



## Foundation Board Meeting

General Session: 3:00 p.m.

Wednesday – January 28, 2015

Meeting Location(See map)

**Cravens Student Services Multi-Purpose Room**

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

### **Our Mission:**

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

### **Our Vision:**

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

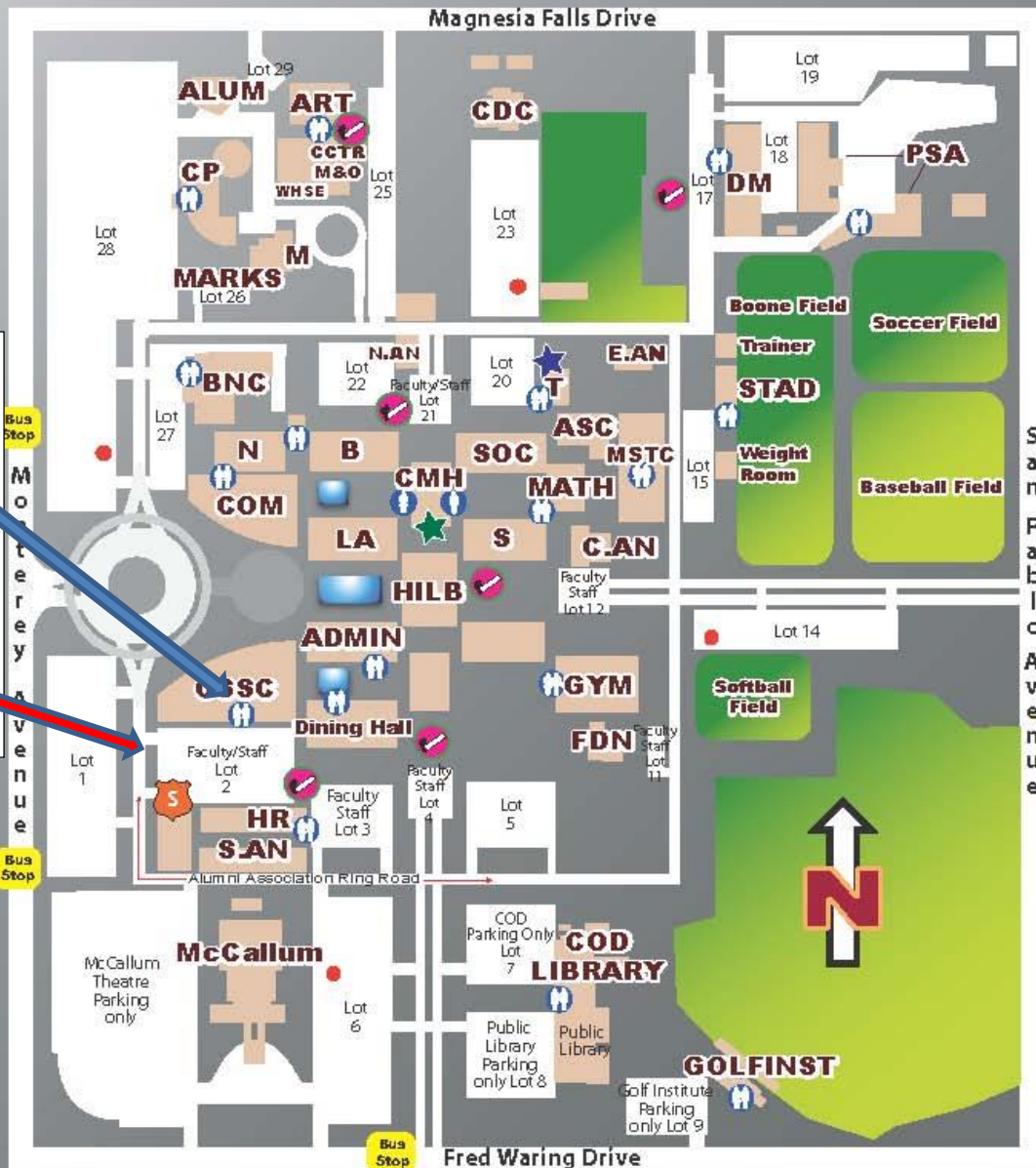
### **Core Values:**

- ✓ Accountability
- ✓ Integrity
- ✓ Service Excellence
- ✓ Trust

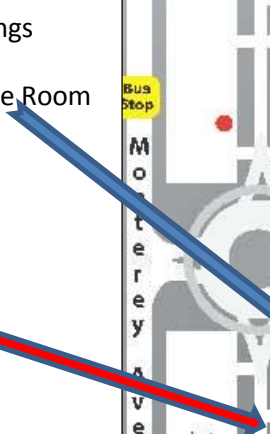


# COLLEGE of the DESERT

## Campus Guide



- Board Meetings
- Multi-Purpose Room
- Cravens Bldg
- Park Lot 2





**AGENDA (\*\*Board action required)**

- I. Call to Order
- II. Public Invitation to speak as per the Brown Act
- III. Introductions
- IV. Guest speaker Student
- V. Approval of meeting minutes
  - A. \*\*Approval of December 11, 2014 Executive Meeting Minutes..... Page: 1**
  - \*\*Approval of December 11, 2014 Board Meeting Minutes.....Page: 2**
- VI. Financials Review – Suz Hunt
  - A. \*\*Approval of Financials November and December 2014 .....Page: 6**
- V. Foundation Board Reports
  - A. Anna Davies
    - 1. Strategy to eliminate class backlog
    - 2. Winter session summary
    - 3. Enrollment growth FTES
    - 4. Boot camp – Edge Program
    - 5. Expanded Summer session classes
  - B. Lisa Howell
    - 1. Update of COD budget
    - 2. FTES Growth and impact on budget
  - C. Joel Kinnamon
    - 1. Recent proposals related to Community College Tuitions & Fees
  - D. Standing Committees
    - 1. *Finance & Investment Committee – Suz Hunt*
      - a) \*\*Approval of Meeting Minutes January 21, 2015..... Page: 10**
    - 2. Nominating Committee – Mark Nickerson
    - 3. *Academic Angels – Jan Harnik*
  - E. Ad Hoc Committees
    - 1. President’s Circle – Kate Spates
      - a) \*\*Approval of Meeting Minutes January 8, 2015..... Page: 12**
    - 2. Planned Giving – Peter Sturgeon
    - 3. Ophelia Project request – Peter Sturgeon

4. Donor Scholarship Reception – Peter Sturgeon

5. Stepping Out for COD – Gershowitz & McGrath

VII. Information Items:

A. College of the Desert President – Joel Kinnamon

B. Academic Senate President – Doug Redman

C. COD Trustee – Becky Broughton

D. Development Director Reports- Jan Hawkins and Peter Sturgeon

D. Foundation Board President – Donna Jean Darby

E. Executive Director – Jim Hummer

F. Response to Community Involvement Requests

VIII. New Business

IX. Adjournment



Executive Committee Meeting  
Thursday, December 11, 2014 – 2:00p.m.  
Cravens Multi-Purpose Room

MINUTES

Present

Donna Jean Darby, Diane Gershowitz, Susan Hunt, Dr. Joel Kinnamon, Penny Mason, Michael O'Neill, Dr. Jane Saltonstall, Kate Spates, Larry Spicer

Absent

Jan Harnik, Lisa Howell, Dr. Chuck Monell, Mark Nickerson

Guest

Becky Broughton, Dr. Bonnie Stefan, Mary-Jane Sanchez-Fulton, Eleanor Campbell, Jim Hummer, Kippy Laflame, Jan Hawkins, Peter Sturgeon

Call to Order

Public Invitation to speak as per the Brown Act

None

Introductions

Donna Jean Darby encouraged all that attended to share their background.

