



## Foundation Board Meeting

General Session: 3:00 p.m.

Wednesday – April 29, 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.

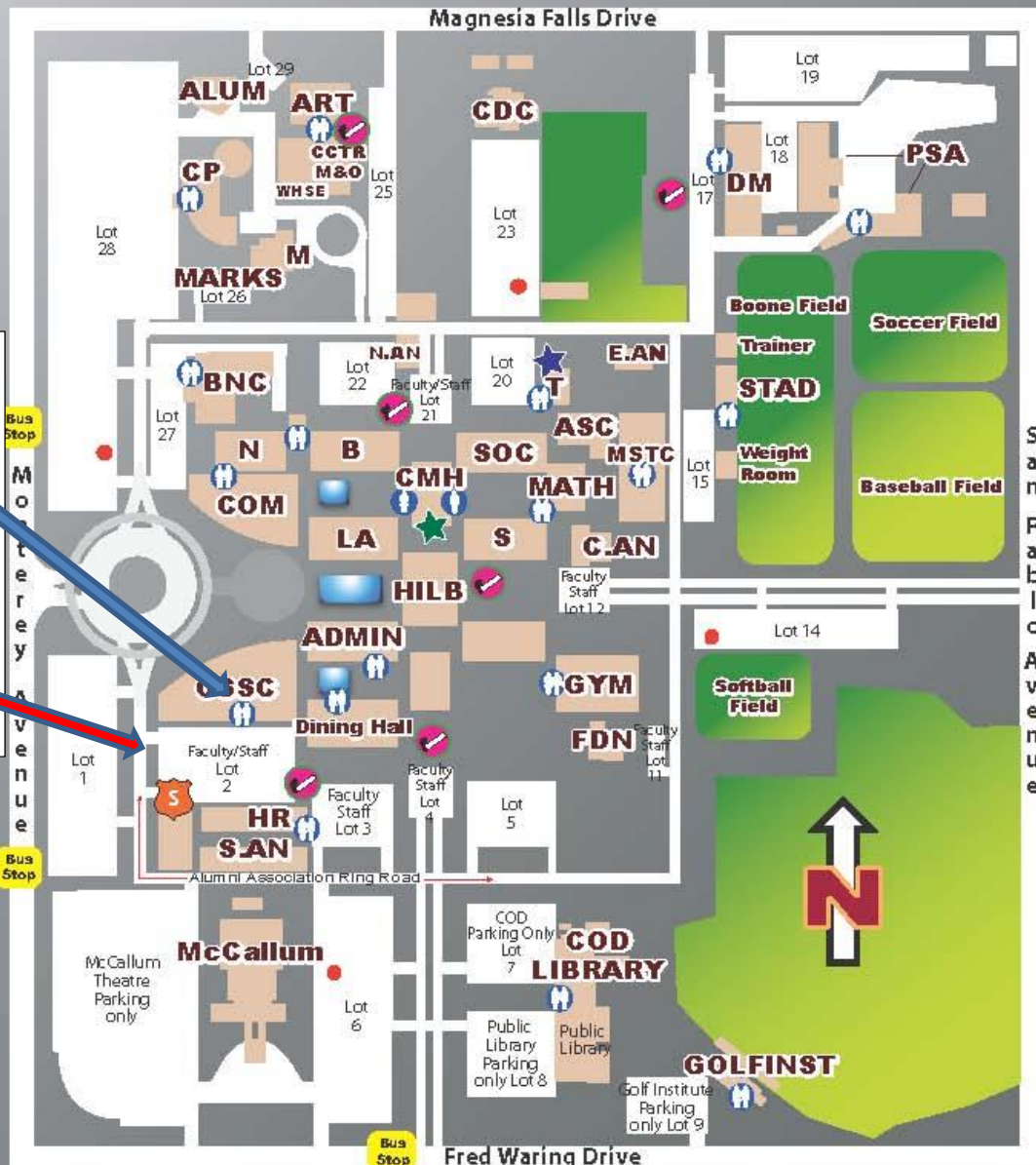
### Core Values:

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



**COLLEGE**  
*of the*  
**DESERT**

## Campus Guide



● Self Serve One-Day Permit Dispenser    Security    Designated Smoking Areas    Pollock Theatre    Theatre Too

