



Foundation Board Meeting

Executive Session: None

Full Board Session: 2:00 p.m.

Wednesday – March 27, 2013

Meeting Location(See map)
Cravens 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



● Self-Serve 1-Day Parking



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**Board meeting location,
Cravens Student Services Multi-Purpose Room.
See map on Page 3.**



**Board of Directors Meeting Agenda
Wednesday, March 27, 2013
Cravens Multi-Purpose Room**

(Board action required)**

- 1) Call to Order
- 2) Public Invitation to speak as per the Brown Act
- 3) ****Approval of February Board Minutes** page: 5
- 4) "This is Our Story"
- 5) Alumni Association Report – Gene Marchu
- 6) Financials—Review
- 7) ****Approval of Financials-February 2013** page: 8
- 8) Foundation Board Items:
 - a) Nominating Committee Report page: 13
 - 1: Slate of officers page: 14
 - 2: New Board Members
 - 3: Next Year Board Members
 - 4: Foundation Board Obligations page: 15
Discussion/Action
 - b) Presentation of Strategic Plan
Discussion/Action
- 9) Reports:
 - a) College of the Desert President
 - b) College of the Desert Foundation President
 - c) Executive Director—Foundation
 - d) Finance and Investment Committee—next meeting (Tentative April 16th)
 - e) Auxiliary
 - f) Planned Giving
- 10) New Business
- 11) Adjournment

Next meeting, April 24, 2013 at the Cravens Multi-Purpose Room



**Board of Directors Meeting
Wednesday, February 27 - 3:00 p.m.
PSA Classroom 19
MINUTES**

Present:

Robert Archer, Zerryl Becker, Jean Carrus, Dr. Bob Chell, Donna Jean Darby, Diane Gershowitz, Dr. Joel Kinnamon, Mary Latta, Penny Mason, Mark Nickerson, Dominique Shwe, Peter Solomon, Larry Spicer, Marcia Stein.

Absent:

John Benoit, Joan Busick, Jim Carona, Peggy Cravens, Brian Holcombe, Susan Hunt, John Marman, Dr. Chuck Monell, Russ Russell, Bonnie Stefan.

Staff/Guests

Jim Hummer, Pam Hunter, Kippy Laflame, Gene Marchu, Peter Sturgeon, John Arroyo.

Call to Order

Dr. Chell called the meeting to order at 3:05 p.m. with a quorum of (14) members present.

Brown Act Invitation for Public Comment

No cards to speak were submitted from the public.

"This is our Story"- John Arroyo

John Arroyo, President of ASCOD, told the Board his story as a COD student.

Approval of addition of New Business

It was M/S/C Bob Archer/Mark Nickerson to add the Bernadette Peters contract for board review

Jim Hummer presented the proposed talent for Stepping Out for COD 2014, Bernadette Peters. The contract and expenses should total approx. \$75K. Target for the event is \$300K gross. Diane Gershowitz and JoAnn McGrath have agreed to be co-chairs for the 2014 event. Diane would like a committee to be formed to help with the solicitation of sponsors.

It was M/S/C Donna Jean Darby/Marcia Stein for Jim Hummer to proceed with securing Bernadette Peters to be the 2014 Stepping Out for COD entertainment.

Approval of Minutes

It was M/S/C Marcia Stein/Penny Mason to approve the January 2013 Minutes as distributed.

Draft

Alumni Report – Gene Marchu

Gene's report is attached to these minutes. Overall the Street Fair had a terrific President's Day weekend grossing \$60,748. The Annual Hall of Fame Gala will be held on Saturday, April 20th at Rancho Las Palmas.

Treasurer Report – Brian Holcombe

Brian Holcombe was not available for the review but asked Jim Hummer to present.

The Comprehensive Donor Analysis and Key Financial Information hand-outs were reviewed. There was concern about the decrease in donors. Ways of attracting new and younger board members were discussed as well. **Action: Peter Solomon suggested that a group be put together to brainstorm ideas that could be presented at the next board meeting. No action was taken by the Board.**

It was M/S/C Bob Archer/Mark Nickerson to approve the financials as distributed.

