



**Foundation Academic Angels Committee Meeting
Minutes for Tuesday, February 22, 2022
3:00PM**

Meeting Participants

Committee Members Present

Marge Dodge (Chair) and Peggy Jacobs

Non-Voting Committee Members Present

Cynthia Cottrell and Linda Weakley

Committee Members NOT Present

Norma Castaneda and Nancy Harris

Guest(s)

Catherine Abbott and Matt Durkan

Recorder

Eve-Marie Dehondt

Meeting Minutes

1. Call to Order/Roll Call

1.1 Roll Call

The meeting was called to order at 3:04PM.

2. Action Items

2.1 Approval of Agenda: Foundation Academic Angels Committee Meeting of February 22, 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).

2.1 Confirmation of Agenda: Approval of Agenda for the Academic Angels Committee Meeting of February 22, 2022 with any addition, correction or deletions.

2.1 Conclusion

Peggy Jacobs moved to approve the agenda as presented, Marge Dodge 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 Academic Angels Committee Meeting Minutes of February 8, 2022 and approval of the Special Academic Angels Committee Meeting Minutes of January 20, 2022.

Peggy Jacobs moved to approve the minutes as presented, Marge Dodge seconded. Motion carried.

4. Comments from the Public

4.1 Public Comments: 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.

There were no comments received from the public.

5. Action & Discussion Items

5.1 April 19, 2022 - State of the College Planning:

5.1.1 Planning notebook/documentation from previous years

- Marge Dodge confirmed she was provided with planning notebooks from Frank Goldstin, which included scripts, details, and diagrams from the previous State of the College events he organized.

5.1.2 Location

- The event will take place in the College of the Desert gymnasium. This will save cost compared to renting a tent with air conditioners.
- Past notes showed issues with the lighting being too bright in the gym and one solution would be to put a canopy, as recommended by one of the potential event planner.
- The gym will be decorated to make it look pleasant and festive.
- The floor will be covered with a thin rubber mat, and there will be pipe and drape along the bleachers, and the basketball hoops would go up.

5.1.3 Event planner

- At this time, no event planner has been hired and documentation and quotes are in the process of being received.
- Event planner Jaclyn Barron-Groves from Redesigned Events will be sending her quote shortly. Catherine Abbott and Marge Dodge performed a walkthrough of the gym with her.
- Lori Tiedeman from Vision Events has been recommended by Theresa Maggio as they work together at Big Horn, and will be providing a quote shortly. Catherine Abbott performed walkthrough with her.
- Frank Goldstin from Momentous also sent a quote for \$75,000, which would include the catering and would be turnkey.
- CV Strategies should be hired to write the script as they have done so for the last years and will be provided a quote shortly.

5.1.4 Budget

- The Event will not be a fundraiser and the Committee agreed not to charge the attendees. It has cost between \$100,000 and \$125,000 for 150 to 170 attendees in the past. Entrance fees were applied one year only, and generated a \$5,000 revenue.
- \$70,000 is already budgeted and covered by the Foundation for the event. Sponsorships should cover the rest of the expenses. Sponsors such as subcontractors who are doing construction and architecture on the campuses will be contacted. They usually raise approximately \$55,000. The Bond office has historically covered \$25,000 for this event, and Catherine Abbott will approach them again to sponsor this years' event at the same level. She will also contact the City of Palm Desert to become a sponsor.
- Any benefit would be used towards the scholarship programs that the Academic Angels sponsor, such as Learning to Lead.

- Tables will be set with materials, Academic Angels' applications and pledge cards.
- For the first year, the Academic Angels can raise additional sponsorships and then next year it would become their signature fundraiser event.
- The budget will be ready and presented for the next meeting.

5.1.5 Catering

- Marge Dodge and Catherine Abbott met with the Culinary Department. They proposed a buffet lunch, as they do not own hot boxes for catering or servers. Menu could be a plated green mix green salad, with cilantro, oranges and dates, which used to be grown on the campus land, with a gravy boat of salad dressing and a the dessert.
- Dessert ideas included:
 - Chocolate cookie bar and lemon bar and berries.
 - Beautiful decorative cookies on the roadrunner theme
 - Red velvet cake with lemon cream frosting to match the College's red and gold colors.
- One challenge is that the COD chef made no concession for special dietary restrictions and what was proposed would not fit anyone vegan, vegetarian nor gluten free intolerant.
- Catherine Abbott will get the quote from the culinary and catering departments and get back to the Committee.
- Marge Dodge received a quote from Carousel Catering. They proposed a one-course menu for 150 people for with Parmesan Crusted chicken with lemon sage sauce, 10,936K or \$73/person including the silverware and staff.
- Marge Dodge contacted Lulu's Catering and waiting for a quote.
- 849 was contacted but are not available on the event date.

The Committee agreed to go with a Salad entrée by the catering department followed by a dessert done by the culinary department.

5.1.6 Invitations Design/Mailing/Emailing

- Invitation will be done by HR Advantage and Catherine Abbott will talk to Theresa Maggio about both options (emailing and mailing).

5.1.7 Marketing/Program/Sponsors

- Catherine Abbott will talk to Theresa Maggio about the required marketing and report to the Committee.

5.1.8 AV Requirements:

5.1.8.1

Video/Recording/Script/Teleprompters/Stage/Podium/Microphones

- Scott Avra from Orange County will be providing a quote on AV.

5.1.9 College Requirements:

5.1.9.1 Parking/Valet/Shuttles

- The Committee agreed to have golf carts driving people from the parking lot to the main entrance of the gymnasium.
- Valet will not be necessary.
- A map should be included in the invitations

5.1.9.2 Work Orders for Maintenance/Custodial needs

- Marge Dodge will provide the work order to maintenance ahead of time.
- Maintenance will do the flooring, the banners on stage, and set up the black skirt.
- The Step and Repeat is in the Foundation office and will be set up there.

5.1.9.3 Theme/Student engagement/Centerpieces

- Learning to Lead program will be the theme and Matt Durkan informed the students of the date.
- Since one Learning to Lead student stepped down, COD Employee John White, the Executive Director of the Bond programs who participates in the program will join the event. This would add a nice perspective for all the students. Catherine Abbott will contact him to ask if he would like to participate in the event.

5.1 Follow-up Items	5.1 Task of	5.1 Due by
The budget will be ready for the next meeting and will be presented then.	Catherine Abbott	March 8, 2022
Catherine Abbott will approach the Bond office, the City of Palm Desert and construction contractors to sponsor this years' event. She will also contact to become a sponsor.	Catherine Abbott	March 8, 2022

Catherine Abbott will contact John to ask him if he would like to participate in the event.	Catherine Abbott	March 8, 2022
Catherine Abbott will get the quote from the culinary and catering departments and get back to the Committee.	Catherine Abbott	March 8, 2022

6. Other discussions

The Committee discussed the option to push the event to the Fall which would provide more time to plan as the current event date is quite close to Stepping Out gala on March 31. Hosting the event in the fall would be a great start of the year allowing showing what was done by the students the past year.

6.1 Conclusion

Catherine Abbott will contact Dr. Garcia to get her input on the date and report to the Committee.

6.1 Follow-up Items	6.1 Task of	6.1 Due by
Catherine Abbott will contact Dr. Garcia to get her input on the date and report to the Committee.	Catherine Abbott	March 8, 2022

7. Adjournment

The Committee Chair adjourned the meeting at 4:02PM.

Next Meeting: Tuesday, March 8, 2022 – 2PM