COLLEGE of the DESERT FOUNDATION

Foundation Board Meeting

General Session: 3:00 p.m.

Wednesday – May 25, 2016

Meeting Location (See map)
Cravens Multi-Purpose Room

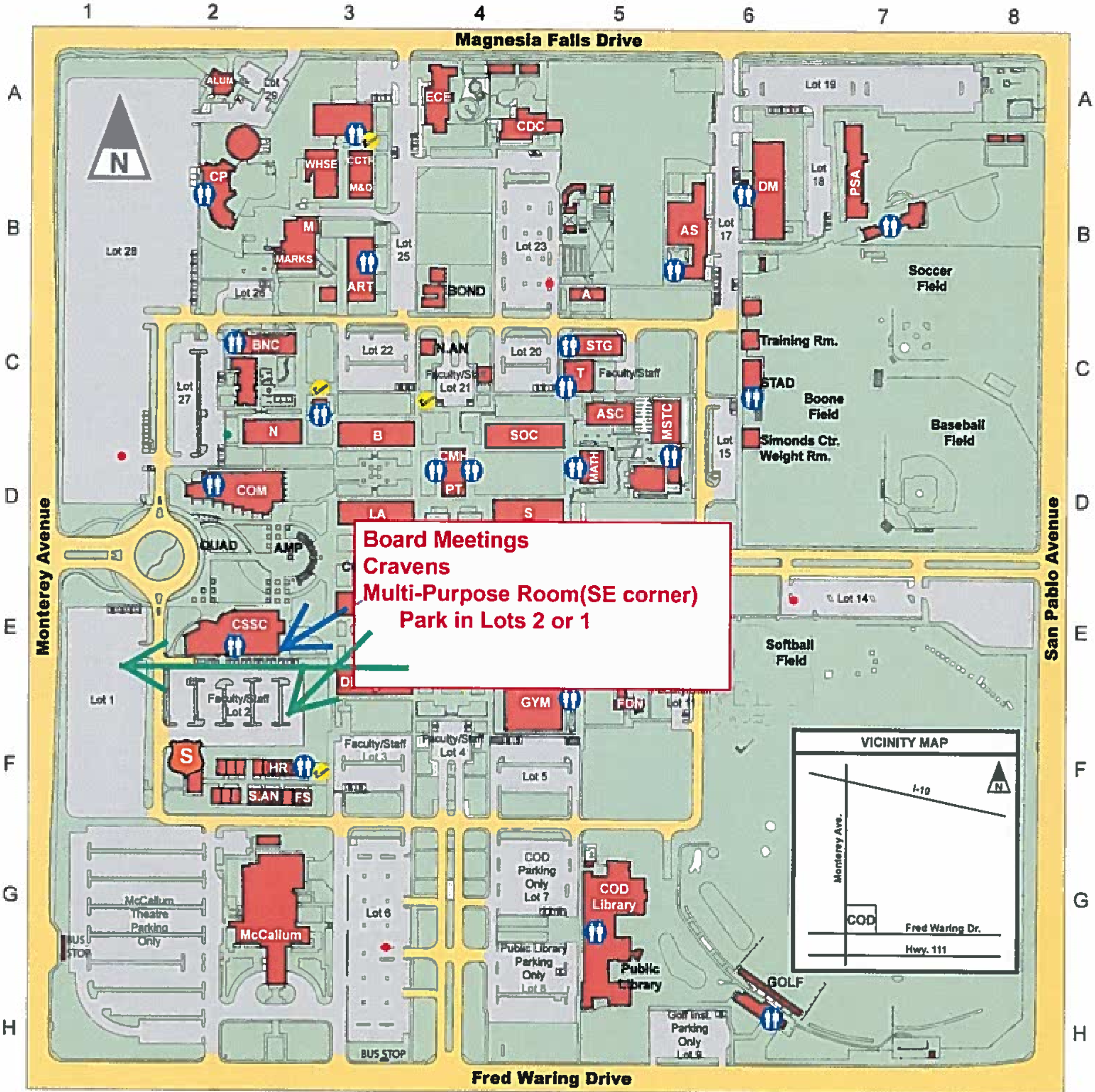
BOARD PACKETS ARE REQUIRED AT EVERY MEETING.
Please bring yours.

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

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

Core Values:
- ✓ Accountability
- ✓ Integrity
- ✓ Service Excellence
- ✓ Trust

Important Notice:
All meetings will be recorded



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
- S.AN — 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

COLLEGE of the DESERT FOUNDATION

Board of Directors
May 25 2016
Cravens Multi-Purpose Room
3:00 – 5:00p.m.

AGENDA

(**Board action required)

I. Call to Order

II. Public Invitation to speak per the Brown Act

III. Messaging and Marketing Presentation – Kay Hazen

IV. Approval of meeting minutes

A. **Approval of April 27, 2016 Board Meeting Minutes………………….…. Page: 1**

VII. Foundation Board Reports

A. Foundation organization chart……………………………………………. Page: 5
B. Foundation staff organization chart……………………………………… Page: 6
C. Review of Committee assignments

1. Academic Angels Standing Committee……………………………… Page: 8
2. Audit Standing Committee…………………………………………… Page: 9
3. Finance Investment Standing Committee…………………………… Page: 10
4. Nominating Standing Committee…………………………………… Page: 11
5. Resource Development Standing Committee……………………….. Page: 12
6. McCallum Theater event Ad-Hoc Committee………………………... Page: 13
7. Strategic Planning Ad-Hoc Committee……………………………… Page: 14

D. 2016-2017 Goals…………………………………………………… Page : 15

VIII. Committee Reports

1. Finance & Investment Committee – Vern Kozlen

a) Financial review

b) *Approval of April 2016 Financials ……………………… Page: 17*

c) Approval of May 20, 2016 Meeting Minutes…..……….. Page: 23

2. Academic Angels Committee – Eileen Hall

3. Stepping Out for COD Committee – Diane Gershowitz

a) Approval of May 10, 2016 Meeting Minutes………… Page: 24

VIII. Small group discussion review

A. How can we raise money for the Job Center?
B. How can we raise money for CDC playground?

VIII. Information Items:

A. College of the Desert President – Joel Kinnamon

B. Academic Senate President – Kelly Hall

C. COD Trustee – Bonnie Stefan

D. Development Director Reports –Peter Sturgeon

D. Foundation Board President – Mark Nickerson

1. Larry Spicer's resignation……………………………………….. Page: 26

E. Executive Director – Jim Hummer

F. Response to Community Involvement Requests:

a) None

IX. New Business

X. Adjournment

COLLEGE of the DESERT FOUNDATION

Board of Director Meeting
Wednesday, April 27, 2016 – 3:00p.m.
Cravens Multi-Purpose Room

