25,306.
    - Due to timing of invoicing from the College expenditures do not include salaries for the month of March.

- ***Expenditures YTD* are $1,892,101**
  - **Noteworthy:**
    - Expenditures YTD are tracking under budget by $277,682.
    - The Foundation has paid approximately $631,000 in Scholarships YTD.
    - In addition, the Foundation has paid approximately $282,000 in Contributions to the College & other College support.

- ***Net Income prior to Investment Activities* was $6,327 for the month and $642,545 YTD**

- ***Investment Activities* for the month of March were $(188,318) and YTD totaled $832,142.**

- **YTD the Net Increase is $1,474,687.**

The Finance Committee reviewed the Statement of Financial Position. As of March 31, 2018 the Total Liabilities and Net Assets are $32,305,239. The totals by restrictions are as follows:

- Unrestricted Fund is $3,019,473
- Temporarily Restricted Funds $9,908,227
- Permanently Restricted is $19,377,539

In addition the Finance Committee reviewed the special event revenues & expenditures for YTD Ending 03/31/2018.
</td></tr>
<tr><td></td><td></td></tr>
</table>

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		

4. 2018-2019 Budget – Kirstien Renna, Foundation Accountant

<table>
<tr><td>DISCUSSION</td><td>

The budget for FY 2018-1019 was presented and reviewed by the committee. Several key goals are built into the proposed budget

- Supporting Alumni Engagement Programming
- Developing new relationships and partnerships in Palm Springs, Indio and East Valley
</td></tr>
</table>

	▪ Investing in new fundraising initiatives To accomplish several independent contractors will be hired to grow revenues from: ▪ Annual giving, which includes: Alumni giving, faculty and staff campaign, Giving Tuesday Initiative and retiree giving. ▪ Leadership giving program includes Part-time contractors to work with Peter Sturgeon to solicit 1,400 tour participants. ▪ Major gifts which includes Pledge, scholarships, space naming opportunities ▪ Business Giving – to solicit vendors, workforce partners, and business engagement in Palm Springs and East Valley.		
CONCLUSION	Bob Archer made motion to approve the 2018-2019 Foundation budget as presented. Vern Kozlen seconded the motion. Bob Archer called for a voice vote. The motion was unanimously approved.		
FOLLOW-UP ITEMS		PEOPLE RESPONSIBLE	DEADLINE
NONE			
4. Adjournment: The meeting adjourned at 4:57pm.			

COLLEGE of the DESERT FOUNDATION

FINANCIAL SUMMARY

March 31, 2018

FIRST REPUBLIC PRIVATE WEALTH MANAGEMENT
It's a privilege to serve you®

FIRST REPUBLIC FIXED INCOME MANAGEMENT

College of the Desert Foundation

April 18, 2018

Investment Parameters and Performance

Investment Parameters	
Investment Goals & Objectives	• Capital preservation • Total return • Liquidity
Benchmark	• Merrill Lynch Corporate & Government Index, 1-5 yrs
Investment Parameters	• Target taxable securities • Average portfolio maturity of 3 years • Individual security maturity max of 5 years • Hold to maturity portfolio

Investment Performance (*gross of fees ending March 31, 2018*)

	3-month	YTD	Since Inception*
Account	**-0.29%**	**-0.29%**	**-0.13%**
ML 1-5 Year Corp & Govt Index	-0.49%	-0.49%	-0.50%

* Account incepted 11/20/17.

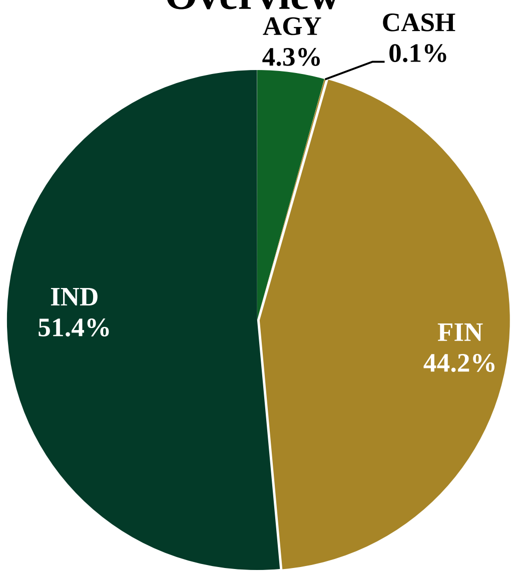
Fixed Income Analytics

	Portfolio
Portfolio Market Value	**$11,669,168**
Estimated Annual Income[1]	$276,514
Effective Duration	1.81
Effective Maturity (yrs)	2.52
Effective Yield[2]	2.77%
Acquisition Effective Yield	2.34%
Average Credit Rating	Aa3/AA-

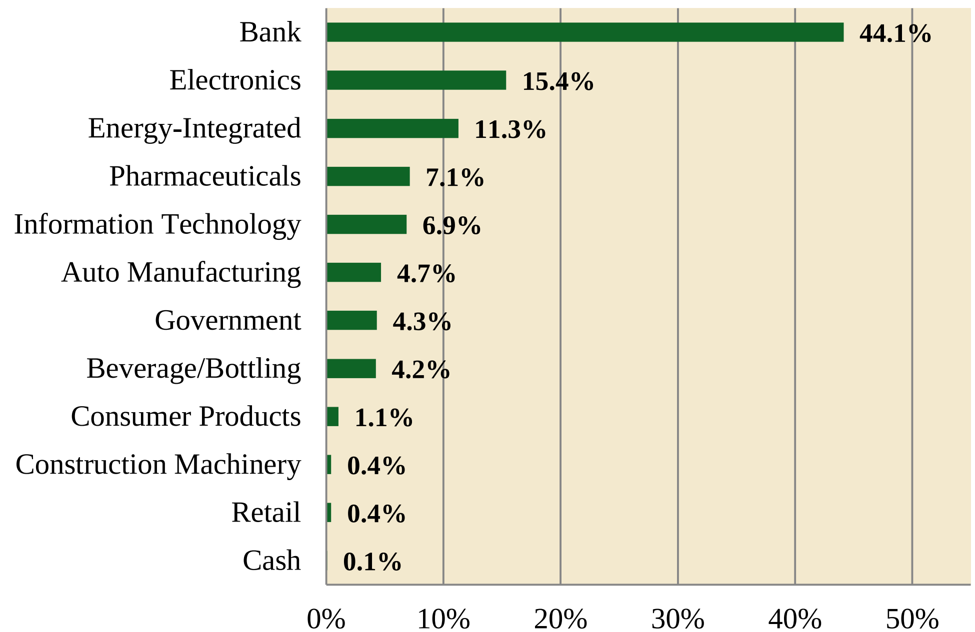
1 Estimated annual income from current fixed income holdings. Subject to change.
2 Effective yield represents yield-to-worst.
Source: First Republic Investment Management 4/3/18.

HOLDINGS BY SECTOR

Overview

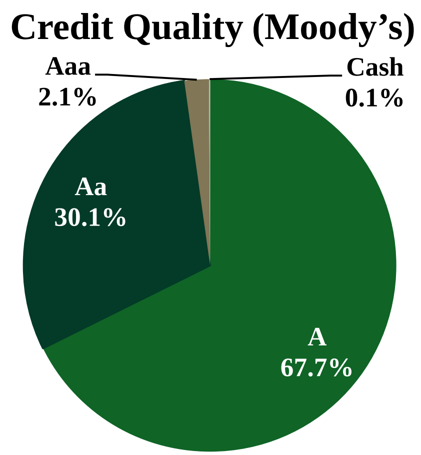


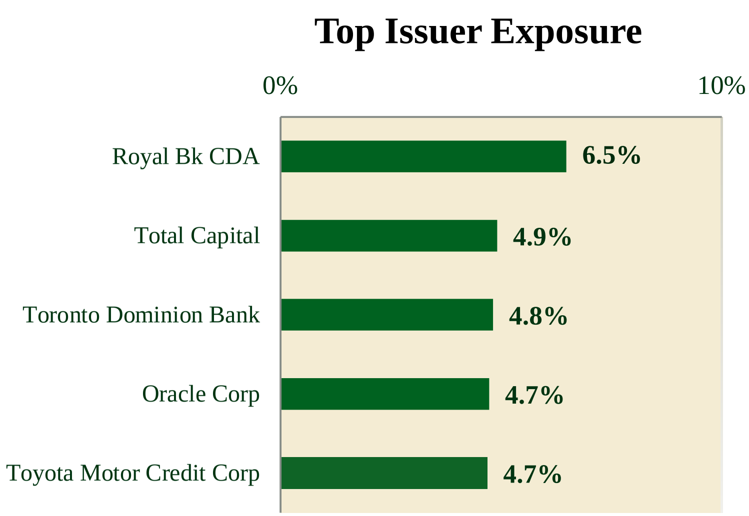
Sector Breakdown

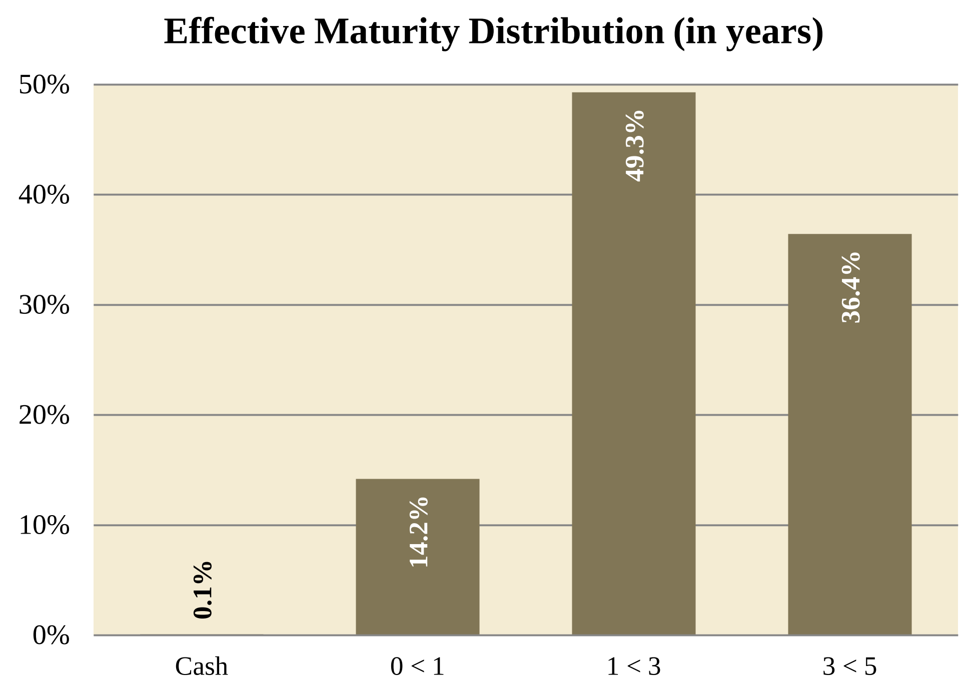


Source: First Republic Investment Management 4/3/18.

