COLLEGE of the DESERT FOUNDATION

FOUNDATION
BOARD OF DIRECTORS MEETING
DECEMBER 1, 2021
12 PM - 2 PM

IN PERSON:

College of the Desert Indio Campus
45524 Oasis Street
Rooms 101-103
Indio, CA 92201

OR

ONLINE VIA ZOOM:

https://cccconfer.zoom.us/j/98222065956?pwd=UDdCYXhqb1IzcXo2TWthaldpUm4rUT09

Passcode: 888478
OR Dial: +1 669 900 6833 (US Toll)
Meeting ID: 982 2206 5956

AGENDA

College of the Desert Foundation

Regular Meeting of the Board of Directors

Agenda for Wednesday, December 1, 2021
12PM – 2 PM

IN PERSON
COLLEGE OF THE DESERT – INDIO CAMPUS
45524 OASIS STREET, INDIO CA 92201
ROOMS 101-103
LUNCH WILL BE SERVED
&

Zoom Video:
https://cccconfer.zoom.us/j/98222065956?pwd=UDdCYXhqb1lzcXo2TWthaldpUm4rUT09

Passcode:	888478
OR Dial:	+1 669 900 6833 (US Toll)
Meeting ID:	**982 2206 5956**

All attendees will be required to be vaccinated and show proof of vaccination or show proof of a negative Covid test within 72 hours of the start of the meeting

COLLEGE OF THE DESERT FOUNDATION MISSION: College of the Desert Foundation acts as advocates for the College and secures financial support enhancing educational opportunities for all students.

COLLEGE OF THE DESERT MISSION: College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

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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 meeting 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.

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Board Members (24)

Christine Anderson (Chair), Norma Castaneda, Bill Chunowitz, Peggy Cravens, Carol Bell Dean, Marge Dodge, Carol Fragen, Barbara Fromm, Jim Greene, Paul Hinkes, Peggy Jacobs, Jim Johnson, Dale Landon, Donna MacMillan, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, Rob Moon, Marlene O'Sullivan, Diane Rubin, Jane Saltonstall, Leslie Usow, Jim Williams and Jake Wuest

Non-Voting Board Members (6)

Catherine Abbott, Kim Dozier, Martha Garcia, Hasan Rakipi, John Ramont and Bonnie Stefan

Quorum: 50%

Subject to Brown Act: Yes

1. Call to Order/Roll Call

1.1 Call to Order

2. Agenda

2.1 Regular Foundation Board of Directors Meeting of December 1, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of agenda of the Regular Foundation Board Of Directors Meeting of December 1, 2021 with any additions, corrections or deletions

3. Minutes

3.1 Approval of October 27, 2021 Foundation Board of Directors Planning Session Minutes

4. Comments from the Public

4.1 Comments from the Public: Comments From The Public: Persons who wish to speak to the Board should complete the "request to address the Board" form and present it to the secretary. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. 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 Foundation as soon in advance of the Board meeting as possible.

5. Mission Moment

5.1 Student testimonial

5.2 Presentation from Child Development Center Director (Maria Avalos)

6. Consent Agenda

Consent Agenda: Blanket Motion: All Consent items will be voted on in one motion. Any Board Member may request that any item(s) be moved to the Action Agenda.

6.1 Approve the Financial Statements for period ended September 30, 2021

7. Action Agenda (Items pulled from the Consent Agenda for Separate discussion and Consideration)

8. Reports

8.1 College Superintendent/President– Dr. Martha Garcia/Dr. Jessica Enders

8.2 Executive Director - Catherine Abbott

8.3 Student Board Member Update – Hasan Rakipi

8.4 Development Update – Matthew Durkan

8.4.1 Legacy Leaders Update (Liz Chambers)

9. Discussion & Action Items

9.1 Resolution of the Board of Directors of the College of the Desert Foundation Making Findings and Determinations under AB 361 for Continued Virtual Meetings (Catherine Abbott)

9.2 Recommendation to merge the Diversity Committee and the Nominating Committee (Barbara Fromm/Norma Castaneda)

9.3 Recommendation to rename the Development Committee as Stewardship Committee (Joanne Mintz)

9.4 Bond Oversight Committee Annual Report (Diane Rubin)

9.5 Stepping Out for College of the Desert Update (Barbara Foster Monachino & Jane Saltonstall)

10. Other Discussions & Future Agenda Items

10.1 Executive Committee Organizational Chart Restructuring (Christine Anderson)

11 . Adjournment

Next meeting: Wednesday, January 26, 2021 – 3PM – Palm Springs Campus

COLLEGE of the DESERT FOUNDATION

MINUTES FOR APPROVAL

COLLEGE of the DESERT FOUNDATION

Planning Session of the Foundation Board
Minutes for Wednesday, October 27, 2021
9AM to 4PM

Meeting Participants

Voting Board Members Present (17 members)

Christine Anderson (Chair), Norma Castaneda, Bill Chunowitz, Marge Dodge, Carol Fragen, Barbara Fromm, Paul Hinkes, Peggy Jacobs, Jim Johnson, Thomas Minder, Joanne Mintz, Barbara Foster Monachino, Diane Rubin, Jane Saltonstall, Leslie Usow, Jim Williams and Jake Wuest

Non-Voting Board Members Present

Catherine Abbott and Martha Garcia

Board Members Not Present

Carol Bell Dean, Peggy Cravens, Kim Dozier, Jim Greene, Dale Landon, Donna MacMillan, Rob Moon, Marlene O'Sullivan, John Ramont and Bonnie Stefan

Guest(s) & Staff

Jeff Bagel (EAdvancement), Gailya Brown, Liz Chambers, Veronica Daut, Jessica Enders, Ana Hernandez, Dakota De La Torre (Student), Matt Durkan, Brandon Harrison (Eide Bailly), Juli Maxwell, Christina Paredes (Student) and Kirstien Renna

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

The meeting was called to order at 9:07AM.

Martha Garcia joined the meeting at 12:45PM.

1.2 Resignation from Board Member Rob Kincaid Update

Christine Anderson informed the Board that Rob Kincaid resigned from the Foundation Board due to a lack of availability.

2. Approval of Agenda

2.1 Approval of Agenda: Foundation Board of Directors Planning Session of October 27, 2021: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Board of Directors Planning Session of October 27, 2021 with any addition, correction or deletions.

Christine Anderson asked to add the approval of the Student Board Member, Hasan Rakipi, under the Consent Agenda. This will become **agenda item 6.3**.

2.2 Conclusion

Bill Chunowitz moved to approve the agenda as updated, Barbara Fromm seconded. Motion carried.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None	None	None

3. Approval of Minutes

3.1 Approval of September 29, 2021 Foundation Regular Board of Directors Meeting Minutes

Diane Rubin moved to approve the minutes as presented, Barbara Foster Monachino seconded. Motion Carried.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
None	None	None

4. Comments from the Public

4.1 Comments from the Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible

There were no comments from the public and no member of the public was present.

5. Mission Moment

Marge Dodge introduced two of the Learning to Lead students: Dakota De La Torre and Christa Paredes, who provided insights on the Learning to Lead programs. Marge Dodge indicated that there were 4 successful students selected for the program out of 47 applicants.

5.0 Follow-up Items	5.0 Task of	5.0 Due by
None	None	None

6. Consent Agenda Items

Consent Agenda: Blanket Motion: All Consent items were voted on in one motion. Any Board Member may request that any item(s) be moved to the Action Agenda.

6.1 Approve the September 27, 2021 Audit Committee Meeting Minutes

6.2 Approve the Financial Statements for period ended August 31, 2021 – item pulled

6.3 Approve Hasan Rakipi as the Foundation Student Board Member for year 2021-2022

Jim Johnson asked to remove item 6.2 of the consent agenda.

6. Conclusion

Tom Minder moved to approve the consent agenda items 6.1 and 6.3, Carol Fragen seconded. Motion carried.

6. Follow-up Items	6. Task of	6. Due by
None	None	None

7. Action Agenda (Items pulled from the Consent Agenda for Separate discussion and consideration)

Item agenda 6.2 "**Approve the Financial Statements for period ended August**

31, 2021" from the consent agenda was pulled.

Jim Johnson asked questions on the allocation of some of the funds and Kirstien Renna and Catherine Abbott provided clarifications.

Jim Johnson moved to approve the Financial Statements for period ended August 31, 2021, Diane Rubin seconded. Motion carried.

7. Follow-up Items	7. Task of	7. Due By

8. Discussions & Action Items

8.1 Review and Approve the 2020-2021 Audited Financial Statements (Eide Bailly)

Diane Rubin thanked Kirstien Renna and Mike Rodriguez for a successful audit. Diane Rubin introduced Brandon Harrison from Auditing firm Eide Bailly, who presented the audit to the Board and responded to their questions.

Kirstien Renna thanked her team and the Foundation staff for their work on the audit.

8.1 Conclusion

The Audit Committee made the motion to approve the 2020-2021 Financial Audited Statement as presented. Motion carried unanimously.

8.1 Follow-up Items	8.1 Task of	8.1 Due by
None	None	None

8.2 Resolution of the Board of Directors of the College of the Desert Foundation Making Findings and determinations under AB 361 for Continued Virtual Meetings (Catherine Abbott)

The resolution presented provides the ability for the Board and associated Committees to host hybrid meetings (Online and In-Person or fully online) for the next 30 days. The Board agreed that hybrid meetings were recommended.

Christine Anderson indicated that this resolution will be added to the Board next meeting agenda until the State of Emergency is lifted in California.

8.2 Conclusion

Tom Minder moved to approve the Resolution of the Board of Directors of the College of the Desert Foundation Making Findings and determinations under AB 361 for Continued Virtual Meetings, Barbara Fromm Seconded. Motion carried.

8.2 Follow-up Items	8.2 Task of	8.2 Due by
The Board and Committee meetings will be hybrid meetings in November 2021		

9. Planning Session Items

9.1 Ice Breaker

Catherine Abbott led the ice breaker and Board members shared something that nobody knew anything about themselves.

9.1 Follow-up Items	9.1 Task of	9.1 Due by
None	None	None

9.2 Introduction of today's Facilitator, Jeff Bagel

Catherine Abbott introduced Jeff Bagel, principal at EAdvancement.

9.2 Follow-up Items	9.2 Task of	9.2 Due by
None	None	None

9.3 Aiming High!

The Board went through an exercise where they imagined the USA Today headline claimed "College of the Desert Foundation Ranked Best Institutionally Related Foundation In The Country"

9.3 Follow-up Items	9.3 Task of	9.3 Due by
None	None	None

9.4 You've Heard the Word "Auxiliary" but What Does It really Mean? (Jeff Bagel)

Jeff Bagel provided a deeper understanding of the Foundation's mission and dived into the important role the Foundation plays to support the College of the Desert.

The Board discussed the possibility to set up meetings with the Board of Trustees in the future to see their vision/mission goals. This would need to be coordinated according to Brown Act requirements and might not take place until next fiscal year for logistical purposes.

In the meantime, presentations from the College Leadership and faculty members are provided on a monthly basis to keep the Board updated on College activity.

9.4 Follow-up Items	9.4 Task of	9.4 Due by
None	None	None

9.5 Now you're on a committee. Yes! This is the perfect place for you to be! (Jeff Bagel)

The Board regrouped in their respective Committee to discuss and review their roles and responsibilities.

Academic Angels:

- **NEW Purpose** is to engage the community by organizing fundraising events to achieve the mission of the COD Foundation, specifically in awarding scholarships.
- **NEW responsibilities**: Academic Angels are ambassadors of the College to the Community with fundraising responsibility.
- The **composition** of the Committee should be around 15 members, including community members. Some of the Committee members are already members of the Community.

Development Report:

Joanne Mintz indicated the Development Committee members could not find a purpose for the Development Committee, as there are small groups reporting back to that committee, which has become a listening Committee. Since it serves currently no purpose, this will need to be reviewed properly.

The recommendation at this point would be to turn this committee into a Stewardship Committee. Further discussions will need to take place.

Nominating Report:

The Nominating Committee will focus on:

- Term limits
- Clarifying the succession
- Diversity and inclusion
- Determining gaps/Changes for the year to year

Audit Report:

The Audit Committee's mandate is governed by the California Law.

<u>The Committee members noted the following</u>:

- The Audit Committee needs to update its purpose to align it with the Non-Profit Integrity Act of 2004.
- The auditors are required to be independent.
- Financial statements have to use and be in accordance with GAAP
- The independent auditor must follow GAAS
- The Audit Committee makes recommendation about hiring and firing of the independent auditing firm
- The Audit Committee can negotiate the compensation for the auditors, which should be added to the Committee's responsibilities. A
- The Audit Committee confer with auditors, review audit and decide whether to accept it.

Diane Rubin noted that the by-laws states that that Audit Committee is in charge of administering the fraud policy. The Committee is not aware of such policy and will investigate further. Kirstien Renna indicated that there was the whistleblower policy that exists that might cover the fraud policy. She will investigate and see if such a policy exists and report back to the Committee.

<u>Finance & Investment Committee Report:</u>

- The Finance and Investment Committee's purpose is to oversee financial operations of COD Foundation.
- The Finance and Investment Committee's responsibilities are to:
    - Review monthly financial reports
    - Review and recommend Annual Operating Budget for the Foundation
    - Recommend necessary adjustments to the Operating budget, if any, to the Executive Committee
    - Maintain oversight of funds coming into the operational budget and funds being disbursed through the operational budget
    - Oversee the investment of the Foundation's assets in accordance with an Investment Policy Statement adopted by the Board and makes recommendations for changes to that policy
    - Meet yearly or as needed, to review the investment with the designated financial advisors
    - Report to the Board of Directors at each Board meeting on the allocation and makeup of the Foundation's financial conditions
    - Recommend any changes in advisors for the Board's consideration and informs the Board of any matters, which may be of interest to the Board as it, pertains to the investments
    - Review and approve all disbursements of funds of the Foundation

- The Committee is comprised of at least 5 appointed members of the Board of Directors. In no circumstances is the independent auditor or an employee or relative of the Independent Auditor's firm to serve on the Committee. The Treasurer shall Chair Committee.
- The Committee shall meet monthly or as needed to fulfill the responsibilities described above. The Committee Chair shall convene the meetings.
- STAFF LIAISON: Executive Director and Financial Accountant

9.5 Follow-up Items	9.5 Task of	9.5 Due by
Kirstien Renna will investigate if there is an existing Fraud Policy and will check if the whistleblower policy language regarding fraud policy.	Kirstien Renna/Diane Rubin and the Audit Committee	December 2021

9.6 Part II. You're a volunteer but sometimes it feels like real work (Jeff Bagel)

This item was removed from the agenda due to a lack of time.

9.6 Follow-up Items	9.6 Task of	9.6 Due by
None	None	None

9.7 All this talk about what drives us? Mission, Vision, Values (Jeff Bagel)

The Board discussed the mission, vision and values of College of the Desert Foundation.

The current mission of the Foundation is:

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

9.7 Conclusion:

The Board debated on adding a reference to workforce development but agreed to keep the mission broad. They also asked to update the grammatical error as follows:

Mission: College of the Desert Foundation acts as advocates for the College and ~~to~~ secures financial support enhancing educational opportunities for all students.