MINUTES

Present
Bob Archer, Bill Chunowitz, Bonnie Stefan, Joan Busick, Donna Jean Darby, Carol Bell Dean, Diane Denkler, Bob Goodfriend, Eileen Hall, Kelly Hall, Brian Holcombe, Lisa Howell, Bob Manion, Chuck Monell, Mark Nickerson, Dan Martinez, Penny Mason, Jane Saltonstall, Dominique Shwe, Sally Simonds, Larry Spicer

Absent
John J. Benoit, Norma Castaneda, Peggy Cravens, Marge Dodge, Diane Gershowitz, Susan Hunt, Joel Kinnamon, Peggy Sue Lane, Donna MacMillan, Arlene Schnitzer, Kate Spates

Guest
Jim Hummer, Kippy Laflame, Kirstien Renna, Peter Sturgeon, Gigi Muth, Pam Hunter, Jeff Baker

Call to Order 3:05pm

Public Invitation to speak as per the Brown Act None

Foundation Annual Board Elections

Diane Denkler, Bob Goodfriend and Eileen Hall (as the Academic Angels President), were presented for candidacy to the Board

Unanimously accepted and approved candidates as presented

Slate of 2016-2017 Directors

Robert Archer	Vern Kozlen	Jane Saltonstall, Ed.D.
John J. Benoit	Jim Greene	Arlene Schnitzer
Joan Busick	Eileen Hall	Dominique Shwe
Norma Castaneda	Brian Holcombe	Sally Simonds
William S. Chunowitz	Suz Hunt	Kate Spates
Peggy Cravens	Peggy Sue Lane	Larry Spicer
Donna Jean Darby	Donna MacMillan	
Carol Bell Dean	Robert C. Manion	**Ex-Officio Members**
Diane Denkler	Dan Martinez	Joel Kinnamon, Ed.D.
Marge Dodge	Penny Mason	Bonnie Stefan Ed.D.
Diane Gershowitz	Charles Monell, M.D.	Kelly Hall Ph.D.
Bob Goodfriend	Mark Nickerson	Lisa Howell

Slate of directors unanimously accepted and approved as presented

Election of Officers

Mark Nickerson, President
Bob Archer, Vice-president
Vern Kozlen, Treasurer
Suz Hunt, Secretary

Slate of officers unanimously accepted and approved as presented

COD student speaker
Toni Bakal, Frank Desaro, Jesus Reyes, KCOD students, shared their experiences and successes as award winners of the New York Intercollegiate Broadcasting System Conference which was underwritten by the Foundation.

Academic Senate President - Dr. Hall
Thanked the Board once again for supporting the Kiosk and how proud she is of her students that they decided to give back to the community by voting for underwriting the scholarship.

Approval of meeting minutes as distributed

The minutes were unanimously accepted and approved the March 30, 2016 Board Meeting Minutes as presented.

Financials Review – Brian Holcombe
Brian reviewed the March 2016 financials as well as the Finance & Investment meeting and investor's quarterly report.

It was M/S/C Bob Archer/Bill Chunowitz to approve the March 2016 Financials.

It was M/S/C bill Chunowitz/Bob Archer to approve the Finance and Investment meeting minutes of April 25, 2016 as presented

Operating Budget 2016-2017 – Jim Hummer
Jim reviewed the proposed operating budget for the coming year.

It was M/S/C Bill Chunowitz/Donna Jean Darby to accept the proposed 2016-2017 operating budget as presented.

Foundation Standing Committee Reports

Academic Angels – Eileen Hall
Eileen reviewed the outcomes of the Spring Luncheon with approx. $29K raised for the kitchen gardens of the Early Childhood Center as well as 5 new memberships to the Academic

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Angels. The Citizens of Distinction, which is the major fundraiser of the Angels will be held December 15, 2016 at the Renaissance Indian Wells Resort and Spa.

Selection of Committee Chairs and memberships – Mark Nickerson
The following 2016-2017 committee chairs were presented and discussed:

Bill Chunowitz................................ Audit Committee
Donna Jean Darby.......................... Nominating
Eileen Hall.................................... Academic Angels
Suz Hunt...................................... Resource Development
Vern Kozlen.................................... Finance& Investment
Bob Manion.................................... Strategic Planning

It was M/S/C/ Joan Busick/Jane Saltonstall to accept the proposed committee chairs as presented

Mark asked everyone to choose what committees they would like to participate in. He will be using this information to form the committee memberships that will be presented at next month's meeting. Everyone was asked to complete the forms: Donor Privacy, Conflict of Interest, BOD Information form, and 2016-2017, and Board Member Obligation starting on page 28 of their packet and to submit them to Kippy.

One Stop Job Center – Jeff Baker and Jim Hummer
Jim presented a PowerPoint that covered the following:
Projected 3 year total for the 2013-2016 period was:

- $11, 845,000 so far we have raised $12, 851,043.
- YOU CAN Campaign items,
- the One Stop Career and Job Center, Foundation fundraising goal is $500K

  Jeff Baker, Interim VP of Student Success, gave the board an update on the job center progress to date including a furniture plan schematic. There will be 15-17 stations, staff, training areas and offices, as well as job boards, career technical education, database for students and the center will be a local connection for our community to COD. There is also CA State money that will potentially be available.
- CDC Playground, Foundation fundraising goal is $500K

  Jim reviewed the plan for the upgrades to the playground

Trustee report – Dr. Bonnie Stefan
Bonnie thanked the Academic Angels for their spring luncheon which was a very successful and lovely event.

Academic Senate President – Kelly Hall
Invited the board to attend the transfer ceremony on May 19th over 150 students will be welcomed who are transferring to places like: Berkeley, Cal State. The Faculty was recognized by the Chancellor's office for our on-line education and written up in the Chancellor's newsletter. Excited about the book "Call me Malala" which is about an outspoken Pakistani girl called Malala Yousafzai who strongly believes in education and campaigned for the right

COLLEGE of the DESERT FOUNDATION

of girls to have an education. Kelly and faculty are planning and working on integrating this book through all areas of study across the campus. The Solutions Kiosk is donating $1000 towards buying the books.