Credit, Maturity, & Issuer Exposure







Source: First Republic Investment Management 4/3/18.

FIXED INCOME HOLDINGS

Par (000)	Issuer Name	Coupon	Maturity	Eff Maturity	Call Date	Price	Mdys	S&P	Bk Yld	YTW	YTM	OAS	Eff Dur	Mod Dur	Mkt Value	% Held (MV)	Ann Income
11,679		**2.368**	**2.533**	**2.524**		**99.381**	**Aa3**	**AA-**	**2.337**	**2.770**	**2.770**	**50**	**1.806**	**2.410**	**11,669,168**	**100.00**	**276,514**
9	EAGLE BANK SWEEP TIER 3	0.250	05/03/2018	0.082	N/A	100.000	N/A	N/A	N/A	0.242	0.242	-165	0.082	0.080	9,428	0.08	24
50	TORONTO DOMINION BANK	1.750	07/23/2018	0.333	N/A	99.794	Aa2	AA-	1.582	2.421	2.421	55	0.300	0.302	50,067	0.43	875
50	TOTAL CAPITAL	2.125	08/10/2018	0.333	N/A	99.850	Aa3	A+	1.538	2.546	2.546	65	0.349	0.348	50,081	0.43	1,063
50	HOME DEPOT INC	2.250	09/10/2018	0.417	08/10/2018	99.907	A2	A	1.535	2.462	2.462	56	0.401	0.431	50,025	0.43	1,125
50	ALTERA CORP	2.500	11/15/2018	0.583	N/A	100.034	A1	A+	1.589	2.442	2.442	48	0.605	0.603	50,496	0.43	1,250
50	BANK OF NOVA SCOTIA	2.050	10/30/2018	0.583	N/A	99.815	A1	A+	1.725	2.374	2.374	44	0.563	0.563	50,343	0.43	1,025
450	ALTERA CORP	2.500	11/15/2018	0.583	N/A	100.034	A1	A+	1.873	2.442	2.442	48	0.605	0.603	454,465	3.89	11,250
50	DEERE JOHN CAP CORP MTNS BE	1.950	12/13/2018	0.667	N/A	99.873	A2	A	1.601	2.133	2.133	13	0.683	0.682	50,234	0.43	975
50	ORACLE CORP	2.375	01/15/2019	0.750	N/A	99.954	A1	AA-	1.628	2.432	2.432	38	0.771	0.768	50,234	0.43	1,188
500	BANK OF MONTREAL	2.375	01/25/2019	0.833	12/25/2018	99.793	A1	A+	2.048	2.632	2.632	56	0.783	0.795	501,208	4.30	11,875
50	TOYOTA MOTOR CREDIT CORP	1.700	02/19/2019	0.917	N/A	99.307	Aa3	AA-	1.660	2.502	2.502	39	0.867	0.863	49,757	0.43	850
250	EXXON MOBIL CORP	1.708	03/01/2019	0.917	N/A	99.291	Aaa	AA+	1.786	2.499	2.499	39	0.894	0.896	248,607	2.13	4,270
50	BANK NEW YORK MTN BK ENT	2.200	03/04/2019	0.917	02/02/2019	99.580	A1	A	1.796	2.664	2.664	55	0.888	0.902	49,879	0.43	1,100
250	ROYAL BK CDA	1.625	04/15/2019	1.000	N/A	98.962	A1	AA-	1.942	2.650	2.650	49	1.007	1.008	249,301	2.14	4,063
500	CITIBANK NA N Y	1.850	09/18/2019	1.500	08/18/2019	98.669	A1	A+	2.276	2.787	2.787	55	1.422	1.425	493,730	4.23	9,250
500	BB&T CO GLOBAL BK MTN	2.100	01/15/2020	1.750	12/16/2019	98.568	A1	A	2.346	2.929	2.929	64	1.724	1.727	495,115	4.24	10,500
250	MICROSOFT CORP	1.850	02/06/2020	1.833	N/A	98.919	Aaa	AAA	1.907	2.453	2.453	16	1.796	1.792	248,030	2.13	4,625
500	US BANK ASSN CINCINNATI OH M	2.000	01/24/2020	1.833	12/24/2019	98.645	A1	AA-	2.226	2.773	2.773	48	1.750	1.754	495,142	4.24	10,000
250	NOVARTIS CAPITAL CORP	1.800	02/14/2020	1.833	N/A	98.389	Aa3	AA-	2.013	2.691	2.691	39	1.816	1.813	246,585	2.11	4,500
500	INTEL CORP	1.891	05/11/2020	2.083	N/A	100.052	A1	A+	2.315	2.348	2.348	30	0.078	2.060	501,599	4.30	9,452
500	TOTAL CAPITAL	4.450	06/24/2020	2.250	N/A	103.375	Aa3	A+	2.226	2.871	2.871	53	2.093	2.091	522,994	4.48	22,250
500	STATOIL ASA	2.900	11/08/2020	2.583	N/A	99.849	Aa3	A+	2.296	2.960	2.960	58	2.463	2.456	505,085	4.33	14,500
500	AUSTRALIA & NEW ZEALA BKG	2.700	11/16/2020	2.583	N/A	99.025	Aa3	AA-	2.452	3.090	3.090	70	2.490	2.482	500,263	4.29	13,500
500	WELLS FARGO BANK NATL ASSN	2.054	01/15/2021	2.750	N/A	99.756	Aa2	A+	2.590	2.714	2.714	66	-0.007	2.688	500,777	4.29	10,272
500	WESTPAC BKG CORP	2.085	01/25/2021	2.833	N/A	100.082	Aa3	AA-	2.618	2.618	2.618	56	0.026	2.714	502,379	4.31	10,426
250	CISCO SYS INC	2.200	02/28/2021	2.917	N/A	98.141	A1	AA-	2.383	2.870	2.870	46	2.793	2.789	245,857	2.11	5,500
250	CISCO SYS INC	2.200	02/28/2021	2.917	N/A	98.141	A1	AA-	2.326	2.870	2.870	46	2.793	2.789	245,857	2.11	5,500
250	BANK OF NOVA SCOTIA	2.450	03/22/2021	3.000	N/A	98.294	A1	A+	2.655	3.055	3.055	64	2.842	2.836	245,922	2.11	6,125
500	CHEVRON CORP NEW	2.100	05/16/2021	3.083	04/16/2021	97.837	Aa2	AA-	2.299	2.829	2.829	39	2.967	2.969	493,181	4.23	10,500
500	PFIZER INC	1.950	06/03/2021	3.167	N/A	97.689	A1	AA	2.279	2.716	2.716	27	3.034	3.024	491,695	4.21	9,750
500	ORACLE CORP	2.800	07/08/2021	3.250	N/A	99.782	A1	AA-	2.349	2.870	2.870	42	3.087	3.078	502,216	4.30	14,000
500	TORONTO DOMINION BANK	2.622	07/13/2021	3.250	N/A	101.807	Aa2	AA-	2.610	2.646	2.646	56	0.021	3.110	511,948	4.39	13,108
300	APPLE INC	2.150	02/09/2022	3.833	N/A	97.174	Aa1	AA+	2.577	2.931	2.931	42	3.666	3.648	292,490	2.51	6,450
95	MERCK & CO INC	2.350	02/10/2022	3.833	N/A	97.865	A1	AA	2.557	2.940	2.940	43	3.656	3.638	93,300	0.80	2,232
500	ROYAL BK CDA	2.503	02/01/2022	3.833	N/A	100.832	A1	AA-	2.719	2.814	2.814	69	0.049	3.619	506,281	4.34	12,517
125	PROCTER AND GAMBLE CO	2.300	02/06/2022	3.833	N/A	98.022	Aa3	AA-	2.366	2.847	2.847	34	3.650	3.632	122,983	1.05	2,875
500	TOYOTA MOTOR CREDIT CORP	2.800	07/13/2022	4.250	N/A	98.902	Aa3	AA-	2.621	3.075	3.075	53	3.989	3.974	497,621	4.26	14,000
500	PEPSICO INC	2.750	03/01/2023	4.917	N/A	98.554	A1	A+	2.997	3.069	3.069	46	4.563	4.544	493,992	4.23	13,750
11,679		**2.368**	**2.533**	**2.524**		**99.381**	**Aa3**	**AA-**	**2.337**	**2.770**	**2.770**	**50**	**1.806**	**2.410**	**11,669,168**	**100.00**	**276,514**

Source: First Republic Investment Management 4/3/18.

The Fine Print

First Republic Private Wealth Management encompasses First Republic Investment Management, Inc. (“FRIM”), an SEC-registered investment advisor, First Republic Securities Company, LLC (“FRSC”), Member FINRA/SIPC, First Republic Trust Company (“FRTC”) and First Republic Trust Company of Delaware LLC (“FRTC-DE”).