New Business: None

Adjournment 2:50pm



Board of Director Meeting  
 Thursday, December 11, 2014 – 3:00p.m.  
 Cravens Multi-Purpose Room

MINUTES

Present

John J. Benoit, Peggy Cravens, Donna Jean Darby, Marge Dodge, Diane Gershowitz, Brian Holcombe, Susan Hunt, Dr. Joel Kinnamon, Donna MacMillan, Dan Martinez, Penny Mason, JoAnn McGrath, Michael O'Neill, Dr. Jane Saltonstall, Dominique Shwe, Sally Simonds, Kate Spates, Larry Spicer

Absent

Carol Ammon, Bob Archer, Joan Busick, James Carona, Norma Castaneda, Jan Harnik, Lisa Howell, Dr. Chuck Monell, Mark Nickerson, Doug Redman, Arlene Schnitzer, Marcia Stein

Guest

Becky Broughton, Anna Davies, Dr. Bonnie Stefan, Mary-Jane Sanchez-Fulton, Eleanor Campbell, Aurora Wilson, Jim DeBoom, Susan Francis, Paulina Larson, Stu Bailey, Doug Freeman, Diane Denkler, Roberta Duke, Eileen Hall, Jim Hummer, Kippy Laflame, Jan Hawkins, Peter Sturgeon

Call to Order

Public Invitation to speak as per the Brown Act

Ophelia Project Director Susan Francis

Guest Speaker

Douglas K. Freeman, J.D., LL.M., spoke to the Board members about the importance of strong and consistent advocacy of the Foundation and the College. He is Senior Managing Director, First Foundation Advisors. In this capacity, he provides strategic planning and organizational management advice for business, nonprofit, foundation, and family clients. He is the founder of National Philanthropy Day, proclaimed by Congress and celebrated throughout the United States since 1986. Several pieces of collateral were handed out to the members in attendance.

Approval of meeting minutes as distributed

It was M/S/C Donna MacMillan/Suz hunt to approve the October 29, 2014 Executive Meeting Minutes

It was M/S/C Penny mason/Dominique Shwe to approve the October 29, 2014 Board Meeting Minutes



### Financials Review – George Holliday

George reviewed the October 30, 2014 financials

It was M/S/C Dan Martinez/John Benoit to approve the October 30, 2014 Financials as distributed

### Foundation Board Committee Reports

#### Standing Committees

##### Finance & Investment Committee – Suz Hunt

A report compiled and written by Suz was handed to the Board members explaining the investments with Merrill Lynch and Wells Fargo.

It was M/S/C Brian Holcombe/Sally Simonds to approve the November 20, 2014 Finance Meeting Minutes

##### Resource & Development Committee – Jan Hawkins

Looking to expand the number of committee members several prospective members were invited to a meeting on November 18<sup>th</sup>. Anna Davies, Executive VP of COD, spoke of funding priorities and state budgeting. All were invited to attend a campus tour.

##### Academic Angels

In Jan Harnik's absence Eileen Hall and Jan Hawkins reported on the Citizens of Distinction event which took place December 3, 2014. Over 200 attendees including 19/30 Board members, 17/18 Academic Angels Board members, 3 Trustees and 6 elected officials. Gross revenues approx. \$93,000 with net of approx. \$82K compared to \$83K for Chili Cook Off III. Penny Mason personally thanked the Citizens of Distinction committee as well as FDN staff for the great job on organizing the event.

#### Ad Hoc Committees

##### President's Circle – Kate Spates and Peter Sturgeon

The PC event of December 5<sup>th</sup> was reviewed. Over 100 people attended the 3 building tour. Next event is on January 14, 2015 where PC members will enjoy a BBQ at the Foundation followed by courtside seating at the men's basketball game.

##### Stepping Out for COD – Diane Gershowitz and JoAnn McGrath

Diane reported that we are presently at 67% of goal for the event with 18 sponsors. So far only 4 were from Board members. As this is the easiest vehicle to tell our story Diane appealed to the members to Step Up for COD.



Planned Giving – Peter Sturgeon

To re-engage the 3W (Legacy group Where there is a Will there is a Way) Penny Mason and Peggy Cravens are hosting an event on February 4, 2015 at Morningside Country Club. All board members will be receiving an invitation also.

Stepping Out for COD – Gershowitz & McGrath

Diane reported that the main solicitation was mailed out several weeks ago. She requested 100% participation in the event from the board.

Stewardship Committee Discussion – Jim Hummer

Due to time constraints this item will have to go on the December agenda

Information Items:

College of the Desert President – Joel Kinnamon

Dr. Kinnamon announced the new winter session as well as the addition of faculty in areas of priority. He reviewed the public scoping meetings of November 22, 2014, which are one of the first steps in the environmental process for the West Valley campus. He reported that a positive reaction for the location was the consensus of those who attended.

Academic Senate President – Doug Redman –

None

COD Trustee – Michael O'Neill

Thanked Donna Jean Darby for inviting all the Trustees to attend and get to know the Foundation Executive Committee members. He reported that Donna Jean has attended all the Trustee meeting and is making a major impact in the community.

Response to Community Involvement Requests

None

New Business: Ophelia Project

Susan Francis, President and CEO of the Ophelia Project Coachella Valley discussed the mission of OP, showed the board members a video. As well Paulina Larson an alumni of the program as well as COD spoke. They would like to form a partnership with COD and asked the Board to consider underwriting a pilot program that would provide 15 two year full-ride scholarships. After discussing Donna Jean Darby asked Peter Strugeon and Susna Francis to come up with a plan to present to the Board.

Adjournment 4:50p.m.