- 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. Meeting Minutes
  - A. **\*\*Approval of March 25, 2015 Board Meeting Minutes.....** Page: 1
- IV. Financials Review – Suz Hunt
  - A. **\*\*Approval of Financials – March 30, 2015 .....** Page: 5
- V. Foundation Board Reports
  - A. College of the Desert Foundation Goals FY 2015-2016 – Jim Hummer..... Page: 12
  - B. Presentation of the YOU CAN Campaign initiatives – Kay Hazen/Jim Hummer
  - C. Standing Committees
    - 1. *Finance and Investment Committee report – Suz Hunt*
      - a)**\*\*Approval of 04/16/15 Investment Meeting minutes.....** Page: 13
      - b)**\*\*ISP Addendum.....** Page: 17
    - 2. *Academic Angels – Jan Harnik*
  - D. Discussion Building Naming Policy – Lisa Howell
- VI. Operating procedures during months of May through October
  - A. Quorum requirements to review..... Page: 27
  - B. Procedures on Contracts signature by ED when above the required limit of \$25,000
- VII. Foundation Annual Board Election and Approval of New Board of Directors
  - A. **\*\* Approval of New Nominated Board Members: (see Bio's on nominees)**
    - a) *Anna Davies.....* Page: 31
    - b) *Carol Bell Dean.....* Page: 33
  - B. **\*\* Election of the Full Board of Directors 2015-2016.....** Page: 34
  - C. **\*\* Election of Officers 2015-2016 .....** Page: 35

VIII.	Passing of the gavel	
IX.	Selection of Committee Chairs	
A.	Sign-up sheets for committees.....	Page: 32
X.	Forms for all Board members to fill.....	Page: 41
XI.	Reports:	
A.	College of the Desert President - Joel Kinnamon	
B.	Academic Senate President -	
C.	COD Board of Trustees – Becky Broughton	
D.	Development Director Reports – Peter Sturgeon and Jan Hawkins	
E.	Foundation Board President -	
F.	Executive Director – Jim Hummer	
G.	Community Involvement Requests	
XII.	New Business	
XIII.	Adjournment	

**Next meeting: May 27, 2015**

Board of Director Meeting  
Wednesday, March 25, 2015 – 3:00p.m.  
Cravens Multi-Purpose Room

MINUTES

Present

Bob Archer, Becky Broughton, Norma Castaneda(conference call), Bill Chunowitz, Donna Jean Darby, Marge Dodge, Diane Gershowitz, Brian Holcombe, Susan Hunt, Donna MacMillan, Bob Manion, Penny Mason, JoAnn McGrath, Dr. Chuck Monell, Mark Nickerson, Doug Redman, Dr. Jane Saltonstall, Dominique Shwe, Sally Simonds, Kate Spates, Larry Spicer

Absent

Carol Ammon, John J. Benoit, Joan Busick, James Carona, Peggy Cravens, Jan Harnik, Dr. Joel Kinnamon, Peggy Sue Lane, Dan Martinez, Arlene Schnitzer, Marcia Stein

Guest

George Holliday, Anna Davies, Jim Hummer, Kippy Laflame, Jan Hawkins, Peter Sturgeon, Diane Denkler, Jeane Hilb

Call to Order

Public Invitation to speak as per the Brown Act  
None

Approval of meeting minutes as distributed

It was M/S/C Larry Spicer/Marc Nickerson to approve the February 25,2015 Board Meeting Minutes

Financials Review – George Holliday

George reviewed the November 30, 2014 financials

Suz Hunt requested that George add the previous year's data covering the Realized/Unrealized gains/losses in the Summary Report of the Financials for comparison purposes.

It was M/S/C Donna MacMillan/Marc Nickerson to approve the February 2015 Financials.

Foundation Board Reports

The Building Naming Policy Revisions will move to the April meeting as Lisa Howell was not present.

Planned Giving Presentation – Peter Sturgeon

Both Jeane Hilb and Diane Denkler shared their story of why they made Planned Gifts to the College.