This document is for information purposes only and is not intended as an offer or solicitation, or as the basis for any contract to purchase or sell any security, or other instrument, or to enter into or arrange any type of transaction as a consequence of any information contained herein.

All analyses and projections depicted herein are for illustration only, and are not intended to be representations of performance or expected results. The results achieved by individual clients will vary and will depend on a number of factors including prevailing dividend yields, market liquidity, interest rate levels, market volatilities, and the client's expressed return and risk parameters at the time the service is initiated and during the term. Past performance is not a guarantee of future results.

The performance of an index is not an exact representation of any particular investment, as one cannot invest directly in an index.

Investors should seek financial advice regarding the appropriateness of investing in any securities, other investment or investment strategies discussed or recommended in this report and should understand that statements regarding future prospects may not be realized.

Although information in this document has been obtained from sources believed to be reliable, we do not guarantee its accuracy, completeness or fairness, and it should not be relied upon as such. This document may not be reproduced or circulated without our written authority.

FIRST REPUBLIC PRIVATE WEALTH MANAGEMENT

It's a privilege to serve you®

COLLEGE of the DESERT FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

RECAP OF OPERATING RESULTS FOR THE MONTH ENDED: MARCH 2018

- ***Revenues:***

	March 2018 Revenues	YTD Revenues
Fundraising Revenues	$ 237,527	$ 1,757,457
Investment Revenues	$ 81,144	$ 777,189
Total Revenues:	**$ 318,671**	**$2,534,646**

  - ***Noteworthy:***
    - Revenues are tracking above the current budget by approx. $200,000. This includes:
      - Scholarship donations year to date are up $123,000 over the prior year
      - Donations year to date are up approximately $70,000 over the prior year

- ***Expenditures for the month of March* were $312,344**
  - ***Noteworthy:***
    - Expenditures in the month of March included Scholarships to students in the amount of $207,112 and Contributions to the College in the amount of $25,306
    - Due to timing of invoicing from the College expenditures do not include salaries for the month of March
- ***Expenditures YTD* are $1,892,101**
  - **Noteworthy:**
    - Expenditures YTD are tracking under budget by $277,682
    - The Foundation has paid approximately $631,000 in Scholarships YTD
    - In addition, the Foundation has paid approximately $282,000 in Contributions to the College & other College support

- ***Net Income prior to Investment Activities*** was $6,327 for the month and $642,545 YTD

- ***Investment Activities*** for the month of March were $(188,318) and YTD totaled $832,142

- **YTD the Net Increase is $1,474,687**

❖ For full details of monthly financials, please see Board packet

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , MARCH 31, 2018
WITH COMPARATIVE TOTALS FOR MARCH 31, 2017

		Operating & Restricted Asset Funds		Endowed Asset Funds		
		Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only) 2017-18	2016-17
	ASSETS					
1	Cash and cash equivalents	$ 2,319,011	$ (688,390)	$ -	$ 1,630,621	$ 5,110,500
2	Investments	500,000	10,231,754	19,010,994	29,742,748	24,539,694
3	Pledges receivable	143,067	135,712	29,996	308,775	444,028
4	Allowance for Doubtful Accounts	-	-	-	-	-
5	Accounts Receivable	9,140	700	-	9,840	1,860
6	Funds held at College	5,000	-	-	5,000	5,000
7	Accrued interest receivable	33,194	33,241	-	66,435	54,016
8	Accrued assets	2,500	-	-	2,500	-
9	Property and equipment, net	7,562	-	-	7,562	11,088
10	FCCC - Scholarship Endowment	-	52,252	336,549	388,801	363,013
11	Split interest agreements	-	142,957	-	142,957	134,590
	TOTAL ASSETS	$ 3,019,473	$ 9,908,227	$ 19,377,539	$ 32,305,239	$ 30,663,789
	LIABILITIES					
12	Accounts payable	22,388	27,421	-	49,809	231,558
13	Deferred Contributions	(3,010.79)	-	-	(3,010.79)	(2,142)
14	Accrued liabilities	49,803	-	-	49,803	73,897
	TOTAL LIABILITIES	$ 69,180	$ 27,421	$ -	$ 96,601	$ 303,313
	NET ASSETS, beginning					
	Unrestricted:					
15	Undesignated	1,590,356	-	-	1,590,356	254,120
16	Board designated	500,000	-	-	500,000	500,000
17	Temporarily restricted	-	9,266,056	-	9,266,056	8,496,919
18	Permanently restricted	-	-	19,377,539	19,377,539	18,840,936
	TOTAL NET ASSETS, beginning	$ 2,090,356	$ 9,266,056	$ 19,377,539	$ 30,733,951	$ 28,091,975
19	Net Activity	859,937	614,750	-	1,474,687	2,268,500
	NET ASSETS	$ 2,950,293	$ 9,880,806	$ 19,377,539	$ 32,208,638	$ 30,360,475
	TOTAL LIABILITIES AND NET ASSETS	$ 3,019,473	$ 9,908,227	$ 19,377,539	$ 32,305,239	$ 30,663,789

STATEMENT OF ACTIVITIES (INCOME STATEMENT)
FOR CURRENT MONTH ENDED 03/31/18 & YTD

	CURRENT MONTH ENDING 03/31/2018			Prior Year Month Ending	YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
	ALL FUNDS	Budget	Variance	3/31/2017	ALL FUNDS	Budget	Variance	3/31/2017	2017/18
		(1/12 OF Annual Budget)				(9/12 OF Annual Budget)			
OPERATIONAL / ADMINISTRATIVE & PROGRAM SUPPORT									
OPERATING REVENUE									
Interest	45,674	48,333	(2,659)	50,735	458,723	435,000	23,723	426,837	580,000
Management Fees (Monthly)	31,927	32,583	(656)	37,723	292,404	293,250	(846)	325,442	391,000
Gift Fees (Monthly)	3,543	3,125	418	-	26,062	28,125	(2,063)	-	37,500
In-Kind Revenue	-	5,667	(5,667)	-	-	51,000	(51,000)	-	68,000
TOTAL OPERATING REVENUE	**81,144**	**89,708**	**(8,564)**	**88,458**	**777,189**	**807,375**	**(30,186)**	**752,279**	**1,076,500**
OPERATING EXPENSES - ADMINISTRATIVE									
General	39,143	44,835	5,692	39,435	372,238	403,515	31,277	352,841	538,020
Salaries & Benefits (Operating Portion)	-	51,271	51,271	56,859	362,207	461,441	99,235	470,400	615,255
Facilities & Mainenance	2,502	7,202	4,700	691	15,975	64,821	48,846	18,571	86,428
Independent Contractors	1,447	3,543	2,096	-	9,607	31,887	22,280	31,198	42,516
Marketing	12,628	15,350	2,722	17,122	85,851	138,150	52,299	249,556	184,200
Contributions to College	232,418	91,892	(140,526)	33,452	885,849	827,025	(58,824)	1,183,120	1,102,700
TOTAL OPERATING EXPENSES	**288,138**	**214,093**	**(74,044)**	**147,559**	**1,731,727**	**1,926,839**	**195,112**	**2,305,686**	**2,569,119**
OPERATING SURPLUS (DEFICIT)	**(206,994)**	**(124,385)**	**(82,609)**	**(59,101)**	**(954,538)**	**(1,119,464)**	**(225,298)**	**(1,553,407)**	**(1,492,619)**
FUNDRAISING									
FUNDRAISING REVENUE									
Donations/Gifts/Grants	117,736	110,500	7,236	99,177	1,131,586	994,500	137,086	2,054,305	1,326,000
Major Gifts	-	12,500	(12,500)	-	-	112,500	(112,500)	-	150,000
Memberships	3,115	17,500	(14,385)	11,059	177,937	157,500	20,437	195,531	210,000
Special Events (Net)	116,676	29,045	87,631	27,140	447,934	261,408	186,526	560,519	348,544
TOTAL FUNDRAISING REVENUE:	**237,527**	**169,545**	**67,982**	**137,376**	**1,757,457**	**1,525,908**	**231,549**	**2,810,355**	**2,034,544**
FUNDRAISING EXPENSES									
Donor Development	6,021	3,657	(2,364)	3,112	17,799	32,914	15,115	16,060	43,885
Salaries & Benefits (Fundraising Portion)	-	4,740	4,740	5,218	31,932	42,660	10,728	42,642	56,880
Independent Contractors	13,000	15,084	2,084	19,500	93,991	135,755	41,764	110,575	181,006
Membership	3,700	2,196	(1,504)	-	3,800	19,766	15,966	8,649	26,354
Marketing (Fundraising Portion)	1,485	1,317	(169)	2,703	12,852	11,850	(1,002)	7,929	15,800
TOTAL FUNDRAISING/PROGRAM EXPENSES:	**24,206**	**26,994**	**2,788**	**30,533**	**160,374**	**242,944**	**82,569**	**185,855**	**323,925**
FUNDRAISING SURPLUS (DEFICIT)	**213,321**	**142,552**	**65,194**	**106,843**	**1,597,083**	**1,282,964**	**148,980**	**2,624,500**	**1,710,619**
OPERATING REVENUE BUDGET FY 2017/18	81,144	**89,708**	(8,564)	88,458	777,189	**807,375**	(30,186)	752,279	**1,076,500**
FUNDRAISING REVENUE BUDGET FY 2017/18	237,527	**169,545**	67,982	137,376	1,757,457	**1,525,908**	231,549	2,810,355	**2,034,544**
TOTAL 2017/18 REVENUE BUDGET:	318,671	**259,254**	59,417	**225,834**	2,534,646	**2,333,283**	201,363	**3,562,634**	**3,111,044**
OPERATING EXPENDITURE BUDGET FY 2017/18	288,138	214,093	(74,044)	147,559	1,731,727	**1,926,839**	195,112	2,305,686	**2,569,119**
FUNDRAISING EXPENDITURE BUDGET FY 2017/18	24,206	26,994	2,788	30,533	160,374	**242,944**	82,569	185,855	**323,925**
TOTAL 2017/18 EXPENDITURE BUDGET:	312,344	**241,087**	(71,257)	**178,092**	1,892,101	**2,169,783**	277,682	**2,491,541**	**2,893,044**
NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY	**6,327**	**18,167**	**(17,415)**	**47,742**	**642,545**	**163,500**	**(76,318)**	**1,071,093**	**218,000**
Investment Activities	**(188,318)**	**18,167**	**-**	**72,711**	**832,142**	**163,500**	**-**	**1,197,407**	
NET SURPLUS (DEFICIT)	**(181,991)**	**-**	**(17,415)**	**120,453**	**1,474,687**	**-**	**(76,318)**	**2,268,500**	**-**