Foundation Board Items

- a) Raising Funds to replace the \$100,000 dedicated to classes:
The replacement of the \$100K was discussed. **No action taken.**
- b) Increasing membership in Annual Giving:
Discussion ensued about in-home event hosts who do not want to have an ask done during the event. **Action: It was decided that host expectations must be very clear from the onset to prevent this from happening again.**
- c) Communication between FDN Board and the Board of Trustees:
The general consensus is that there needs to be a session between the Foundation Board and the Trustees.
Action(s): President Chell asked Dr. Kinnamon for a study session with the Board of Trustees. Jim Hummer and Dr. Kinnamon are to coordinate a meeting between both boards to help with communication issues. Kippy is to send the link to the Trustee meeting minutes.
- d) Resignations; Bob Spiegel, Rick Blanke, Jim Casey and Kimberly Lee have resigned from the board. **Action: Nominating Committee will come up with appropriate plaque and wording for long-time members Bob Spiegel and Rick Blanke**
- e) Review of FDN Board Manual: not discussed

Staff Reports

- a) College of the Desert President: Dr. Kinnamon will advise the FDN board of the classes and number of students impacted by the \$100K that the FDN dedicated. He will be seeing the Chancellor next Wednesday and will update the board at next meeting.

b) College of the Desert Foundation President: Dr. Chell informed the board that Rose Lester terminated her contract as she felt that she could not fully meet our expectations in a timely manner. The requirements of the Title V funding were discussed. Pam Hunter explained that there is no Federal requirement as to format of the plan only that there is one produced to comply with the funding. The Board governance model adopted in April of 2012 was discussed in view of this.

c) Executive Director, Foundation: Jim Hummer gave a Strategic Plan update to the board.

It was M/S/C by Bob Archer/Mark Nickerson to retract the motion taken in April of 2012 regarding the governance model proposed by Rose Lester.

It was M/S/C by Bob Archer/Mark Nickerson that the staff completes the Strategic Plan by next board meeting.

d) Finance and Investment Committee report: nothing to report

e) Nominating Committee report: Donna Jean Darby covered the procedures for the upcoming elections. Four new members have put forth their bios for consideration. Donna Jean will be contacting each board member. **Action: Kippy to email the Expectation form which should have been passed out at the meeting.**

f) Auxiliary report: Mary Latta reminded the board of the Spring Luncheon on March 21st. As well the Coeta Barker Reception was a great success and enjoyed by all.

g) Planned Giving report: Peter Sturgeon and the new Planned Giving committee will be meeting on March 16th. The initial meeting will cover advice on what types of collateral the Foundation should have to present to prospective donors.

New Business

- See page 1 re Bernadette Peters' contract for approval.
- Diane Gershowitz read a letter she received with a \$1,000 donation to the Stepping Out for COD event.
- A Sympathy card for Peggy Cravens was passed around for signing.
- The concept of having a tribute card was discussed.

Adjournment

The meeting was adjourned at 4:45 p.m.

COLLEGE OF THE DESERT FOUNDATION

FINANCIAL SUMMARY

February 28, 2013

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION
FEBRUARY 28, 2013
WITH COMPARATIVE TOTALS FOR FEBRUARY 28, 2012

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2013	2012
ASSETS					
Cash and cash equivalents	\$ 814,349	\$ 148,870	\$ -	\$ 963,219	\$ 2,715,448
Investments	600,000	5,699,019	14,892,866	21,191,885	17,409,558
Pledges receivable	5,000	60,000	1,375,590	1,440,590	2,008,330
Accrued interest receivable	15,600	37,939	6,464	60,003	61,167
Property and equipment, net	7,527	-	-	7,527	3,221
FCCC - Scholarship Endowment	-	14,461	336,549	351,010	336,549
Split interest agreements	-	506,383	-	506,383	587,329
TOTAL ASSETS	\$ 1,442,476	\$ 6,466,672	\$ 16,611,469	\$ 24,520,617	\$ 23,121,602
LIABILITIES					
Accounts payable	\$ 363,851	\$ 715,364	\$ -	\$ 1,079,215	\$ 131,714
Accrued expenses	-	-	-	-	80,584
TOTAL LIABILITIES	363,851	715,364	-	1,079,215	212,298
NET ASSETS	1,078,625	5,751,308	16,611,469	23,441,402	22,909,304
Unrestricted:					
Undesignated	478,625	-	-	478,625	680,812
Board designated	600,000	-	-	600,000	600,000
Temporarily restricted	-	5,751,308	-	5,751,308	5,521,051
Permanently restricted	-	-	16,611,469	16,611,469	16,107,441
NET ASSETS	1,078,625	5,751,308	16,611,469	23,441,402	22,909,304
TOTAL LIABILITIES AND NET ASSETS	\$ 1,442,476	\$ 6,466,672	\$ 16,611,469	\$ 24,520,617	\$ 23,121,602