Sponsoring of community events - Brian Holcombe

The following Memo was distributed to the Board

TO: College of the Desert Foundation Board  
FROM: Brian Holcombe  
DATE: March 25, 2015  
SUBJECT: Clarification of Board Policy

As requested by Donna Jean Darby, board president, I have drafted this proposal for the board to consider. The board has been asked by staff to clarify the general guidelines and procedures when dealing with requests from other area non-profits. These requests include but are not limited to charitable fundraisers, luncheons and dinners, sponsorship requests, and tribute ads. After discussion in January and February's board meetings, and after input from both an ad-hoc and executive committee, I propose the following:

"The board supports staff's attendance at community events which clearly facilitate our fundraising and community outreach efforts. It is not our policy to divert funds contributed to the Foundation to other non-profits but rather to use all funds in direct pursuit of our mission. The executive director of the Foundation ~~may~~ will decide which opportunities are deemed helpful to this end and may approve these expenses without additional board approval when the three conditions shown below are not violated. In general, it is not the Foundation's policy to sponsor events or make cash donations to other area non-profits. Involvement will typically be limited to the cost associated with allowing representatives of the Foundation to attend events deemed beneficial to the Foundation.

The following expenses would require additional approval:

1. An event-attendance expense that exceeds the approved budget (the finance committee may approve an increase in budget allocation)
2. Cash contributions to another non-profit
3. Sponsorship of an event - for example, to be the "Gold Sponsor" of a luncheon (may be approved by the executive committee)

Tribute ads, when deemed appropriate by the executive director, do not require additional approval assuming none of the above three conditions are violated."

Please see me with any questions. Brian

It was M/S/ C Brian Holcombe/Mark Nickerson to accept the policy as written with one change the word may to will in the following sentence: The executive director of the Foundation ~~may~~ **will** decide which opportunities are deemed helpful to this end and may approve these expenses without additional board approval when the three conditions shown below are not violated.

### Standing Committees

#### Finance Committee – Suz Hunt

At the February 19<sup>th</sup> meeting of the Finance Committee members reviewed the Endowment Spending Policy. Both the Current and Proposed wording, presented by Lisa Howell and Peter Sturgeon, was discussed. The new wording presented clarifies the language of the current policy and in no way changes its purpose.

It was M/S/C Suz Hunt/Penny Mason to approve the new wording of the Endowment Policy as presented.

It was M/S/C Suz Hunt/Bob Archer to approve the February 19, 2015 Committee Meeting Minutes as presented.

#### Academic Angels

In Jan Harnik's absence Jan Hawkins reported to the Board:

#### **30<sup>th</sup> Anniversary Spring Luncheon Recap:**

More than 100 attendees

Pre-lunch activities were Chef Beno with three culinary students doing demos alongside Kitchen, Kitchen store.

Recognized past presidents and founders.

Jeane Hilb spoke about how the auxiliary began.

Three scholarship recipients spoke movingly about how COD scholarships make college possible for them.

Peter then asked the audience to help celebrate the 30<sup>th</sup> anniversary and help Angels meet a \$30,000 scholarship goal. An anonymous donor offered \$15,000 if the Angels could match it. Along with another two more \$5K anonymous donations and money raised that day, the total Academic Angel Scholarship Fund brought in **\$42,000!!**

Slate of Officers for the FDN Board to see.

This Friday the Angels are attending the COD Spring Play at the Pollock Theater preceded by meeting at 3<sup>rd</sup> Corner Bistro25 signed up. Next event is Coeta Barker Memorial Reception at a lovely home at the Vintage. Tickets \$25 to non-members and free for Academic Angels and Life Members.

KCOD Letter of thanks – national honors.

Information Items:

Dr. Joel Kinnamon : No report as Dr. Kinnamon was absent

Academic Senate President – Doug Redman

Doug reported on the Senate elections as well as High School tours of our campus

COD Trustee – Becky Broughton

Becky reported that COD is building an auxiliary relationship, such as the one the College has with the Foundation, with the Alumni Association. The goal is to ensure that alumni relations are given as much attention as to the Street Fair.

Foundation Board President – Donna Jean Darby

Donna Jean reported on the World Affairs event last weekend.

Adjournment 4:35p.m.