**COLLEGE OF THE DESERT FOUNDATION**

**FINANCIAL SUMMARY**

**November 30, 2014**

### Key Financial Information

	November 2014	November 2013
<b>Total Net Assets:</b>	\$ 29,639,171	\$ 24,726,090
<b>Total Revenue Received July 1, 2014-November 30, 2014:</b>		\$ 665,145
<b>Permanently Restricted:</b>		\$ 1,223
<b>Temporarily Restricted:</b>		\$ 241,610
<b>Unrestricted:</b>		\$ 422,312
<b>Total Revenue received in November 2014:</b>	\$ 311,000	
<b>Total Funds transferred to College for Use:</b>		
July 1, 2014 – November 30, 2014:		\$ 550,691
Scholarships:		\$ 230,011
Programs:		\$ 320,680
<b>Total Funds in endowments: November 2014:</b>		\$ 18,551,611
<b>Total Funds in Unrestricted Funds:</b>		\$ 1,693,548
Carry over from June 2014		\$ 1,713,738
As of November 2014:		\$ (20,190)
Board Reserve		\$ 500,000
Ackerman Fund (Unrestricted) Balance: November 2014:		\$ 70,900

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION**  
**NOVEMBER 30, 2014**  
**WITH COMPARATIVE TOTALS FOR NOVEMBER 30, 2013**

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2014	2013
<b>ASSETS</b>					
1 Cash and cash equivalents	\$1,262,237	\$ 165,072	\$ -	1,427,309	\$ 1,624,488
2 Investments	500,000	7,111,513	17,368,735	24,980,248	21,235,656
3 Pledges receivable	-	1,489,819	840,596	2,330,415	948,791
4 Accrued interest receivable	18,839	30,086	5,164	54,089	47,940
5 Property and equipment, net	8,453	-	-	8,453	9,513
6 FCCC - Scholarship Endowment	-	54,175	336,549	390,724	368,715
7 Split interest agreements	-	543,469	-	543,469	531,649
<b>TOTAL ASSETS</b>	<b>\$1,789,529</b>	<b>\$ 9,394,134</b>	<b>\$ 18,551,044</b>	<b>\$ 29,734,707</b>	<b>\$ 24,766,752</b>
<b>LIABILITIES</b>					
8 Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -
9 Accrued expenses	95,981	122	(567)	95,536	40,662
<b>TOTAL LIABILITIES</b>	<b>95,981</b>	<b>122</b>	<b>(567)</b>	<b>95,536</b>	<b>40,662</b>
<b>NET ASSETS</b>	<b>1,693,548</b>	<b>9,394,012</b>	<b>18,551,611</b>	<b>29,639,171</b>	<b>24,726,090</b>
Unrestricted:					
10 Undesignated	1,193,548	-	-	1,193,548	397,412
11 Board designated	500,000	-	-	500,000	600,000
12 Temporarily restricted	-	9,394,012	-	9,394,012	5,512,551
13 Permanently restricted	-	-	18,551,611	18,551,611	18,216,127
<b>NET ASSETS</b>	<b>1,693,548</b>	<b>9,394,012</b>	<b>18,551,611</b>	<b>29,639,171</b>	<b>24,726,090</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$1,789,529</b>	<b>\$ 9,394,134</b>	<b>\$ 18,551,044</b>	<b>\$ 29,734,707</b>	<b>\$ 24,766,752</b>

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR CURRENT MONTH ENDED NOVEMBER 30, 2014**  
**WITH COMPARATIVE TOTALS FOR NOVEMBER 30, 2013**

**CURRENT MONTH**

	CURRENT MONTH			Totals (Memorandum Only)	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	2014	2013
<b>REVENUE AND SUPPORT</b>					
1 Interest	\$ 16,566	\$ 51,833	\$ 295	\$ 68,694	\$ -
2 Donations	297	575	-	872	1,757
3 Academic Angels Donations	1,750	-	-	1,750	750
4 Capital Campaign	-	50	-	50	133
5 Other Income	30	-	-	30	-
6 President's Circle	6,000	-	-	6,000	476
7 Scholarship Donations	-	45,557	-	45,557	7,390
8 Special Events (net)	52,717	-	-	52,717	26,494
<b>TOTAL REVENUE AND SUPPORT</b>	<b>77,360</b>	<b>98,015</b>	<b>295</b>	<b>175,670</b>	<b>37,000</b>
<b>EXPENDITURES</b>					
9 Contributions to college	500	234,839	-	235,339	5,317
# Operating expenses	75,316	2,934	-	78,250	87,066
# Scholarships	-	23,541	-	23,541	20,237
<b>TOTAL EXPENDITURES</b>	<b>75,816</b>	<b>261,314</b>	<b>-</b>	<b>337,130</b>	<b>112,620</b>
<b>EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES</b>					
#	1,544	(163,299)	295	(161,460)	(75,620)
<b>OTHER INCOME AND EXPENSES</b>					
#	Investment gain/(loss), net of investment expenses	32,450	102,298	582	135,330
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<b>\$ 33,994</b>	<b>\$ (61,001)</b>	<b>\$ 877</b>	<b>\$ (26,130)</b>	<b>\$ (75,620)</b>

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR FIVE MONTHS ENDED NOVEMBER 30, 2014**  
**WITH COMPARATIVE TOTALS FOR NOVEMBER 30, 2013**

**CURRENT MONTH**

	CURRENT MONTH			Totals (Memorandum Only)	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	2014	2013
<b>REVENUE AND SUPPORT</b>					
1 Interest	\$ 56,680	\$ 181,703	\$ 3,576	\$ 241,959	\$ 141,165
2 Donations	42,113	2,807	-	44,920	24,855
3 Annual Fund	100	-	-	100	-
4 Academic Angels Donations	17,000	-	-	17,000	20,555
5 Capital Campaign	50	100	100	250	1,327
6 Marketing Reimbursement	100,000	-	-	100,000	-
7 Management Services	75,736	-	-	75,736	82,832
8 Grants	-	17,000	-	17,000	17,951
9 Other Income	30	-	-	30	-
# President's Circle	17,900	-	-	17,900	26,367
# Membership	-	-	-	-	7,500
# Scholarship Donations	250	129,164	8,120	137,534	130,312
# Special Events (net)	104,228	-	-	104,228	54,333
<b>TOTAL REVENUE AND SUPPORT</b>	<b>414,087</b>	<b>330,774</b>	<b>11,796</b>	<b>756,657</b>	<b>507,197</b>
<b>EXPENDITURES</b>					
# Contributions to college	33,187	287,493	-	320,680	18,915
# Interfund transfers	(23,213)	23,213	-	-	-
# Operating expenses	419,278	5,130	-	424,408	377,109
# Refunds	-	9,361	-	9,361	-
# Scholarships	13,250	216,761	-	230,011	203,437
<b>TOTAL EXPENDITURES</b>	<b>442,502</b>	<b>541,958</b>	<b>-</b>	<b>984,460</b>	<b>599,461</b>
<b>EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES</b>					
#	(28,415)	(211,184)	11,796	(227,803)	(92,264)
<b>OTHER INCOME AND EXPENSES</b>					
# Investment gain/(loss), net of investment expenses	8,225	(89,164)	(10,573)	(91,512)	461,231
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<b>\$ (20,190)</b>	<b>\$(300,348)</b>	<b>\$ 1,223</b>	<b>\$ (319,315)</b>	<b>\$ 368,967</b>