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR EIGHT MONTHS ENDED FEBRUARY 28, 2013
WITH COMPARATIVE TOTALS FOR FEBRUARY 28, 2012

YEAR TO DATE

				Totals (Memorandum Only)	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	2013	2012
REVENUE AND SUPPORT					
Interest	\$ 74,719	\$ 228,703	\$ 29,699	\$ 333,121	\$ 393,522
Donations	26,777	14,996	-	41,773	265,964
Annual Fund	9,775	-	-	9,775	-
Auxiliary donations	11,565	2,000	-	13,565	10,620
COD Alumni donations	-	55,600	-	55,600	117,729
Grants	-	50,000	67,014	117,014	196,292
Estate Gifts	-	446	-	446	1,093
Capital Campaign	-	35,000	200	35,200	-
Management Services	75,827	-	-	75,827	150,020
Membership	1,000	-	-	1,000	-
Other Income	9,283	2,602	-	11,885	-
President's Circle	56,301	-	-	56,301	73,952
Scholarship donations	-	481,932	450	482,382	255,049
Special events (net)	194,265	11,000	-	205,265	250,908
TOTAL REVENUE AND SUPPORT	459,512	882,279	97,363	1,439,154	1,715,149
EXPENDITURES					
Contributions to college	10,237	181,082	-	191,319	64,791
Interfund transfers	732	24,268	(25,000)	-	-
Operating expenses	652,972	74,199	5,762	732,933	580,645
Refund Alumni funds (requested)	1,500	71,241	-	72,741	-
Scholarships	350	407,255	-	407,605	356,144
TOTAL EXPENDITURES	665,791	758,045	(19,238)	1,404,598	1,001,580
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE OTHER INCOME AND EXPENSES					
	(206,279)	124,234	116,601	34,556	713,569
OTHER INCOME AND EXPENSES					
Investment gain/(loss), net of investment expenses	6,299	524,457	38,010	568,766	(1,046,776)
INCREASE (DECREASE) IN NET ASSETS	\$ (199,980)	\$ 648,691	\$ 154,611	\$ 603,322	\$ (333,207)

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR CURRENT MONTH ENDED FEBRUARY 28, 2013
WITH COMPARATIVE TOTALS FOR FEBRUARY 28, 2012

CURRENT MONTH

	Temporarily		Permanently	Totals	
	Unrestricted	Restricted	Restricted	(Memorandum Only)	
	Fund	Fund	Fund	2013	2012
REVENUE AND SUPPORT					
Interest	\$ -	\$ -	\$ -	\$ -	\$ 32,477
Donations	4,026	2,523	-	6,549	169,702
Auxiliary donations	250	-	-	250	2,000
COD Alumni donations	-	-	-	-	59,132
Capital Campaign	-	-	50	50	-
Grants	-	25,000	-	25,000	20,000
Other Income	2,247	-	-	2,247	-
President's Circle	2,000	-	-	2,000	3,219
Scholarship donations	-	33,304	-	33,304	43,581
Special events (net)	(6,989)	-	-	(6,989)	55,513
TOTAL REVENUE AND SUPPORT	1,534	60,827	50	62,411	385,624
EXPENDITURES					
Contributions to college	1,275	14,162	-	15,437	89,497
Operating expenses	111,381	128	-	111,509	58,779
Refund Alumni funds (requested)	-	-	-	-	-
Scholarships	-	45,614	-	45,614	198,593
TOTAL EXPENDITURES	112,656	59,904	-	172,560	346,869
INCREASE (DECREASE) IN NET ASSETS	\$ (111,122)	\$ 923	\$ 50	\$ (110,149)	\$ 38,755