**COLLEGE OF THE DESERT FOUNDATION**

**FINANCIAL SUMMARY**

**March 31, 2015**

### Key Financial Information

	<u>March 2015</u>	<u>March 2014</u>
<b>Total Net Assets:</b>	\$ 29,615,688	\$ 26,749,932
<b>Total Revenue Received July 1, 2014-March, 2015:</b>		<u>\$ 1,634,649</u>
<b>Permanently Restricted:</b>		\$ 873
<b>Temporarily Restricted:</b>		\$ 654,435
<b>Unrestricted:</b>		\$ 979,341
<b>Total Revenue received in March 2015:</b>	\$ 333,656	
<b>Total Funds transferred to College for Use:</b>		
July 1, 2014 –March 31, 2015:		<u>\$ 1,060,077</u>
Scholarships:		\$ 474,546
Programs:		\$ 585,531
<b>Total Funds in endowments: February 2015:</b>	<u>\$ 18,550,694</u>	
<b>Total Funds in Unrestricted Funds:</b>		<u>\$ 1,864,152</u>
Carry over from June 2014		\$ 1,835,820
As of March 2015:		\$ 1,864,152
Board Reserve		\$ 500,000
Ackerman Fund (Unrestricted) Balance: March 2015:		\$ 64,699

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF FINANCIAL POSITION**  
**MARCH 31, 2015**  
**WITH COMPARATIVE TOTALS FOR MARCH 31, 2014**

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2014-15	2013-14
<b>ASSETS</b>					
1 Cash and cash equivalents	\$ 1,431,552	\$ 213,433	\$ -	1,644,985	\$ 1,501,419
2 Investments	500,000	7,324,310	17,670,985	25,495,295	22,859,384
3 Pledges receivable	-	1,037,369	537,996	1,575,365	1,533,791
4 Funds held at College	5,000	-	-	5,000	-
5 Accrued interest receivable	13,839	30,086	5,164	49,089	47,940
6 Accrued assets	3,722	-	-	3,722	-
7 Property and equipment, net	8,453	-	-	8,453	11,045
8 FCCC - Scholarship Endowment	-	55,175	336,549	391,724	351,215
9 Split interest agreements	-	543,469	-	543,469	531,649
<b>TOTAL ASSETS</b>	<b>\$ 1,962,566</b>	<b>\$ 9,203,842</b>	<b>\$ 18,550,694</b>	<b>\$ 29,717,102</b>	<b>\$ 26,836,443</b>
<b>LIABILITIES</b>					
10 Accounts payable	\$ 54,000	\$ -	\$ -	\$ 54,000	\$ 88,661
11 Accrued liabilities	44,414	3,000	-	47,414	(2,150)
<b>TOTAL LIABILITIES</b>	<b>98,414</b>	<b>3,000</b>	<b>-</b>	<b>101,414</b>	<b>86,511</b>
<b>NET ASSETS</b>	<b>1,864,152</b>	<b>9,200,842</b>	<b>18,550,694</b>	<b>29,615,688</b>	<b>26,749,932</b>
Unrestricted:					
12 Undesignated	1,364,152	-	-	1,364,152	1,567,567
13 Board designated	500,000	-	-	500,000	600,000
14 Temporarily restricted	-	9,200,842	-	9,200,842	6,192,712
15 Permanently restricted	-	-	18,550,694	18,550,694	18,389,653
<b>NET ASSETS</b>	<b>1,864,152</b>	<b>9,200,842</b>	<b>18,550,694</b>	<b>29,615,688</b>	<b>26,749,932</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 1,962,566</b>	<b>\$ 9,203,842</b>	<b>\$ 18,550,694</b>	<b>\$ 29,717,102</b>	<b>\$ 26,836,443</b>

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR CURRENT MONTH ENDED MARCH 31, 2015**  
**WITH COMPARATIVE TOTALS FOR MARCH 31, 2014**

