



Foundation Stepping Out for COD Committee Meeting

Minutes for Tuesday, December 6, 2022

**COD President's Conference Room & Zoom
43500 Monterey Road
Palm Desert, CA
2:30PM**

Or

Via Zoom

[Meeting Recording](#)

Meeting Participants

Voting Committee Members Present:

Tom Minder (Co-Chair), Bill Chunowitz (Co-Chair) Rob Moon (Co-Chair), Marge Dodge, Diane Rubin, Leslie Usow

Voting Committee Members Absent:

Jim Greene, Carol Fragen

Guests:

Catherine Abbott, Kirstien Renna, Liz Chambers

Recorder

Juli Maxwell

1. Call to Order/Roll Call

The meeting was called to order at 2:33 pm.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of December 6, 2022 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 Up for COD Committee Meeting of December 6, 2022 with any addition, correction or deletions.

Liz Chambers asked that the topic "Sponsorships" be added to the agenda as item 5.8.

Rob Moon moved to approve the agenda as amended, and Bill Chunowitz seconded. The agenda was approved.

3. Minutes

3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – November 1, 2022.

Rob Moon moved to approve the minutes as presented, and Tom Minder seconded. The minutes were approved.

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 Entertainment** - Catherine Abbott shared that the contract is signed, MOU is signed with one correction; "The entertainer would get to

determine who goes into the Founders Room". Cathy crossed this off and initialed.

5.2 Marketing Materials Update – Catherine Abbot shared that sponsorship packets were sent out on November 22, to 600 people/businesses

5.3 including everyone that sponsored last year. No other hard copy sponsorship material will be sent out, the remaining will be e-blasts. Committee discussed addressing the materials to the appropriate person/people and avoid sending materials addressed to a deceased spouse.

5.4 Pre-Event

5.4.1 Ad Hoc Committee

5.4.1.2 Committee met and obtained a catering quote from LuLu California Bistro. Quote is approximately \$9,931 total cost for 70 people for a full dinner, alcohol, tables, linens, servers, glassware and silverware. Event is from 5:30 – 7:30pm. Invitation to event will include the term "buffet dinner". The committee also received a quote from eight4Nine for \$10,000. The ad hoc committee has recommended LuLu as the caterer. Background music will be played throughout the evening by COD guitarist whose fee would be approximately \$150. uy

5.4.2 Alcohol Permit – Lulu is including \$100 in their quote to get the alcohol permit.

5.4.3 Facilities Request – This is complete. Committee discussed the elevator in the building and whether or not there is a freight elevator. The passenger elevator can hold 6 people at a time.

5.4.4 Caterer – Discussed in 5.4.1.2

5.4.5 Program –Guests will be able to visit different locations/rooms in the building to learn about the programs at COD. Tutoring center presentation will be included. There will be specific times

choreographed for each room so guests can choose where and when they want to visit a department.

5.4.6 Photographer – Lani will be the photographer. Committee discussed mailing guests a copy of their photo from event, with a “thank-you” letter. Board members will be tasked with providing emails/addresses of their guests to staff, for follow-up.

5.4.7 Valet – There will be valet parking at the pre-event. Guest would arrive to “the circle” in the front of the school, then golf carts/tram will take guests to the HILB. Staff check with security to find out where valet parks the cars.

5.5 Post-Event for Sponsors – Founders Room post-event is for those who sponsor for \$2500 and above. Founders room holds 80 people max.

5.6 Budget – Kirstien shared the budget with the committee. \$117,500 is the current revenue.

5.7 Timeline – Marge Dodge went through the timeline and updated items that were in progress or completed. Committee would like to invite Theresa Maggio with HR Advantage, to the next meeting to talk about the script for the show.

5.8 Honorary Committee Members Update - Jan Harnick

5.8.1 Rob Moon to contact Jan Harnick to confirm she wants to be an honorary committee member.

5.8.2 Charles Townsend-Vinci – Catherine contacted him and he would like to be an honorary committee member for Stepping Out 2023.

5.9 Sponsorships – Liz Chambers

5.9.1 Committee now needs to divide up the prior list of sponsors so that committee members can call these people. Committee has 10 days to call these people as a follow up.

5.8 Follow-up Items	5.8 Task of	5.8 Due by
Contact Jan Harnick	Rob Moon	ASAP
Invite Theresa Maggio to January meeting	Catherine Abbott	ASAP

6.Future Agenda Items

7.Adjournment

The meeting was adjourned at 3:23pm.

**Next Meetings: Tuesday, January 10, 2:30 at pm at the COD
President's Conference Room and Zoom.**