9.7 Follow-up Items	9.7 Task of	9.7 Due by
Correct the grammatical error in the Foundation mission statement	Foundation Staff	

9.8 It's a new era at College of the Desert (Dr. Martha Garcia)

Dr. Martha Garcia presented her goals and purpose for the institution. She then answered questions from the Board.

9.8 Follow-up Items	9.8 Task of	9.8 Due by
None	None	None

9.9 The Talent Pool (Ana Hernandez)

Ana Hernandez presented the Work Experience Program at College of the Desert and answered questions from the Board.

9.9 Follow-up Items	9.9 Task of	9.9 Due by
None	None	None

9.10 Diversity Matters (Dr. Veronica Daut)

Veronica Daut presented on Diversity and responded to Board Members' questions.

9.10 Follow-up Items	9.10 Task of	9.10 Due by
None	None	None

9.11 Stepping Out For College of the Desert Update (Barbara Foster Monachino and Jane Saltonstall)

Barbara Foster Monachino and Jane Saltonstall provided an update on the Stepping Out for College of the Desert Gala. They played a video of entertainer Ann Hampton Callaway performing at the Kennedy Center. They showed the sponsorship brochures and the Save the Date documents to the Board members. The Board was provided with the names of some donors that they would like to write personal notes for, in order to invite them to become sponsors.

9.11 Follow-up Items	9.11 Task of	9.11Due by
None	None	None

9.12 Budget Workshop Announcement (Catherine Abbott)

Catherine Abbott announced the budget workshops that are scheduled on:

- Wed, January 19 at 9AM
- Wed, February 2, at 9AM

9.12 Follow-up Items	9.12 Task of	9.12 Due by
None	None	None

9.13 Planning Session Takeaway (Jeff Bagel)

Board members shared their takeaways.

9.13 Follow-up Items	9.13 Task of	9.13 Due by
None	None	None

10. Other Discussions & Future Agenda Items

There were no other discussions or agenda items.

10. Follow-up Items	10. Task of	10. Due by
None	None	None

11. Adjournment

The Foundation President adjourned the meeting at 3:46PM.

Next Meeting: Wednesday, December 1, 2021 –College of the Desert Indio Campus & Zoom – 12PM to 2PM

COLLEGE of the DESERT FOUNDATION

COMMITTEE CHAIR REPORTS

COLLEGE of the DESERT FOUNDATION

Committee Chairs Reports
Wed, December 1, 2021

Audit Committee Report – Diane Rubin
There is no report as the committee did not meet.

Academic Angels Committee Report - Marge Dodge

"Calling All Angels," the quarterly e-newsletter, was sent December 1 to all current, lapsed and lifetime Academic Angels, prospective members, Foundation board members and President's Circle members. The objective of the newsletter is to keep members informed and engaged.

The **Welcome Back Tea** was a great success with new and former Academic Angels attending. A brief program thanked Barbara and Bernie Fromm for hosting the event in their lovely home and Aurora Wilson, Catherine Abbott and Matt Durkan were introduced. President of the Coeta and Donald Barker Foundation shared that Coeta Barker was a founding member of the Academic Angels and historically held the Welcome Back Tea in her home. The event was underwritten by the Barker Foundation.

COD alumnus, 2006 Leadership Coachella Valley graduate and 2014 COD Hall of Fame member Kate Spates shared her positive experience in the Leadership program. Leadership Coachella Valley Board President Shawn Abramowitz introduced two COD program participants: Dakota De La Torre and Christina Parades, who spoke of their experience in the program and future ambitions.

Red COD bags filled with College items were presented to departing attendees.

A **Spring Lunch** (a fundraiser) will be held on February 16 at Big Horn Golf Club thanks to committee member Peggy Jacobs for arranging. We are in the planning stage of the event and welcome any suggestions.

Development (Stewardship) Committee Report – Joanne Mintz

The Development Committee met on November 11 and it was decided to recommend to the Board the change the name and focus of this Committee to THE STEWARDSHIP COMMITTEE.

The Stewardship Committee will focus on ensuring all current and potential donors are thanked appropriately. Additionally, we are to make sure we communicate to donors on a regular basis and provide updates on how their funds are being used and the impact these funds are having.

Finance & Investment Committee Report - Tom Minder

The Finance Committee met on 11/17/21. The September 2021 Financial Statement was reviewed and approved to be presented to the Board for final approval. It appears we are on track with the budget. The Committee also discussed, at length, the 2% management fee on the endowment as it relates to the recent $18 million gift. Cathy Abbott explained the purpose of the fee and how it actually allows more dollars to be spent on student needs. The committee agreed unanimously to keep the fee at 2%.

Ronda Edwards of Merrill Lynch gave the committee a detailed explanation of why she was asking the Foundation to remove the sentence in the IPS: "Only investments in fund of fund vehicles that are diversified by investment style and typically utilize multiple Investment Managers with a fund are allowed." She felt that investing in only fund of fund creates a double fee when investing in alternative funds. After an informed discussion, the Committee unanimously agreed the sentence would be removed from the IPS with the caveat that Merrill Lynch would coordinate with Covington Capital to ensure they both were not investing in the same fund.

The Board financial expectation was reviewed and the committee agreed that the inclusion of the commitment to donate $5,000.00 per year should be included in the Board Commitment statement. As to the membership in various sub sections of the Foundation, it was left to the Development Committee to make that determination.

The Budget Ad Hoc committee meetings were confirmed for Jan 19, 2022 and February 2, 2022 at 10:30 AM. The next Finance Committee meeting will be held on January 25, 2022 at 3:00 PM.

Legacy Leaders Report – Carol Bell Dean & Peggy Cravens

No report available as the Committee did not meet.

Nominating Committee Report – Barbara Fromm

The Nominating Committee had their first meeting for this fiscal year on November 15. The new Committee Members got a chance to introduce themselves and discuss their goals and objectives for the year. The selected Committee members have a deep understanding of the experience required to join the Board. They will focus on recruiting new Board members via an interview process and bringing on diversity to the Board as they will work hands in hand with the Ad-Hoc Diversity Committee, chaired by Norma Castaneda. The next Nominating Committee meeting is scheduled on December 13.

President's Circle Membership Committee Report – Bill Chunowitz

There is no report as the committee did not meet.

President's Circle Events Committee Report – Carol Bell Dean

On Veterans Day, November 11, an event was held at the home of Carol and Ed Dean. We had 70 attending, a beautiful evening with wine and canapés served by LuLu Catering. There were three veterans who spoke about their military experience. It was a total success with a lot of energy and some new membership interest.

If we can find a mutual date, a "meet and great" at the Cork Tree will be the next Presidents Circle event. The evening is planned for 50 people. More information to come.

On April 8, 2022 we have a private dinner party at a home in Rancho Mirage. The home was designed by Steve Chase which we are all excited about. The menu and time frame is under consideration.

The CV Rep evening has been moved to Stepping Out as a thank you to the sponsors for their financial support. Barbara Foster Monachino is heading up this event and will be advising date and time.

The December 2, 2021 Committee meeting has been cancelled.

Stepping Up for College of the Desert Committee Report - Barbara Foster Monachino and Jane Saltonstall

Ann Hampton Calloway has confirmed that she will do a Meet and Greet, after the performance. This will be by invitation only, and will be held in the Founders Room. She is not limiting the numbers, but in the past, numbers have not been an issue. If the weather is nice we can spill onto the deck. Due to McCallum rules the green room will not be available.

Ann has been most help and open to our suggestions and requests. A number of us saw her perform at "One Night Only" and the song she performed was highlighted in the Desert Sun. A few of us also saw her perform, with her sister, at the Purple Room. We can expect a great performance. Ticket sales are live at the McCallum and we have pulled the upfront seats to be saved for sponsors.

In terms of logistics for the entertainers, hotel rooms are being pursued by Matt Durkan. He has a proposal in to Aqua Caliente to secure comped rooms (5 rooms for 2 nights). In exchange, we will negotiate ads and possible tickets. Ground transportation still needs to be firmed up. Cathy Abbott is working on the MOU with the McCallum

Most of the Sponsorship letters and brochures have been mailed. The few that remain are waiting for personal notes. Thank all of you who volunteered to write notes! There are approximately 150 packets that contain personal notes. Amanda McCarthy has created a consolidated list of all donors from past events as well as any large donors. This work took many hours, but will be invaluable as we move forward in upcoming years.

We had an initial meeting with our new PR person, Theresa Maggio to discuss the video that will be shown the night of the performance. She will also take on the responsibility for the program brochure.

As we mentioned, in place of a pre-dinner, we will hold a pre-event on February 10th for our major sponsors. It will be titled "Roadrunner Cabaret Salutes Stepping Out for COD". The event will begin at 6:00PM, with cocktails from 6-7PM, in the lobby. Then everyone will move onto the stage where small tables will be set up and musical entertainment will be provided by COD students. Cathy Abbott is the intermediary with COD faculty for this event. The AdHoc pre-event committee under the direction of Joanne Mintz is finalizing the catering and will meet with CV Rep staff to review the theatre requirements (vaccination) as well as technical requirements (volunteers, ushers, lighting and sound).

COLLEGE of the DESERT FOUNDATION

FINANCIAL STATEMENTS FOR PERIOD ENDED SEPTEMBER 30, 2021

FOR APPROVAL

Financial Report

For the period Ended September 30, 2021

Foundation Mission Statement

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

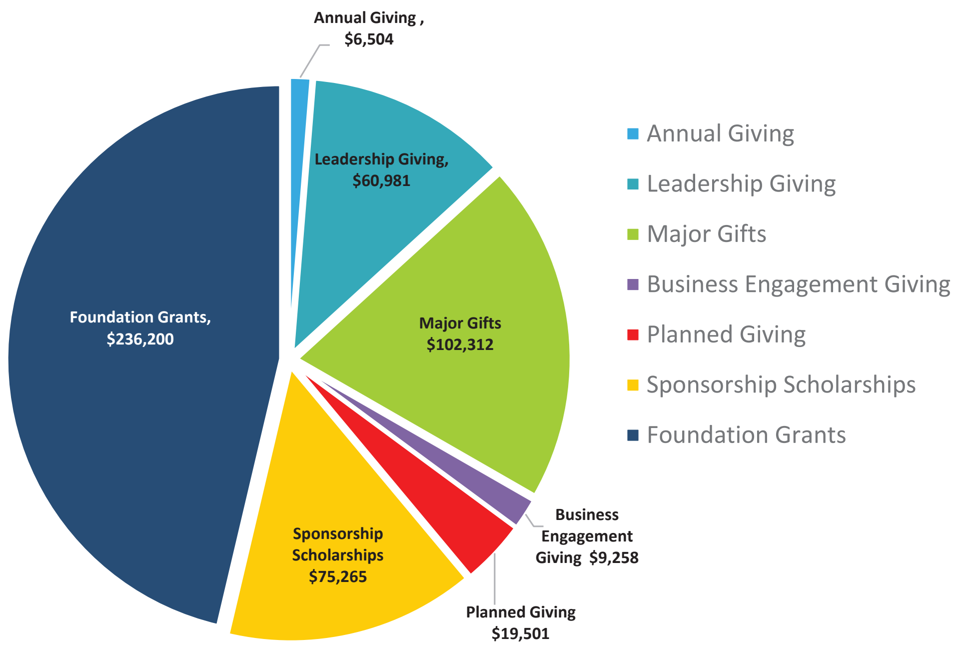
Total Fundraising Revenue Highlights

September 30, 2021 Fundraising Revenues $289,634 & YTD $510,021

2021/2022 Revenues

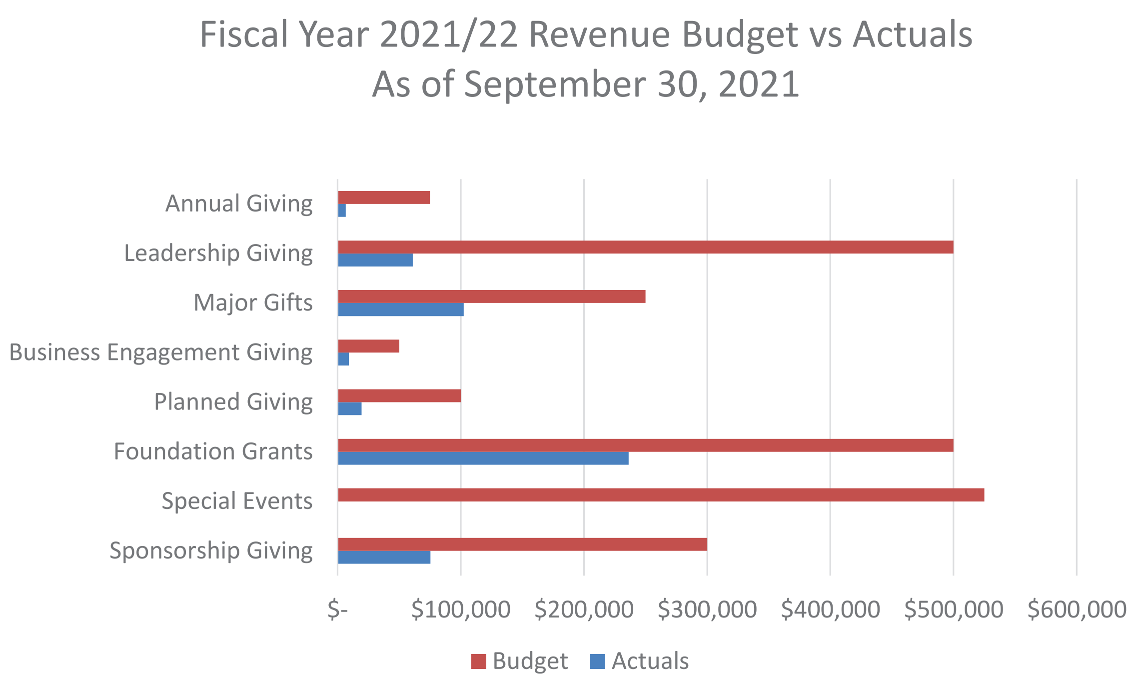
YTD Revenues Highlights:

- $452,784 in Scholarship Donations (Variety of Rest. Funds) Including:
  - $200,000 In support of the plEDGE Program
  - $102,312 New Scholarship Endowment for the Early Childhood Education
  - $75,265 Sponsorship Pass Through Scholarships
  - $25,000 Edison STEM Grant
  - $15,030 In support of the Student Emergency Fund
  - $10,200 from the Osher Foundation for Scholarships
  - $10,000 Addition to the Vinci/Moller Theatre Arts Scholarship Endowment
- $19,501 In Estate Gifts
- $18,375 in Presidents Circle Contributions