**CURRENT MONTH**

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only) 2014-15      2013-14	
REVENUE AND SUPPORT					
1 Interest	\$ 12,213	\$ 42,122	\$ -	\$ 54,335	\$ -
2 Donations	1,628	6,370	-	7,998	1,075,390
3 Annual Fund	-	-	-	-	1,000
4 Academic Angels Donations	750	-	-	750	2,500
5 Capital Campaign	-	-	-	-	35,050
6 Grants	-	-	-	-	67,311
8 Management Fees	89,327	-	-	89,327	-
7 President's Circle	13,983	-	-	13,983	12,000
9 Marketing Reimbursement	74,000	-	-	74,000	-
8 Scholarship Donations	-	73,401	-	73,401	92,045
9 Special Events (net)	4,944	24,420	-	29,364	108,671
TOTAL REVENUE AND SUPPORT	196,845	146,313	-	343,158	1,393,967
EXPENDITURES					
10 Contributions to college	39,636	250	-	39,886	182,583
11 Interfund transfers	22,881	(22,881)	-	-	-
11 Operating expenses	120,841	-	-	120,841	139,279
13 Refunds	-	-	-	-	60
12 Scholarships	-	182,963	-	182,963	9,875
TOTAL EXPENDITURES	183,358	160,332	-	343,690	331,797
EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE					
13 OTHER INCOME AND EXPENSES	13,487	(14,019)	-	(532)	1,062,170
OTHER INCOME AND EXPENSES					
Management Fees	-	(89,327)	-	(89,327)	-
14 Realized Gain/(Loss)	11,434	39,789	-	51,223	-
15 Unrealized Gain/(Loss)	(48,624)	(169,208)	-	(217,832)	-
16 Other Investment Expnses	(2,121)	(7,381)	-	(9,502)	-
TOTAL OTHER INCOME AND EXPENSES	(39,311)	(226,127)	-	(265,438)	-
INCREASE (DECREASE) IN NET ASSETS	\$ (25,824)	\$ (240,146)	\$ -	\$ (265,970)	\$ 1,062,170

**COLLEGE OF THE DESERT FOUNDATION**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR NINE MONTHS ENDED MARCH 31, 2015**  
**WITH COMPARATIVE TOTALS FOR MARCH 31, 2014**

**CURRENT MONTH**

	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund	Totals (Memorandum Only)	
				2014-15	2013-14
<b>REVENUE AND SUPPORT</b>					
1 Interest	\$ 153,884	\$ 515,194	\$ 3,576	\$ 672,654	\$ 402,720
2 Donations	58,730	39,814	-	98,544	1,146,478
3 Annual Fund	11,999	-	-	11,999	16,910
4 Academic Angels Donations	19,250	-	-	19,250	24,305
5 COD Alumni Donations	-	-	-	-	-
6 Capital Campaign	50	100	(250)	(100)	46,627
7 Marketing Reimbursement	174,000	-	-	174,000	-
8 Management Services	258,243	-	-	258,243	165,999
9 Estate Gifts	25,000	10,000	-	35,000	213,556
10 Grants	-	93,436	-	93,436	151,262
11 Other Income	30	-	-	30	5,278
12 President's Circle	68,017	367	-	68,384	78,076
13 Membership	-	-	-	-	7,500
14 Scholarship Donations	8,320	254,959	8,120	271,399	466,620
15 Special Events (net)	198,508	24,420	-	222,928	312,363
TOTAL REVENUE AND SUPPORT	976,031	938,290	11,446	1,925,767	3,037,694
<b>EXPENDITURES</b>					
16 Contributions to college	72,823	512,708	-	585,531	309,912
17 Interfund transfers	(1,350)	1,350	-	-	-
18 Operating expenses	879,536	10,861	-	890,397	1,063,689
19 Refunds	-	9,361	-	9,361	60
20 Scholarships	-	474,546	-	474,546	392,545
TOTAL EXPENDITURES	951,009	1,008,826	-	1,959,835	1,766,206
<b>EXCESS OF REVENUE AND SUPPORT OVER EXPENDITURES BEFORE</b>					
21 OTHER INCOME AND EXPENSES	25,022	(70,536)	11,446	(34,068)	1,271,488
<b>OTHER INCOME AND EXPENSES</b>					
14 Realized Gain/(Loss)	171,580	567,333	9,937	748,850	406,467
15 Unrealized Gain/(Loss)	(138,152)	(492,293)	(16,450)	(646,895)	1,554,457
Management Services	-	(255,371)	(2,872)	(258,243)	(165,999)
16 Other Investment Expenses	(30,118)	(103,524)	(1,188)	(134,830)	(82,613)
TOTAL OTHER INCOME AND EXPENSES	3,310	(283,855)	(10,573)	(291,118)	1,712,312
INCREASE (DECREASE) IN NET ASSETS	\$ 28,332	\$ (354,391)	\$ 873	\$ (325,186)	\$ 2,983,800

