Foundation Development Committee Meeting
Minutes for Thursday, February 16, 2023
2:00 PM

Meeting Participants
Peggy Jacobs (Chair), Carol Bell Dean, Jane Saltonstall

Committee Members Absent:

Guest(s)
Catherine Abbott, Gailya Brown, Liz Chambers

Recorder
Elena Moiseeva

Meeting Minutes

1. Call to Order/Roll Call
The meeting was called to order at 2:06pm.

2. Action Items
2.1 Approval of Agenda: Foundation Development Committee Meeting of February 16, 2023 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 February 16, 2023, with any addition, correction or deletions.

Carol Bell Dean moved to approve the agenda. Jane Saltonstall seconded.

Motion carried unanimously.

3. Minutes
3.1 Approval of regular Foundation Development Committee Meeting Minutes December 15, 2022.

Carol Bell Dean moved to approve the minutes. Peggy Jacobs seconded.
Motion carried unanimously.

4. Comments from the Public
4. 1 In accordance with Senate Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted in person, by email to codfoundation@collegeofthedesert.edu and read into the record during public comment or by using the raise your hand function by joining the Zoom link. There is a time limit of three (3) minutes per person. All comments must be submitted or brought forward prior to the end of the public comments section. Persons with disabilities may make a written request for a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the Committee meeting. All requests should be directed to the Foundation in advance.

There were no comments from the public received.

5. Discussion and Action Items

5.1 Moves management and Dev Committee's Roll – Liz Chambers
List shared with the committee her presentation on Moves Management which is a 3-step process to move donors from one level of giving to the next. The committee complimented Liz on her presentation and suggested it be given to the full Board of Directors.

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

5.2 Donor development Plan Update – Gailya Brown/Catherine Abbott
Catherine and Gailya presented a spreadsheet showing the program needs and requests for each different school. Not all costs are included in the spreadsheet as this is a work in progress. This will be shared with the board to see if any of their peers can match a donor with a department need. The spreadsheet is updated

regularly according to the needs of each department. The committee agreed that this is a valuable document and should also be presented to the full Board of Directors in its entirety. It was suggested that this information should be presented to Connie Lurie to incorporate this information into a brochure.

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

5.3 Follow-up calling parties for Stepping Out

Liz Chambers shared with the committee that there are currently 47 donors for Stepping Out. The committee discussed potential donors and those that have made pledges. There will be another calling party scheduled for those that have never sponsored that are on the 1000 person mailing list that goes out tomorrow. On Tuesday, 60 people will be called to renew President's Circle memberships.

5.3 Follow-up Items	5.3 Task of	5.3 Due by

5.4 Legacy Leaders Update – Gailya Brown

Gailya Brown shared with the committee that she has been doing an e-newsletter and has had responses on topics. Specifically, one donor wanted information on the charitable gift annuity and as a result, he has committed to a $50,000 gift annuity. Gailya shared with the committee the other gifts that will be coming to the Foundation. Legacy Leaders are planning an event in May and will be adding a charitable gift planners' event.

5.4 Follow-up Items	5.4 Task of	5.4 Due by

5.5 President's Circle Update – Carol Bell Dean

Carol presented that the Dean of the EMT Department is ecstatic that they will be featured for the next event taking place on April 3, 2023, at the home of Karen Miles. There will be an "ask" at this event for equipment that is needed. This event will be catered by Il Corso.

5.5 Follow-up Items	5.5 Task of	5.5 Due by

5.6 Campus Tours – Catherine Abbott

Catherine reported that campus tours have started this week, with 3 attendees on the first tour. One of the attendees wants to get involved and is a promising new

person for the Foundation. The other 2 people have asked for more information on Stepping Out. Next tour is Tuesday, February 21, from Sun City and Shadow Ridge. Other groups are scheduled for upcoming tours as well. Catherine asked the committee to submit names to the Foundation of anyone they know that would be interested in touring the campus. The attendees will be going to several different departments throughout the tour season. Catherine to add the architectural department to upcoming tours.

5.6 Follow-up Items	5.6 Task of	5.6 Due by

5.7 AB 361 Virtual Meetings Termination

Virtual meetings will be terminating at the end of February, 2023. Board and committee members can only join via Zoom for 2 meetings max, to avoid a violation of the Brown Act. Anyone attending via Zoom will not be included in quorum.

5.7 Follow-up Items	5.7 Task of	5.7 Due by

6. Future Agenda Items

Moves Management

Donor Development Plan

7. Adjournment

The Chair adjourned the meeting at 3:14PM.

The next meeting is scheduled for March 16, at 2pm.

March 16 meeting will be an IN-PERSON meeting.