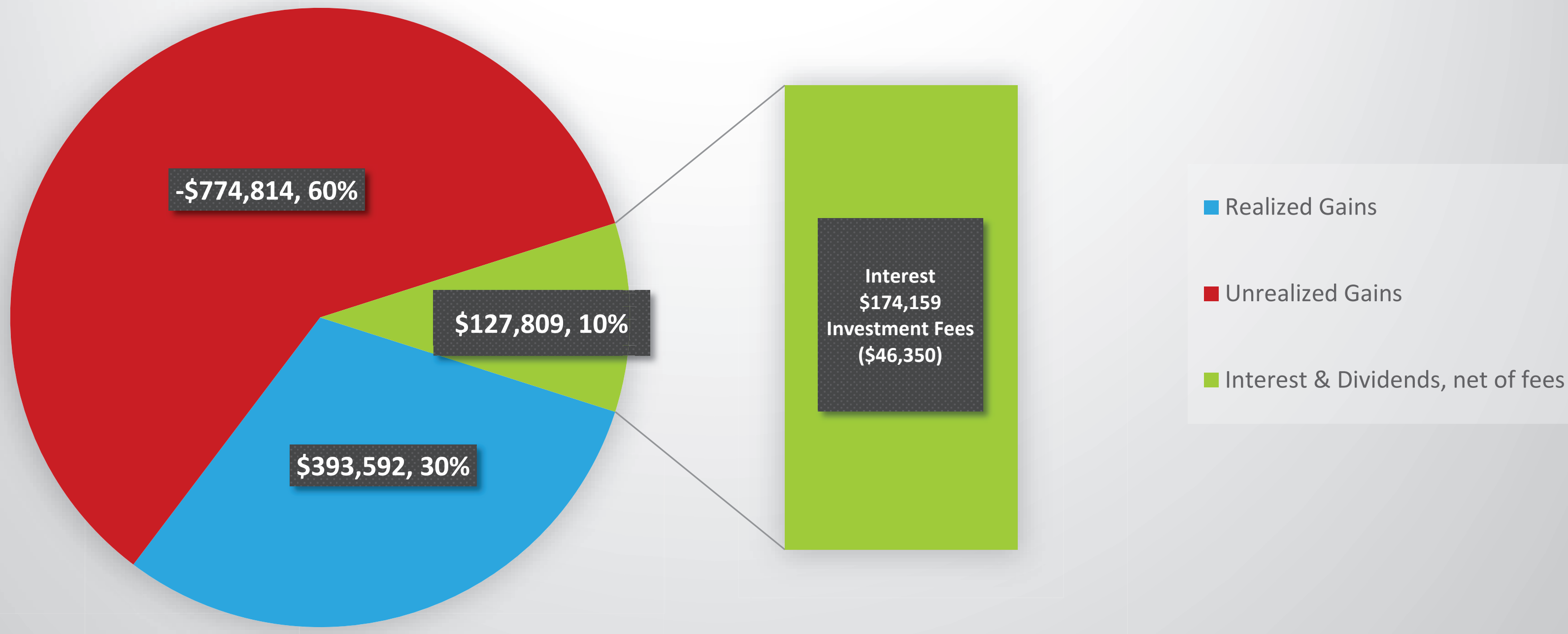
Total Fundraising Revenue Budget vs. Actuals

Annual Giving			
	Budgeted:	$ 75,000	
	Actual:	$ 6,504	8.7%
Leadership Giving			
	Budgeted:	$500,000	
	Actual:	$ 60,981	12.2%
Business Engagement Giving			
	Budgeted:	$ 50,000	
	Actual:	$ 9,258	18.5%
Major Gifts			
	Budgeted:	$250,000	
	Actual:	$102,312	40.9%
Planned Giving			
	Budgeted:	$100,000	
	Actual:	$ 19,501	19.5%
Special Event Giving			
	Budgeted:	$525,000	
	Actual:	$ 0.00	0.0%
Sponsorship Scholarships (Pass Thru)			
	Budgeted:	$300,000	
	Actual:	$ 75,265	25.1%
Foundation Grants			
	Budgeted:	$500,000	
	Actual:	$236,200	47.2%
Total FY 2021/22 Fundraising Budget		$2,300,000	
Actual Revenue Realized		**$ 510,021**	**22.2%**

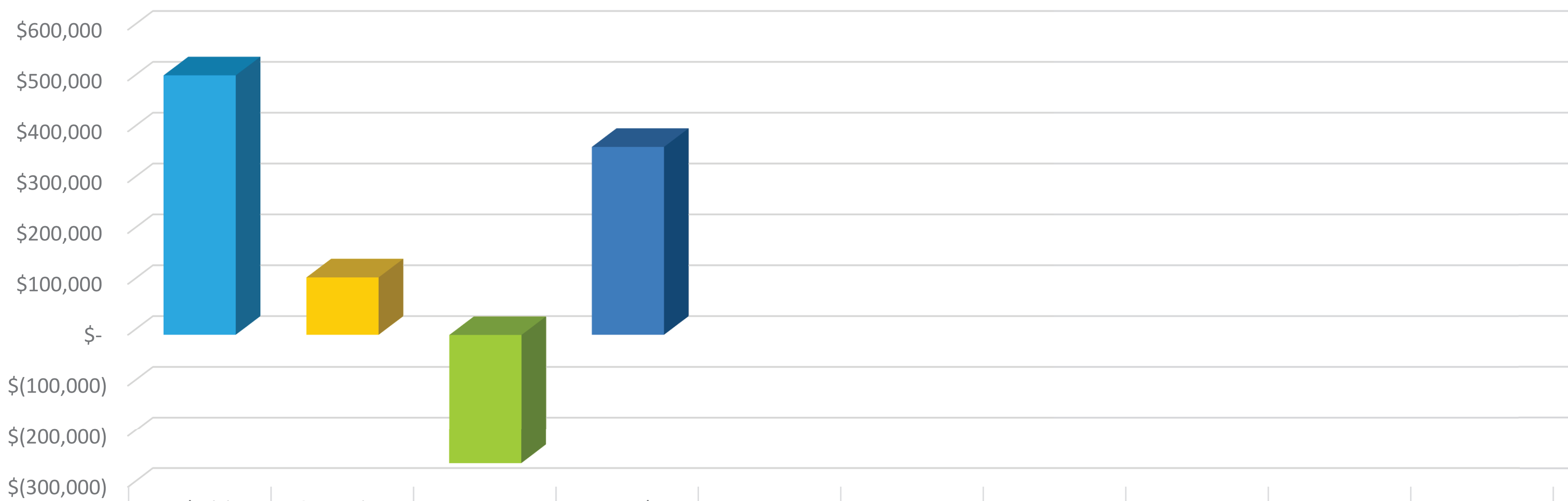


Investment Activities

Total Other Investment Activity Income for the period ended September 30, 2021 is ($803,215) including Interest of $61,520 and ($253,413) YTD including Interest of 174,159



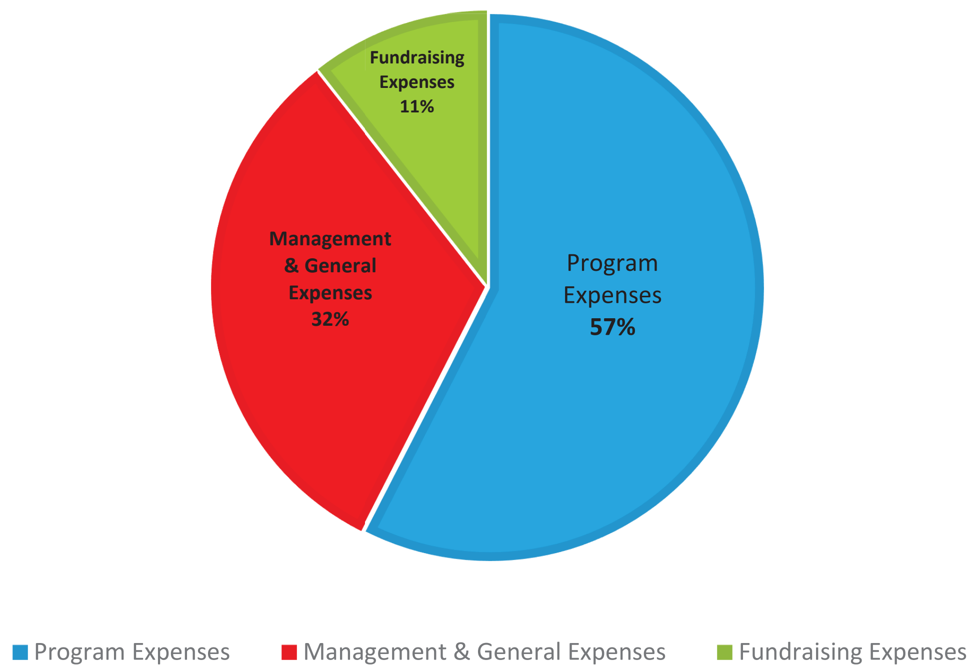
Fiscal Year 2021/22 Combined Revenue & Investment Activities as of September 30, 2021



	Fundraising Revenue	Operating Revenue, less Interest	Investment Activities, including Interest	Total Revenue & Investment Activities
As of September 30, 2021	$510,021	$112,732	$(253,413)	$369,340

Total Expenditures

2021/2022 YTD FUNCTIONAL EXPENSES



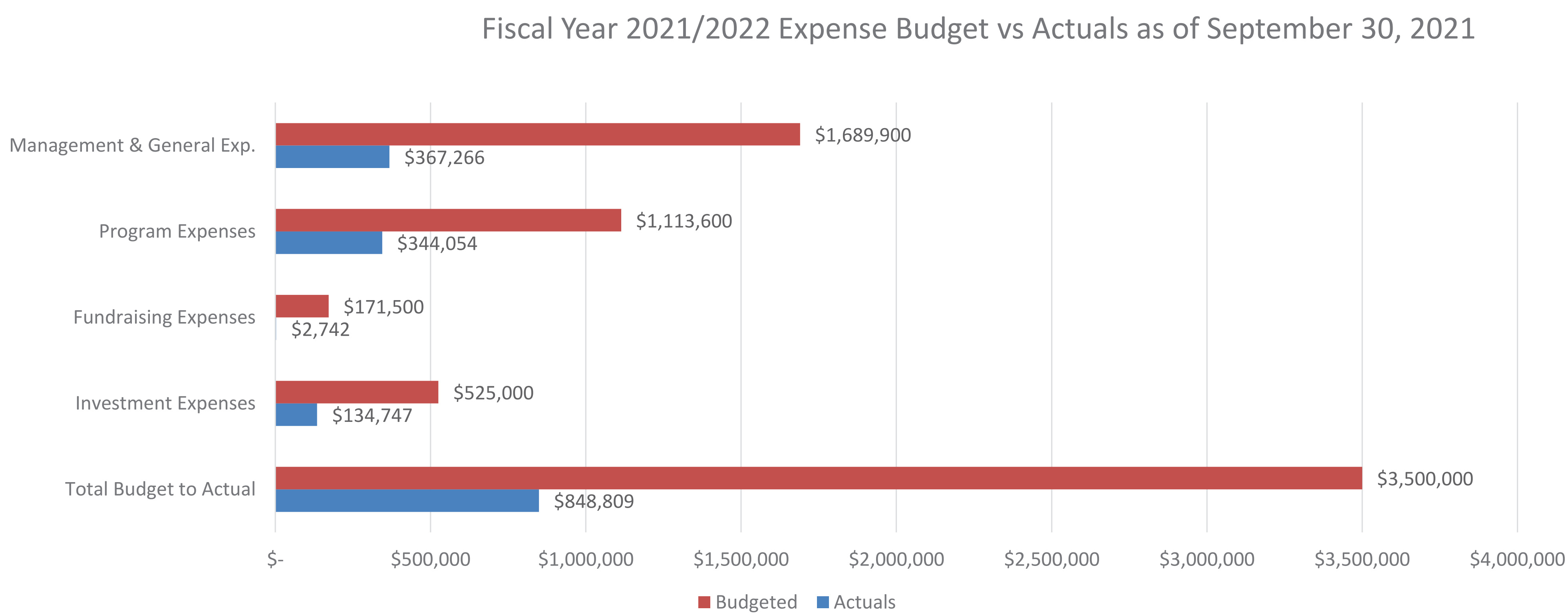
Total expenditures for the month ended September 30, 2021 are $459,747 and YTD $803,750

Includes:

• Scholarships & Program Support	$ 344,054
• Foundation Salaries & Benefits	$ 289,721
• Foundation Marketing & Development	$ 19,460
• Audit Expense	$ 10,500
• Consulting Services	$ 9,340

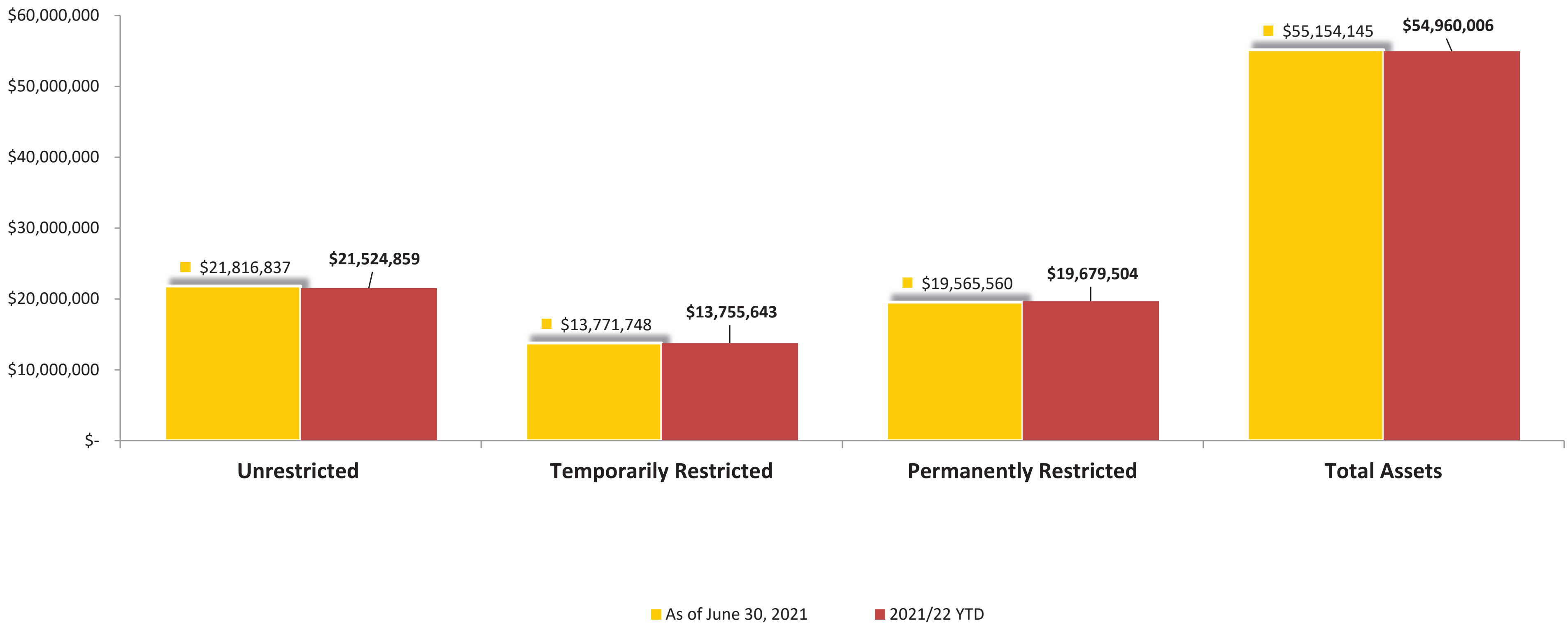
** Amounts do not include Investment activity.*

Expenditures – Budget vs Actual



** Amounts do not include Investment activity.*

Change in Net Assets



- Unrestricted Funds: Includes $500,000 Board Designated Reserve and $250,000 Board Designated Funds for Pledge Program & $18M Quasi-Endowment.
- Temporarily Restricted Funds: Restricted per Donor Criteria
- Permanently Restricted Funds: Endowments held by the Foundation in Perpetuity.