**COLLEGE OF THE DESERT FOUNDATION  
SUMMARY REPORT  
FOR CURRENT MONTH ENDED 3/31/2015  
WITH COMPARATIVE TOTALS FOR YTD 3/31/2014**

		One Month Actual	YTD Actual	Total Annual Budget	Variance %	Budget Remaining	3/31/2015
	Revenue						
1	Academic Angel Special Events (net)	12,349	93,354	100,000	93.4%	6,646	106,789
2	Academic Angel	750	19,250	25,000	77.0%	5,750	19,500
3	Annual fund/Direct Mail	-	11,999	100,000	12.0%	88,001	16,910
4	Grants - Direct Revenue	-	-	125,000	0.0%	125,000	6,000
5	Individual Gifts/Planned gifts	1,628	92,100	200,000	46.1%	107,900	1,310,974
6	Interest	12,213	153,884	125,000	123.1%	(28,884)	71,340
7	Management Services	89,327	258,243	300,000	86.1%	41,757	165,999
8	Marketing Reimbursement	74,000	174,000	100,000	174.0%	(74,000)	-
	<b>McCallum Events (net)</b>						
9	Stepping Out for COD	(7,405)	105,154	225,000	46.7%	119,846	221,979
10	Other	-	-	10,000	0.0%	10,000	(18,405)
11	Other Income	-	30	-	0.0%	(30)	4,888
12	President's Circle	13,983	68,017	140,000	0.0%	71,983	85,576
	<b>Total Revenue</b>	<b>196,845</b>	<b>976,031</b>	<b>1,450,000</b>	<b>67.3%</b>	<b>473,969</b>	<b>1,991,550</b>
	Expenditures						
13	Academic Angel/Membership	-	450	10,000	0.0%	9,550	678
14	Auditor	-	16,750	20,000	83.8%	3,250	16,750
15	Bank Charges	753	4,842	5,000	96.8%	158	6,884
16	Board/Staff Training	-	1,556	5,000	31.1%	3,444	16,233
17	Campus Tours	-	2,043	5,000	40.9%	2,957	2,150
18	Donor Development	2,361	17,507	50,000	35.0%	32,493	26,456
19	Donor/Scholarship Reception	4,165	4,715	5,000	94.3%	285	5,000
20	Equipment Lease	356	2,759	6,000	46.0%	3,241	2,689
21	Insurance D & O	-	7,051	6,500	108.5%	(551)	6,209
22	Marketing & Messaging	20,596	85,476	262,500	32.6%	177,024	90,378
23	Membership Dues	250	1,675	2,000	83.8%	325	1,125
24	Office Supplies & Equipment	1,939	5,336	11,000	48.5%	5,664	13,023
25	Other	-	5,282	5,000	105.6%	(282)	481
26	Postage	961	2,480	12,000	20.7%	9,520	3,762
27	President's Circle	-	11,271	10,000	112.7%	(1,271)	3,921
28	President's Fund	18,937	57,844	90,000	64.3%	32,156	3,334
29	Printing/Design/Graphics	3,548	25,961	20,000	129.8%	(5,961)	15,658
30	Repairs & Maintenance	-	128	2,500	5.1%	2,372	1,395
31	Service Contracts	-	4,550	6,000	75.8%	1,450	4,928
32	Staff Mileage Reimburse	-	619	3,000	20.6%	2,381	-
33	State of the College Event	2,100	2,100	50,000	4.2%	47,900	-
34	Subscriptions & Publications	-	-	2,000	0.0%	2,000	1,664
35	Telephone	125	904	1,500	60.3%	596	899
36	Wages & Benefits	54,000	491,615	660,000	74.5%	168,385	372,451
	<b>Independent Contractors</b>						
37	Roemer & Harnik	-	6,038	24,000	25.2%	17,962	19,301
38	MMGC CPA	6,000	54,100	80,000	67.6%	25,900	48,200
39	Kay Hazen	-	28,000				98,005
40	Bookkeeping	4,750	35,600	48,000	74.2%	12,400	42,430
	Casey Strachan						27,499
41	Other	-	615				21,000
42	Web Management	-	2,269	48,000	4.7%	45,731	2,047
	<b>Total Expenditures before Contributions</b>	<b>120,841</b>	<b>879,536</b>	<b>1,450,000</b>	<b>60.7%</b>	<b>599,079</b>	<b>854,550</b>
43	Contributions to College	39,636	72,823				178,696
44	Realized Gain/Loss	11,434	171,580				97,298
	Unrealized Gain/Loss	(48,624)	(138,152)				329,927
	Investment Fees	(2,121)	(30,118)				(27,990)
45	Refunds	-	-				-
46	Interfund transfer	(22,881)	1,350				382
	<b>Total Expenditures</b>	<b>222,669</b>	<b>947,699</b>				<b>276,237</b>
	<b>Excess or (Deficit)</b>	<b>(25,824)</b>	<b>28,332</b>				<b>1,715,313</b>
47	<b>General Fund Carryover</b>		<b>1,835,820</b>				
	<b>Total excess at 3/31/15</b>		<b>1,864,152</b>				
48	<b>Ackerman Fund</b>		<b>64,699</b>				
49	<b>Board Reserve</b>		<b>500,000</b>				