Development – Peter Sturgeon

Peter thanked board members Jane Saltonstall, Carol Bell Dean and Bob Manion for organizing campus tours of their friends. Schedule is coming to an end, last tour is next week. In the last 2 years there have been over 750 people that have toured the campus. Already have some tours booked for 2017. Scholarships for the Fall are applied for in the Spring. We are now putting together the list of available scholarships that will be awarded in the fall. Men's golf team won the Pacific Conf. Champions, Tony Manzoni was named Coach of the Year, and Michael Starbuck was named Player of the Year. He reminded all President's Circle members of the reception at the McCullum for the Spring Play "Victor/Victoria". The Ophelia Lunch is tomorrow and that we still have 3 open seats. Ophelia is a national program headquartered in the valley. The Foundation has underwritten 15 of the students' with scholarships.

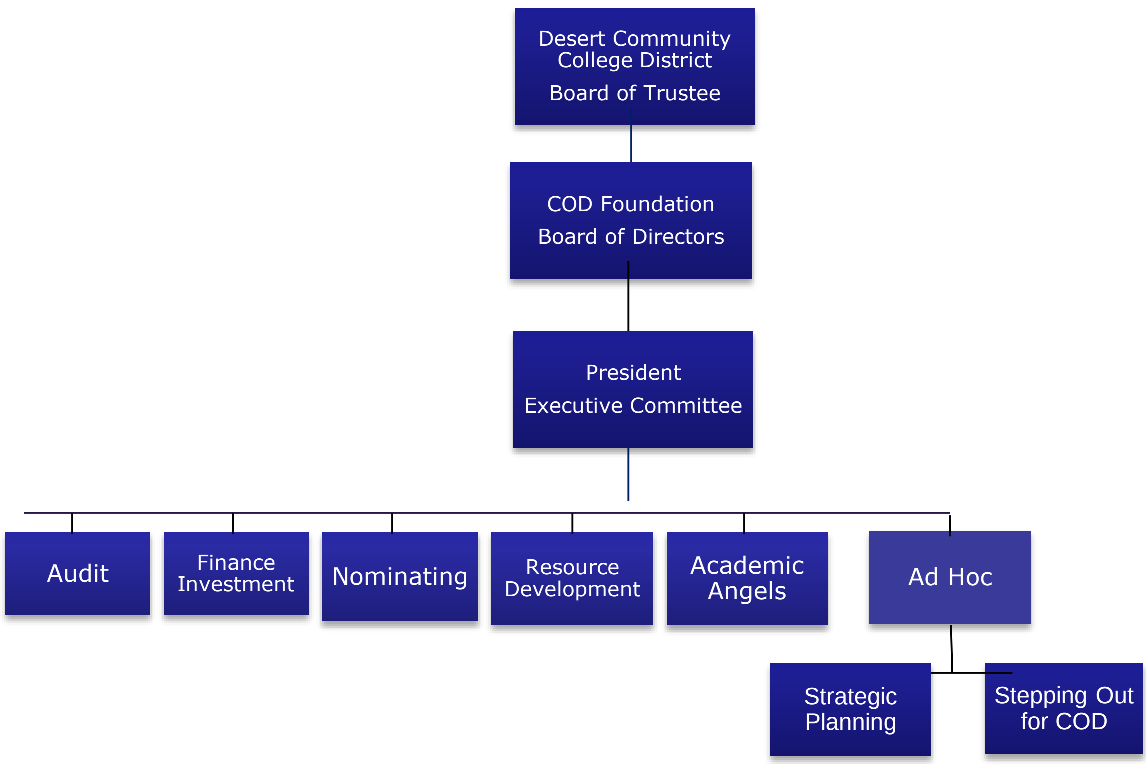
Foundation Board President - Mark Nickerson

Mark praised and thanked Chuck Monell long standing board member for his continued support.

Good feedback at this meeting, looking at technology that might help facilitate meetings through the summer.

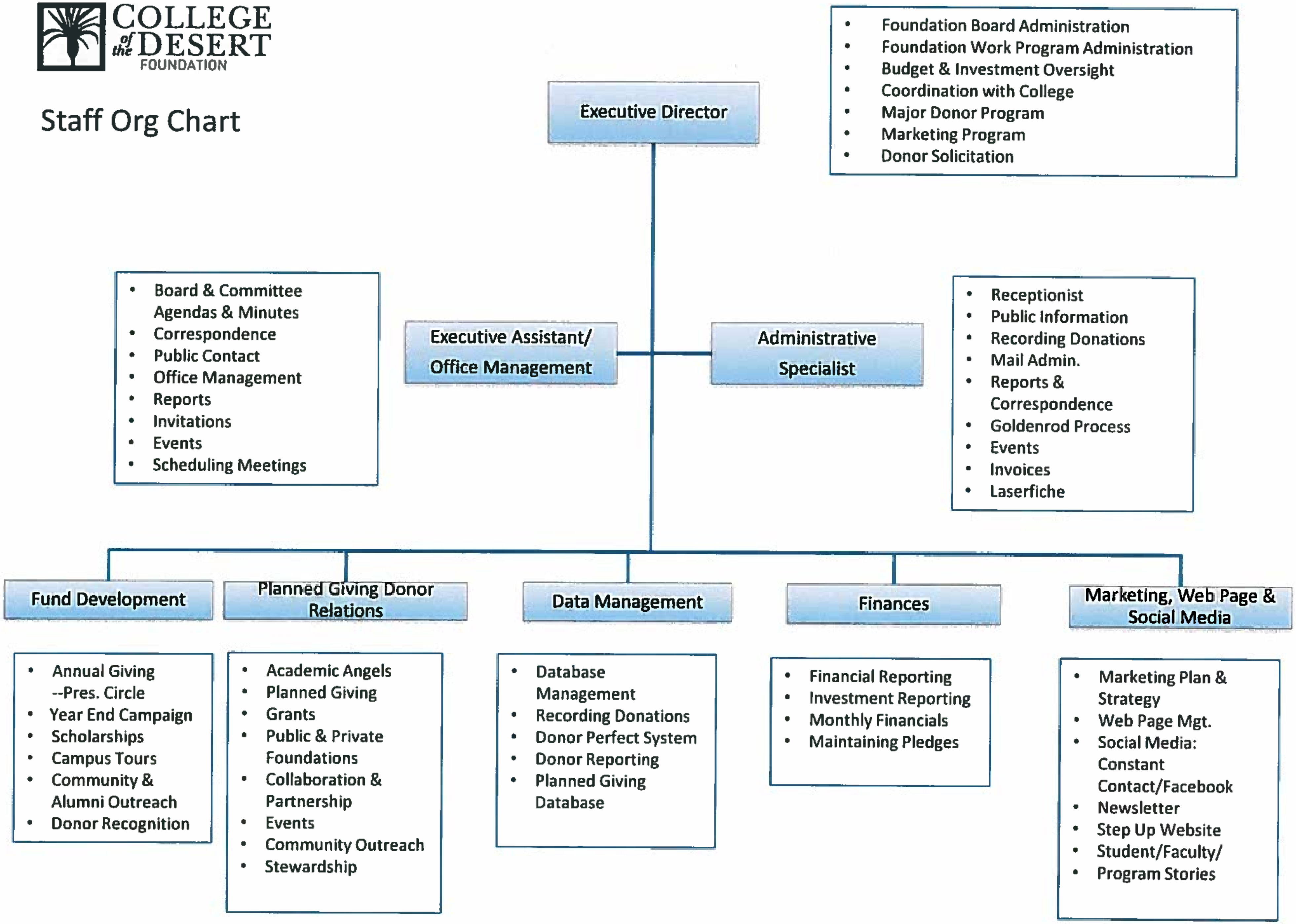
Adjournment 4:40 p.m.