**COLLEGE OF THE DESERT FOUNDATION  
SUMMARY REPORT  
FOR CURRENT MONTH ENDED 11/30/2014  
WITH COMPARATIVE TOTALS FOR YTD 11/30/2013**

		One Month Actual	YTD Actual	Total Annual Budget	Variance %	Budget Remaining	11/30/2013
	<b>Revenue</b>						
1	Academic Angel Special Events (net)	7,713	51,903	100,000	51.9%	48,097	51,594
2	Academic Angel/Membership	1,750	17,000	25,000	68.0%	8,000	15,750
3	Annual fund/Direct Mail	-	100	100,000	0.1%	99,900	-
4	Grants - Direct Revenue	-	-	125,000	0.0%	125,000	-
5	Individual Gifts/Planned gifts	297	42,413	200,000	21.2%	157,587	6,065
6	Interest	16,566	56,680	125,000	45.3%	68,320	29,626
7	Management Services	-	75,736	300,000	25.2%	224,264	82,832
8	Marketing Reimbursment	-	100,000	100,000	100.0%	-	-
	<b>McCallum Events (net)</b>						
9	Stepping Out for COD	45,004	52,325	225,000	23.3%	172,675	15,628
10	Other	-	-	10,000	0.0%	10,000	(12,889)
11	Other Income	30	30	-	0.0%	(30)	-
12	President's Circle	6,000	17,900	140,000	0.0%	122,100	33,867
	<b>Total Revenue</b>	<b>77,360</b>	<b>414,087</b>	<b>1,450,000</b>	<b>28.6%</b>	<b>1,035,913</b>	<b>222,473</b>
	<b>Expenditures</b>						
13	Academic Angel/Membership	-	450	10,000	0.0%	9,550	-
14	Auditor	-	16,750	20,000	83.8%	3,250	16,750
15	Bank Charges	1,131	1,834	5,000	36.7%	3,166	1,963
16	Board/Staff Training	-	1,762	5,000	35.2%	3,238	1,432
17	Campus Tours	350	1,100	5,000	22.0%	3,900	-
18	Donor Development	108	16,770	50,000	33.5%	33,230	3,860
19	Donor/Scholarship Reception	-	-	5,000	0.0%	5,000	5,000
20	Equipment Lease	670	1,657	6,000	27.6%	4,343	1,345
21	Insurance D & O	-	595	6,500	9.2%	5,905	590
22	Marketing & Messaging	5,233	22,072	262,500	8.4%	240,428	-
23	Membership Dues	-	1,250	2,000	62.5%	750	419
24	Office Supplies & Equipment	230	2,491	11,000	22.6%	8,509	5,486
25	Other	-	-	5,000	0.0%	5,000	160
26	Postage	377	1,064	12,000	8.9%	10,936	1,583
27	President's Circle	-	-	10,000	0.0%	10,000	3,055
28	President's Fund	-	9,825	90,000	10.9%	80,175	3,143
29	Printing/Design/Graphics	1,654	9,247	20,000	46.2%	10,753	4,222
30	Repairs & Maintenance	-	-	2,500	0.0%	2,500	1,267
31	Service Contracts	-	4,357	6,000	72.6%	1,643	4,400
32	Staff Mileage Reimburse	-	619	3,000	20.6%	2,381	-
33	State of the College Event	-	-	50,000	0.0%	50,000	-
34	Subscriptions & Publications	-	-	2,000	0.0%	2,000	299
35	Telephone	-	342	1,500	22.8%	1,158	443
36	Wages & Benefits	54,000	272,189	660,000	41.2%	387,811	129,806
	<b>Independent Contractors</b>						
37	Roemer & Hamik	383	6,038	24,000	25.2%	17,962	13,999
38	MMGC CPA	6,000	30,000	80,000	37.5%	50,000	24,000
39	Kay Hazen	-	-	-	-	-	24,000
40	Bookkeeping	5,030	17,000	48,000	35.4%	31,000	23,060
41	Other	150	198	-	-	-	22,085
42	Web Management	-	1,668	48,000	3.5%	46,332	1,794
	<b>Total Expenditures before Contributions</b>	<b>75,316</b>	<b>419,278</b>	<b>1,450,000</b>	<b>28.9%</b>	<b>1,030,920</b>	<b>294,161</b>
43	Contributions to College	500	46,437				
44	Realized/Unrealized Gains	(32,450)	(8,225)				
45	Refunds	-	-				
46	Interfund transfer	-	(23,213)				
	<b>Total Expenditures</b>	<b>43,366</b>	<b>434,277</b>				
	<b>Excess or (Deficit)</b>	<b>33,994</b>	<b>(20,190)</b>				
47	<b>General Fund Carryover</b>		<b>1,713,738</b>				
	<b>Total excess at 11/30/2014</b>		<b>1,693,548</b>				
48	<b>Ackerman Fund</b>		<b>70,900</b>				
49	<b>Board Reserve</b>		<b>500,000</b>				

College of the Desert Foundation  
Schedule Events  
As of 11/30/2014

	<u>Revenues</u>	<u>Expenditures</u>	<u>Total</u>
<b>Balances:</b>			
<b>Citizen of Distinction</b>			
Special Event Income	54,155.00	0.00	54,155.00
Special Event Expenses	0.00	(894.33)	(894.33)
Printing/Design/Graphics	0.00	(1,279.63)	(1,279.63)
Independent Contractor	<u>0.00</u>	<u>(78.00)</u>	<u>(78.00)</u>
<b>Total Citizen of Distinction</b>	54,155.00	(2,251.96)	51,903.04
<b>Stepping Out for COD</b>			
Special Event Income	100,920.00	0.00	100,920.00
Refunds	0.00	(3,180.00)	(3,180.00)
Postage	0.00	(3,633.99)	(3,633.99)
Printing/Design/Graphics	0.00	(2,622.31)	(2,622.31)
Marketing	<u>0.00</u>	<u>(39,158.00)</u>	<u>(39,158.00)</u>
<b>Total Stepping Out for COD</b>	100,920.00	(48,594.30)	52,325.70
<b>Misc. Events</b>	0.00	0.00	0.00
<b>Total Balances:</b>	<u>155,075.00</u>	<u>(50,846.26)</u>	<u>104,228.74</u>