College of the Desert Foundation  
Schedule Events  
As of 2/28/2015

	Revenues	Expenditures	Total
Balances:			
<b>Spring Luncheon</b>			
Special Event Income	7,905.00	0.00	7,905.00
Scholarship	24,420.00	0.00	24,420.00
Special Event Expenses	<u>0.00</u>	<u>(512.50)</u>	<u>(512.50)</u>
<b>Total Spring Luncheon</b>	32,325.00	(512.50)	31,812.50
<b>Coeta Barker Tea</b>			
Special Event Income	5,190.00	0.00	5,190.00
Printing/Design/Graphics	<u>0.00</u>	<u>(76.50)</u>	<u>(76.50)</u>
<b>Total Coeta Barker Tea</b>	5,190.00	(76.50)	5,113.50
<b>Citizen of Distinction</b>			
Special Event Income	93,969.02	0.00	93,969.02
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	(497.53)	(497.53)
Independent Contractor	<u>0.00</u>	<u>(78.00)</u>	<u>(78.00)</u>
<b>Total Citizen of Distinction</b>	93,969.02	(13,120.70)	80,848.32
<b>Stepping Out for COD</b>			
Special Event Income	302,585.00	0.00	302,585.00
Special Event Expenses	0.00	(53,714.29)	(53,714.29)
Refunds	0.00	(3,440.00)	(3,440.00)
Postage	0.00	(3,848.07)	(3,848.07)
Printing/Design/Graphics	0.00	(3,703.72)	(3,703.72)
Independent Contractors	0.00	(40,000.00)	(40,000.00)
Interfund transfer	0.00	(10,000.00)	(10,000.00)
Marketing	<u>0.00</u>	<u>(82,725.23)</u>	<u>(82,725.23)</u>
<b>Total Stepping Out for COD</b>	302,585.00	(197,431.31)	105,153.69
<b>Misc. Events</b>	0.00	0.00	0.00
<b>Total Balances:</b>	<u>434,069.02</u>	<u>(211,141.01)</u>	<u>222,928.01</u>

## **Goals for FY 2015-16**

1. Conduct a successful Annual Campaign YOU CAN
2. Increase membership in Foundation President's Circle and Academic Angels
3. Expand the Community Outreach programs:
  - Campus Tours
  - Presentations to Community Groups
  - Creative Messaging and Marketing to entire community
  - Develop Digital and Social media program
4. Expand the Planned Giving program
5. Develop and implement a Stewardship program





**Finance and Investment Committee Meeting  
Thursday, April 16, 2015 – 3:00pm  
COD Foundation Board Room**

**MINUTES**

Present

Bob Archer, Joan Busick, Donna Jean Darby, Brian Holcombe, Lisa Howell, Suz Hunt, Dan Martinez, Sally Simonds

Absent

Penny Mason

Staff/Guests

Jim Hummer, George Holliday, Kippy Laflame

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 and Capital Campaign portfolios to the committee. Both Investors were asked to use the same benchmark indices in their reporting. See attached reports as of 03/31/15. Bob Archer requested that the investors send the committee for the listing of International investments.