	Revenues	Expenditures	Current YTD Ending 03/31/18	FY 17/18 Annual Budget	Variance %	Prior Year Month Ending 03/31/17
Balances:						
Spring Luncheon -105						
Donations	100.00	0.00	100.00			0.00
Special Events Inc	6,380.00	0.00	6,380.00			10,500.00
Scholarship Donations	0.00	0.00	0.00			0.00
Marketing	0.00	(998.75)	(998.75)			
Printing/Design/Gr	0.00	(730.07)	(730.07)			(1,002.99)
Postage	0.00	0.00	0.00			(60.36)
Special Event Expenses	0.00	(500.00)	(500.00)			0.00
Total Spring Luncheon	**6,480.00**	**(2,228.82)**	**4,251.18**	**15,000.00**	**28.34%**	**9,436.65**
Holiday Luncheon - 119						
Special Events Income	9,235.00	0.00	9,235.00			0.00
Special Events Expenses	0.00	(4,691.43)	0.00			0.00
Marketing Expenses	0.00	(2,465.00)				
Printing Design/Graphics	0.00	(818.47)	(818.47)			0.00
Total Holiday Luncheon	**9,235.00**	**(7,974.90)**	**1,260.10**	**0.00**	**0.00%**	**0.00**
FALL LUNCHEON - 101						
Special Events Income	0.00	0.00	0.00			6,590.00
Special Events Expenses	0.00	0.00	0.00			(3,640.00)
Printing/Design/Graphics	0.00	0.00	0.00			(1,356.98)
TOTAL FALL LUNCHEON	**0.00**	**0.00**	**0.00**	**10,000.00**	**0.00%**	**1,593.02**
Coeta Barker Tea - 164						
Special Events Income	0.00	0.00	0.00			0.00
Special Events Expenses	0.00	0.00	0.00			0.00
Marketing	0.00	(680.00)	(680.00)			0.00
Printing Design/Graphics	0.00	(140.09)	(140.09)			0.00
Total Coeta Barker Tea	**0.00**	**(820.09)**	**(820.09)**	**5,000.00**	**-16.40%**	**0.00**
Citizen of Distinction - 181						
Special Event Income	0.00	0.00	0.00			224,318.05
Special Event Expenses	0.00	0.00	0.00			(26,152.42)
Donations	0.00	0.00	0.00			40,108.00
Scholarship Donations	0.00	0.00	0.00			6,900.00
Auxiliary Expenses	0.00	0.00	0.00			(552.50)
Postage	0.00	0.00	0.00			(81.65)
Marketing	0.00	0.00	0.00			(2,160.25)
Independent Contractors	0.00	0.00	0.00			0.00
Office Supplies - Auxiliary	0.00	0.00	0.00			(75.00)
Printing/Design/Graphics	0.00	0.00	0.00			(4,463.15)
Recognition	0.00	0.00	0.00			(334.80)
Total Citizen of Distinction	**0.00**	**0.00**	**0.00**	**155,000.00**	**0.00%**	**237,506.28**
Stepping Out for COD - 190						
Donations	73,750.00	0.00	73,750.00			2,330.00
Special Event Income	473,900.00	0.00	473,900.00			401,925.00
Special Event Expenses	0.00	(35,019.88)	(35,019.88)			(35,546.74)
Refunds	0.00	0.00	0.00			0.00
Equipment Fees	0.00	0.00	0.00			0.00
Postage	0.00	(2,761.92)	(2,761.92)			(1,714.46)
Printing/Design/Graphics	0.00	(7,985.83)	(7,985.83)			(5,244.64)
Clerk (Seasonal) - Student Worker	0.00	0.00	0.00			(24.00)
Office Supplies & Equipment	0.00	0.00	0.00			0.00
Independent Contractors	0.00	(950.00)	(950.00)			(27,000.00)
Marketing	0.00	(24,851.84)	(24,851.84)			(36,060.88)
Total Stepping Out for COD	**547,650.00**	**(71,569.47)**	**476,080.53**	**300,000.00**	**158.69%**	**298,664.28**
Presidents Circle Art Auction - 202						
President's Circle Special Events Inco	35,000.00	0.00	35,000.00			0.00
Special Event Expenses	0.00	(150.00)	(150.00)			0.00
Total Presidents Circle Art Auction - 20	**35,000.00**	**(150.00)**	**34,850.00**	**0.00**		**0.00**
Total Balances:	**$598,365.00**	**$(82,743.28)**	**$ 515,621.72**	**$485,000.00**	**106.31%**	**$ 547,200.23**

COLLEGE of the DESERT FOUNDATION

Academic Angels Committee Meeting Minutes

MINUTES FOR April 10, 2018	Time 9:00 AM	Foundation Conference Room

Members Present:	Susan Linsk, Diane Denkler, Marge Barry, Cynthia Cottrell, Donna jean Darby, Roberta Duke, Erica Espinola, Nancy Harris, Suz Hunt, Linda Rider, Linda Weakley, CJ Westrick,
Members not Present:	Sally Simonds, Rhonda Bader, Mindy Sensiba, Laura Silva
Guest(s):	Peter Sturgeon, Liz Chambers, Annebelle Nery Ph.D., John Mosser, Ph.D.
Recorder:	Kippy Laflame

AGENDA

1. Call to Order/Roll Call At 9:00 AM			
2. Action Item(s)			
3. Spring Luncheon Update – Roberta Duke – April 16th			
DISCUSSION	✓ Ninety-one attendees looking for 100. The committee was asked to call friends. ✓ The timeline was discussed in detail. ✓ Goal for new memberships is 10.		
CONCLUSION			
FOLLOW-UP ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**
Pledge cards, name tags, membership applications		Kippy Laflame	
4. Coeta Barker Reception – May 7, 2018			
DISCUSSION	Limit of the Carrus home is 70 max. Approx. 20 people so far have RSVP.		
CONCLUSION			
FOLLOW-UP ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**
NONE			
5. Potential Fundraiser Events			
DISCUSSION	There are two proposed events for 18-19 that were discussed: ✓ Feb 16 or 24th 2019: HITS "Horses in the Sun" in Thermal. Brunch in the VIP tent and World Class Jumping ($100K cup). Linda Weakley was asked to co-chair the event. ✓ Last week of November or first week of December 2018 "COD's Got Talent" dinner featuring talented COD staff, faculty and students. Tim Bruneau, COD faculty and program director for the Desert Chorale. Has a real eye for talent and we feel he would be the perfect person to be the program director.		
CONCLUSION	Committee will work with Foundation Staff on next steps		
FOLLOW-UP ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**
HITS Facts or selling points		Susan Linsk	
Explore Event Concept with Tim Bruneau		Peter Sturgeon	
Propose COD's Got Talent Concept, explore development of event budget and fund raising potential, dates, available staffing, and venue.		Peter Sturgeon to bring to Foundation Executive Director.	

<table>
<tr><td colspan="4">6. Emergency Plan – Peter Sturgeon</td></tr>
<tr><td>DISCUSSION</td><td colspan="3">Peter Sturgeon went through the College's Emergency Response Plan, in particular what to do if an active shooter is on campus and what to do in the event of an earthquake.</td></tr>
<tr><td>CONCLUSION</td><td colspan="3"></td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">Printed guides to be available at next meeting</td><td>Kippy Laflame</td><td></td></tr>
<tr><td colspan="4">7. Emerging Student Needs - Food Cards and Textbooks – Dr. Annebelle Nery, VP Student Success</td></tr>
<tr><td>DICUSSION</td><td colspan="3">Our student services program is nationally recognized. Any student that is low income, underprivileged, first generation, foster youth, veterans or special program; when they come to us they perform as well if not better than others. When we look at students we find out that they have food insecurities, housing, transportation, and childcare issues. We build services that wrap around these needs as a mandatory on-boarding process here at COD. An example would be: to deal with food ins we have food distribution (FIND) every 2nd Tuesday of the month. We have 9 food pantries when they address their food needs they stay at college and succeed to the next level. References for short term housing and one on one counselling. Our students are only learning the credits that they need. Our students increase their income brackets by two levels. A lot of these programs are covered by grants but there is still needs. We are looking at a program this year that would institutionalize addressing food and textbook insecurities. For $500 a food card can feed Full Time student for one semester and $500 can purchase student textbooks for one semester.
The meal portion will loaded on the student ID card and a bookstore voucher will cover the textbook needs.
We will get reports on the students that will be benefiting from the vouchers.
There will be mentoring opportunities. The program is being organized this summer and should be rolled out this fall.</td></tr>
<tr><td>CONCLUSION</td><td colspan="3">Any questions for Dr. Nery can be sent to Dr. Mosser</td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">Ask at the Spring luncheon will be geared to food and textbook insecurities</td><td></td><td></td></tr>
<tr><td colspan="4">8. Update from COD Board Meeting – Diane Denkler</td></tr>
<tr><td>DICUSSION</td><td colspan="3">✓ Observatory in Thermal.
✓ COD Friends of the Library sold over $3000 worth of books at $1/book.
✓ Campus tours are focusing on engaging country clubs. Seven out of nine Tamarisk tourists became President Circle members
✓ Master Plan was presented at the last meeting. Board will take pieces of the plan that we can impact as a group. We will present in May or June to the Angels.
✓ Alumni Director is being hired
✓ Kudos to Diane Gershowitz & Diane Rubin for the best Stepping Out yet.</td></tr>
<tr><td>CONCLUSION</td><td colspan="3"></td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">NONE</td><td></td><td></td></tr>
<tr><td colspan="4">9. Old / New business</td></tr>
<tr><td>DICUSSION</td><td colspan="3">NONE</td></tr>
<tr><td>CONCLUSION</td><td colspan="3"></td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">NONE</td><td></td><td></td></tr>
</table>