Accomplishing our mission

As of September 30, 2021

$330,687 Given in Scholarship Support to Students

$13,367 in Program Support

Total Combined Support $344,054

Additional Pending Request $214,236.

STUDENT EMERGENCY FUND UPDATE

As of November 02, 2021:

- Total funds allocated by Foundation Board of Directors for Student Emergency Request $300,000
- Total additional funds raised since fund inception $ 154,005.67

- Student Emergency funds disbursed since inception $375,167.92
- Approximately 449 Individual Disbursements

- Remaining Funds Available as of November 02, 2021 $ 76,570.50

College of the Desert Foundation
Schedule of Net Assets
As of 11/2/2021

		Revenues	Expenditures	Total
Balances:				
COD Student Emergency Fund - Foundation	2313			
Temporarily Rest. Fund Balance	32000	0.00	0.00	0.00
Annual Giving	45010	11,345.00	0.00	11,345.00
Leadership Giving	45020	90,816.67	0.00	90,816.67
Business Engagement Giving	45030	11,875.00	0.00	11,875.00
Major Gifts	45040	39,969.00	0.00	39,969.00
Interest & Dividends	50000	0.00	0.00	0.00
Realized Gains (Losses)	63000	0.00	0.00	0.00
Unrealized Gains/(Losses)	63003	0.00	0.00	0.00
Scholarships	70200	0.00	(375,167.92)	(375,167.92)
Gift Fee	81503	0.00	(2,267.25)	(2,267.25)
Other Investment Expenses	83200	0.00	0.00	0.00
Interfund Transfer	90000	0.00	300,000.00	300,000.00
Total COD Student Emergency Fund - Foundation		154,005.67	(77,435.17)	76,570.50
Total Balances:		154,005.67	(77,435.17)	76,570.50

COLLEGE of the DESERT FOUNDATION

FINANCIAL SUMMARY

September 30, 2021

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , SEPTEMBER 30, 2021
WITH COMPARATIVE TOTALS FOR SEPTEMBER 30, 2020

		Operating & Restricted Asset Funds		Endowed Asset Funds		
		Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only) 2021-2022	2020-2021
	ASSETS					
	Current Assets					
1	Cash and cash equivalents	9,579,021	108,475	2,176,391	11,863,887	1,041,224
2	Investments	11,337,449	13,267,031	17,161,399	41,765,880	32,097,593
3	Investments - Board Reserve	500,000	-	-	500,000	500,000
4	Investments related to deferred gifts - Split Interest Agreements	-	158,228	-	158,228	168,020
5	Unconditional promises to give (Pledg	35,000	-	-	35,000	20,320
6	Allowance for Doubtful Accounts	-	-	-	-	-
7	Accounts Receivable	500	250	-	750	501
8	Accounts Receivable - Related Party	3,424	-	-	3,424	-
9	Accrued interest receivable	61,005	30,086	5,164	96,255	109,348
10	Student Emergency Funds held at Co	5,000	-	-	5,000	5,000
11	Other Assets	2,500	-	-	2,500	2,500
12	Total Current Assets	21,523,899	13,564,070	19,342,955	54,430,924	33,944,506
	Noncurrent Assets				-	
13	Beneficial interest in assets held by the Foundation for California Community Colleges - Osher Foundation	-	126,666	336,549	463,215	381,424
14	Unconditional promises to give (Pledges)- Net amortized Discount	960	64,907	-	65,867	54,808
15	Equipment (net of accumulated depre	-	-	-	-	40
16	Total Noncurrent Assets	960	191,573	336,549	529,082	436,272
17	TOTAL ASSETS	21,524,859	13,755,643	19,679,504	54,960,006	34,380,778
	LIABILITIES					
	Current Liabilities					
18	Accounts payable	22,673	-	-	22,673	104,985
19	Accounts Payable - Related Party	104,383	229,763	-	334,146	170,137
20	Accrued Payroll - Related Party	43,464	-	-	43,464	17,442
21	PPP Loan Payable	-	-	-	-	97,705
22	Deferred Contribution Income	-	-	-	-	(3,393)
23	Total Current Liabilities	170,520	229,763	-	400,284	386,877
	NET ASSETS, beginning					
	Unrestricted:					
24	Undesignated	20,917,272	-	-	20,917,272	2,350,492
25	Board designated	750,000	-	-	750,000	500,000
26	Temporarily restricted	-	13,761,098	-	13,761,098	10,857,833
27	Permanently restricted	-	-	19,565,560	19,565,560	19,414,806
28	TOTAL NET ASSETS, beginning	21,667,272	13,761,098	19,565,560	54,993,930	33,123,131
29	Net Activity	(312,933)	(235,218)	113,944	(434,208)	870,771
30	NET ASSETS	21,354,339	13,525,880	19,679,504	54,559,722	33,993,902
31	TOTAL LIABILITIES AND NET ASSETS	21,524,859	13,755,643	19,679,504	54,960,006	34,380,778

STATEMENT OF ACTIVITIES

FOR CURRENT MONTH ENDED 09/302021 & YTD

		CURRENT MONTH ENDING 09/30/2021			Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	9/30/2020	ALL FUNDS	Budget	Variance	9/30/2020	2021 / 2022
			(1/12 OF Annual Budget)				(3/ 12 of Annual Budget)			
	OPERATIONAL & PROGRAM SUPPORT									
	OPERATING REVENUE									
1	**In-Kind Revenue**	-	5,417	(5,417)	-	-	16,250.00	(16,250)	-	65,000
2	**Interest**	61,520	60,000	1,520	54,445	174,159	180,000	(5,841)	186,193	720,000
3	**Management Fees**	37,263	34,583	2,680	34,084	112,732	103,750.00	8,982	102,138	415,000
4	**Sustainability Fees (Gift Fees)**	-	-	-	-	-	-	-	-	-
5	**TOTAL OPERATING REVENUE**	**98,783**	**100,000**	**(1,217)**	**88,529**	**286,891**	**300,000**	**(13,109)**	**288,331**	**1,200,000**
	MANAGEMENT & GENERAL EXPENSES									
6	Audit Services	6,300	850	(5,450)	-	6,300	2,550	(3,750)	-	10,200
7	Bad Debt	-	-	-	-	-	-	-	-	-
8	Bank & Credit Card Fees	25	333	308	159	458	1,000.00	542	184	4,000
9	Board/Staff Training	150	625	475	40	1,940	1,875	(65)	40	7,500
10	Depreciation	-	-	-	-	-	-	-	-	-
11	Equipment Lease / Maintenance	-	667	667	-	1,935	2,000.00	65	1,935	8,000
12	Furniture / Equipment	-	267	267	-	-	800.00	800	-	3,200
13	Insurance	555	46	(509)	-	555	138.75	(416)	-	555
14	Interest Expense - PPP Loan	-	-	-	81	-	-	-	160	-
15	Legal Services	-	1,000	1,000	-	-	3,000	3,000	-	12,000
16	Management Fees	37,263	34,583	(2,680)	34,084	112,732	103,750.00	(8,982)	102,138	415,000
17	Membership Dues	-	240	240	-	1,536	720	(816)	-	2,880
18	Office Supplies	616	817	200	-	866	2,450.00	1,584	125	9,800
19	Postage	-	100	100	10	90	300	210	110	1,200
20	Printing/Design/Graphics	10	200	190	-	600	600	(0)	61	2,400
21	Realized Gain/Loss - For Split Interest Agreements	-	833	833	-	-	2,500.00	2,500	-	10,000
22	Rent/Utilities - In Kind	-	5,417	5,417	-	-	16,250.00	16,250	-	65,000
23	Repairs/Maintenance	-	83	83	-	-	250.00	250	-	1,000
24	Service Contracts	65	1,167	1,102	65	195	3,500.00	3,305	195	14,000
25	Staff Mileage Reimbursement	-	104	104	-	40	312.50	273	-	1,250
26	Staff Support	-	55	55	-	83	166.11	83	-	664
27	Subscriptions/Publications	730	163	(567)	572	872	490.00	(382)	762	1,960
28	Sustainability Fees (Gift Fees)	-	-	-	-	-	-	-	-	-
29	Telephone	-	525	525	-	-	1,575	1,575	327	6,300
30	Travel	-	125	125	-	-	375	375	-	1,500
31	**General**	45,715	48,200.79	2,486	35,011	128,202	144,602.36	16,400	106,037	578,409
32	Donor Database Manager	-	-	-	-	-	-	-	-	-
33	Prospect Research/Screening Services	-	83	83	-	-	250.00	250	-	1,000
34	Stewardship Coordinator	638	587	(51)	867	968	1,760.00	792	2,488	7,040
35	**Independent Contractors (Non-Fundraising)**	638	670	32	867	968	2,010	1,042	2,488	8,040
36	Annual Report	-	-	-	-	-	-	-	-	-
37	**Marketing**	-	-	-	-	-	-	-	-	-
38	Donor Recognition	111	313	202	104	261	937.50	677	365	3,750
39	**Recognition**	111	313	202	104	261	937.50	677	365	3,750
40	Foundation Staff	46,693	40,966	(5,727)	29,579	127,477	122,899.37	(4,578)	90,561	491,597
41	**Salaries & Related Expenses**	46,693	40,966	(5,727)	29,579	127,477	122,899.37	(4,578)	90,561	491,597
							-			
42	**TOTAL MANAGEMENT & GENERAL EXPENSES**	93,157	90,150	(3,007)	65,561	256,909	270,449.23	13,541	199,451	1,081,797
	PROGRAM EXPENSES									
43	College Program Support	11,926	32,700	20,774	4,038	13,367	98,100	84,733	4,038	392,400
44	Presidents Innovation Fund	-	-	-	-	-	-	-	-	-
45	Presidents Discretionary Fund	-	-	-	-	-	-	-	-	20,000
46	Student Awards	-	100	100	-	-	300	300	-	1,200
47	Student Scholarships	268,257	58,333	(209,924)	112,829	330,687	175,000.00	(155,687)	171,932	700,000
48	**College & Student Support**	280,183	92,800	(187,383)	116,867	344,054	278,400.00	(65,654)	175,970	1,113,600
49	Alumni Database Development	-	38	38	-	-	112.50	113	-	450
50	Alumni Engagement	-	-	-	(389)	-	-	-	(389)	-
51	Community Relations	-	188	188	-	-	562.50	563	551	2,250
52	Donor Cultivation	-	375	375	-	127	1,125	998	-	4,500

STATEMENT OF ACTIVITIES

FOR CURRENT MONTH ENDED 09/302021 & YTD

		CURRENT MONTH ENDING 09/30/2021			Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	9/30/2020	ALL FUNDS	Budget	Variance	9/30/2020	2021 / 2022
			(1/12 OF Annual Budget)				(3/ 12 of Annual Budget)			
53	Donor Recognition	15	42	27	14	35	125.00	90	49	500
54	**Development & Recognition**	15	642	627	(375)	162	1,925.00	1,763	211	7,700
55	Audit Services	2,100	283	(1,817)	-	2,100	850.00	(1,250)	-	3,400
56	Board/Staff Training	90	375	285	24	1,164	1,125	(39)	24	4,500
57	Legal Services	-	333	333	-	-	1,000.00	1,000	-	4,000
58	Membership Dues	-	5	5	-	32	15	(17)	-	60
59	Postage	-	196	196	20	175	587.50	412	215	2,350
60	Printing/Design/Graphics	20	392	372	-	1,176	1,175.00	(1)	120	4,700
61	Staff Mileage Reimbursement	-	63	63	-	24	187.50	164	-	750
62	Travel	-	75	75	-	-	225	225	-	900
63	**General**	2,210	1,722	(488)	44	4,671	5,165	494	358	20,660
64	Donor Database Manager	-	-	-	-	-	-	-	-	-
65	Prospect Research/Screening Services	-	229	229	-	-	687.50	688	-	2,750
66	Scholarship/Stewardship Coordinator	1,755	1,613	(141)	2,383	2,662	4,840.00	2,178	6,843	19,360
67	**Independent Contractors (Non-Fundraising)**	1,755	1,843	88	2,383	2,662	5,527.50	2,866	6,843	22,110
68	Annual Report	-	-	-	-	-	-	-	-	-
69	Marketing - College	-	-	-	7,200	-	-	-	27,720	-
70	Marketing - Foundation	4,300	5,000	700	8,046	8,280	15,000	6,720	24,888	60,000
71	Marketing - General	-	2,667	2,667	7,126	-	8,000.00	8,000	10,158	32,000
72	Marketing - State of the College	-	4,667	4,667	-	-	14,000	14,000	-	56,000
73	Marketing - Video	-	-	-	-	-	-	-	-	-
74	Marketing - Website/Social Media	-	333	333	-	-	1,000.00	1,000	-	4,000
75	Refunds/Reimbursement of Marketing Expenses	-	-	-	-	-	-	-	-	-
76	Website Fees	474	80	(394)	41	745	240	(505)	41	960
77	**Marketing**	4,774	12,747	7,972	22,414	9,025	38,240	29,215	62,806	152,960
78	Foundation Staff	37,142	32,587	(4,555)	23,529	101,402	97,760.86	(3,641)	72,037	391,043
79	**Salaries & Related Expenses**	37,142	32,587	(4,555)	23,529	101,402	97,760.86	(3,641)	72,037	391,043
80	**TOTAL PROGRAM EXPENSES**	326,079	142,339	(183,739)	164,862	461,976	427,018.36	(34,958)	318,225	1,708,073
81	**TOTAL OPERATING EXPENSES**	**419,236**	**232,489**	**(186,746)**	**230,422**	**718,885**	**697,467.59**	**(21,417)**	**517,676**	**2,789,870**
82	**OPERATING SURPLUS (DEFICIT)**	**(320,453)**	**(132,489)**	**(187,963)**	**(141,893)**	**(431,994)**	**(397,468)**	**34,526**	**(229,345)**	
	FUNDRAISING									
	FUNDRAISING REVENUE									
83	Academic Angels < $1,000	1,250	-	1,250	-	1,250	-	1,250	1,450	-
84	Community Friends Donations	50	-	50	200	1,313	-	1,313	909	-
85	Faculty/Staff/Retiree Donation	1,153	-	1,153	1,491	3,015	-	3,015	3,710	-
86	Scholarship Donations	250	-	250	1,966	925	-	925	6,391	-
87	**Annual Giving - Gifts $1,000 and under**	2,703	6,250	(3,547)	3,657	6,504	18,750	(12,246)	12,461	75,000
88	State of the College Donations	-	-	-	-	-	-	-	-	-
89	Paycheck Protection Program Contribution	-	-	-	-	-	-	-	-	-
90	Community Friends Donations	58	-	58	38	58	-	58	564	-
91	Academic Angels Giving	-	-	-	-	-	-	-	-	-
92	Presidents Circle Giving	2,500	-	-	-	2,500	-	-	-	-
93	Scholarship Donations	6,400	-	6,400	400	6,700	-	6,700	1,550	-
94	**Business Engagement Giving - All donations made by businesses**	8,958	4,167	4,792	438	9,258	12,500.00	(3,242)	2,114	50,000