## Revenue and Expenditure Comparison

	Total Revenues to Foundation	Operating Expense Actual	Wages & Salaries
Fiscal Year 2010-2011	2,238,288	811,422	600,238
Fiscal Year 2011-2012	2,591,275	805,598	544,915
Fiscal Year 2012-2013	3,983,968	1,052,951	411,159
Fiscal Year 2013-2014	8,110,341	1,352,227	557,306
Fiscal Year 2014-2015	665,145	419,278	272,189

	Contributions to College	Scholarships	Programs
Fiscal Year 2009-2010	1,689,721	656,010	1,033,711
Fiscal Year 2010-2011	1,345,889	547,082	798,807
Fiscal Year 2011-2012	1,934,770	581,156	1,353,614
Fiscal Year 2012-2013	1,334,432	524,775	809,657
Fiscal Year 2013-2014	1,048,409	453,211	595,198
Fiscal Year 2014-2015 through 11/30/2014	550,691	230,011	320,680

	11/30/2014	11/30/2013	Change from Prior Fiscal Year
Total Net Assets	29,639,171	24,726,090	4,913,081
Total Endowments	18,551,611	18,216,127	335,484

	Fiscal YTD thru 11/30/2014	Same Period Last Fiscal year	Change from Prior Fiscal Year
Total Revenue	665,145	968,428	(303,283)
Operating Revenue:	414,087	222,473	191,614
Operating Expenses	419,278	294,161	125,117
Scholarships to College	230,011	203,437	26,574
Programs to College	320,680	18,915	301,765
Total Funds to College	550,691	222,352	328,339



**COLLEGE OF THE DESERT FOUNDATION**

**FINANCIAL SUMMARY**

**December 31, 2014**

### Key Financial Information

	December 2014	December 2013
<b>Total Net Assets:</b>	\$ 29,609,656	\$ 25,895,160
<b>Total Revenue Received July 1, 2014-December 31, 2014:</b>		\$ 790,235
<b>Permanently Restricted:</b>		\$ 1,223
<b>Temporarily Restricted:</b>		\$ 89,070
<b>Unrestricted:</b>		\$ 699,942
<b>Total Revenue received in December 2014:</b>	\$ 126,439	
<b>Total Funds transferred to College for Use:</b>		
July 1, 2014 – December 31, 2014:		\$ 578,958
Scholarships:		\$ 253,736
Programs:		\$ 325,222
<b>Total Funds in endowments: December 2014:</b>	\$ 18,551,611	
<b>Total Funds in Unrestricted Funds:</b>		\$ 1,742,120
Carry over from June 2014		\$ 1,093,331
As of December 2014:		\$ 148,789
Board Reserve		\$ 500,000
Ackerman Fund (Unrestricted) Balance: December 2014:		\$ 67,900

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION**  
**DECEMBER 31, 2014**  
**WITH COMPARATIVE TOTALS FOR DECEMBER 31, 2013**

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2014-15	2013-14
<b>ASSETS</b>					
1 Cash and cash equivalents	\$1,306,553	\$ 154,163	\$ -	1,460,716	\$ 2,240,824
2 Investments	500,000	7,140,880	17,568,735	25,209,615	22,058,914
3 Pledges receivable	-	1,389,819	640,596	2,030,415	748,791
4 Accrued interest receivable	18,839	30,086	5,164	54,089	47,940
5 Property and equipment, net	8,453	-	-	8,453	9,513
6 FCCC - Scholarship Endowment	-	55,175	336,549	391,724	368,715
7 Split interest agreements	-	543,469	-	543,469	531,649
<b>TOTAL ASSETS</b>	<b>\$1,833,845</b>	<b>\$ 9,313,592</b>	<b>\$ 18,551,044</b>	<b>\$ 29,698,481</b>	<b>\$ 26,006,346</b>
<b>LIABILITIES</b>					
8 Accounts payable	\$ (16,718)	\$ 3,000	\$ -	\$ (13,718)	\$ 30,191
9 Accrued expenses	108,443	(5,333)	(567)	102,543	80,995
<b>TOTAL LIABILITIES</b>	<b>91,725</b>	<b>(2,333)</b>	<b>(567)</b>	<b>88,825</b>	<b>111,186</b>
<b>NET ASSETS</b>	<b>1,742,120</b>	<b>9,315,925</b>	<b>18,551,611</b>	<b>29,609,656</b>	<b>25,895,160</b>
Unrestricted:					
10 Undesignated	1,242,120	-	-	1,242,120	817,461
11 Board designated	500,000	-	-	500,000	600,000
12 Temporarily restricted	-	9,315,925	-	9,315,925	6,243,557
13 Permanently restricted	-	-	18,551,611	18,551,611	18,234,142
<b>NET ASSETS</b>	<b>1,742,120</b>	<b>9,315,925</b>	<b>18,551,611</b>	<b>29,609,656</b>	<b>25,895,160</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$1,833,845</b>	<b>\$ 9,313,592</b>	<b>\$ 18,551,044</b>	<b>\$ 29,698,481</b>	<b>\$ 26,006,346</b>

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR CURRENT MONTH ENDED DECEMBER 31, 2014**  
**WITH COMPARATIVE TOTALS FOR December 31, 2013**

**CURRENT MONTH**

	Temporarily Permanently			Totals	
	Unrestricted	Restricted	Restricted	(Memorandum Only)	
	Fund	Fund	Fund	2014-15	2013-14
<b>REVENUE AND SUPPORT</b>					
1 Interest	\$ 66,956	\$ 229,395	\$ -	\$ 296,351	\$ 261,555
2 Donations	127,976	18,950	-	146,926	21,104
3 Annual Fund	1,899	-	-	1,899	13,400
4 Academic Angels Donations	500	-	-	500	1,000
5 Capital Campaign	-	-	-	-	100
6 Management Services	93,180	-	-	93,180	83,167
7 Estate Gifts	25,000	-	-	25,000	213,556
8 Other Income	-	-	-	-	5,278
9 President's Circle	13,400	-	-	13,400	23,305
# Scholarship Donations	-	43,150	-	43,150	174,094
# Special Events (net)	52,322	-	-	52,322	87,799
<b>TOTAL REVENUE AND SUPPORT</b>	<b>381,233</b>	<b>291,495</b>	<b>-</b>	<b>672,728</b>	<b>884,358</b>
<b>EXPENDITURES</b>					
# Contributions to college	-	4,542	-	4,542	93,738
# Operating expenses	123,251	2,500	-	125,751	113,448
# Scholarships	-	24,725	-	24,725	21,849
<b>TOTAL EXPENDITURES</b>	<b>123,251</b>	<b>31,767</b>	<b>-</b>	<b>155,018</b>	<b>229,035</b>
<b>EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES</b>					
#	257,982	259,728	-	517,710	655,323
<b>OTHER INCOME AND EXPENSES</b>					
# Investment gain/(loss), net of investment expenses	(102,253)	(444,036)	-	(546,289)	540,566
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<b>\$ 155,729</b>	<b>\$(184,308)</b>	<b>\$ -</b>	<b>\$ (28,579)</b>	<b>\$ 1,195,889</b>