9. Adjournment 11:00am **Next meeting May 8, 2018 at 9:00am**

COLLEGE of the DESERT FOUNDATION

President's Circle Meeting Minutes		
MINUTES FOR April 11, 2018	2:00 PM	Dawson Foundation Building Conference Room

Members Present:	Carol Bell Dean, Bill Chunowitz, Tom Minder, Joanne Mintz, Annette Novak
Members Absent:	Diane Denkler, Barbara Fromm, David Nola
Staff Present:	Peter Sturgeon, John Mosser, Ph.D., Kat Benjamin (recorder)

AGENDA

1. Call to Order/Roll Call: 2:00 PM Carol Bell Dean			
2. Public Invitation to Speak per the Brown Act: None			
3. Campus Tours Update – Peter Sturgeon			
DISCUSSION	Peter Sturgeon provided an update on the Campus Tour Program. He recently met with a group of Country Club Managers and plans to get them on a campus tour before school starts in the Fall.		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
4. Stepping Out for COD – Peter Sturgeon			
DISCUSSION	Stepping Out for COD was a great fundraising success, especially due to the generous donations from the Greene Family and Donna MacMillan. The event made over $652,000.		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
5. President's Circle Reception 04-17-18 – Carol Bell Dean			
DISCUSSION	Carol Bell Dean announced that this reception has been cancelled due to logistical circumstances and will be re-scheduled for the Fall.		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
6. Spring Play 05-04-18 – Carol Bell Dean			
DISCUSSION	Event is on track and invitations will go out soon. Electronic invitations will be sent first, followed by a hard copy mailing. Annette Novak volunteered to write personal messages on some of the invitations in order to encourage attendance.		
CONCLUSION	It was decided that the event invitation will say the reception will consist of a "cocktail buffet" instead of "heavy hors d'oeuvres".		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			

7. Fundraising		
DISCUSSION	Carol Bell Dean posed the question of whether or not the committee should think of new ideas for raising unrestricted funds. Discussion ensued about possible fundraising ideas. Additional discussion ensued about ways to get donors more involved with the college, since many donors also want tangible ways to help the students.	
CONCLUSION	Committee members will brainstorm new fundraising ideas and will discuss at the next meeting.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Committee members suggested Foundation staff might talk with Dr. Annebelle Nery to learn more about student needs.	Foundation Staff	
8. Old Business		
DISCUSSION	None.	
CONCLUSION	None.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		
9. New Business		
DISCUSSION	None.	
CONCLUSION	None.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		
10. Adjournment: Meeting was adjourned at 3:05 PM		
DISCUSSION	The next President's Circle Committee Meeting will take place on May 9, 2018 at 10:00 AM.	
CONCLUSION	None.	
FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
NONE		

COLLEGE of the DESERT FOUNDATION

Stepping Out for COD Committee Meeting Minutes		
MINUTES FOR March 7, 2018	**Time 10:00 AM**	**Foundation Conference Room**

Members Present:	Diane Gershowitz, Diane Rubin, Bill Chunowitz, Dominic Shwe, Gale Hackshaw, Diane Denkler, Terri Ketover(via video), Norma Castaneda(via video), Toni Ackerman(via video)
Members not Present:	Renee Mayer, Margo Halperin, Norma Castaneda, Sherry Schor, Suz Hunt, Dominique Shwe
Staff & Contractors:	Peter Sturgeon, John Mosser, Tim O'Bayley
Recorder:	Diane Denkler

AGENDA

1. Call to Order/Roll Call 10:00 AM by Diane Gershowitz		
2. Public Invitation to speak per the Brown Act: None		
3. Update – Tim O'Bayley		
DISCUSSION	✓ The Desert Sun had a quarter page ad in today's paper. The committee commented on the color which is very impactful. ✓ TV spots have started on KESQ and KMIR, Today Show and 5 and 5-6 News as well as Entertainment Tonight; all focused on our market ✓ Everything is running on schedule: radio, TV and newspaper. ✓ The McCallum included us in of their ads showing upcoming events. ✓ Print ads in Desert Sun, Magazine and Outlook. ✓ Everything is hitting now to be the most impactful for ticket sales. ✓ Second postcard at mailing house for mailing today. ✓ Eye on the Desert (CBS) interview with Peter, March 20 at 6:45pm ✓ Tim O'Bayley will send the schedule of interviews. ✓ Donor envelopes will be put in the program.	
CONCLUSION	Discussed how to share the event on our Facebook	
FOLLOW-UP ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**
NONE		
3. Status of Solicitation		
DISCUSSION	✓ Second solicitation ~ 80 have been sent to everyone who has not stepped up yet. ✓ Committee members went through the list and will call those they feel comfortable. ✓ Vendor list. ✓ All sponsors need to be in by March 20th to make it to the program. ✓ Tim to change the	
CONCLUSION		
FOLLOW-UP ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**
BIGHORN CARES application should be in May	Peter Sturgeon	
COD Vendor list will be called	Peter and John	

4. Pre-event Update at BIGHORN			
DISCUSSION	✓ Tim met with Joe De Novie and the Signature party people to walk through the room. ✓ Logos and Stepping Out will be on the seven screens we will have our logo and the Stepping Out. Approx. 80 people will be attending. ✓ Concern about chairs with only 40 chairs available. Diane requested another 15 chairs to be added to the order. ✓ Tim will get the chocolate Cuban cigars and matches for the tabletops. ✓ The COD musicians are practicing and ready. ✓ Event drink, Cuba Libre, BH will put a sign on bar.		
CONCLUSION			
FOLLOW-UP ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**
Sketch out the room set-up		Tim O'Bayley	
5. Post Event in the Founders Room at the McCallum			
DISCUSSION	✓ Coffee, liqueurs and sweets will be offered in the Founders. Approx. 9:45pm		
CONCLUSION			
FOLLOW-UP ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**
NONE			
6. Stepping Out 2019 - March 20, 2019			
DISCUSSION	✓ Mitch Gershenfeld has approached David Burnham and Christina Andreas for next year's show. ✓ Should include in the program to get buzz going for next year.		
CONCLUSION			
FOLLOW-UP ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**
6. Adjournment 11:00am **Next meeting March 29, 2018 at 10:00am**			

COLLEGE of the DESERT FOUNDATION

Stepping Out Committee Meeting Minutes		
MINUTES FOR March 29, 2018	**Time 10:00 AM**	**Foundation Conference Room**

Members Present:	Diane Gershowitz, Diane Rubin, Bill Chunowitz, Gale Hackshaw, Terri Ketover(via video)
Members not Present:	Diane Denkler, Renee Mayer, Margo Halperin, Norma Castaneda, Sherry Schor, Suz Hunt, Toni Ackerman
Staff & Contractors:	Tim O'Bayley, John Mosser, Liz Chambers, Peter Sturgeon
Recorder:	Kippy Laflame

AGENDA

1. Call to Order/Roll Call 10:00 AM by Diane Gershowitz		
2. Public Invitation to speak per the Brown Act: None		
3. Committee Chairs Word of Appreciation – Diane Gershowitz		
DISCUSSION	Diane Gershowitz thanked the whole committee and her co-chair Diane Rubin for their hard work. A special thanks to Diane Denkler for her great idea of inviting the $5K and up sponsors to the pre-event. There will be a post debrief meeting in April following the event.	
CONCLUSION		
FOLLOW-UP ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**
NONE		
4. Pre-event Update at BIGHORN		
DISCUSSION	✓ Peter Sturgeon met with the musicians and reviewed their set list. ✓ We will try to get the one or two of the musicians to come down to the theater early to entertain the patrons. ✓ Chocolates are on an UPS truck delivery will hopefully be today. ✓ The ambassadors will be carrying the Maracas. ✓ Tim showed the committee the 4 pages highlighting Lucie Arnaz and the show on the Desert Sun. ✓ Committee members need name tags. ✓ All tickets will be handed out to the sponsors as they come into BIGHORN clubhouse ✓ There are now 3 vegetarian items that have been added to the buffet. ✓ All the room set-up will be done by 5:00pm. The committee members should try and be there between 5:00pm and 7:30pm ✓ Dr. Kinnamon will be acknowledging the committee and thanking the sponsors. ✓ Dr. Kinnamon will be giving Lucie a dozen roses after her last song.	
CONCLUSION		
FOLLOW-UP ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**
Name tags for Committee members at pre-event	Kippy Laflame	
Marge Dodge needs photos for article in Desert Scene	Kippy Laflame	
5. Post Event in the Founders Room at the McCallum		

<table>
<tr><td>DISCUSSION</td><td colspan="3">

✓ House opens at 7. All sponsor names will be showing on a Power Point loop.
✓ The co-chairs open the show followed by the video with Lucie taking the show at 8:15pm.
✓ No intermission at 9:30 the ambassadors need to be in place for handing out the chocolate cigars at all exits of the theater.
✓ Co-Chairs, the Presenting, 60th Anniversary sponsors will be invited to the green room to meet and greet Lucie. Liz Chambers will be guiding them to the green room
✓ All other sponsors will be waiting in the Founders room to meet and greet Lucie.