STATEMENT OF ACTIVITIES

FOR CURRENT MONTH ENDED 09/302021 & YTD

		CURRENT MONTH ENDING 09/30/2021			Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	9/30/2020	ALL FUNDS	Budget	Variance	9/30/2020	2021 / 2022
			(1/12 OF Annual Budget)				(3/ 12 of Annual Budget)			
95	Community Friends	-	-	-	-	-	-	-	-	-
96	Scholarship Donations	225,000	-	225,000	-	236,200	-	236,200	21,000	-
97	**Foundation Grants**	225,000	41,667	183,333	-	236,200	125,000.00	111,200	21,000	500,000
98	Community Friends Donations	4,149	-	4,149	1,000	7,149	-	7,149	1,000	-
99	Faculty/Staff/Retiree Donation	663	-	663	443	1,575	-	-	885	-
100	Presidents Circle Giving	4,108	-	4,108	10,460	15,875	-		19,480	-
101	Scholarship Donations	2,500	-	2,500	1,000	31,382	-	31,382	11,200	-
102	**Leadership Giving - Gifts $1,000 - $24,999**	11,420	41,667	(30,247)	12,903	55,981	125,000.00	(69,019)	32,565	500,000
103	Community Friend Donations	-	-	-	-	-	-	-	-	-
104	Presidents Circle Giving	-	-	-	50,000	-	-	-	50,000	-
105	Scholarship Donations/Scholarship Endowments	-	-	-	100,000	102,312	-	102,312	100,000	-
106	Space Naming	-	-	-	-	-	-	-	-	-
107	**Major Gifts - Gifts of $25,000 +**	-	20,833	(20,833)	150,000	102,312	62,500.00	39,812	150,000	250,000
108	Charitable Gift Annuity	-	-	-	-	-	-	-	-	-
109	Estate Gifts	6,000	-	6,000	9,000	19,501	-	19,501	12,902	-
110	**Planned Giving**	6,000	8,333	(2,333)	9,000	19,501	25,000.00	(5,499)	12,902	100,000
111	Academic Angels Special Events	5,000	2,083	2,917	-	5,000	6,250.00	(1,250)	-	25,000
112	Stepping Out for COD	-	41,667	(41,667)	-	-	125,000.00	(125,000)	-	500,000
113	**Special Events**	5,000	43,750	(38,750)	-	5,000	131,250	(126,250)	-	525,000
114	**Sponsorship Scholarships (Pass Thru)**	30,553	25,000	5,553	85,639	75,265	75,000	265	110,365	300,000
115	**TOTAL FUNDRAISING REVENUE:**	**289,634**	**191,667**	**97,967**	**261,636**	**510,021**	**575,000**	**(64,979)**	**341,406**	**2,300,000**
	FUNDRAISING EXPENSES									
116	Alumni Database Development	-	46	46	-	-	137.50	138	-	550
117	Annual Giving Expenses	-	833	833	-	-	2,500.00	2,500	-	10,000
118	Alumni Engagement	-	-	-	(475)	-	-	-	(475)	-
119	Business Engagement Expenses	-	125	125	-	-	375	375	-	1,500
120	Community Relations	-	229	229	-	-	687.50	688	674	2,750
121	Donor Cultivation	-	458	458	-	156	1,375.00	1,219	-	5,500
122	Foundation Giving Expenses	-			-	-			-	-
123	Leadership Giving Expenses	-	1,250	1,250	-	439	3,750.00	3,311	-	15,000
124	Major Gifts Expenses	-	-	-	-	-	-	-	-	-
125	Planned Giving Expenses	-	1,250	1,250	-	-	3,750	3,750	-	15,000
126	Donor Recognition	22	63	40	21	52	187.50	135	73	750
127	**Development & Recognition**	22	4,254	4,232	(455)	647	12,762.50	12,116	271	51,050
128	Audit Services	2,100	283	(1,817)	-	2,100	850.00	(1,250)	-	3,400
129	Board/Staff Training	60	250	190	16	776	750	(26)	16	3,000
130	Legal Services	-	333	333	-	-	1,000.00	1,000	-	4,000
131	Membership Dues	-	5	5	-	32	15	(17)	-	60
132	Office Supplies	13	17	4	-	18	50.00	32	3	200
133	Postage	-	121	121	12	108	362.50	254	133	1,450
134	Printing / Design / Graphics	12	242	229	-	726	725.00	(1)	74	2,900
135	Staff Support	-	1	1	-	2	3.39	2	-	14
136	Subscriptions	15	3	(12)	12	18	10.00	(8)	16	40
137	Staff Mileage Reimbursement	-	42	42	-	16	125.00	109	-	500
138	Travel	-	50	50	-	-	150	150	-	600
139	**General**	2,200	1,347	(853)	40	3,795	4,040.89	246	240	16,164
140	Business Engagement Coordinator	-	-	-	-	-	-	-	-	-
141	Director of Annual Giving	-	-	-	-	-	-	-	-	-
142	Donor Database Manager	-	-	-	-	-	-	-	-	-
143	Leadership Giving Coordinators	-	-	-	-	-	-	-	-	-
144	Major Gifts Coordinator	-	-	-	2,380	-	-	-	8,010	-
145	Planned Giving (Philanthropic Advisory Services)	4,500	3,750	(750)	3,500	4,500	11,250	6,750	10,500	45,000
146	Prospect Research/Screening Services	-	104	104	-	-	312.50	313	-	1,250
147	Donor Stewardship/Scholarship Coordinator	798	733	(64)	1,083	1,210	2,200.00	990	3,110	8,800
148	**Independent Contractors**	5,298	4,588	(710)	6,963	5,710	13,762.50	8,053	21,620	55,050

STATEMENT OF ACTIVITIES

FOR CURRENT MONTH ENDED 09/302021 & YTD

		CURRENT MONTH ENDING 09/30/2021			Prior Year Month Ending	CURRENT YEAR TO DATE			PRIOR YTD ENDING	CURRENT YEAR BUDGET
		ALL FUNDS	Budget	Variance	9/30/2020	ALL FUNDS	Budget	Variance	9/30/2020	2021 / 2022
			(1/12 OF Annual Budget)				(3/ 12 of Annual Budget)			
149	Annual Report	-	-	-	-	-	-	-	-	-
150	Marketing - College	-	-	-	1,800	-	-	-	6,930	-
151	Marketing - Foundation	1,075	1,250	175	2,012	2,070	3,750	1,680	6,222	15,000
152	Marketing - General	-	667	667	1,782	-	2,000.00	2,000	2,539	8,000
153	Marketing/Messaging Services - Special Events	7,210	3,333	(3,877)	-	9,110	10,000.00	890	-	40,000
154	Marketing - State of the College	-	1,167	1,167	-	-	3,500	3,500	-	14,000
155	Marketing - Video	-	-	-	-	-	-	-	-	-
156	Marketing - Website / Social Media	-	83	83	-	-	250.00	250	-	1,000
157	Refunds/Reimbursement of Marketing Expenses	-	-	-	-	-	-	-	-	-
158	Website Fees	119	20	(99)	10	186	60	(126)	10	240
159	**Marketing (Fundraising Portion)**	8,404	6,520	(1,884)	5,603	11,366	19,560.00	8,194	15,702	78,240
160	Academic Angels Special Event Expenses	2,303	833	(1,470)	-	2,303	2,500.00	197	-	10,000
161	Donor / Scholarship Reception	-	-	-	-	-	-	-	-	-
162	Stepping Out for COD Special Events Expenses	-	10,000	10,000	-	-	30,000	30,000	(6,500)	120,000
163	**Special Events Direct Expenses**	2,303	10,833	8,530	-	2,303	32,500.00	30,197	(6,500)	130,000
164	Wages & Benefits-Staff	22,285	19,552	(2,733)	14,117	60,841	58,656.52	(2,185)	43,222	234,626
165	**Salaries & Benefits (Fundraising Portion)**	22,285	19,552	(2,733)	14,117	60,841	58,656.52	(2,185)	43,222	234,626
166	**TOTAL FUNDRAISING EXPENSES:**	**40,511**	**47,094**	**6,583**	**26,270**	**84,662**	**141,282.41**	**56,620**	**74,556**	**565,130**
167	**FUNDRAISING SURPLUS (DEFICIT)**	**249,122**	**144,573**	**(104,550)**	**235,366**	**425,359**	**433,718**	**8,359**	**266,850**	
168	OPERATING REVENUE BUDGET FY 2021/22	98,783	100,000	(1,217)	88,529	286,891	300,000	(13,109)	288,331	1,200,000
169	FUNDRAISING REVENUE BUDGET FY 2021/22	289,634	191,667	97,967	261,636	510,021	575,000	(64,979)	341,406	2,300,000
170	**TOTAL 2021/22 REVENUE BUDGET:**	**388,417**	**291,667**	**96,750**	**350,165**	**796,912**	**875,000**	**(78,088)**	**629,737**	**3,500,000**
171	MANAGEMENT & GENERAL EXPENDITURE BUDGET FY 2021/22	93,157	90,150	(3,007)	65,561	256,909	270,449	13,541	199,451	1,081,797
172	PROGRAM EXPENDITURES BUDGET FY 2021/22	326,079	142,339	(183,739)	164,862	461,976	427,018	(34,958)	318,225	1,708,073
173	FUNDRAISING EXPENDITURE BUDGET FY 2021/22	40,511	47,094	6,583	26,270	84,662	141,282	56,620	74,556	565,130
174	**TOTAL 2021/22 EXPENDITURE BUDGET:**	**459,747**	**279,583**	**(180,164)**	**256,692**	**803,547**	**838,750**	**35,203**	**592,232**	**3,355,000**
175	**NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY**	**(71,330)**	**12,083**	**(292,513)**	**93,473**	**(6,635)**	**36,250**	**42,885**	**37,505**	**-**
176	**Realized Gain / Loss**	153,186	-	-	12,059	382,300	-	-	85,948	-
177	**Realized Gain / Loss - Osher**	-	-	-	-	10,200	-	-	-	-
178	**Realized Gain/Loss - Gifts of Securities**	(16)	-	-	-	1,092	-	-	-	
179	**Unrealized Gain / Loss**	(1,010,516)	-	-	(497,474)	(774,814)	-	-	787,825	-
180	**Investment Fees**	(7,389)	12,083.33	-	(7,751)	(46,350)	36,250.00	-	(40,507)	145,000
181	**Refunds**	-	-	-	-	-	-	-	-	-
182	**Interfund Transfers**	-	-	-	-	-	-	-	-	-
183	**Investment Activities**	**(864,735)**	**12,083**	**-**	**(493,166)**	**(427,572)**	**36,250**	**-**	**833,266**	
184	**NET SURPLUS (DEFICIT)**	**(936,065)**			**(399,693)**	**(434,207)**			**870,771**	

COLLEGE of the DESERT FOUNDATION

FY 20/21 COMBINED OPERATING BUDGET

	FY 2020/21 Budget			FY 2021/22 Budget		
	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 09/30/2021	% of Budget vs Actual @ 09/30/2021	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals at 09/30/2021	% of Budget vs Actual
REVENUES						
***Fundraising Revenues*:**						
Annual Giving	100,000	12,961	13.0%	**75,000**	6,504	8.7%
Leadership Giving	350,000	32,065	9.2%	**500,000**	60,981	12.2%
Business Engagement Giving	100,000	2,114	2.1%	**50,000**	9,258	18.5%
Major Gifts	150,000	150,000	100.0%	**250,000**	102,312	40.9%
Planned Giving	250,000	12,902	5.2%	**100,000**	19,501	19.5%
Special Events Giving / Capital Campaign	550,000	-	0.0%	**525,000**	-	0.0%
Stepping Out for COD	500,000	-	0.0%	500,000	-	0.0%
Academic Angels Events	50,000	-	0.0%	25,000	-	0.0%
Scholarship Pass-Thru Donations	350,000	110,365	31.5%	**300,000**	75,265	25.1%
Grants	450,000	21,000	4.7%	**500,000**	236,200	47.2%
Fundraising Revenues	**2,300,000**	**341,407**	**14.8%**	**2,300,000**	510,021	22.2%
***Investment/Other Revenues*:**						0.0%
Investment Management Services	382,000	102,138	26.7%	**415,000**	112,732	27.2%
Gift Fee	-	-	0.0%	**-**	-	0.0%
In Kind Revenue	68,000	-	0.0%	**65,000**	-	0.0%
Interest/Dividends Income	700,000	186,193	26.6%	**720,000**	174,159	24.2%
Investment/Other Revenues	**1,150,000**	**288,331**	**25.1%**	**1,200,000**	286,891	23.9%
Total Combined Revenue	**3,450,000**	**629,738**	18.3%	**3,500,000**	**796,912**	22.8%

COLLEGE of the DESERT FOUNDATION

FY 20/21 COMBINED OPERATING BUDGET

	FY 2020/21 Budget			FY 2021/22 Budget		
	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 09/30/2021	% of Budget vs Actual @ 09/30/2021	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals at 09/30/2021	% of Budget vs Actual
EXPENDITURES						
Fundraising Expenses						
Annual Giving	**10,000**	-	0.0%	**10,000**	-	0.0%
Leadership Giving	**15,000**	-	0.0%	**15,000**	439	2.9%
Business Engagement	**5,000**	-	0.0%	**1,500**	-	0.0%
Major Gifts	**3,000**	-	0.0%	**-**	-	0.0%
Foundation Giving	**1,000**	-	0.0%	**-**	-	0.0%
Planned Giving	**10,000**	-	0.0%	**15,000**	-	0.0%
Special Events Expenses	**100,000**	(6,500)	-6.5%	**130,000**	2,303	1.8%
Stepping Out for COD Event	75,000	(6,500)	-8.7%	120,000	-	0.0%
Academic Angels Events	25,000	-	0.0%	10,000	2,303	23.0%
Total Fundraising Expenses:	144,000	(6,500)	-4.5%	171,500	2,742	1.6%
General Operating Expenses						
Alumni Database Development	**1,000**	-	0.0%	**1,000**	-	0.0%
Alumni Engagement	**35,000**	(864)	-2.5%	**-**	-	0.0%
Auditor	**15,000**	-	0.0%	**17,000**	10,500	61.8%
Bad Debt	**-**	-	0.0%	**-**	-	0.0%
Bank Charges	**6,000**	184	3.1%	**4,000**	458	11.5%
Board/Staff Training	**15,000**	79	0.5%	**15,000**	3	0.0%
Community Relations	**5,000**	1,225	24.5%	**5,000**	3,880	77.6%
Depreciation Expense	**-**	-	0.0%	**-**	-	0.0%
Donor Cultivation	**15,000**	-	0.0%	**10,000**	283	2.8%
Donor Recognition	**15,000**	486	3.2%	**5,000**	348	7.0%
Donor/Scholarship Reception Expenses	**12,000**	-	0.0%	**-**	-	0.0%
Equipment Lease	**8,000**	1,935	24.2%	**8,000**	1,935	24.2%
Furniture & Equipment	**1,500**	-	0.0%	**3,200**	-	0.0%
In Kind Expense	**68,000**	-	0.0%	**65,000**	-	0.0%