College of the Desert Foundation
Board of Directors Chart



COLLEGE of the DESERT FOUNDATION

Staff Org Chart



COLLEGE of the DESERT FOUNDATION

Ongoing Foundation Staff Duties

- Staffing the Foundation Board
- Staffing the Foundation Board Committees
- Staffing the Foundation Academic Angels
- Management and oversight of investments and Investment managers
- Management and oversight of operating budget
- Stewardship of assets
- Recognition of and maintaining contact with donor base
- Conducting "independent" annual audit of the Foundation's financials
- Maintenance, updating and expansion of database
- Maintenance and oversight of scholarships
- Management and oversight of endowment funds
- Coordination with College administration on funding priorities

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Academic Angel Committee – 2016/2017

Eileen Hall Chair
Mary Ellen Blanton
Cynthia Cottrell
Donna Jean Darby
Diane Denkler
Roberta Duke
May E. Latta
Susan Linsk
Sally Simonds
Jane Treacy

5/20/2016

COLLEGE of the DESERT FOUNDATION

Audit Committee – 2016/2017

The Audit Committee is a standing committee consisting of five Directors appointed by the Board President. Audit Committee members may serve in other capacities within the Foundation, but must not have any activity, control, oversight, or influence in accounting and financial transactions of the Foundation.

Bill Chunowitz, Chair bchunowitz1940@gmail.com 328-0838
Joan Busick Joan.busick@verizon.net 772-8515
Robert Goodfriend bgoodfr1@yahoo.com 776-4455
James Greene erica.gerzog@nb.com 917-696-9584
Chuck Monell Cmonell1@dc.rr.com 324-2303

COLLEGE of the DESERT FOUNDATION

Finance and Investment Committee – 2016/2017

This committee shall consist of the Treasurer as chairman and four other members appointed by the Foundation President. One additional member will be appointed as an alternate member. Committee members need not be Directors.

Vern Kozlen, Chair vernkozlen@gmail.com 328-1026

Brian Holcombe Brian.holcombe@efirstbank.com 836-3504
Dan Martinez dmartinez@indio.org 391-3664
Lisa Howell lhowell@collegeofthedesert.edu 674-7625
Penny Mason penmason@comcast.net 323-2735
Bob Manion rcmanion@aol.com 776-4117
Bob Archer heconsults@yahoo.com 341-4844

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Nominating Committee – 2016/2017

The committee shall consist of seven Directors, three of whom shall be nominated by the Foundation President and four whom shall be nominated by the Executive Committee. The Foundation President and Vice President then in office shall not be members of this committee. All seven committee nominee shall be approved by a majority vote of the BOD.

Donna Jean Darby, Chair Darby1932@msn.com 345-7839
Bill Chunowitz bchunowitz1940@gmail.com 328-0838
Dominique Shwe Dominique.shwe@thedesertsun.com 778-4699
Jane Saltonstall jsalton44@aol.com 321-9021
Joan Busick Joan.busick@verizon.net 772-8515
Marge Dodge margedodge1@aol.com 564-9329
Norma Castaneda norma@peoplescapehr.com 272-5683
Peggy Cravens pcravens@dc.rr.com 324-8899
Sally Simonds ssimonds@dc.rr.com 773-3607

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Resource Development Committee – 2016/2017

The Resource Development Committee shall provide leadership, oversight and guidance relating to the Foundations' resource development efforts. The Development Committee Chair shall serve a one-year term and be appointed by the Foundation President, with the advice of the Foundations' Executive Director. The appointment shall be approved by the Executive Committee. The Resource Development Committee shall meet monthly or on an as needed basis.

Suz Hunt, Chair susankayhunt@yahoo.com 318-4281	
Bill Chunowitz bchunowitz1940@gmail.com 328-0838	Donna MacMillan doncarmac@aol.com 773-5491
Annette Novack rmaln@dc.rr.com 321-7723	Eileen Hall iwmimi77@yahoo.com 346-7566
Bonnie Stefan bstefan@collegeofthedesert.edu 666-7315	James Greene erica.gerzog@nb.com 917-696-9584
Carol Bell Dean edcarol22@msn.com 636-1950	Norma Castaneda norma@peoplescapehr.com 272-5683
Diane Denkler desertdd@earthlink.net 772-9810	Robert Goodfriend bgoodfr1@yahoo.com 776-4455
Donna Jean Darby Darby1932@msn.com 345-7839	Bob Manion rcmanion@aol.com 776-4117

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COLLEGE of the DESERT FOUNDATION

Ad-Hoc Committee
McCallum Theater Event– 2016/2017

The McCallum Event Committee shall provide leadership, oversight, guidance in strategizing the fundraising expectations and goals relating to the Stepping Out for COD event. There is no set term limit. The Committee Chair is appointed by the Foundation President, with the advice of the Foundations' Executive Director. The Committee shall meet monthly or on an as needed basis.