</td></tr>
<tr><td>CONCLUSION</td><td colspan="3"></td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">Remind sponsors to go to the Founders Room at the pre-event</td><td>Diane Gershowitz and Rubin</td><td></td></tr>
<tr><td colspan="4">6. Sales update</td></tr>
<tr><td>DISCUSSION</td><td colspan="3">

✓ Goal is $519,185 the sales at this point is $657,950 because of Generous support of Donna MacMillan and the Greene Family that came through as 60th Anniversary sponsors. Sales are still coming in.
✓ The Graduate sales doubled this year.
✓ We still have great seats to sell.

</td></tr>
<tr><td>CONCLUSION</td><td colspan="3"></td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">Issues with the McCallum not forwarding to us. They need to call Box Office</td><td>Kippy Laflame</td><td></td></tr>
<tr><td colspan="4">7. Campus Tours</td></tr>
<tr><td>DISCUSSION</td><td colspan="3">

✓ No sponsor has called but we will reach out to them after the show. Last tours are in May.

</td></tr>
<tr><td>CONCLUSION</td><td colspan="3"></td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2"></td><td></td><td></td></tr>
<tr><td colspan="4">8. Stepping Out 2019</td></tr>
<tr><td>DISCUSSION</td><td colspan="3">

✓ Next year is March 20th with David Burnham and Christine Andreas.
✓ The date and the artist is in the program.
✓ We should add their photos in the PowerPoint loop. Tom Truhe or Childers office could have good photos on them.

</td></tr>
<tr><td>CONCLUSION</td><td colspan="3"></td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2"></td><td></td><td></td></tr>
<tr><td colspan="4">9. Follow up meeting: April 9, 2018 at 9:00am

Meeting adjourned.</td></tr>
</table>

COLLEGE of the DESERT FOUNDATION

2018 Debrief - Stepping Out Committee Meeting Minutes		
MINUTES FOR April 9, 2018	**Time 9:00 AM**	**Foundation Conference Room**

Members Present:	Diane Gershowitz, Diane Rubin, Toni Ackerman, Gale Hackshaw, Terri Ketover(via video)
Members not Present:	Bill Chunowitz, Diane Denkler, Renee Mayer, Margo Halperin, Norma Castaneda, Sherry Schor, Suz Hunt, Dominique Shwe
Staff:	Tim O'Bayley, Liz Chambers, John Mosser, Peter Sturgeon
Recorder:	Kippy Laflame

AGENDA

1. Call to Order/Roll Call 9:00 AM by Diane Gershowitz	
2. Public Invitation to speak per the Brown Act: None	
3. Debrief of Stepping Out 2018	
DISCUSSION	Talent: ✓ Lucie asked Diane Gershowitz if she could have a copy of the video as she thought it was the best Latin Roots show she had ever done. We never videotape the shows but it will be an item added to the negotiating of contracts in the future as it could be used for marketing and instructional uses. ✓ The masterclass is being organized by Peter Sturgeon who will send dates to Tim O'Bayley to negotiate with Lucie. Video: ✓ Everyone thought the video was good but too long. Should be under 5 minutes as most attention spans are so short. ✓ Although the merging of the 60th Anniversary and our event was interesting it did not have the "hook" to get people to give. The emotionally impactful student stories were missed. ✓ We really need to start creating the message earlier, in the fall preferably. Welcome: ✓ Both Diane Gershowitz and Diane Rubin did a super job. The rap, written by Hal Gershowitz, was a hit. ✓ Next year they would prefer a Lucite podium as the McCallum's seemed to large Student participation and college co-operation: ✓ The ambassadors should be more visible perhaps name tags, or a sash that would make them stand out more ✓ The co-chairs should have seen the video before presenting it to the public. ✓ The student musicians were fabulous. The music is really needed at any pre-event as it sets the tone for the evening. Pre-party at venue and catering BIGHORN: ✓ Kudos to Tim O'Bayley the room looked great ✓ Food was good and abundant

<table>
<tr><td></td><td colspan="3">✓ Mashed potato bar could have been presented differently. It was felt that most people did not know what it was.
✓ We should have ambassadors at the pre-event to help with greeting sponsors.
✓ Ticket distribution went well but we should have left a message on the Foundation voice mail directing people to the Executive Director's cell phone in case of last minute questions.
✓ We should communicate with sponsors on a monthly basis to give them updates. Most come in months before the actual event and they forget they have sponsored the event.
✓ There were not enough chairs and some people thought it was too long to be standing. Next year we will order chairs for 50% of whatever number of attendees we are expecting. If we continue with hi-top tables we should get some hi-top chairs to go with them.
Event honoree:
✓ Diane Gershowitz raised the idea of adding an event Honoree as a way to increase fund raising. The Committee enthusiastically endorsed the idea. John Mosser will discuss the concept with President Kinnamon.
Succession:
✓ Diane Gershowitz felt that a new face is needed as co-chair for next year. The committee felt that the Gershowitz and Rubin duo was brilliant.</td></tr>
<tr><td>CONCLUSION</td><td colspan="3"></td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">NONE</td><td></td><td></td></tr>
<tr><td colspan="4">4. Sales</td></tr>
<tr><td>DISCUSSION</td><td colspan="3">Goal last year was $468,545 with a gross event total of $488,235 which included the Schnitzer 3 year pledge of $150,000.
This year our goal was $519, 185 with a gross event total of $689,175. We are still processing payments and we will have statistics for the next meeting.</td></tr>
<tr><td>CONCLUSION</td><td colspan="3"></td></tr>
<tr><td colspan="2">FOLLOW-UP ITEMS</td><td>PERSON RESPONSIBLE</td><td>DEADLINE</td></tr>
<tr><td colspan="2">Statistics comparison of 2017 to 2018</td><td>Kippy Laflame</td><td></td></tr>
<tr><td colspan="4">5. Sponsorship level</td></tr>
<tr><td>DISCUSSION</td><td colspan="3">✓ We should add a $2,500 level for next year.
✓ They would be asked to the pre-event.
✓ Liz Chambers suggested that we start soliciting sponsorships in September or October.
✓ The presenting sponsorship should be at a higher level.
✓ What is our strategy to engage students and staff? As we see availability we could create more positive goodwill with them by offering tickets at a good pricing. Milestones can be set as we see how the ticket sales are going and when we can offer
✓ Diane G. spoke to Mitch Gershenfeld and no contract had been signed so far.
✓ Mitch has a season that he needs to fill. He is not our agent perhaps we can look at hiring one for next year to advocate for us.</td></tr>
</table>

	✓ We need to think 2-1/2 years ahead to get a better section of the season. February is the best time, mid-week. If we could have a static event every year it could help in organizing. ✓ Monetizing the show. We should find an underwriter for the entertainer, the pre-event, the post-event, program ads. ✓ Engagement staff will help in reaching out to the business community. ✓ Corporate chair on the committee to help engage business community. ✓ After event publicity was very effective and Tim negotiated a great price of $2700 ✓ Another thank you ad will be appearing later in the month.
CONCLUSION	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Reach out to Mitch to discuss contract for 2019	John Mosser	

6. Thank you notes

DISCUSSION	✓ A generic thank you letter will be sent out that Peter and Kippy will draft. ✓ The co-chairs will be coming to the office to hand write thank you notes to all the sponsors. ✓ We will print a copy of the event photos so we can include in the TY note. ✓ A special package will be sent out to Arlene Schnitzer and Donna MacMillan as they were not able to make the show. ✓ We could do a Survey Monkey of 5 questions to get some indicator of what our market is thinking. ✓ Liz Chambers suggested that the letters that are going to the Roadrunner sponsorship include tickets to a Pollock Theater show. ✓ Picking a person to honor for next year.
CONCLUSION	

FOLLOW-UP ITEMS	PERSON RESPONSIBLE	DEADLINE
Reach out to Mitch to discuss contract for 2019	John Mosser	
Involve the COD Institutional Research to create a Monkey Survey	John Mosser	

6. Adjournment 11:00am
Next meeting May 10, 2018 at 10:00am

COLLEGE of the DESERT FOUNDATION

2019 FISCAL YEAR FOUNDATION BUDGET

FOUNDATION MISSION STATEMENT

The Mission of the College of the Desert Foundation is to act as advocates for the College and to secure financial support enhancing the educational opportunities for all students.

Focus of the 2019 Fiscal Year Budget

This budget will enable the Foundation to better meet the expanding philanthropic needs of College of the Desert, continue our successful current programmatic initiatives and enhance the stewardship of existing funds and donors.

Key Goals for the 2019 Fiscal Year Budget

- **Supporting Alumni Engagement Programming -** Providing financial and programmatic support for the emerging Alumni Engagement Program that will begin with the hiring of a New Director of Alumni Engagement.
- **Developing New Relationships and Partnerships in Palm Springs** – Expanding the Foundation staff to cultivate new relationships with civic, philanthropic and business leaders in Palm Springs. Recruiting Foundation Board member candidates from Palm Springs. Developing new partnerships with businesses in Palm Springs.
- **Developing New Relationships and Partnerships in Indio and the East Valley** – Expanding Foundation staff to cultivate new relationships with civic, philanthropic and business leaders in Indio and the East Valley. Recruiting Foundation Board member candidates from Indio and the East Valley. Developing new partnerships with business in Indio and the East Valley.
- **Investing in New Fund Raising Initiatives** – As student enrollments expand the Foundation will be called on to raise additional funding to support the growth in the Pledge Scholarship Program. Additionally, new "participation level" giving opportunities will be needed as alumni donors and employees are asked to begin to support the mission of the College.

What the FY2019 Budget will make Possible

Adoption of the FY2019 Foundation Budget will make the following outcomes possible:

- To financially support the start-up phase of the College's Alumni Engagement Program.
- To fund activities to grow the alumni database of the College.
- To grow leadership level ($1,000+) unrestricted gifts by following up with the nearly 1,400 campus tour participants who have not yet been solicited for their first President's Circle Gift.
- To establish an annual giving program to begin to solicit Alumni, Faculty & Staff, Retirees, and Parents.