FY 20/21 COMBINED OPERATING BUDGET

	FY 2020/21 Budget			FY 2021/22 Budget		
	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 09/30/2021	% of Budget vs Actual @ 09/30/2021	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals at 09/30/2021	% of Budget vs Actual
Independent Contractor - Leadership Giving	30,000	-	0.0%	-	-	0.0%
Independent Contractor - Major Gifts	-	8,010	0.0%	-	-	0.0%
Independent Contractor - Philanthropic Advisor Contract Services	-	10,500	0.0%	45,000	4,500	10.0%
Independent Contractor - Stewardship	20,000	12,441	62.2%	35,200	4,840	13.8%
Independent Contractors	**50,000**	30,951	61.9%	**80,200**	**9,340**	11.6%
Insurance (Foundation Liability)	**555**	-	0.0%	**555**	555	100.0%
Legal/Financial	**25,000**	-	0.0%	**20,000**	-	0.0%
Marketing	**380,000**	78,457	20.6%	**160,000**	**19,460**	12.2%
Marketing - Website/Social Media	35,000	-	0.0%	5,000	-	0.0%
Marketing Annual Report	25,000	-	0.0%	-	-	0.0%
Marketing for Special Events	50,000	-	0.0%	40,000	1,900	4.8%
Marketing General	50,000	12,697	25.4%	40,000	7,210	18.0%
Marketing Video	-	-	0.0%	-	-	0.0%
Marketing/Messaging College	135,000	34,650	25.7%	-	-	0.0%
Marketing/Messaging Foundation	85,000	31,110	36.6%	75,000	10,350	13.8%
Membership Dues	**3,500**	-	0.0%	**3,000**	1,600	53.3%
Office Supplies & Equipment	**15,000**	128	0.9%	**10,000**	884	8.8%
Other Investment Expenses (Unrestricted)	**45,000**	10,909	24.2%	**45,000**	23,244	51.7%
Postage	**5,000**	457	9.1%	**5,000**	373	7.5%
Printing/Design/Graphics	**20,000**	255	1.3%	**10,000**	2,502	25.0%
Prospect Research/Screening Services	**5,000**	-	0.0%	**5,000**	-	0.0%
Refunds/Reimbursement of Expenses	**(135,000)**	-	0.0%	**-**	-	0.0%
Repairs/Maintenance	**1,000**	-	0.0%	**1,000**	-	0.0%
Service Contracts	**12,000**	195	1.6%	**14,000**	195	1.4%
Staff Mileage Reimbursement	**1,200**	-	0.0%	**2,500**	79	3.2%
Staff Support	**1,661**	-	0.0%	**678**	85	12.5%
State of the College	**55,000**	-	0.0%	**70,000**	-	0.0%

COLLEGE of the DESERT FOUNDATION

FY 20/21 COMBINED OPERATING BUDGET	FY 2020/21 Budget			FY 2021/22 Budget		
	FY 2020/21 OPERATING BUDGET	FY 20/21 Actuals @ 09/30/2021	% of Budget vs Actual @ 09/30/2021	Revised Board Approved FY 2021/22 Operating Budget	FY 2021/22 Actuals at 09/30/2021	% of Budget vs Actual
Subscriptions/Publications	**2,000**	778	38.9%	**2,000**	890	44.5%
Telephone	**6,335**	327	5.2%	**6,300**	-	0.0%
Travel	**5,000**	-	0.0%	**3,000**	-	0.0%
Wages & Benefits	**986,849**	205,820	20.9%	**1,117,267**	**289,721**	25.9%
Wages & Benefits Foundation Staff	738,193	143,844	19.5%	850,972	220,618	25.9%
Wages & Benefits-Accounting Staff	248,656	61,976	24.9%	266,295	69,103	25.9%
Website Fees	**1,200**	51	4.3%	**1,200**	931	77.6%
Total Operating Expenses:	1,682,800	331,373	19.7%	1,689,900	367,266	21.7%
Investment Expenses						
Realized Gain/Loss - For Split Interest Agreeements	**10,000**	-	0.0%	**10,000**	-	0.0%
Investment Management Services	**382,000**	102,138	26.7%	**415,000**	112,732	27.2%
Interest Expense - PPP Loan	-	160	0.0%	-	-	0.0%
Gift Fees	-	-	0.0%	-	-	0.0%
Other Investment Expenses - Restricted	**100,000**	29,598	29.6%	**100,000**	22,015	22.0%
Investment Expenses:	492,000	131,896	26.8%	525,000	134,747	25.7%
College Support Expenses						
Contributions to the College	**1,131,200**	**175,970**	15.6%	**1,113,600**	**344,054**	30.9%
College Program Support	500,000	4,038	0.8%	392,400	13,367	3.4%
Presidents Discretionary Fund	30,000	-		20,000	-	0.0%
Scholarships	600,000	171,932	28.7%	700,000	330,687	47.2%
Student Awards	1,200	-	0.0%	1,200	-	0.0%
Total College Support Expenses:	1,131,200	175,970	15.6%	1,113,600	344,054	30.9%
Total Combined Expenditures	**3,450,000**	**632,739**	18.3%	**3,500,000**	**848,809**	24.3%

RESOLUTION MAKING FINDINGS AND DETERMINATIONS UNDER AB361 FOR CONTINUED VIRTUAL MEETINGS

RESOLUTION NO. ____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COLLEGE OF THE DESERT FOUNDATION MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR CONTINUED VIRTUAL MEETINGS

WHEREAS, the Ralph M. Brown Act (Gov. Code § 54950 et seq.) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing; and

WHEREAS, the Legislature recently enacted Assembly Bill 361 (AB 361), which amended Government Code section 54953 to allow local agencies to meet fully virtually during a proclaimed state of emergency if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Board of Directors finds that the Governor issued a proclamation declaring a state of emergency on March 4, 2020 due to the COVID-19 pandemic, pursuant to section 8625 of the California Emergency Services Act; and

WHEREAS, the Board of Directors has reconsidered the circumstances of the state of emergency and finds that state or local officials continue to recommend measures to promote social distancing; and

WHEREAS, the Board of Directors desires that the College of the Desert Foundation shall continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE COLLEGE OF THE DESERT FOUNDATION DOES HEREBY RESOLVE AND FIND AS FOLLOWS:

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Board of Directors of the College of the Desert Foundation shall be authorized to continue to meet virtually in accordance with Government Code section 54953(e) and without compliance with section 54953(b)(3).

Section 3. This Resolution does not prevent or prohibit the Board of Directors from holding hybrid meetings (containing both virtual and in-person components) or from meeting in-person, provided such meetings comply with AB 361 and with all state and local health orders. Committees and other Brown Act bodies shall comply with all rules established by the Board for attendance at meetings.

Section 4. The Board of Directors shall take action to renew this Resolution every 30 days for as long as any state or local officials continue to recommend any measures to promote social distancing, but the Board of Directors may terminate the Resolution at any time. In the event that more than 30 days pass between regular Board of Directors meetings, the Board of Directors shall take action to renew this Resolution prior to taking any action or engaging in any deliberation or discussion in a virtual meeting; renewal of this Resolution may occur either at the beginning of the next regular meeting or at a special meeting called for such purposes. In the event this Resolution has lapsed, and the Board of Directors has not terminated it, the Board of Directors shall be authorized to, and shall, make any required findings in order to meet virtually under AB 361.

Section 5. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Board of Directors declares that the Board of Directors would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 6. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Board of Directors of the College of the Desert Foundation at a regular meeting held on the ____ day of _________, 2021, by the following vote:

AYES:

NOES:

ABSENT:

____

Christine Anderson, Ed.D., President

College of the Desert Foundation

To: Board of Directors, College of the Desert Foundation

From: Best Best & Krieger, LLP, General Counsel

Subject: A Resolution to Continue Fully or Partially Virtual Public Meetings (AB 361)

Staff Recommendation:

It is recommended that the Board of Directors adopt Resolution No. 2021 - ____ to continue fully or partially virtual public meetings.

Background:

The Brown Act generally allows for teleconference or virtual meetings, provided that the physical locations of the board members joining by teleconference are posted on the agenda, that those locations are open to the public and that a quorum of the board members is located within the jurisdictional boundaries. Newly enacted AB 361 provides an exception to these procedures in order to allow for fully virtual meetings during proclaimed emergencies, including the COVID-19 pandemic.

In March of 2020, Governor Newsom issued Executive Order N-29-20, which suspended portions of the Brown Act relating to teleconferencing, enabling fully virtual meetings without having to post the location of the board members attending virtually. Many public agencies have been holding public meetings using virtual platforms since this time. In June of 2021, Governor Newsom issued Executive Order N-08-21, which provided that the exceptions contained in EO N-29-20 would sunset on September 30, 2021.

On September 10, 2021, the Legislature adopted AB 361, which allows public agencies to hold fully virtual meetings under certain circumstances. Governor Newsom signed the bill into law on September 16, 2021. Because it contained an urgency provision, it took immediate effect. The Governor then suspended AB 361 until October 2, allowing a transition period from the prior Executive Order.

Under AB 361, public agencies can hold meetings without a public meeting space and without providing notice of the board members' teleconference locations if there is a Governor-proclaimed state of emergency and either state or local officials are imposing or recommending measures to promote social distancing or the Board determines that meeting in person will be unsafe for attendees. If the virtual meeting is due to social distancing recommendations, the Board does not have to make any findings at its first meeting under AB 361. However, to continue meeting virtually, the Board must find that state or local officials still at least recommend measure to promote social distancing. The findings must be made within 30 days of the first meeting and every thirty days thereafter.

Discussion/Analysis:

On March 4th, 2020, the Governor proclaimed a state of emergency due to the COVID-19 pandemic. The state of emergency remains in effect as of the publication of this report.

Virtual meetings are currently allowed under AB 361 because state and local officials are continuing to recommend measures to promote social distancing. In the case of the pandemic, the requisite standards for holding virtual meetings are low. The Board would only have to find that any state or local official is recommending measures to promote social distancing. Under the plain language of the statute, there does not have to be an order requiring social distancing, and the recommendation only needs to come from a state or local official. Nothing in the bill requires that the recommendation be a formal recommendation of a local health officer or in any sort of formal guideline.

Under AB 361, the "local agency" may utilize virtual meetings if the "legislative body" makes the required findings. As defined in the Brown Act, a "legislative body" includes both the main legislative body and all committees and commissions. Because the Board is the most appropriate body to make findings and policy decisions on behalf of the College of the Desert Foundation, the proposed resolution contains a two-pronged approach: It provides that all commissions and committees shall be authorized to utilize virtual meeting procedures for 30 days, and authorizes each individual commission or committee to make findings in support of virtual meetings if the Board has not renewed or terminated the resolution. Thus, the proposed resolution provides the Board with the flexibility to allow its commissions and committees to host virtual meetings, while still maintaining the Board's jurisdiction to require in-person meetings as warranted.

AB 361 allows the use of fully virtual meetings under the foregoing conditions, but it does not prohibit hybrid meetings. By adopting the proposed resolution, and continuing to renew it as conditions warrant, the Board and any subordinate committees are not precluded from holding meetings that have some traditional components and some virtual or telephonic components. The Board (and other committees) may hold meetings where some members join in person and some members join virtually. The Board may also continue to allow both live and virtual public comments, together with reduced capacity in the meeting room as conditions warrant. For any hybrid meetings, AB 361 requires that members of the public be able to make live public comments directly to the Board or other committee using telephonic or electronic means and that the agenda identify the means for making public comments.

As noted above, by adopting the proposed Resolution, the Board is not prohibited from returning to fully in-person meetings. The Resolution is intended to provide the option to utilize the AB 361 procedures in lieu of the Brown Act's standard teleconferencing requirements. At future Board meetings, a consent calendar item will be placed on each agenda to reconsider and potentially renew the Resolution.

Attachment:

Resolution No. 2021- ___________

APPENDICES

COMMITTEE MEETING MINUTES SINCE OCTOBER 2021

Foundation Stepping Up for COD Committee Meeting

Minutes for Tuesday, October 5, 2021

2:00PM

Meeting Recording:

https://cccconfer.zoom.us/rec/share/zy2Euv7fphXd-I4rdvYRnyiq9zSRTKZkOoge_e32NX1-ACPZikfoH2WJ9GKiPBTU.DCEfhXjBY9cEDhtV?startTime=1633467302000

Meeting Participants

Voting Committee Members Present:

Barbara Foster Monachino (Co-Chair), Jane Saltonstall (Co-Chair), Carol Fragen, Joanne Mintz, Marge Dodge and Peggy Jacobs, Tom Minder, Rob Moon, Diane Rubin, Leslie Usow

Voting Committee Members Absent:

Guests:
Catherine Abbott, Kirstien Renna, Matt Durkan, Theresa Maggio

Recorder
Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:01 PM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of October 5, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Stepping OUT for COD Committee Meeting of October 5, 2021 with any addition, correction or deletions.

2.3 Barbara asked to move 5.3.1 to the beginning of the agenda.

Jane Saltonstall moved to approve the agenda. Barbara Foster Monachino seconded.

Motion carried.

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None	None	None

3. Minutes

3.1 Approval of regular Foundation Stepping OUT for COD Committee Meeting Minutes – September 9, 2021.

Joanne Mintz moved to approve, and Carol Fragen seconded. The minutes were approved.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
None	None	None

4. Comments from the Public

4.1 Comments From The Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public received.

5. Discussion and Action Items

5.1 Ad Hoc Committee Reports

5.1.1 **Entertainment** – Tom Minder

Tom Minder updated the committee regarding the meeting that him and Catherine Abbott had with the McCallum Theatre. The McCallum will take care of arranging for the food and hotels that the entertainer requested. Foundation Committee would be responsible for the video. McCallum asked if a teleprompter would be needed, at the cost of $1,000.00. McCallum would also need to know if banners are needed to promote the event, as have been done in the past. The MOU has a clause to get out of the contract because of COVID. Ticket's to the event will not go on sale until after One-Night-Only. Committee to determine what the tickets will say and what the prices will be. McCallum takes $3.00 from each ticket sale. McCallum will take care of the backline, instruments, risers, microphones. All rider items will be taken care of by the McCallum including the green room and dressing room. Step and Repeat background will also be handled by the McCallum. McCallum does not need anything from the Foundation except maybe hotel suggestions if there is a discount available. Entertainment will do a "meet and greet" in Founders Room, with only high-end donors due to COVID restrictions, and will also do a student master class for $1000k. Travel from hotel to venue, who will take care of this. Tom Minder to ask McCallum. Tom to ask McCallum if the entertainment arranges their own flights. Matthew Durkan to talk to Agua Caliente, asking for an in-kind gift of rooms for the event. Regarding the box seats/suite deal at the McCallum, if the seats are utilized, there is the ability to provide a butler with canapes and drinks for those seats, which may bring in more money as currently in the theatre, no masks can be removed even to drink water.

5.1.1 Follow-up Items	**5.1.1 Task of**	**5.1.1 Due by**
Ask McCallum who is responsible for the entertainer's travel to and from hotel.	Tom Minder	November 2, 2021
Ask McCallum if entertainer arranges their own flights or do we?	Tom Minder	November 2, 2021
Call Agua Caliente for in-kind donation of rooms for the event.	Matthew Durkan	November 2, 2021

5.1.2 **Sponsorships** – Diane Rubin

Diane Rubin shared that the ad-hoc committee met and discussed sponsorship benefit forms. (Diane Rubin did not have a stable connection so Peggy Jacobs continued with the update.) Peggy Jacobs shared that the ad-hoc committee was not satisfied with the new pricing scale of the benefits and suggested prices need to stay where they were two years prior. Committee discussed the pricing, including having champagne for box seats/suite deal, and have the pre-event benefit for bronze and crystal levels, to be compatible with other desert events. Ad-hoc committee felt that Reconnection with the donor community and offering them a nice evening to meet the new College President, hear about COD and students and connect with other donors, was very important.