Diane Gershowitz, Chair Dianeg711@gmail.com 312-543-5551	
Bill Chunowitz bchunowitz1940@gmail.com 328-0838	Terri Ketover tsketover@aol.com 328-9909
Tamara Bolton tamara@sensoriumeventproductions.com	Diane Denkler desertdd@earthlink.net 772-9810
Marge Dodge Margedodge1@aol.com 564-9329	Norma Castaneda norma@peoplescapehr.com 272-5683

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COLLEGE of the DESERT FOUNDATION

Ad-Hoc Committee
Strategic Planning – 2016/2017

The Strategic Planning committee is an ad hoc committee and reports directly to the Executive Committee and President of the Foundation. The Strategic Planning committee is responsible for developing the 3 year strategic plan for the Foundation. The strategic plan outlines the strategy and direction for the College of the Desert's Foundation fundraising activities and programs. As part of the plan, targets and goals for annual fundraising will be identified for both unrestricted and temporarily restricted funds. Further the plan shall outline implementation strategies and programs.

Bob Manion, Chair rcmanion@aol.com 776-4117
Bob Archer heconsults@yahoo.com 341-4844
Carol Bell Dean edcarol22@msn.com 636-1950
Diane Denkler desertdd@earthlink.net 772-9810
Eileen Hall iwmimi77@yahoo.com 346-7566
Vern Kozlen vernkozlen@gmail.com 328-1026
Jane Saltonstall jsalton44@aol.com 321-9021
Dominique Shwe Dominique.shwe@thedesertsun.com 778-4699
Kate Spates katespates@gmail.com 409-1133
Peggy Cravens pcravens@dc.rr.com 324-8899

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What are the goals?

I. <u>Build the unrestricted funds in the Foundation</u>

A. **Goal for the increase funds for Foundation**

a) Set aside $500k for Board Reserve

b) Set aside $500k for Unrestricted balance

B. How do we increase the unrestricted funds for the Foundation?

a) Memberships—President Circle and Academic Angels
b) Annual campaign for Foundation---mail and direct contacts
c) Events—Citizens of Distinction/Stepping Out for COD/others
d) Meetings with donors
e) Campaign

II. <u>Complete the YOU CAN Campaign:</u>

A. Complete the fundraising for the campaign-- $1.5 million est.
B. Determine percentage of events to go to campaign
C. Major Donor strategy—determine and execute
D. Collateral material review
E. Identify specific projects in campaign:

a) Job Center…………………………..$500,000
b) CDC playground……………………$500.000

F. Specify others:

a) Fountain renovation--& donor recognition program
b) Others
   i) Initiatives in campaign
   ii) Detail remaining targets

III. <u>Planned Giving:</u>

A. Determine strategy on Planned Giving and execute

a) Start with Board and Academic Angels

b) Develop a target list of potential planned givers and meet with them

COLLEGE OF THE DESERT FOUNDATION

FINANCIAL SUMMARY

April 30, 2016

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION APRIL 30, 2016
WITH COMPARATIVE TOTALS FOR APRIL 30, 2015

		Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only) 2015-16	Totals (Memorandum Only) 2014-15
	ASSETS					
1	Cash and cash equivalents	$ 441,723	$ 1,520,177	$ -	$ 1,961,900	$ 1,137,646
2	Investments	500,000	5,998,139	18,032,428	24,530,567	25,993,167
3	Pledges receivable	2,733	309,746	524,782	837,261	1,500,365
4	Accounts Receivable	1,252	120	-	1,372	-
5	Prepaid expenses	-	-	-	-	-
6	Funds held at College	-	5,000	-	5,000	5,000
7	Accrued interest receivable	20,775	35,250	-	56,025	49,089
8	Accrued assets	-	-	-	-	3,722
9	Property and equipment, net	14,070	-	-	14,070	8,453
10	FCCC - Scholarship Endowment	-	41,076	336,549	377,625	391,724
11	Split interest agreements	-	414,852	-	414,852	542,507
	TOTAL ASSETS	$ 980,554	$ 8,324,361	$ 18,893,759	$ 28,198,673	$ 29,631,673
	LIABILITIES					
12	Accounts payable	$ 73,627	$ 3,000	$ -	$ 76,627	$ 69,188
13	Deferred Contributions	$ -	$ -	$ -	-	$ -
14	Accrued liabilities	55,020	2,537	(50)	57,507	41,554
	TOTAL LIABILITIES	128,647	5,537	(50)	134,134	110,742
	NET ASSETS, beginning					
	Unrestricted:					
15	Undesignated	305,228	-	-	305,228	1,177,397
16	Board designated	500,000	-	-	500,000	500,000
17	Temporarily restricted	-	9,455,522	-	9,455,522	9,292,123
18	Permanently restricted	-	-	18,804,343	18,804,343	18,551,411
	TOTAL NET ASSETS, beginning	805,228	9,455,522	18,804,343	29,065,093	29,520,931
19	Net Activity	46,906	(1,164,595)	117,135	(1,000,554)	-
	NET ASSETS	852,134	8,290,927	18,921,478	28,064,539	29,520,931
	TOTAL LIABILITIES AND NET ASSETS	$ 980,781	$ 8,296,464	$ 18,921,428	$ 28,198,673	$ 29,631,673

