



Foundation Regular Executive Committee Meeting

Minutes for Wednesday, October 13, 2021

1:00PM

Zoom Video:

https://cccconfer.zoom.us/rec/play/LPJxSho_CnV43HbvynQwu37gTDImbcFtPJK9er5_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 can** still be out of the state at this time, and they **do not** 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 **buffer month** – 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:**
 - o Smaller Committees (6 members and under) can be hosted in the Foundation Boardroom. The Foundation will need to reserve rooms for larger Committees, as the Foundation Boardroom cannot fit more than 6 people with the current social distancing constraints
 - o 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