- To create programs and activities to involve younger donors.
- To expand the marketing of popular planned gift initiatives such as IRA Rollover, Charitable Gift Annuities, Donation of Appreciated Securities, Trust Gifts, Insurance Gifts, and Bequests.
- To ask major donors to support the growth in the Pledge Program Scholarships, along with Building and Space Naming Opportunities.
- To provide for the solicitation of more regional businesses in Palm Springs, Indio and the Central Coachella Valley.
- To generate an estimated **$1,339,765 in New Fund Raising Revenue**.

What will Contract staffing for these new initiatives cost?

- Staffing for the proposed new contract fund raising positions is $391,520 in salary payments and $176,000 in estimated Programmatic fund raising expenses ($567,520 total.)

What are the Potential Challenges of the Expanded Staffing in the Budget

- It may take several months to recruit and engage new fund raising contractors.
- Not offering fringe benefits may prevent some qualified applications from pursuing these positions.
- The lack of benefits could impact long-term retention of contractors.

Benefits of the Budget Plan

- The Foundation will be better able to support the College's Expanding Geographic Service Region.
- New revenues streams will be established that have the potential to grow over time.
- The new initiatives will engage more donors.
- The new initiatives will create opportunities for younger donors.
- The new initiatives will provide a low-cost, low-risk method to establish the financial benefits of creating fund raising programs currently not being pursued by the Foundation.
- Provide a financially conservative and low-risk method to grow fund raising revenue.
- Provide opportunities to better steward existing and new donors.

Budget Highlights:

The 2019 Fiscal Year Foundation Budget seeks to address these exciting new opportunities for the College. This proposed budget will enable the Foundation to develop new community partnerships, establish new streams of philanthropic revenue, to enhance existing fund raising efforts, and better steward current donors. The planned growth of College of the Desert in Palm Springs and Indio brings with it the need for expanded philanthropic funding for College programs –especially the Pledge Scholarship Program. The launch of a new Alumni Engagement Program will also require development of the FR50 database and funding activities to help launch the new alumni program.

The proposed budget seeks to support College of the Desert by growing revenues from the following sources:

1. **Annual Giving Program** *(Faculty & Staff Campaign, Retiree giving and Alumni Giving), $50, $100, $250, $500*

2. **Leadership Giving Program** (*Presidents Circle*), $1,000, $2,500, $5,000
3. **Major Gifts** (*Pledge Scholarships, Space naming opportunities*),$50,000 or more
4. **Business Fundraising Program** (*Expanded business and community partnerships at all levels of funding).*

Summary

This budget will enable the Foundation to better meet the expanding philanthropic needs of College of the Desert, develop new philanthropic revenue streams and enhance the stewardship of existing funds and donors.

Foundation

FY 18/19 COMBINED OPERATING BUDGET

REVENUES

	FY 17/18 CURRENT YEAR OPERATING BUDGET & YEAR END PROJECTION	Actuals Thru 04/03/18	% of Current Budget	Proposed FY 18/19 Operating Budget	% of Budget Change vs. Prior Year Budget
Fundraising Revenues:					
Annual Giving	466,000	389,340	83.5%	**370,000**	-20.6%
Leadership Giving	185,000	153,242	82.8%	**400,000**	116.2%
Business Engagement Giving	-	-	0.0%	**250,000**	100.0%
Major Gifts	150,000	-	0.0%	**270,000**	80.0%
Planned Giving	50,000	-	0.0%	**750,000**	1400.0%
Special Events Giving	479,235	530,435	110.7%	**630,000**	31.5%
Scholarship Donations	435,000	302,680	69.6%	**360,000**	-17.2%
Scholarship Pass-Thru Donations	300,000	289,276	96.4%	**300,000**	0.0%
Grants	100,000	27,000	27.0%	**50,000**	-50.0%
Fundraising Revenues	2,165,235	1,691,973	78.1%	3,380,000	56.1%
Investment/Other Revenues:					
Investment Management Services	391,000	260,477	66.6%	**395,000**	1.0%
Gift Fee	37,500	22,520	60.1%	**40,000**	6.7%
In Kind Revenue	68,000	-	0.0%	**68,000**	0.0%
Interest/Dividends Income	580,000	413,048	71.2%	**580,000**	0.0%
Investment/Other Revenues	1,076,500	696,045	64.7%	1,083,000	0.6%
Total Combined Revenue	**3,241,735**	**2,388,018**	**73.7%**	**4,463,000**	37.7%

COLLEGE of the DESERT

Foundation

FY 18/19 COMBINED OPERATING BUDGET

EXPENDITURES

	FY 17/18				
	CURRENT YEAR OPERATING BUDGET & YEAR END PROJECTION	Actuals Thru 04/03/18	% of Current Budget	Proposed FY 18/19 Operating Budget	% of Budget Change vs. Prior Year Budget
Fundraising Expenses					
Annual Giving	-	-	0.0%	**25,000**	100.0%
Leadership Giving	29,000	5,818	20.1%	**24,000**	-17.2%
Business Engagement	-	-	0.0%	**5,000**	100.0%
Major Gifts	-	-	0.0%	**5,000**	100.0%
Planned Giving	5,000	200	4.0%	**17,000**	240.0%
Capital Campaign	5,000	-	0.0%	-	-100.0%
Special Events Expenses	84,045	37,939	45.1%	**100,000**	19.0%
Total Fundraising Expenses:	123,045	43,957	35.7%	176,000	43.0%
General Operating Expenses					
Alumni Database Development	25,000	-	0.0%	**75,000**	200.0%
Alumni Engagement	-	-	0.0%	**15,000**	100.0%
Auditor	15,000	8,160	54.4%	**15,000**	0.0%
Bad Debt	15,000	2,520	16.8%	-	-100.0%
Bank Charges	6,500	3,691	56.8%	**6,500**	0.0%
Board/Staff Training	5,000	906	18.1%	**10,000**	100.0%
Community Relations	10,000	7,251	72.5%	**15,000**	50.0%
Depreciation Expense	3,600	-	0.0%	**2,300**	-36.1%
Donor Cultivation	10,000	845	8.5%	**15,000**	50.0%
Donor Recognition	10,000	8,126	81.3%	**15,000**	50.0%
Donor/Scholarship Reception Expenses	8,000	5,341	66.8%	**6,000**	-25.0%
Equipment Lease	4,000	2,537	63.4%	**4,000**	0.0%
Furniture & Equipment	805	805	100.0%	**1,000**	24.2%
In Kind Expense	68,000	-	0.0%	**68,000**	0.0%

COLLEGE of the DESERT

Foundation

FY 18/19 COMBINED OPERATING BUDGET

	FY 17/18				
	CURRENT YEAR OPERATING BUDGET & YEAR END PROJECTION	Actuals Thru 04/03/18	% of Current Budget	Proposed FY 18/19 Operating Budget	% of Budget Change vs. Prior Year Budget
Independent Contractors	30,000	7,000	23.3%	**391,520**	1205.1%
Insurance (Directors & Officers)	6,873	6,873	100.0%	-	-100.0%
Insurance (Foundation Liability)	555	555	100.0%	**555**	0.0%
Legal/Financial	2,516	-	0.0%	**2,500**	-0.6%
Marketing	462,806	196,857	42.5%	462,500	-0.1%
Membership Dues	3,000	2,710	90.3%	**4,000**	33.3%
Office Supplies & Equipment	15,000	8,847	59.0%	**20,000**	33.3%
Other Investment Expenses	55,000	33,613	61.1%	**55,000**	0.0%
Postage	6,500	3,847	59.2%	**8,000**	23.1%
Printing/Design/Graphics	20,000	10,724	53.6%	**35,000**	75.0%
Prospect Research/Screening Services	-	-	0.0%	**50,000**	100.0%
Refunds/Reimbursement of Expenses	(120,000)	(94,206)	78.5%	**(100,000)**	-16.7%
Repairs/Maintenance	2,500	-	0.0%	**1,725**	-31.0%
Service Contracts	4,500	5,570	123.8%	**6,500**	44.4%
Staff Mileage Reimbursement	1,000	-	0.0%	**1,000**	0.0%
Staff Support	2,000	1,597	79.9%	**4,000**	100.0%
Subscriptions/Publications	500	446	89.2%	**1,000**	100.0%
Telephone	1,500	-	0.0%	**1,500**	0.0%
Travel	1,000	635	63.5%	**2,000**	100.0%
Wages & Benefits	697,135	394,139	56.5%	**926,000**	32.8%
Website Fees	1,200	1,200	100.0%	**1,200**	0.0%
Total Operating Expenses:	1,374,490	620,589	45.2%	2,121,800	54.4%

COLLEGE of the DESERT

Foundation

FY 18/19 COMBINED OPERATING BUDGET

	FY 17/18				
	CURRENT YEAR OPERATING BUDGET & YEAR END PROJECTION	**Actuals Thru 04/03/18**	**% of Current Budget**	**Proposed FY 18/19 Operating Budget**	**% of Budget Change vs. Prior Year Budget**
Investment Expenses					
Realized Gain/Loss - For Split Interest Agreeements	10,000	-	0.0%	**10,000**	0.0%
Investment Management Services	391,000	260,477	66.6%	**395,000**	1.0%
Gift Fees	37,500	22,520	60.1%	**40,000**	6.7%
Other Investment Expenses	163,000	99,541	61.1%	**155,000**	-4.9%
Investment Expenses:	601,500	382,538	63.6%	600,000	-0.2%
College Support Expenses					
Contributions to the College	1,142,700	885,009	77.4%	1,565,200	37.0%
Total College Support Expenses:	1,142,700	885,009	77.4%	1,565,200	37.0%
Total Combined Expenditures	**3,241,735**	**1,932,093**	**59.6%**	**4,463,000**	**37.7%**