COLLEGE OF THE DESERT FOUNDATION

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

FOR CURRENT MONTH ENDED APRIL 30, 2016

WITH COMPARATIVE TOTALS FOR APRIL 30, 2015

		CURRENT MONTH				
		Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only) 2015-16	2014-15
	REVENUE AND SUPPORT					
1	Interest	$ 9,024	$ 28,282	$ -	$ 37,306	$ 35,751
2	Donations	665	1,525	-	2,190	5,265
3	Academic Angels Donations	2,000	-	-	2,000	3,100
4	Capital Campaign	-	-	-	-	-
5	Estate Gifts	-	-	-	-	50,000
6	Grants	-	-	-	-	-
7	Management Fees	-	-	-	-	-
8	President's Circle	9,170	-	-	9,170	49,483
9	Marketing Reimbursement	-	-	-	-	-
10	Scholarship Pass-thru	-	2,700	-	2,700	-
11	Scholarship Donations	-	14,790	-	14,790	18,256
12	Special Events (net)-See Special Events Attachment	64,221	10,320	-	74,541	82,506
	TOTAL REVENUE AND SUPPORT	85,080	57,617	-	142,697	244,361
	EXPENDITURES					
13	Contributions to college	119	7,152	-	7,271	223,797
14	Operating expenses	80,574	-	-	80,574	142,667
15	Refunds	-	-	-	-	-
16	Grants	-	-	-	-	-
17	Scholarships	-	18,927	-	18,927	34,195
	TOTAL EXPENDITURES	80,693	26,079	-	106,772	400,659
18	EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES	4,387	31,538	-	35,925	(156,298)
	OTHER INCOME AND EXPENSES					
19	Management Fees	-	-		-	-
20	Realized Gain/(Loss) [2]	2,886	9,233	-	12,119	47,723
21	Other Investment Expenses	(5,509)	(17,622)	-	(23,131)	(41,645)
	TOTAL OTHER INCOME AND EXPENSES - NOT INCLUDING UNREALIZED GAIN/LOSS	(2,623)	(8,389)	-	(11,012)	6,078
22	Unrealized Gain/(Loss) [3]	27,704	88,617	-	116,321	81,218
	INCREASE (DECREASE) IN NET ASSETS	$ 29,468	$ 111,766	$ -	$ 141,234	$ (69,002)

1 *Interfund transfers represent interest earned on endowments, which has been transferred to the corresponding restricted fund making it available for spending.*

2 *Realized Gains/Losses reflect amounts for investments which have actually been sold.*

3 *Unrealized Gains/Losses reflect stocks which have decreased in value, but have yet to be sold.*

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR TEN MONTHS ENDED APRIL 30, 2016
WITH COMPARATIVE TOTALS FOR APRIL 30, 2015

		Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only) 2015-16	2014-15
	REVENUE AND SUPPORT					
1	Interest	$ 130,132	$ 449,158	$ -	$ 579,290	$ 708,406
2	Donations	96,139	101,669	-	197,808	106,318
3	Annual Fund	-	-	-	-	11,999
4	Academic Angels Donations	24,000	-	-	24,000	22,350
5	Capital Campaign	-	-	-	-	50
6	Marketing Reimbursement	-	-	-	-	174,000
7	Management Services	307,425	-	-	307,425	275,700
8	Estate Gifts	130,176	2,500	-	132,676	85,000
9	Grants	-	25,000	-	25,000	43,436
10	Other Income	4	-	-	4	30
11	President's Circle	153,957	-	-	153,957	122,161
12	Membership	-	-	-	-	-
13	Scholarship Donations	-	203,348	25,000	228,348	286,410
14	Scholarship Pass-thru	-	205,782	-	205,782	-
15	Special Events (net)	295,249	133,133	-	428,382	303,438
	TOTAL REVENUE AND SUPPORT	1,137,082	1,120,590	25,000	2,282,672	2,139,298
	EXPENDITURES					
16	Contributions to college	23,207	374,576	-	397,783	809,328
17	Interfund transfers	(8,580)	100,715	(92,135)	-	-
18	Operating expenses	1,158,230	8,733	-	1,166,963	1,020,533
19	Grants	-	1,000	-	1,000	-
20	Student Awards	-	600	-	600	-
21	Refunds / Reimbursement of Expenses	(100,000)	-	-	(100,000)	9,361
22	Scholarships	-	576,297	-	576,297	508,741
	TOTAL EXPENDITURES	1,072,857	1,061,921	(92,135)	2,042,643	2,347,963
23	EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES	64,225	58,669	117,135	240,029	(208,665)
	OTHER INCOME AND EXPENSES					
24	Realized Gain/(Loss)	(20,297)	(71,791)	-	(92,088)	796,585
25	Management Services	-	(307,425)	-	(307,425)	(275,700)
26	Other Investment Expenses	(37,741)	(129,505)	-	(167,246)	(176,481)
	TOTAL OTHER INCOME AND EXPENSES - NOT INCLUDING UNREALIZED GAIN/LOSS	(58,038)	(508,721)	-	(566,759)	344,404
27	Unrealized Gain/(Loss)	40,719	(714,543)	-	(673,824)	(565,658)
	INCREASE (DECREASE) IN NET ASSETS	$ 46,906	$ (1,164,595)	$ 117,135	$ (1,000,554)	$ (429,919)

COLLEGE OF THE DESERT FOUNDATION
SUMMARY REPORT
FOR CURRENT MONTH ENDED 04/30/2016
WITH COMPARATIVE TOTALS FOR YTD 04/30/2015