5.1.3 **Pre/Post Events** – Joanne Mintz

The committee met, and discussed the pros and cons considering the unique aspect of this year and COVID. The unanimous recommendation of the committee was to NOT have the pre-party due to the restrictions with COVID and instead deliver gift baskets to the sponsors. Possibly move event up to 7pm to have more time for the green room. Committee discussed at length, the pros and cons of having the pre-event. Discussion included earlier start time for the entertainment, earlier cocktail party in the Founders room, scaled down pre-event in the Founders Room holding a pre-party one month before., combining pre-event with Road Runner Cabaret that takes place on February 10, having a meet-and-greet after the entertainment for a few special people. Tom Minder to reach out to entertainer regarding starting one hour earlier. Barbara Foster Monachino to share details of Road Runner Cabaret with the Pre/Post event committee.

Barbara Foster Monachino made a motion to have Pre-event prior to event date, with a 7:00pm start time for the entertainment and a very small post-event in the Founders room. Diane Rubin seconded.

Motion carried.

5.1.4 **Budget** – Tom Minder and Barbara Foster Monachino

Nothing to add to the budget currently.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
Reach out to entertainer to see about a 7pm start time.	Tom Minder	ASAP
Discuss with ad-hoc committee, details combining pre-event with Road Runner Cabaret	Barbara Foster Monachino	ASAP

5.2 Event preparation and Deadlines Calendar

Nothing to share

5.2 Follow-up Items	5.2 Task of	5.2 Due by

5.3 Marketing and Development of Collateral and Promotional Materials – Matthew Durkan – Theresa Maggio

5.3.1 **Advertising Campaign Proposal** – Theresa Maggio shared the event sponsorship materials and the save-the-date postcards with the committee. Theresa shared that the materials are not final and still need to be proofed for accuracy. This is a first look, and any edits to the sponsorship levels will still need to be reviewed and changes made. Catherine Abbott invited the committee to be a part of the reviewers to check for errors. Committee would like to replace the nursing photo with another, and Cathy to get more images to Theresa Maggio. Theresa would like to send an email blast out to COD database. This email will be interactive and allow sponsors to sign-up online. Committee discussed the video that will be shown prior to the entertainment. Committee will discuss needs for the video and Matthew Durkan will relay this information to Theresa. It was suggested that the video should include the Student Emergency Fund and and explanation as to why the students are entitled to the money. Committee to think about others things to be included in the video. Theresa suggested filming start at the beginning of December, then if other filming needs occur, mid to late January would be best.

5.3.2 **Opening Event Video** – Committee will discuss, and Matthew Durkan will relay the committee's desires to Theresa Maggio to begin work on the video.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
Committee begin thinking about what should be included in the video.	Committee	November 2, 2021

5.4 McCallum Theatre Liaison and Update on MOU – Catherine Abbott

5.4.1 Ticket Pricing – Check into Lucy Arnaz pricing

5.4.2 Tickets "on sale" date – previously discussed to start after the "One Night Only" event.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
Check into pricing for Lucy Arnaz event.	Catherine Abbott	November 2, 2021

5.5 Honoring an Individual at the Gala – Jane Saltonstall

Jane Saltonstall suggested the committee think about honoring someone at the event. Suggestions included– Diane Gershowitz, Bill Chunowitz, Edie McCarthy. Committee discussed this possibility and possibly honoring MacKensie Scott. A President's Award was also discussed to tie into the new college President.

6. Future Agenda Items

- Road Runner Cabaret – combining with Stepping Out Pre-party.
- Post-event follow-up and inserting donation envelope in program with PEN.

7. Adjournment

The Committee Chair adjourned the meeting at 3:39 PM.

Next Meetings: Tuesday, November 2, 2021, at 2:00 pm

Foundation Academic Angels Committee Meeting
Minutes for Tuesday, October 12, 2021
2:00PM

Meeting Participants

Committee Members Present

Marge Dodge (Chair), Norma Castaneda and Peggy Jacobs

Non-Voting Committee Members Present

Nancy Harris

Committee Members NOT Present

Cynthia Cottrell and Linda Weakley

Guest(s)

Catherine Abbott and Matt Durkan

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Roll Call

The meeting was called to order at 2:03PM.

2. Action Items

2.1 Approval of Agenda: Foundation Academic Angels Committee Meeting of October 12, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Academic Angels Committee Meeting of October 12, 2021 with any addition, correction or deletions.

2.1 Conclusion

Peggy Jacobs moved to approve the agenda as presented, Nancy Harris seconded. Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of the Academic Angels Committee Meeting Minutes of September 14, 2021.

The minutes were approved as presented.

4. Comments from the Public

4. 1 Comments From The Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments received from the public.

5. Discussion Items

5.1 Update on In-Person Welcome Back Member Tea – 11/18/2021

The Welcome Back Member tea is scheduled on November 18, 2021 from 3PM to 5PM at Barbara Fromm's house in Indian Ridge, Palm Desert. The Committee will work on getting additional attendees as there are currently only 9 RSVPs received.

The guaranteed amount of people for the catering is 40 guests, but this could be extended if necessary. Another reminder might be sent next week to the invitees.

Marge Dodge and Nancy Harris talked with Barbara Fromm to discuss the preparations for the event the first week of October. They will set up a walk through on Tuesday, Oct 26 at 3 PM at Barbara Fromm's home to figure what is needed in terms of tables, heaters, valet parking, etc. Marge Dodge will provide information soon to Committee members interested in joining. Catherine Abbott will attend if her calendar is open.

Coeta Barker Foundation will purchase the wine, champagne and water at BEVMO for approximately $400 for 70 attendees.

Marge Dodge invited Dr. Martha Garcia, the new College of the Desert President/Superintendent to attend but she unfortunately not available.

Marge Dodge will also introduce Catherine Abbott, Matt Durkan, Aurora Wilson and Shawn Abramowitz from Leadership Coachella Valley, who will introduce the students selected for the Learning to Lead program. Matt Durkan will work with Marge Dodge to invite them. Matt Durkan offered to transport the students to the events if needed. Jan Harnik will confirm soon if she can attend as she might have a conflicting meeting that day.

Marge Dodge also invited Kate Spates, who is a Leadership Coachella Valley graduate, a COD alumni, a COD Hall of Famer and he has served on the COD Board, to attend the tea. She would have many interesting information to share with the Academic Angels and the selected students.

Formal invitations were sent on October 1 to the Current, lapsed, lifetime members and some prospective members including the President's Circle members and the Foundation Board members.

RSVPs will be required for the event as this is a gated community and they will require a list.

Theresa Maggio has informed Marge Dodge that she would become an Academic Angels and would bring some friends to attend.

Peggy Jacobs asked to be sent the invitation again. Eve-Marie Dehondt will forward it to her.

5.1 Follow-up Items	**5.1 Task of**	**5.1 Due by**
Marge Dodge will provide information soon to interested Committee members for the visit at Barbara Fromm's house.	Marge Dodge	As soon as possible

Eve-Marie Dehondt will forward the invitation to the event to Peggy Jacobs.	Eve-Marie Dehondt	As soon as possible
Matt Durkan will work with Marge Dodge to invite the Learning To Lead Students	Matt Durkan/ Marge Dodge	As soon as possible

5.2 Membership and Renewal Email Blast Update

The Committee agreed to send the membership renewal email blast on December 1, 2021 to the current and expired members.

The Committee discussed the possibility to renew their dues in an easy way through Venmo or Zelle on their mobile, as this is a free option for non-profit organizations. Catherine Abbott will work with Amanda McCarthy to investigate on how to set this up for the Foundation.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
Catherine Abbott will work with Amanda McCarthy to set Venmo and/or Zelle up for the Foundation.	Catherine Abbott	December 1, 2021

5.3 Update on Learning to Lead Program

Marge Dodge reported that four student recipients were selected, and she and Matt Durkan met three of them the Coachella Valley Leadership event at the Westin in early October. One of the students could not attend the program and therefore, the first alternate student, Christina Paredes was selected. Students have now started the program and Matt Durkan will attend the first session on Friday, October 15.

5.3 Follow-up Items	5.3 Task of	5.3 Due by

5.4 Holiday Lunch Event (December)

The Committee discussed the possibility to set up a Holiday Lunch in December and agreed to only keep the November tea and the April event this year, due to many other events already happening around December.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

5.5 Spring 2022 Luncheon

After many discussions on options for a Spring 2022 luncheon, the Committee agreed to organize an event around Valentine's Day, on **Wednesday, February 16** for approximately 100 guests. That event should be a great fundraising event, and the Committee will think about a theme. Marge Dodge will register this event in the Community Calendar.

5.5 Follow-up Items	5.5 Task of	5.5 Due by
Marge Dodge will register this event in the Community Calendar.	Marge Dodge	As soon as possible

6. Other discussions

Marge Dodge indicated that she went through the list of former Academic Angels with Donna Jean Darby and they made some edits as some people moved or passed away. She will send that list to Amanda McCarthy to update the database.

7. Adjournment

The Committee Chair adjourned the meeting at 2:34 PM.

<u>Next Meeting</u>: Tuesday, November 9, 2021 – 2PM

COLLEGE of the DESERT FOUNDATION

Foundation Regular Executive Committee Meeting

Minutes for Wednesday, October 13, 2021

1:00PM

Zoom Video:
https://cccconfer.zoom.us/rec/play/LPJxSho_CnV43HbvynQwu37gTDlmbcFtPJk9er5_3WIZH7mX9KKCBfvKp4wRIMrzmztxMIAkwy3WESqA.YY1uo-eE67vpDk6T?autoplay=true&startTime=1634155004000

Meeting Participants

Voting Committee Members Present
Christine Anderson (Chair), Bill Chunowitz, Marge Dodge, Barbara Foster Monachino, Tom Minder, Joanne Mintz, Diane Rubin and Jane Saltonstall

Non-Voting Committee Members Present
Catherine Abbott and John Ramont

Committee Members Not Present
Barbara Fromm, Martha Garcia and Bonnie Stefan

Recorder
Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Call to Order

The meeting was called to order at 1:02PM.
Jane Saltonstall joined the meeting at 1:06PM.

2. Action Items

2.1 Approval of Agenda: Foundation Regular Executive Committee Meeting of October 13, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Regular Executive Committee Meeting of October 13, 2021 with any addition, correction or deletions.

2.1 Conclusion

Bill Chunowitz moved to approve the agenda as presented, Joanne Mintz seconded. Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of the Foundation Executive Committee Meeting Minutes – September 14, 2021

The minutes were approved as presented.

4. Comments from the Public

4.1 Comments From The Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will also be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments received from the public and there was public present.

5. Discussion & Action Items

5.1 Foundation Update (Catherine Abbott)

5.1.1 Overview of College of the Desert and College of the Desert Foundation

Catherine Abbott provided an overview of the College of the Desert and College of the Desert Foundation recent activities. She reported that the "Save the date" for the Stepping Out for College of the Desert gala was sent. The Foundation has already received phone calls from interested people regarding the event. The Stepping Out Committee decided to change the event to 7PM, this change was made after the Save the Dates cards were sent, so the change will be communicated in the next marketing material.

Dr. Garcia is scheduled to attend the Foundation Board Planning Session on October 27. She will join the afternoon portion of the meeting and plans to stay for the cocktail reception, which will provide an opportunity for Board members to meet her.

Liz Chambers suggested inviting the past Board member to attend the cocktail reception as well and the Committee was in favor of the suggestion.

A list of past Board Members has been pulled and will be sent to the Executive Committee members for their review prior the email invitation being sent, for them to invite personally some of the past Board members they know. Christine Anderson pointed out that priority to meet with Dr. Garcia should be given to existing members who did not get a chance to meet her yet.

Catherine Abbott provided some updated information on the Covid processes at the College. At this time, the process remains the same as in the past where people entering the campus are asked to either complete the Sway application or complete a form at the entrance. Their temperature will be taken and they will be given a bracelet to wear while on campus. The only entrance remains on Fred Waring Avenue. John Ramont indicated that the first vaccination policy draft was sent to the College Planning Council for first reading last week and is being redrafted for a second reading next week.

On a side note, Christine Anderson reported that Board Member Rob Kincaid resigned from the Foundation Board due to a lack of availability.

5.1.1 Follow-up Items	**5.1.1 Task of**	**5.1.1 Due by**
None	None	None

5.1.2 Board Planning Session Preview (Christine Anderson)

Chris Anderson presented the draft agenda for the Board Planning Session to the Committee and reported that Jeff Bagel, Principal at eAdvancement Consulting, who performed an evaluation of the Foundation back in March 2020, would lead part of the discussions.

The Committee agreed to pre-arrange the sitting at the Planning Session and to have Board members who were assigned as "buddies/mentors" to the new Board members to sit next to each other.

5.1.2 Follow-up Items	5.1.2 Task of	5.1.2 Due by
Arrange seating will be done for the Planning Session to allow Board "buddies/mentors" to seat together	Catherine Abbott	October 27, 2021

5.2 Brown Act Update (Catherine Abbott)

Catherine Abbott presented a PPT document on the Brown Act update on the following items:

- **Hybrid Meetings are allowed**, however, the Foundation needs to ensure any voting member online can clearly hear what is being said in the room and can be clearly heard. With these conditions, they can vote on zoom and count as part of the quorum.
- During hybrid meetings: **Voting members on Zoom <u>can</u>** still be out of the state at this time, and they **<u>do not</u>** need to provide their home addresses. We only need to list on the agenda the Zoom Link and the physical address for the public to access the meeting and read their comments.
- October is a **<u>buffer month</u>** – starting in November, all the Committees regulated under Brown Act will need to vote a **resolution every 30 days to decide where/how their meetings will be handled for the next 30 days** (Hybrid **OR** Zoom **OR** in-person only) until the State of Emergency is over. When the State of Emergency is over, only in-person meetings will be allowed, and we will have to follow the regular Brown Act conference rules,
- The College's attorney will draft a section for the Foundation's agendas for **public comments/and for hybrid situations**.
- If **connection is lost** with members on Zoom during the hybrid meetings, the meeting shall be stopped and postponed the connection is back.
- **Meeting locations:**
    - Smaller Committees (6 members and under) can be hosted in the Foundation Boardroom. The Foundation will need to reserve rooms for lager Committees, as the Foundation Boardroom cannot fit more than 6 people with the current social distancing constraints
    - The Cravens Center Multipurpose Room will be booked for the Stepping Out Committee meetings, *pending availability from the College*

- FirstBank has the option for a conference room
- Tom Minder indicated that we may be able to host meeting at his bank, as long as the necessary AV Is available

Catherine Abbott will inform the Committee Chairs that they will need to vote the resolution regarding the location of the meeting during each monthly meetings until the State of Emergency is over.