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR SIX MONTHS ENDED DECEMBER 31, 2014**  
**WITH COMPARATIVE TOTALS FOR DECEMBER 31, 2013**

**CURRENT MONTH**

	Temporarily Permanently			Totals	
	Unrestricted	Restricted	Restricted	(Memorandum Only)	
	Fund	Fund	Fund	2014-15	2013-14
<b>REVENUE AND SUPPORT</b>					
1 Interest	\$ 123,636	\$ 411,099	\$ 3,576	\$ 538,311	\$ 402,720
2 Donations	170,089	21,757		191,846	45,959
3 Annual Fund	1,999			1,999	13,400
4 Academic Angels Donations	17,500			17,500	21,555
5 COD Alumni Donations	-			-	-
6 Capital Campaign	50	100	100	250	1,427
7 Marketing Reimbursement	100,000			100,000	-
8 Management Services	168,916			168,916	165,999
9 Estate Gifts	25,000			25,000	213,556
# Grants	-	17,000		17,000	17,951
# Other Income	30			30	5,278
# President's Circle	31,300			31,300	49,671
# Membership	-			-	7,500
# Scholarship Donations	(1,100)	172,314	8,120	179,334	304,406
# Special Events (net)	156,551			156,551	152,255
<b>TOTAL REVENUE AND SUPPORT</b>	<b>793,971</b>	<b>622,270</b>	<b>11,796</b>	<b>1,428,037</b>	<b>1,401,677</b>
<b>EXPENDITURES</b>					
# Contributions to college	33,187	292,035	-	325,222	112,653
# Interfund transfers	(23,213)	23,213	-	-	-
# Operating expenses	541,179	7,630	-	548,809	448,739
# Refunds	-	9,361	-	9,361	-
# Scholarships	-	253,736	-	253,736	221,211
<b>TOTAL EXPENDITURES</b>	<b>551,153</b>	<b>585,975</b>	<b>-</b>	<b>1,137,128</b>	<b>782,603</b>
<b>EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE</b>					
# OTHER INCOME AND EXPENSES	242,818	36,295	11,796	290,909	619,074
<b>OTHER INCOME AND EXPENSES</b>					
# Investment gain/(loss), net of investment expenses	(94,029)	(533,200)	(10,573)	(637,802)	918,964
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<b>\$ 148,789</b>	<b>\$(496,905)</b>	<b>\$ 1,223</b>	<b>\$ (346,893)</b>	<b>\$ 1,538,038</b>

**COLLEGE OF THE DESERT FOUNDATION  
SUMMARY REPORT  
FOR CURRENT MONTH ENDED 12/31/2014  
WITH COMPARATIVE TOTALS FOR YTD 12/31/2013**

		One Month Actual	YTD Actual	Total Annual Budget	Variance %	Budget Remaining	12/31/2013
	<b>Revenue</b>						
1	Academic Angel Special Events (net)	25,452	77,355	100,000	77.4%	22,645	98,956
2	Academic Angel/Membership	500	17,500	25,000	70.0%	7,500	16,750
3	Annual fund/Direct Mail	1,899	1,999	100,000	2.0%	98,001	13,400
4	Grants - Direct Revenue	-	-	125,000	0.0%	125,000	-
5	Individual Gifts/Planned gifts	152,976	194,039	200,000	97.0%	5,961	221,528
6	Interest	66,956	123,636	125,000	98.9%	1,364	71,340
7	Management Services	93,180	168,916	300,000	56.3%	131,084	165,999
8	Marketing Reimbursment	-	100,000	100,000	100.0%	-	-
	<b>McCallum Events (net)</b>						
9	Stepping Out for COD	26,870	79,196	225,000	35.2%	145,804	46,340
10	Other	-	-	10,000	0.0%	10,000	(1,806)
11	Other Income	-	30	-	0.0%	(30)	4,888
12	President's Circle	13,400	31,300	140,000	0.0%	108,700	57,171
	<b>Total Revenue</b>	<b>381,233</b>	<b>793,971</b>	<b>1,450,000</b>	<b>54.8%</b>	<b>656,029</b>	<b>694,566</b>
	<b>Expenditures</b>						
13	Academic Angel/Membership	-	450	10,000	0.0%	9,550	-
14	Auditor	-	16,750	20,000	83.8%	3,250	16,750
15	Bank Charges	868	2,702	5,000	54.0%	2,298	2,535
16	Board/Staff Training	-	1,556	5,000	31.1%	3,444	1,432
17	Campus Tours	193	1,293	5,000	25.9%	3,707	-
18	Donor Development	1,564	18,335	50,000	36.7%	31,665	42,451
19	Donor/Scholarship Reception	-	-	5,000	0.0%	5,000	3,925
20	Equipment Lease	353	2,009	6,000	33.5%	3,991	1,681
21	Insurance D & O	6,456	7,051	6,500	108.5%	(551)	590
22	Marketing & Messaging	8,355	28,945	262,500	11.0%	233,555	-
23	Membership Dues	175	1,425	2,000	71.3%	575	875
24	Office Supplies & Equipment	258	2,749	11,000	25.0%	8,251	5,868
25	Other	-	-	5,000	0.0%	5,000	1,420
26	Postage	158	1,222	12,000	10.2%	10,778	1,791
27	President's Circle	10,671	10,671	10,000	106.7%	(671)	3,055
28	President's Fund	-	9,825	90,000	10.9%	80,175	3,143
29	Printing/Design/Graphics	1,934	11,182	20,000	55.9%	8,818	9,899
30	Repairs & Maintenance	-	128	2,500	5.1%	2,372	1,267
31	Service Contracts	-	4,357	6,000	72.6%	1,643	4,563
32	Staff Mileage Reimburse	-	619	3,000	20.6%	2,381	-
33	State of the College Event	-	-	50,000	0.0%	50,000	-
34	Subscriptions & Publications	-	-	2,000	0.0%	2,000	299
35	Telephone	124	560	1,500	37.3%	940	521
36	Wages & Benefits	54,000	326,303	660,000	49.4%	333,697	210,542
	<b>Independent Contractors</b>						
37	Roemer & Harnik	-	6,038	24,000	25.2%	17,962	15,084
38	MMGC CPA	6,000	36,000	80,000	45.0%	44,000	30,000
39	Kay Hazen	28,000	28,000	-	-	-	31,750
40	Bookkeeping	3,860	20,860	48,000	43.5%	27,140	23,060
41	Other	282	480	-	-	-	21,000
42	Web Management	-	1,669	48,000	3.5%	46,331	1,982
	<b>Total Expenditures before Contributions</b>	<b>123,251</b>	<b>541,179</b>	<b>1,450,000</b>	<b>37.3%</b>	<b>937,301</b>	<b>435,483</b>
43	Contributions to College	-	33,187	-	-	-	-
44	Realized/Unrealized Gain/Loss	102,253	94,029	-	-	-	-
45	Refunds	-	-	-	-	-	-
46	Interfund transfer	-	(23,213)	-	-	-	-
	<b>Total Expenditures</b>	<b>225,504</b>	<b>645,182</b>				
	<b>Excess or (Deficit)</b>	<b>155,729</b>	<b>148,789</b>				
47	<b>General Fund Carryover</b>		<b>1,093,331</b>				
	<b>Total excess at 12/31/2014</b>		<b>1,242,120</b>				
48	<b>Ackerman Fund</b>		<b>67,900</b>				
49	<b>Board Reserve</b>		<b>500,000</b>				