		One Month Actual	YTD Actual	Total Annual Revised Budget	Variance %	Budget Remaining	4/30/2015
	Operating Revenues						
1	Academic Angel Special Events (net)	$ -	$ 99,079	$ 100,000	99.1%	$ 921	$ 86,257
2	Academic Angel - Membership	2,000	24,000	25,000	96.0%	1,000	22,350
3	Annual fund/Direct Mail	-	-	-	0.0%	-	11,999
4	Grants - Direct Revenue	-	-	100,000	0.0%	100,000	-
5	Donations/Individual Gifts/Planned gifts/Estate Gifts	665	226,230	150,000	150.8%	(76,230)	127,787
6	Interest	9,024	130,132	151,000	86.2%	20,868	162,293
7	Management Services	-	307,425	300,000	102.5%	(7,425)	275,700
8	Marketing Reimbursment	-	-	-	0.0%	-	174,000
9	**McCallum Events (net)**						
10	Stepping Out for COD	-	201,434	200,000	100.7%	(1,434)	176,036
11	Barry Manilow	-	(32,764)	-	0.0%	(32,764)	-
12	Other	-	4	20,000	0.0%	19,996	-
13	Other Income	-	-	-	0.0%	-	30
14	President's Circle	9,170	153,957	120,000	128.3%	(33,957)	118,261
	Total Revenue	20,859	1,109,497	1,166,000	95.2%	(9,024)	1,154,713
	Operating Expenditures						
	Fundraising:						
15	Academic Angels- Membership	-	-	5,000	0.0%	5,000	450
16	Presidents Circle	14,314	14,314	10,000	143.1%	(4,314)	17,346
17	Campus Tours	987	2,993	8,000	37.4%	5,007	2,043
18	Community Outreach	-	1,350	10,000	13.5%	8,650	
19	Donor Development	800	10,066	30,000	33.6%	19,934	23,651
20	Donor / Scholarship Reception	-	-	6,000	0.0%	6,000	4,715
21	Planned Giving	-	1,779	5,000	35.6%	3,221	
22	Presidents Fund	-	30,998	30,000	103.3%	(998)	62,915
23	State of the College Event	-	114,319	25,000	457.3%	(89,319)	2,100
24	Reimbursement for State of the College	-	-	(100,000)	0.0%	(100,000)	
	Wages & Benefits:					-	
25	Foundation Staff	47,322	504,025	605,000	83.3%	100,975	575,455
26	Accounting Specialist	3,825	17,971	24,000	74.9%	6,029	40,560
	Independent Contractors:						
27	Legal Services - Roemer & Harnik	-	160	10,000	1.6%	9,840	6,038
28	Accounting Services - MMGC CPA	-	21,530	21,200	101.6%	(330)	66,100
29	FR 50 Database Maintenance - Gigi Muth	4,740	43,820	60,000	73.0%	16,180	
30	Abila FR 50 Implementation - Gigi Muth	-	4,000	4,000	100.0%	-	
31	FR 50 Software	-	-	-	0.0%	-	
32	Audit Services - Brabo Carslen	-	17,080	20,000	85.4%	2,920	16,750
33	Marketing/Messaging - Consultant Fees - FND. K.Hazen	-	54,000	66,000	81.8%	12,000	28,000
34	Website / Social Media - Foundation - Casey Strachan	-	36,000	48,000	75.0%	12,000	2,189
35	Other	-	-	-	0.0%	-	615
	Facilities & Maintenance:						
36	Copier Lease - Equipment Lease	634	3,172	5,000	63.4%	1,828	3,183
37	Liability Insurance	-	7,391	8,000	92.4%	609	7,051
38	Repairs/Maintenance	-	-	2,500	0.0%	2,500	-
39	Service Contracts	333	4,676	8,000	58.5%	3,324	4,843
	Administrative:					-	
40	Bank / Credit Card Processing Fees	586	7,229	8,000	90.4%	771	6,701
41	Board / Staff Training	-	2,366	5,000	47.3%	2,634	1,556
42	Membership Dues	-	1,759	2,000	88.0%	241	1,675
43	Subscriptions / Publications	-	35	2,000	1.8%	1,965	-
44	Office Supplies / Equipment	1,178	10,322	15,000	68.8%	4,678	12,695
45	Other	-	-	-	0.0%	-	5,282
46	Postage	325	6,028	10,000	60.3%	3,972	2,978
47	Telephone	-	999	1,500	66.6%	501	1,059
48	Staff Mileage Reimbursement	-	55	2,000	2.8%	1,945	619
	Marketing Expenses:					-	
49	Marketing / Messaging	10,477	154,218	178,000	86.6%	23,782	92,604
50	Marketing / Messaging - College	-	48,000	50,000	96.0%	2,000	
51	Annual Report	-	21,917	-	0.0%	(21,917)	
52	Annual Fund	-	-	5,000	0.0%	5,000	
53	Recognition / Sponsorship / Tribute Ads	129	1,656	10,000	16.6%	8,344	
54	Printing / Design / Graphics	-	5,365	25,000	21.5%	19,635	19,865
55	Reimbursement for Marketing Expenses	-	(100,000)	(100,000)	100.0%	-	-
		85,650	1,049,593	1,124,200	93.4%	74,607	1,009,038
56	Net Operating Gain/Loss (Before Investment Activity)	(64,791)	59,904				
57	Contributions to College	119	23,207				72,823
58	Realized Gain/Loss	2,886	(20,297)				182,615
59	Unrealized Gain/Loss	27,704	40,719				(119,372)
60	Investment Fees	(5,509)	(37,741)				(39,748)
61	Refunds	-	(100,000)				-
62	Interfund transfer	-	(8,580)				(145,000)
63	Total Expenditures	60,688	1,198,699				1,203,366
64	Excess or (Deficit)	$ (39,829)	$ (89,202)				$ (48,653)
65	**General Fund Carryover**		**805,228**				
	Total excess at 04/30/2016		**716,026**				
66	**Ackerman Fund**		**49,294**				
67	**Board Reserve**		**500,000**				

College of the Desert Foundation
Special Events
YTD Ending 04/30/2016

	Revenues	Expenditures	Total
Balances:			
Spring Luncheon			
Donations	85.00	0.00	85.00
Scholarship Donations	650.00	0.00	650.00
Special Event Income	22,460.00	(7,668.19)	14,791.81
Total Spring Luncheon	**23,195.00**	**(7,668.19)**	**15,526.81**
Coeta Barker Tea			
Special Events Income	5,525.00	0.00	5,525.00
Special Events Expenses	0.00	(4,720.88)	(4,720.88)
Total Coeta Barker Tea	**5,525.00**	**(4,720.88)**	**804.12**
Citizen of Distinction			
Special Event Income	242,088.00	0.00	242,088.00
Special Event Expenses	0.00	(17,530.54)	(17,530.54)
Donations	250.00	0.00	250.00
Scholarship Donations	3,250.00	0.00	3,250.00
Auxiliary Expenses	0.00	(20.79)	(20.79)
Postage	0.00	(362.57)	(362.57)
Marketing	0.00	(2,212.50)	(2,212.50)
Independent Contractors	0.00	(153.93)	(153.93)
Printing/Design/Graphics	0.00	(4,755.98)	(4,755.98)
Recognition	0.00	(435.69)	(435.69)
Total Citizen of Distinction	**245,588.00**	**(25,472.00)**	**220,116.00**
Barry Manilow	90,756.00	0.00	90,756.00
Special Event Expenses	0.00	(123,519.59)	(123,519.59)
Total Barry Manilow	**90,756.00**	**(123,519.59)**	**(32,763.59)**
Stepping Out for COD			
Special Event Income	380,919.84	0.00	380,919.84
Special Event Expenses	0.00	(97,041.35)	(97,041.35)
Refunds	0.00	0.00	0.00
Equipment Fees	0.00	(375.00)	(375.00)
Postage	0.00	(4,946.42)	(4,946.42)
Printing/Design/Graphics	0.00	(6,119.84)	(6,119.84)
Office Supplies & Equipment	0.00	(53.29)	(53.29)
Marketing	0.00	(43,450.24)	(43,450.24)
Total Stepping Out for COD	**380,919.84**	**(151,986.14)**	**228,933.70**
Total Balances:	**745,983.84**	**(313,366.80)**	**432,617.04**