**COLLEGE OF THE DESERT FOUNDATION
SUMMARY REPORT
FOR CURRENT MONTH ENDED 02/28/2013
WITH COMPARATIVE TOTALS FOR YTD 02/28/2012**

	One Month Actual	YTD Actual	Total Annual Budget	Budget Remaining	YTD Actual 02/28/2012
Revenue					
President's Circle	2,000	56,301	130,000	73,699	73,592
Business Council	-	-	60,000	60,000	-
Annual Fund/Direct Mail	-	9,775	35,000	25,225	-
Auxiliary/Membership	250	11,565	30,000	18,435	10,620
Auxiliary Special Events (net)	1,681	57,551	60,000	2,449	75,945
Individual Gifts	4,026	25,277	100,000	74,723	29,384
McCallum Events (net)					
Barry Manilow (*Rita/Lt.Dan)	1,500	47,473	60,000	12,527	126,234 *
Stepping Out for COD	(10,170)	87,574	60,000	(27,574)	63,805
Other	2,247	9,283	100,000	90,717	(15,076)
Title V reimbursement	-	-	59,350	59,350	48,104
Interest	-	74,719	135,600	60,881	86,359
Management Services	-	78,494	300,000	221,506	150,020
Total Revenue	1,534	458,012	1,129,950	671,938	648,987
Expenditures					
President's Circle	-	9,103	5,000	(4,103)	2,146
Auxiliary/Membership	3,713	6,158	5,000	(1,158)	3,125
Auditor	-	19,750	16,750	(3,000)	14,000
Bank Charges	249	5,337	7,000	1,663	5,425
Board/Staff Training	922	1,766	1,000	(766)	1,219
Repairs & Maintenance	58	525	1,000	475	330
Marketing	42,049	65,781	150,000	84,219	700
Donor Development	-	55,881	10,000	(45,881)	4,424
Equipment Lease	464	3,744	7,500	3,756	3,310
Other	553	1,500	1,000	(500)	17,433
Insurance D & O	-	5,219	5,500	281	2,930
Legal/Financial/Professional	-	14,859	1,000	(13,859)	160
Membership Dues	-	625	1,000	375	425
Office Supplies & Equipment	629	6,397	14,000	7,603	9,984
Postage	-	87	2,000	1,913	363
President's Fund	-	2,900	60,000	57,100	60,000
Printing/Design/Graphics	1,369	12,479	10,000	(2,479)	3,519
Recognition	127	3,945	5,000	1,055	3,762
Service Contracts	-	3,555	4,500	945	933
Staff Mileage Reimburse	-	-	1,000	1,000	373
Subscriptions & Publications	-	4,896	1,000	(3,896)	65
Telephone	104	814	1,200	386	1,437
Wages & Benefits	29,353	289,730	585,000	295,270	374,019
Independent Contractors	31,791	136,426	229,000	92,574	17,176
Website	-	1,495	5,500	4,005	3,699
Total Expenditures before Contributions	111,381	652,972	1,129,950	476,978	530,957
Contributions to College	1,275	10,587			
Realized/Unrealized Gains	-	(6,299)			
Interfund transfer	-	732			
Total Expenditures	112,656	657,992			
Excess or (Deficit)	(111,122)	(199,980)			
General Fund Carryover from 6/30/12		623,270			
Total excess at 02/28/2013		423,290			
Ackerman Fund		219,980			



**Nominating Committee Meeting
March 06, 2013 - Noon
Foundation Board Room**

MINUTES

Members Present

Donna Jean Darby, Bob Chell, Bob Archer, Diane Gershowitz, Mark Nickerson, Chuck Monell.

Staff

Jim Hummer, Kippy Laflame.

Call to Order

Donna Jean Darby called the meeting to order at 12:05 p.m. and reminded all present of the confidential nature of the meeting.

Board Member Evaluation

Board members: meeting attendance for the past year, their current status as President's Circle members, do they serve on other committees, event participation. Other qualifications such as value to the Foundation were discussed. Donna Jean will be calling all members to ask for their commitment to continue on the board of directors.

A new proposal for changes to our existing Board Expectation form was reviewed and discussed.