5.2 Follow-up Items	**5.2 Task of**	**5.2 Due by**
Catherine Abbott will inform the Committee Chairs that they will need to vote the resolution regarding the location of the meeting during each monthly meetings until the State of Emergency is over.	Catherine Abbott	November 1, 2021

5.3 Discuss the Vaccination Requirement for In-Person Foundation Events (Catherine Abbott)

The Committee discussed the vaccination requirements for in-person meetings and agreed to set a policy to require attendees to the In-Person Foundation events to be either fully vaccinated or to present a negative test done 72h prior the beginning of the meeting. Catherine Abbott will be sending the following paragraph to the Board members:

"In light of the current pandemic and in an effort to keep everyone safe for the upcoming in person Board Planning Session, we are requesting the following:

All Board members and staff will be required to be vaccinated and show proof of vaccination. If you are unvaccinated, we are requesting proof of a negative Covid test within 72 hours of the start of the meeting."

This paragraph will be added to all the Foundation Event invitations that go out. The attendees will be asked to be masked regardless of their vaccination status and the Committee recommended having some masks available at the entrance for attendees needing one. The Committee agreed that the Desert Willow Golf Resort staff members should also be asked to wear masks during the Board Planning Session.

Catherine Abbott will reach out to Dr. Garcia to obtain her preference for the meeting in regards to masks.

5.2 Conclusion

Jane Saltonstall moved to have vaccination requirements for all the Foundation in-person Events or meetings, Bill Chunowitz seconded. Motion carried.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
Catherine Abbott will reach out to Dr. Garcia to obtain her preference for the meeting in regards to masks.	Catherine Abbott	Prior Oct 27, 2021
Catherine Abbott will be sending the vaccination requirement paragraph to the Board members	Catherine Abbott	Prior Oct 27, 2021

5.4 Update on the Executive Committee Organizational Chart Restructuring (Christine Anderson)

Christine Anderson reviewed the information on the organizational chart restructuring and provided background information from the Ad-Hoc Executive Committee on their group's decisions.

As many Board members newly joined, and since there is a new College President, Christine Anderson suggested that the Ad-Hoc Committee should work on developing what they would like the restructuring to look like in terms of positions and roles, and have something ready for the Board to look at and approve in the Spring. The work will be done in coordination with the Nominating Committee. The changes proposed might affect the by-laws and therefore, time needs to be allowed for the new College president to be acquainted with the institution first, before proposing changes to the By-Laws and Master Agreement.

The Committee agreed with that suggestion.

5.4 Follow-up Items	5.4 Task of	5.4 Due by
None	None	None

5.5 Nominating Committee Update (Barbara Fromm)

Catherine Abbott provided the report for the Nominating Committee on behalf of Barbara Fromm, who was not present. During the Nominating Committee meeting scheduled on November 15, the discussions will include an overview of the potential candidates for the Board in the form of a PPT, to help members understand what the expectations of the Foundation Board members are in terms of time and financial commitments.

The Committee will review candidates and determine if their engagement with the Foundation Board would be sustainable with their regular schedules.

Terms will be staggered by 1, 2 and 3 years. Eventually, everyone will rotate into a three-year term, but there will not be a maximum on terms that can be done. Diversity Committee will work together with the Nominating Committee and the two chairs will be in discussion and dig deep into the surrounding communities to bring more diversity to the Board.

Nominating Committee will work on the total number of people on the Board and make some suggestions. However, their decision might mean a by-laws change.

The Committee asked about the Student Board member and Christine Anderson reported that at this time, she is waiting to hear back from Carlos Maldonado, who is working with the student body to get a Student Board member joining the Foundation Board as soon as possible. She was hopeful that they might join sometimes in November.

5.5 Follow-up Items	**5.5 Task of**	**5.5 Due by**
None	None	None

5.6 Stepping out for College of the Desert Update (Barbara Foster Monachino & Jane Saltonstall)

Barbara Foster Monachino provided an update on Stepping Out for College of the Desert. She reported that Catherine Abbott met with Tom Minder and the McCallum Theater Director regarding the Memorandum of Understanding. McCallum Theater agreed that they would handle the logistics with the artist and her requirements under the contract.

The Stepping Out Committee asked the artist for a change of time, and she agreed to have the event start at 7PM instead of the 8PM initially planned.

They also discussed the pre and post party events and agreed to host the pre-event on another day than the gala day. The Roadrunner Cabaret Event scheduled on February 10 at CV Rep, which was initially a President's Circle event, will therefore become the Stepping Out pre-event.

For that pre-event, Willie Rhine is proposing have an elegant cocktail in the lobby, followed by a cabaret style performance with students entertainers in the theater. Catherine Abbott is working with the Dean of the College's Music department to obtain a musical team together. The Ad-Hoc Committee is scheduled to meet at CV rep on Fri, Oct 22 to look over the theater and the facility, and to meet with technical staff over there. The Committee was informed that the CV Rep Theater has the same Covid protocols than the McCallum Theater, requiring Covid vaccination or proof of negative testing.

Barbara Foster Monachino reported that the sponsorship cover letter for Stepping Out was done and that they were working on the package to go out with it. They are still working on the level and benefits. A separate business sponsorship will be created.

There will be only one post event at the end of the performance. The artist is willing to do a meet and greet for limited number of donors, so the Committee thought hosting it in a larger room such as the Founder's room would be the best.

The tickets price are being set and they will be on sale on Nov 15. Ann Thompson Callaway agreed to do a master class for students for an extra $1,000.

Catherine Abbott will contact the College's Music department to ask if the Master class is something they would be interested in, and how they would like it to be organized. Marge Dodge informed the Committee that she has been assigned by the Desert Sun to cover the Stepping Out Event. The first article will be published on Oct 17 and will run until April 10.

Barbara Foster Monachino noted that for the update at the Board Planning Session, she and Jane Saltonstall would share the brochures and marketing collaterals for the event, and would like to play a video or sample of Ann Hampton Callaway's music to entice the Board.

Jane Saltonstall indicated that they might invite Board members to look at the invitation list for a few minutes, to see if they would like to write special notes to people they know, or if they have businesses they recommend to engage with.

5.6 Follow-up Items	**5.6 Task of**	**5.6 Due by**
Catherine Abbott will contact the College's Music department to ask if the Master class is something they would be interested in, and how they would like it to be organized.	Catherine Abbott	

6. Adjournment

The Chair adjourned the meeting at 4:20PM.

Next meeting: Wed, November 10 at 1PM Via Zoom

Foundation Development Committee Meeting

Minutes for Thursday, October 14, 2021

2:00PM

Zoom Video

https://cccconfer.zoom.us/rec/share/e8-dqppVYO5vEKlQUldNFBHoR29XAOFf8fD2LKrKYqJmUc4VmPfBPBcB8z7DRzuB.s2ohNJvYLGQxWxZr?startTime=1634244649000

Meeting Participants

Committee Members Present:
Joanne Mintz (Chair), Jim Greene, Carol Fragen, Peggy Cravens, Jane Saltonstall

Committee Members Absent:
Carol Bell Dean, Jim Williams, Jim Williams, Leslie Usow

Guest(s):
Matthew Durkan, Liz Chambers, Catherine Abbott

Recorder:
Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:25 pm.

2. Action Items

2.1 Approval of Agenda: Foundation Development Committee Meeting of October 14, 2021
Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Development Committee Meeting of October 14, 2021 with any addition, correction or deletions.

2.2 Conclusion

Jim Greene moved to approve the agenda. Peggy Cravens seconded.

Motion carried unanimously.

3. Minutes

3.1 Approval of regular Foundation Development Committee Meeting Minutes – September 23, 2021.

Jim Greene moved to approve the agenda. Peggy Cravens seconded.

The minutes were approved as presented.

4. Comments from the Public

4. 1 Comments from the Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible

There were no comments from the public received.

5. Discussion & Action Items

5.1 Stepping Out for COD 2022 Update – Jane Saltonstall

Jane Saltonstall reported the Stepping Out committee moved the time of the event to 7pm, and came to a resolution that the event will have a pre-party in February, approximately 6 weeks before event, which will coincide with the President's Circle Road Runner Cabaret event. The Stepping Out event will do a "meet and greet" with high level sponsors in the Founders Room following the event. Sponsorship packets are in final stages. Committee is also strategizing on meeting the goal of $500,000.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
None	None	None

5.2 President's Circle Update – Carol Bell Dean

Nothing new to report.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
None	None	None

5.3 Legacy Leaders Event Update – Liz Chambers/Peggy Cravens

Peggy Cravens reported that Liz Chambers has been working with the Chef Bernard, and has successfully secured Cuistot restaurant the for Legacy Leaders event, taking place on Sunday, November 21, from 3:30 pm to 5 pm. Cocktails, heavy hors d'oeuvres and valet parking will be included. The event may possibly have guest speakers from members of the Legacy Leaders.

5.3 Follow-up Items	5.3 Task of	5.3 Due by

5.4 Discuss and Approve the Creation of an Ad-Hoc Committee for the Annual Report

Joanne Mintz reported that the college is not doing its own Annual Report, so the Foundations report will be a stand-alone document. Jim Greene will chair this ad-hoc committee and suggested 2 to 3 more members join Jim and Catherine Abbott on this committee. Jim Greene shared that the Foundation has been looking to do their own report and this is the opportunity. This will need a budget as well. Committee will be working on this in partnership with the college, and will be working with Competitive Advantage Marketing firm to produce this document.

Carol Fragen made a motion to approve the creation of an ad-hoc committee for the Annual report. Peggy Cravens seconded the motion.

Motion Carried

5.4 Follow-up Items	5.4 Task of	5.4 Due by

5.5 Stewardship Opportunities

5.5.1 Donor Gifts and Recognition

To be discussed at the next meeting

5.5.2 Board "Thank You" calls, notes and/or In-Person Meetings

To be discussed at the next meeting

5.5 Follow-up Items	**5.5 Task of**	**5.5 Due by**

5.6 Talking Points when talking to a potential donor – Matthew Durkan

To be discussed at the next meeting

5.6 Follow-up Items	**5.6 Task of**	**5.6 Due by**

6. Other Discussions & Future Agenda Items

- Donor Gifts and Recognition
- Board "Thank You" calls, notes and/or In-Person Meetings
- Talking points when speaking with potential donors

6. Follow-up Items	**6.1 Task of**	**6.1 Due by**
None	None	None

7. Adjournment

Due to lack of a quorum, the Chair adjourned the meeting at 2:54 PM.

Next Meeting: November 11, 2021, 2:00 pm

COLLEGE of the DESERT FOUNDATION

Foundation Finance & Investment Committee Meeting

Minutes for October 19, 2021

3:00PM

Zoom Video:

[Watch Video]

Meeting Participants

Committee Members Present
Tom Minder (Chair), Paul Hinkes, Jim Williams, John Ramont, Jake Wuest

Committee Members Absent:

Barbara Fromm, Dale Landon

Non-Voting Committee Members (total #): 1

John Ramont

Guest(s)
Catherine Abbott, Kirstien Renna, Mike Rodriguez

Recorder
Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 3:01 pm.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Finance & Investment Committee Meeting of October 19, 2021 Agenda: Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two- thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.2 Confirmation of Agenda: Approval of Agenda for the Regular Finance & Investment Committee Meeting of October 19, 2021 with any addition, correction or deletions.

Tom Minder stated that committee will not have a presentation by Ronda Edwards, and would like to substitute "Investment Policy Statement", to the agenda.

Paul Hinkes moved to approve the agenda as modified, Jim Williams seconded. Motion carried.

3. Minutes

3.1 Approval of regular Finance & Investment Committee Meeting Minutes – September 22, 2021.

Jim Williams moved to approve the minutes from September 22, 2021 and Paul Hinkes seconded, motion carried.

4. Comments from the Public

In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible.

There were no comments from the public received.

5. Presentation by Ronda Edwards with Merrill Lynch on Alternative Investments – Not in attendance, will attend next meeting.

6. Discussion Items

6.1 Investment Policy Statement

Tom read the relevant portion of the policy to the committee, explaining that the Trust company would like a sentence removed from the Investment Policy Statement (IPS), in order to use one or two of the alternative investments the~~y~~ Investment Managers may want to add to the Foundation's portfolio. The current sentence in the IPS is: "Only investments in fund of fund vehicles that are diversified by investment style and typically utilize multiple Investment Managers within a fund are allowed". Elimination of this sentence allows the Investment Managers to use investments that is not a fund of funds. Jim Williams shared that he is not comfortable with the wording of this addition. Catherine Abbott read the definition of "fund of fund" to the committee. It is a pooled investment fund that invests in other types of funds, and aims to achieve broad diversification and appropriate asset allocation with investments in a variety of fund categories that are all wrapped into one portfolio. The Committee would like a broader explanation from Ronda Edwards at the next meeting.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
Invite Ronda Edwards to next Finance meeting.	Kirstien Renna	November 17, 2021

6.2 Review the Financial Statements for the period ended August 31, 2021.

Kirstien Renna shared the financial statements with the committee and outlined their contents in detail. Kirstien commented that the budget is tracking normally compared to years past.

Jim Williams moved to approve the financial statements for period ended August 31, 2021 and Jake Wuest seconded.

Motion carried.

6.2 Follow-up Items	6.2 Task of	6.2 Due by

6.3 Report out from Budget Ad Hoc Committee

Catherine Abbott reported that the Ad Hoc committee met and went through the budget as a first step, to educate the committee on the current budgeting process. Jake Wuest could not be in attendance. The next step for the Ad Hoc committee is to continue to gain understanding of the Foundation's budget and to provide additional input to the budgeting process. In order to assist with this management will be setting up a budget workshops for any of the board members that are interested in attending, so that they can also have a better understanding of ~~input into~~ next year's budget. The Ad Hoc Budget Committee will work with management in the development of next year's budget.

6.3 Follow-up Items	6.3 Task of	6.3 Due by

6.4 Update on Student Emergency Fund

Tom Minder shared concern about this fund as he signs the checks that go to the students. The requests are vetted through a series of people before they land at the Foundation for payment. Tom shared that he refused to sign one check, as there were 2 separate applications from a married couple, and it seemed like this was "double-dipping". In the past a simple application was formed with some questions as to why the students need this money. The rule was changed to set a maximum of $1000 from this fund per student. Since this rule was set, the majority of the requests are for $1000. In the past, before this rule was set, the amounts were varied. Tom shared some of the wording of the "in-question" applications with the committee, and shared concern that the fund is being depleted (currently at $79,000). Catherine Abbott clarified some of the cases and examples with the committee, stating that the applications that are questionable, are few and far between. This is not a fund that is talked about student to student, this is only initiated by a private conversation between a student and someone on campus that can help escalate the request. Depending upon the need, the employee/staff of the college recommends the amount. Catherine has a call into Vice President Jeff Baker for further clarification regarding the married couple's application. The committee discussed adding the policy that the money is available at $1000 per household. Committee felt they need more information on the vetting process. The committee asked to have a presentation regarding this, at the upcoming board retreat. Catherine to talk to Jeff Bagel regarding adding this to the agenda.

6.4 Follow-up Items	6.4 Task of	6.4 Due by
Talk to Jeff Bagel regarding having a presentation on Student Emergency Fund at the board retreat	Catherine Abbott	10/24/2021

7.0 Adjournment

The Committee Chair adjourned the meeting at 3:50 pm.

Next Meeting: November 17, 2021 – 3pm