KEY FINANCIAL INFORMATION

	APRIL 2016	APRIL 2015
A) Total Net Assets:	$ 28,064,539	$ 29,520,931

B) Total Revenue Received July 1, 2015-April 30, 2016:

(Detailed on Page 4 of this report)

	Total Revenue and Support	Realized / Unrealized Gains & Losses	
Unrestricted:	$ 1,137,082	$ 20,422	**$ 1,157,504**
Temporarily Restricted:	1,120,590	(786,334)	**$ 334,256**
Permanently Restricted:	25,000	-	**25,000**
	$ 2,282,672	$ (765,912)	**$ 1,516,760**

C) Total Revenue received in April 2016:

(Detailed on Page 3 of this report)

Realized/Unrealized Gains & Losses	$ 128,440
Total Revenue and Support	$ 142,697
	$ 271,137

D) Total Funds transferred to College for Use:

July 1, 2015 – April 30, 2016:

Scholarships	$ 576,297
Programs	$ 397,783
	$ 974,080

E) Total Funds in endowments: April 2016: **$ 18,921,428**

(See Line 16 / Page 2 of this report)

F) Total Funds in Unrestricted Funds: **$ 716,026**

(Detailed on Page 5 of this report)

Carry over from June 2015	$ 805,228
Net Activity YTD	46,906
As of April 2016:	$ 716,026

G) Other

Board Reserve	$ 500,000
Ackerman Fund (Unrestricted) Balance	$ 49,294

COLLEGE of the DESERT FOUNDATION

Finance Committee Meeting
Wednesday, May 20, 2016 – 9:00am
Foundation Board Room

M I N U T E S

Present
Bill Chunowitz, Brian Holcombe, Mark Nickerson, Vern Kozlen

Absent
Bob Archer, Lisa Howell, Dan Martinez, Penny Mason, Bob Manion

Staff/Guests
Peter Sturgeon, Kirstien Renna, Virginia Ortega, Kippy Laflame

Call to Order
The meeting was called to order at 9:05a.m.

Brown Act Invitation for Public Comment
No cards were submitted from the public

Monthly Financials and PowerPoint – Kirstien Renna
Kirstien reviewed the April 2016 financials.
New internal income statement supplied by Vern Kozlen, was reviewed and discussed. It would replace the summary report of our present financials. Committee members agreed that the one page synopsis that Vern is suggesting would be more meaningful to the committee and board members. The detail would cover the current month, previous 2 years, year to date, budget and previous 2 years.
Although we do not presently budget monthly it was suggested that we could simply use a 1/12th of the total for a baseline until we get one full year of data. Also the addition of footnotes defining variances would be helpful.
The committee would like a more detailed view of the money that is given to support college programs as well as scholarships. What specific programs, schools, etc. It would be a schedule that Kirstein can come up with that the committee would look at on a quarterly basis.
Much time was spent discussing the complex issue of the cost of fundraising and how we can allocate the true staff costs to our events. This would help in decision making of our calendar of events and where best to allocate staff time.

RFP- Vern Kozlen
Every 5 years the Foundation must go to bid for investment managers. Vern will be working over the summer with Jim to review and send out bids. The bids are normally sent out in the summer with the responses returned in September.

Adjournment: 5:45 pm
Minutes taken by Kippy Laflame, Executive Assistant

COLLEGE of the DESERT FOUNDATION

Stepping Out for COD
Event Committee Meeting Minutes
Tuesday, May 10, 2016 – 3:30p.m.
Cravens Multi-Purpose Room

MINUTES

Present
Diane Denkler, Diane Gershowitz, Bill Chunowitz, Tamara Bolton, Terri Ketover

Absent
Norma Castaneda, Marge Dodge

Guest
Jim Hummer, Kippy Laflame

Call to Order 3:30pm

Public Invitation to speak as per the Brown Act: None

Committee members introduced themselves

Recap of the event over the past 5 years
A review of the past 5 years, collateral, ticket, sponsorship sales and net revenues. Samples were handed out at the meeting for committee members to look over this summer.

Expenses – Jim Hummer
Jim reviewed the expenses from talent booking to publicity and advertising, printing, catering, photography and McCallum theater charges. Members commented on the how good the net was compared to other organizations in the valley.

Stepping Out 2017 – Diane Gershowitz
Diane revealed the show for next year, Neil Berg's 100 Years of Broadway is now contracted for the March 15, 2017 show.

Sales targets were discussed. It is felt that the committee can reach out to existing McCallum ticket buyers as possible sponsor prospects. Kippy was asked to send a list of the ticket purchasers from the last 2 years to the committee. They will review and ascertain who could be candidates for sponsorship.

The lack of valley businesses was brought up. Jim was asked if it was possible to get a list of local vendors that service the College. All local vendors should be approached to sponsor the event. Possible special benefits were discussed to encourage and entice the businesses to support the College. There is a great need for underwriters for the event such as catering, printing etc. that will result in a money going to our bottom line.

COLLEGE of the DESERT FOUNDATION

Members will be reviewing the levels of sponsorship and their benefits to see what improvements can be made. Timing of the sending out of solicitations was discussed. Terri will find out when other organizations are sending theirs out for comparison.

Each member will come up with a list of people to add to the solicitation pool.
Diane reminded everyone that the best way to engage new prospects is through a campus tour and everyone agreed. Terri and Bill will be working on organizing a Tamarisk tour.

Next meeting is scheduled for June 15 at 3:00pm.

Meeting Minutes taken by Kippy Laflame, Executive Assistant

Larry Spicer
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Indian Wells, CA 92210
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Fax (760) 340-0775
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5/1/2016

RECEIVED
MAY - 4 2016
BY:

Mr. Mark Nickerson
President
College of the Desert Foundation
43-500 Monterey Avenue
Palm Desert, CA 92260

Dear Mark:

It is with deep regret I am writing this letter as my formal resignation from the COD Foundation Board of Directors.

As I mentioned to you after the April 27 COD Board meeting, my role as a director on the Living Desert Board has expanded: I was honored last Friday when I was elected its Chairman. Because this responsibility will demand of me considerable additional time and attention, I believe I can't in good conscience continue to serve effectively the wonderful Mission and Vision of the COD Foundation.

I have very much enjoyed the privilege of being a member of the COD Foundation Board for the past seven years. And on a personal level, I have particularly appreciated working with and getting to know and admire my fellow board members and our outstanding staff.

My best wishes to the Foundation for continued success.

Sincerely,

Larry

Larry Spicer