College of the Desert Foundation  
Schedule Events  
As of 12/31/2014

	<u>Revenues</u>	<u>Expenditures</u>	<u>Total</u>
<b>Balances:</b>			
<b>Citizen of Distinction</b>			
Special Event Income	90,194.02	0.00	90,194.02
Special Event Expenses	0.00	(9,651.00)	(9,651.00)
Printing/Design/Graphics	0.00	(1,279.63)	(1,279.63)
Marketing	0.00	(1,614.54)	(1,614.54)
Development	0.00	(216.00)	(216.00)
Independent Contractor	<u>0.00</u>	<u>(78.00)</u>	<u>(78.00)</u>
<b>Total Citizen of Distinction</b>	90,194.02	(12,839.17)	77,354.85
<b>Stepping Out for COD</b>			
Special Event Income	131,900.00	0.00	131,900.00
Refunds	0.00	(3,180.00)	(3,180.00)
Postage	0.00	(3,633.99)	(3,633.99)
Printing/Design/Graphics	0.00	(2,622.31)	(2,622.31)
Marketing	<u>0.00</u>	<u>(43,267.61)</u>	<u>(43,267.61)</u>
<b>Total Stepping Out for COD</b>	131,900.00	(52,703.91)	79,196.09
<b>Misc. Events</b>	0.00	0.00	0.00
<b>Total Balances:</b>	<u>222,094.02</u>	<u>(65,543.08)</u>	<u>156,550.94</u>

## Revenue and Expenditure Comparison

	Total Revenues to Foundation	Operating Expense Actual	Wages & Salaries
Fiscal Year 2010-2011	2,238,288	811,422	600,238
Fiscal Year 2011-2012	2,591,275	805,598	544,915
Fiscal Year 2012-2013	3,983,968	1,052,951	411,159
Fiscal Year 2013-2014	8,110,341	1,352,227	557,306
Fiscal Year 2014-2015	790,235	541,179	326,303

	Contributions to College	Scholarships	Programs
Fiscal Year 2009-2010	1,689,721	656,010	1,033,711
Fiscal Year 2010-2011	1,345,889	547,082	798,807
Fiscal Year 2011-2012	1,934,770	581,156	1,353,614
Fiscal Year 2012-2013	1,334,432	524,775	809,657
Fiscal Year 2013-2014	1,048,409	453,211	595,198
Fiscal Year 2014-2015 through 12/31/2014	578,958	253,736	325,222

	12/31/2014	12/31/2013	Change from Prior Fiscal Year
Total Net Assets	29,609,656	25,895,160	3,714,496
Total Endowments	18,551,611	18,234,142	317,469

	Fiscal YTD thru 12/31/2014	Same Period Last Fiscal year	Change from Prior Fiscal Year
Total Revenue	790,235	2,320,641	(1,530,406)
Operating Revenue:	793,971	694,566	99,405
Operating Expenses	541,179	435,483	105,696
Scholarships to College	253,736	221,211	32,525
Programs to College	325,222	112,653	212,569
Total Funds to College	578,958	333,864	245,094





**Finance and Investment Committee Meeting  
Wednesday, January 21, 2015 – 3:00pm  
COD Foundation Board Room**

**MINUTES**

Present

Joan Busick, Donna Jean Darby, Lisa Howell, Suz Hunt, Penny Mason, Sally Simonds

Absent

Carol Ammon, Bob Archer, Brian Holcombe, Dan Martinez,

Staff/Guests

Jim Hummer, George Holliday, Kippy Laflame, Peter Sturgeon

Call to Order

The meeting was called to order at 3:00pm

Performance Review

Both Merrill Lynch and Wells Fargo presented the performance of their FDN portfolios to the committee. The Committee members were very complimentary of the work that both investors did on simplifying the report. The Committee requested that the investors add historical statistics to help give more perspective to the report. Kippy will work on updating.

See attached reports for year 2014.

Financials - George Holliday

Both the November and December financials were reviewed.

Spending Policy

As per our policy, every January, the committee determines the annual spending allocation. The spending policy was discussed at length. The Committee thought that it lacked clarity and asked staff to work on simplifying the wording of the policy.

Adjournment:

Meeting adjourned at 4:50 p.m.

Minutes taken by Kippy Laflame, Executive Assistant

## COD Foundation Account (As of 12/31/2014)

### Merrill Lynch

Asset Type	\$ Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return
Cash	\$ 384,508	4%	1-5%	0.07%	3 Mos US Treasury	0.03%
US Equities	\$ 3,788,879	36%	25-60	10.50%	S&P 500 Index	13.69%
Int'l Equities	\$ 1,113,689	11%	3-15			
Fixed Income	\$ 4,425,331	42%	In above	-3.02%	MSCI EAFE Index	-4.90%
Real Assets	\$ -	0%	40-60	3.08%	Barclays (1)	1.18%
Alternatives	\$ 739,363	7%	0-3	0.00%	NAREIT	0.00%
Accrued Interest	\$ 17,137	0%	In Alternatives	1.70% (6)	HFRI Index	3.35%
Total	\$ 10,468,907	100%	0-10	N/A	N/A	N/A
Average Weighted Return			N/A	4.90%		4.75%