Minimum financial requirements for board members:

President Circle membership (\$1,000 min.) with a give or get balance of \$4,000 for a total commitment of \$5,000 per year per board member.

It was M/S/C Bob Chell/Bob Archer to recommend the new obligation form to the board.

Donna Jean will be discussing the proposed changes to the Board Expectation form when making her calls to the board. They will be asked to sign all 4 of the following forms: Obligation, Donor Privacy, Confidentiality, Conflict of Interest that will be emailed to them. Forms must be signed and sent to the Foundation office by Friday, March 22, 2013.

New Board Member: The committee reviewed the bios of the following individuals presented for Board membership: Carol Ammon, Norma Castaneda, Dr. William Kroonen, Elizabeth Sealey, Sally Simonds, Kate Spates, and Dr. Edward Tauber. The only issue brought up was how comfortable Dr. Kinnamon would be with a past COD President on the FDN board. Donna Jean Darby will discuss this with him. It was M/S/C Diane Gershowitz/Bob Archer that the nominating committee recommends the roster of new board members at the next board meeting, March 27, 2013

2013/2014 Slate of Officers

Members discussed candidates who have agreed to serve in the following officer positions. The new slate of officers that will be announced to the board is as follows:

Position	Name
President	Donna Jean Darby
Vice President	Mark Nickerson
Secretary	Diane Gershowitz
Treasurer	Russ Russell

Actions and Discussions

The importance of having quarterly nominating committee meetings was discussed.

It was M/S/C Bob Archer/Diane Gershowitz to discuss the need to address terms and cumulative giving with Board.

Adjournment

Donna Jean called for adjournment of the meeting at 1:05 p.m.

Minutes taken by Kippy Laflame, Executive Assistant



2013-2014 Foundation Board Slate of Officers & Directors

Officers

Donna Jean Darby, President
Mark Nickerson, Vice-President
Diane Gershowitz, Secretary
Russ Russell, Treasurer

Directors

Robert Archer
Zerryl Becker
John J. Benoit
Joan Busick
James Carona
Jean Carrus
Dr. Robert Chell
Peggy Cravens
Brian Holcombe
Susan Hunt
Dr. Joel Kinnamon
Mary Latta
John Marman
Penny Mason
Dr. Chuck Monell
Russ Russell
Dominique Shwe
Peter Solomon
Larry Spicer
Bonnie Stefan
Marcia Stein

New Board Members

Carol Ammon
Norma Castaneda
Dr. William Kroonen
Elizabeth Sealey
Sally Simonds
Kate Spates
Dr. Edward Tauber



2013/2014 Board Member Obligations

As a board member of the College of the Desert Foundation, I understand that my duties and responsibilities include the following:

1. to devote my energies as a Board member to advancing the vision of the COD Foundation within the community.
2. to be responsible, along with the other members of the Board, for this organization's financial security. I am expected to know and approve all policies and to oversee their implementation.
3. to have working knowledge of the Foundation and to take an active role in planning and raising the funds needed for the operation of our organization.
4. to seek public and private financial support for the College of the Desert.
5. to inform the community about the College of the Desert's educational goals and programs.
6. I agree to:
 - a) attend and actively participate in board and committee meetings.
 - b) become a member of President's Circle (min. level of \$1,000)
 - c) recruit PC members or donors; sponsor or solicit sponsors for Foundation events; to total a minimum of \$4,000 annually.
 - d) submit a list of contacts from my personal mailing list.
 - e) sign: Donor Privacy, Confidentiality, Conflict of Interest forms on an annual basis.

As a Board member I will agree to support the organization by participation in the following fundraising efforts:

Annual Fund Campaign President's Circle Stepping Out For COD Capital Campaign Business Council

I agree to serve and actively participate on one standing and one fund development committee:

Standing Committees:

- Executive
- Audit
- Finance/Investment
- Auxiliary
- Nominating
- Resource Development

Ad-Hoc Committees:

- Events
- Planned Giving
- President's Circle
- Marketing
- Business Council

I understand that the COD Foundation Board Nominating Committee will review my annual participation.

I find all of the above reasonable for the operation of the COD Foundation Board of Directors and acceptable to me as a member of this Board.

Print Name

Signature

Date