



Foundation Development Committee Meeting

Minutes for Thursday, March 18, 2021

2:00PM

Zoom Video

<https://cccconfer.zoom.us/rec/share/SBlS6n6JzIhGExRno8Pzul-gVozuHCyX0eDI-lql0L35aQw-o4wkQ-3Afc95CF.hj1STQSt1FCJ481f>

Meeting Participants

Committee Members Present

Joanne Mintz (Chair), Barbara Foster Monachino, Carol Bell Dean, Jim Johnson, Marlene O'Sullivan, Jane Saltonstall, Jim Williams, Jim Greene

Committee Members Absent:

Peggy Cravens

Guest(s)

Kirstien Renna, Bill Chunowitz, Matthew Durkan, Liz Chambers

Recorder

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:04 pm.

2. Action Items

2.1 Approval of Agenda: Foundation Development Committee Meeting of March 18, 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 March 18, 2021 with any addition, correction or deletions.

2.2 Conclusion

Marlene O’Sullivan moved to approve the agenda with modifications. Barbara Foster Monachino seconded.

Motion carried unanimously.

3. Minutes

3.1 Approval of regular Foundation Development Committee Meeting Minutes – February 18, 2021.

The minutes were approved as presented.

4. Comments from the Public

4.1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until March 17, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Stepping Up for College of the Desert 2021

5.1 Campaign Update – Matthew Durkan

Collateral was completed and mailed out to all donors. Donations are coming in via mail, and online. Matt has been working on calls from the LYBUNT list, last year but not this year), asking them for donations. Met with Nancy Harris at the Barker Foundation and will meet next week with Agua Caliente Tribe, and others will be scheduled in the next few weeks.

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

5.2 Budget Review – Kirstien Renna

Kirstien presented the new Stepping Up Campaign budget that was realigned to match this year’s budget. Prior period funding was removed. Everyone agreed that this budget is easier to understand.

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

5.3 Campaign Launch – Matthew Durkan

Structure is not up yet. The holdup is that the structure needs to be anchored on the property, and maintenance department has not figured out how to do this yet. Committee made a suggestion to make the structure re-usable year after year. Committee would like to see a picture of the structure to determine if it can be used for future campaigns. Committee would like to see if price can be negotiated since it is 3 months late. Joanne asked that committee members be advised of the status. Matt answered questions regarding the collateral mailing to Board members.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
Update the committee on details of the structure including a visual, possible discounted price, and if structure can be used for future campaigns.	Cathy Abbott	4/24/2021

6. Legacy Leaders – Liz Chambers

Liz gave an update on Legacy Leaders. The Foundation will be getting between \$150,000 and \$200,000 from the sale of the home of Jackie Story, by the end of this fiscal year. Legacy Leaders will be sending out an eblast to current and former donors, a one-page information piece about bequests to encourage an after-life gift. Peggy Cravens would like to have an in-person get together to recognize Legacy Leaders at the end of May, but the event may need to be virtual. Event would be for Board members, Legacy Leaders and their guests.

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

7. Development Advisory Committee Reports

7.1 Annual Report Advisory Committee – Chair Jim Greene

Still waiting on approval. Board will get copies of this report. The report will be part of the COD annual report as we were last year. Foundation will get 250 copies to distribute.

7.1 Follow-up Items	7.1 Task of	7.1 Due by
None	None	None

7.2 Business Outreach Advisory Committee – Chair Jim Johnson

Nothing new to report. Things unclear regarding next years proposed budget, not sure what the process is or when the decision gets made. Kirstien is currently working on

developing the budget for this. At the end of this fiscal year there will be no funds remaining unless not all the monies are used. If internship continues, we need outside funds or funds added to the budget by Board’s decision. After much discussion, Board needs to decide whether this as an item that should be funded on a regular basis.

7.2 Follow-up Items	7.2 Task of	7.2 Due by
None	None	None

7.3 President’s Circle Advisory Committee – Chair Carol Bell Dean

Culinary Adventures was a success. Committee wants to have the next PC event as a mixer at the Cork Tree for 50 people, that would cost just over \$1,900.00. Proposed event would be from 4:30 – 6:30, on one of 3 dates in April 27, 28, or 29. Bill added that staff involvement is prohibited until the College opens, so cannot participate in an in-person event until further notice. There was further discussion about an event happening without staff participation. Kirstien shared that we are waiting for the State to tell the college when they can open.

Barbara shared her proposal that she made a year ago, to do something like the Cabaret 88 event. It would be a President’s Circle event would be held at CV Repertoire theater, and include the College’s theater arts and music program. Theater department was on board. Barbara asked for feedback from committee for this event to take place on Thursday, January 6. Committee would need support from COD’s theater and music programs, and will need Cathy to approach them with the idea.

7.3 Follow-up Items	7.3 Task of	7.3 Due by
Matt speak to Cathy to see if PC committee can plan an in-person event in early April.	Matthew Durkan	April 21, 2021

7.4 Campus Tour/Donor Outreach Advisory Committee – Chair Jim Williams

Suggested stopping work on a video of a college tour and focus on one direction that Matt determines – such as utilizing existing student videos from State of the College in conjunction with the collateral for Stepping Up, for donor outreach until the campus reopens.

7.4 Follow-up Items	7.4 Task of	7.4 Due by
None	None	None

8. Development Team Update

8.1 Report on Development Staff Activities – Matthew Durkan

Foundation received some good gifts, grant for Foster Youth for \$50,000, and 2 campaign donations from the collateral that went out, both donating \$10,000. These 2 donors hadn’t donated in 3 years prior. Matt has started his fundraising plan. Matt shared his fundraising plan with the committee.

8.1 Follow-up Items**8.1 Task of****8.1 Due by**

None	None	None
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9. Future Agenda Items**10. Adjournment**

The Chair adjourned the meeting at 4:11 PM.

Next Meeting: April 15, 2021, 2:00 pm