### Wells Fargo

Asset Type	\$ Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return
Cash	\$ 600,244	6%	1-5%	0.09%	3 Mos US Treasury	0.03%
US Equities	\$ 2,770,294	29%	25-60	7.62% (3)	S&P 500 Index	13.69%
Int'l Equities	\$ 1,514,716	16%	3-15			
Fixed Income	\$ 3,974,626	41%	In above	In Above	MSCI EAFE Index	-4.90%
Real Assets	\$ 496,703	5%	40-60	2.2% (4)	Barclays (2)	5.97%
Alternatives	\$ 258,501	3%	0-3			
Total	\$ 9,615,084	100%	In Alternatives	14.03% (5)	NAREIT	28.03%
Average Weighted Return			0-10	3.40%	HFRI Index	3.35%
				4.39%		7.18%

(1) Barclay's 5 year Bond Index (LB5)

(2) Barclay's Core Bond Aggregate Index (AGG)

(3) Wells Fargo - total equity return, includes all equity sub asset classes

(4) Wells Fargo - total fixed income return, includes all fixed income sub asset classes

(5) Wells Fargo - includes allocation to commodities (-33% return for 2014)

(6) ML - alternative investment returns as of 11.30.2014

## Capital Campaign Account (As of 12/31/2014)

### Merrill Lynch

Asset Type	\$ Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return
Cash	\$ 140,326	3%	5%-25%	0.12%	3 Mos US Treasury	0.03%
US Equities	\$ 1,429,128	33%	0%-70	6.70%	S&P 500 Index	13.69%
Int'l Equities	\$ 456,021	11%	In above	-3.30%	MSCI EAFE Index	-4.90%
Fixed Income	\$ 1,999,553	46%	15%-95%	6.75%	Barclays (1)	1.18%
Real Assets	\$ -	0%	0%-10%	0.00%	NAREIT	28.03%
Alternatives	\$ 303,148	7%	In above	7.39%	HFRI Index	3.35%
Accrued Interest	\$ 2,516	0%	N/A	N/A	N/A	N/A
Total	\$ 4,330,692	100%				
<b>Average Weighted Return</b>				<b>5.48%</b>		<b>4.75%</b>

### Wells Fargo

Asset Type	\$ Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return
Cash	\$ 341,745	17%	5-25%	0.01%	3 Mos US Treasury	0.03%
US Equities	\$ 731,460	37%	0-70	9.76% (3)	S&P 500 Index	13.69%
Int'l Equities	\$ 249,088	13%	In above	In Above	MSCI EAFE Index	-4.90%
Fixed Income	\$ 565,499	29%	15-95	3.05% (4)	Barclay's Bond Index(2)	5.97%
Real Assets	\$ 65,742	3%	0-10	14.01% (5)	NAREIT	28.03%
Alternatives	\$ -	0%	In above	0.00%	HFRI Index	3.35%
Total	\$ 1,953,534	100%				
<b>Average Weighted Return</b>				<b>6.26%</b>		<b>7.18%</b>

(1) Barclay's 5 year Bond Index (LBS)

(2) Barclay's Core Bond Aggregate Index (AGG)

(3) Wells Fargo - total equity return, includes all equity sub asset classes

(4) Wells Fargo - total fixed income return, includes all fixed income sub asset classes

(5) Wells Fargo - includes allocation to commodities (-33% return for 2014)

## COD Foundation Investments as of 12/31/2014

### COD Foundation

Asset Type	IPS Ranges	Merrill Lynch	Actual	Wells Fargo	Actual
Cash	1-5%	\$384,508	3.67%	\$600,244	6%
Fixed Income	40-60	4,425,331	42.27%	3,974,626	41%
Equity	25-60	4,902,568	46.83%	4,285,010	45%
Real Estate/Alternatives	0-10	739,363	7.06%	755,204	8%
Accrued Interest	N/A	17,137	0.16%	N/A	N/A
<b>TOTAL</b>		<b>\$10,468,907</b>	<b>100%</b>	<b>\$9,615,084</b>	<b>100%</b>

### Total Combined Funds

**\$20,083,991**

### Cap. Campaign Account

Asset Type	IPS Ranges	Merrill Lynch	Actual	Wells Fargo	Actual
Cash	5-25%	\$140,326	3.24%	\$341,745	17%
Fixed Income	15-95	1,999,553	46.17%	565,499	29%
Equity	0-70	1,885,149	43.53%	980,548	50%
Real Estate/Alternatives	0-10	303,148	7.00%	65,742	3%
Accrued Interest	N/A	2,516	0.06%	N/A	N/A
<b>TOTAL</b>		<b>\$4,330,692</b>	<b>100%</b>	<b>\$1,953,534</b>	<b>100%</b>

### Total Combined Funds

**\$6,284,226**

### Total Combined Accounts

**\$14,799,599**

### Total Combined Funds

**\$26,368,217**



President Circle Committee Meeting  
Thursday, January 8, 2015 – 11:00 a.m.  
Foundation Board Room  
Minutes

Present

Norma Castaneda, Donna Jean Darby, Annette Novack, Kate Spates

Absent

Doug Redman, Michael O'Neill, Dominique Shwe

Staff/Guests

Kippy Laflame, Peter Sturgeon

Call to Order – Chair Kate Spates

- 1) PC Basketball Game
  - a) Details of the BBQ were discussed. People with no email addresses will be called. List split between Kate and Annette
  
- 2) Tamarisk event
  - a) Dr. Kinnamon will attend and be a dinner guest of the Novacks.
  
- 3) Expired Memberships
  - i) members updated their call list.
  
- 4) Annual Billing
  - a) It was M/S/C Kate Spates/Phoebe Biscow-Brown to recommend to the Board to change the present system of monthly billing of PC memberships to annual billing. The date suggested by the committee is May 1
  
- 5) New/Old Business
  
- 6) Choosing a monthly meeting date. A consensus was not arrived at .
  
  
- 7) Adjournment at 12:30 p.m.



**Planned Giving Committee Meeting  
Minutes**

**December 17, 2014 –300pm**

**Foundation Board Room**

Present

Peggy Cravens, Donna Jean Darby, Helene Dreyer-Koch, Penny Mason, Leslie Briskman, Dick Zeigler, Mike McGreevy

Absent

Kurt Mortenson, Marcia Stein, Valerie Powers-Smith

Staff

Peter Sturgeon, Kippy Laflame

Call to Order at 3:01 by Penny Mason

Public Invitation to speak as per the Brown Act

None

Planned Giving Reception 3W re-engagement

Details and logistics of the invitations, upcoming event were discussed. The invitations will be mailed to 3W members, Foundation Board, Academic Angels board.

It was suggested to change the brochure so that the 30 Words are more prominent.

Peggy Cravens will ask Bob Pollock to tell his story of his involvement with COD.

Donna Jean, Peggy and Penny will call 3W members to invite them personally.

There needs to be a packet of information that attendees leave the event with. It should include:

- 30 Word brochure
- Naming opportunities brochures
- List of upcoming Campus Tours

Campus tour sign-in forms at the event

Adjournment 4:25pm