Proposed Budget Revisions

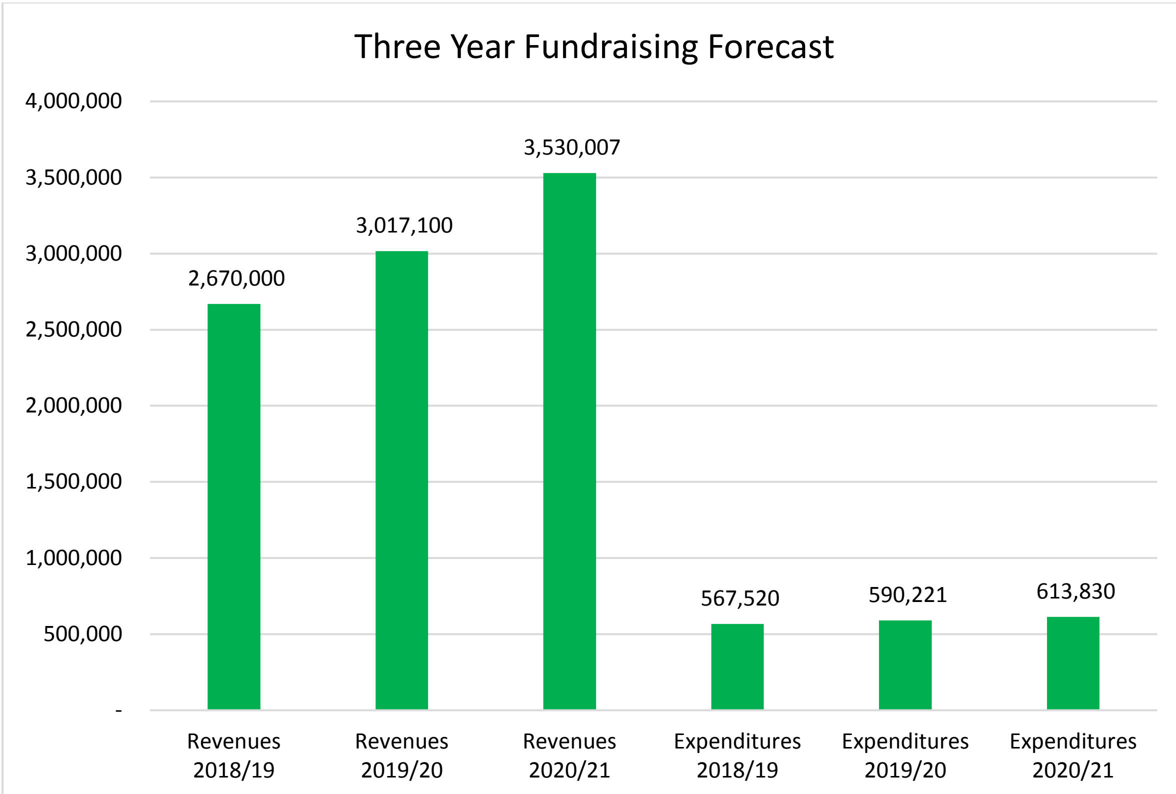
Foundation

FY 18/19 COMBINED OPERATING BUDGET

REVENUES

	FY 17/18 CURRENT YEAR OPERATING BUDGET & YEAR END PROJECTION	FY 17/18 Actuals Thru 04/03/18	FY 17/18 % of Current Budget	Proposed FY 18/19 Operating Budget	% of Budget Change vs. Prior Year Budget
***Fundraising Revenues*:**					
Annual Giving	466,000	389,340	83.5%	**600,000**	28.8%
Leadership Giving	185,000	153,242	82.8%	**400,000**	116.2%
Business Engagement Giving	-	-	0.0%	**200,000**	100.0%
Major Gifts	150,000	-	0.0%	**300,000**	100.0%
Planned Giving	50,000	-	0.0%	**250,000**	400.0%
Special Events Giving	479,235	530,435	110.7%	**630,000**	31.5%
Scholarship Donations	435,000	302,680	69.6%	**500,000**	14.9%
Scholarship Pass-Thru Donations	300,000	289,276	96.4%	**300,000**	0.0%
Grants	100,000	27,000	27.0%	**200,000**	100.0%
Fundraising Revenues	2,165,235	1,691,973	78.1%	3,380,000	56.1%
***Investment/Other Revenues*:**					
Investment Management Services	391,000	260,477	66.6%	**395,000**	1.0%
Gift Fee	37,500	22,520	60.1%	**40,000**	6.7%
In Kind Revenue	68,000	-	0.0%	**68,000**	0.0%
Interest/Dividends Income	580,000	413,048	71.2%	**580,000**	0.0%
Investment/Other Revenues	1,076,500	696,045	64.7%	1,083,000	0.6%
Total Combined Revenue	**3,241,735**	**2,388,018**	**73.7%**	**4,463,000**	37.7%

***Budget includes an adjustment made after Finance Committee approval. Staff is recommending revenue adjustment between programs.**


Three Year Fundraising Forecast
4,000,000
3,500,000
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
-
2,670,000
3,017,100
3,530,007
567,520
590,221
613,830
Revenues 2018/19
Revenues 2019/20
Revenues 2020/21
Expenditures 2018/19
Expenditures 2019/20
Expenditures 2020/21

2018-2019 Proposed Slate of Officers and Directors

2018-2019 Proposed Slate of Officers and Directors

2018-2019 Officers

Suz K. Hunt, President
Bill Chunowitz, Vice-President
Diane Rubin, Treasurer
Christine Anderson, Ed.D., Secretary

2018-2019 Board of Directors

Christine Anderson, Ed.D.
Bob Archer
Jean Carrus
Norma Castaneda
Bill Chunowitz
Peggy Cravens
Donna Jean Darby
Carol Bell Dean
Diane Denkler
Marge Dodge
Barbara Fromm
Diane Gershowitz
James Greene
Gale Hackshaw
Brian Holcombe
Suz Hunt
Vern Kozlen
Donna MacMillan
Penny Mason
Thomas Minder
Joanne Mintz
*Charles Monell, M.D.
Mark Nickerson
Diane Rubin
Jane Saltonstall, Ed.D.
Arlene Schnitzer
Sally Simonds
Dominique Shwe
Aurora Wilson

*Charles Monell, M.D., Parliamentarian

IV: Old Business

Foundation Board Discussion Groups

Focusing on the Foundation's Role in Supporting

College of the Desert's Goals in

The Educational Master Plan

April 25, 2018

Foundation Board
Discussion Group Assignments

Alumni Engagement Discussion Group

Discussion Group Leader – Vern Kozlen
Jean Carrus
Donna Jean Darby
Carol Bell Dean
Diane Denkler
Barbara Fromm
Gale Hackshaw
Chuck Monell
John Ramont
Sally Simonds

Indio and East Valley Discussion Group

Discussion Group Leader – Mark Nickerson
Norma Castaneda
Bill Chunowitz
Marge Dodge
Carl Farmer
Jim Greene
Brian Holcombe
Joanne Mintz
Diane Rubin
Aurora Wilson

Palm Springs Discussion Group

Discussion Leader – Christine Anderson
Bob Archer
Peggy Cravens
Diane Gershowitz
Donna MacMillan
Penny Mason
Jane Saltonstall
Dominique Swhe
Bob Goodfriend

Directions for Discussion Groups:

The Discussion Group Section of today's board meeting is designed to encourage Foundation board members to begin a more in-depth conversation about how the Foundation might be able to develop new organizational initiatives to assist the College in meeting the goals of the Educational Master Plan.

Specifically, <u>what could the Foundation's role be in building community partnerships, building civic and philanthropic engagement in Palm Springs, Indio and the East Valley?</u>

Additionally, <u>how can the Foundation support the establishment of a new Alumni Engagement Program to formally begin a long-term effort to identify, communicate with, and engage COD Alumni of the last 60 years in the Life of the College</u>?

Members have been assigned to one of three discussion groups based on Board member preferences. Board members wishing to switch into a different discussion group may do so.

Discussion group leaders and resource staff have been assigned to all three groups. We ask each discussion group to identify a scribe, and a group reporter. Then please take 20 minutes to address your discussion questions. Then at the end of the discussion period, the full board will come back together as one large group and each group reporter will share the highlights from their group.

Foundation Board
Discussion Group Questions

Palm Springs Discussion Group

- Please Identify key stakeholder groups and organizations – business, civic and philanthropic - that the Foundation should be developing relationships with to support the College's expansion in Palm Springs?
- Please list community attributes or factors that should play a role in informing the Foundation's community engagement strategy in Palm Springs?
- How should the Foundation begin to identify potential new board members from Palm Springs who are philanthropic and influential as potential board candidates?
- What unique opportunities could the Foundation develop to increase fund raising and community engagement in Palm Springs?

Indio and East Valley Discussion Group

- Please Identify key stakeholder groups and organizations – business, civic and philanthropic – that the Foundation should be developing relationships with to support the College's expansion in Indio and the East Valley?
- Please list community attributes or factors that should play a role in informing the Foundation's community engagement strategy in Indio and the East Valley?
- How should the Foundation begin to identify potential new board members from Indio and the East Valley who are philanthropic and influential as potential board candidates?
- What unique opportunities could the Foundation develop to increase fund raising and community engagement in Indio and the East Valley?

Alumni Engagement Discussion

- Please identify Key stakeholder groups that should be consulted in launching the College's new Alumni Engagement Program?
- Please identify ways for the Alumni Engagement staff to establish relationships with current students?
- What are some ways the Foundation can support the development of a new Alumni Engagement Program?
- What are some potential activities the Alumni Engagement Program and the Foundation could work together to serve the alumni of COD?

4/18/18

This gift is for:

Payment Method: [ ] Check or [ ] Credit Card: (make check payable to COD Foundation)

Please charge my [ ] AMEX [ ] MasterCard [ ] Visa: ______________________
Name on Card

Card# ______________________ Exp ____________ CVS# ____________

Signature Date

Billing Address (indicate **ON FILE** if nothing has changed)

City, State, Zip

Telephone(indicate **ON FILE** if nothing has changed) Email (indicate **ON FILE** if nothing has changed)