Financials - George Holliday

March financials were reviewed.

It was M/S/C Dan Martinez/Bob Archer to accept and present the Financials as distributed to the Board

Investment Policy

The spending policy was discussed at length.

It was M/S/C Bob Archer/Dan Martinez to adopt, add the Alternatives asset class with a min. 0 to maximum of 10% and sign the CCA addendum at next board meeting

Adjournment:

Meeting adjourned at 4:55 p.m.

Minutes taken by Kippy Laflame, Executive Assistant

# COD Foundation Account (As of 3/31/2015)

## Merrill Lynch

Asset Type	\$	Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return
Cash*	\$	426,013	3.99%	1-5%	0.01%	3 Mos US Treasury	0.01%
US Equities	\$	4,001,232	37.43%	25-60	3.88%	S&P 500 Index	0.95%
Int'l Equities	\$	1,077,964	10.08%	3-15 In above	3.27%	MSCI EAFE TR Gross Index	5.00%
Fixed Income	\$	4,414,145	41.29%	40-60	1.31%	Barclays (1)	0.88%
Real Assets	\$	-	0.00%	0-3 In Alternatives	0.00%	NAREIT	0.00%
Alternatives	\$	752,784	7.04%	0-10	1.14% (6)	HFRI Index	2.51%
Unclassified	\$	18,020	0.17%	N/A	N/A	N/A	N/A
Total	\$	10,690,158	100%				
<b>Average Weighted Return</b>					<b>2.11%</b>		<b>1.70%</b>

## Wells Fargo

Asset Type	\$	Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return
Cash	\$	453,589	5%	1-5%	0.01%	3 Mos US Treasury	0.01%
US Equities	\$	2,777,836	28%	25-60	4.38% (3)	S&P 500 Index	0.95%
Int'l Equities	\$	1,577,425	16%	3-15 In above	In Above	MSCI EAFE Index	5.00%
Fixed Income	\$	4,241,687	43%	40-60	1.36% (4)	Barclays (2)	1.61%
Real Assets	\$	534,825	5%	0-3 In Alternatives	2.63% (5)	NAREIT	3.98%
Alternatives	\$	264,499	3%	0-10	3.54%	HFRI Index	2.51%
Total	\$	9,849,861	100%				
<b>Average Weighted Return</b>					<b>2.44%</b>		<b>2.05%</b>

\* Actual Cash Available \$109,775 as of 03/31/2015

- (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 (-8.22% return for 2015 YTD)
- (6) ML - alternative investment returns as of 02.27.2015

This information is provided as a service to you and is obtained from data we believe to be accurate. However, Merrill Lynch considers your monthly statements to be the official documentation of all transactions.

# Capital Campaign Account (As of 3/31/2015)

## Merrill Lynch

Asset Type	\$	Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return
Cash	\$	142,855	3.25%	5%-25%	0.01%	3 Mos US Treasury	0.01%
US Equities	\$	1,740,023	39.54%	0%-70	0.45%	S&P 500 Index	0.95%
Int'l Equities	\$	519,747	11.81%	In above	4.07%	MSCI EAFE Index	5.00%
Fixed Income	\$	1,715,502	38.99%	15%-95%	2.18%	Barclays (1)	0.88%
Real Assets	\$	-	0.00%	0%-10%	0.00%	NAREIT	0%
Alternatives	\$	282,095	6.41%	In above	0.96% (7)	HFR Index	2.51%
Unclassified	\$	-	0.00%	N/A	N/A	N/A	N/A
Total	\$	4,400,222	100%				
<b>Average Weighted Return</b>					<b>1.48%</b>		<b>1.47%</b>

## Wells Fargo

Asset Type	\$	Amount	% of Assets	IPS Ranges	Actual Return	Indices	Benchmark Return
Cash	\$	152,360	8%	5-25%	0.00%	3 Mos US Treasury	0.01%
US Equities	\$	780,158	39%	0-70	3.90% (3)	S&P 500 Index	0.95%
Int'l Equities	\$	295,935	15%	In above	In Above	MSCI EAFE Index	5.00%
Fixed Income	\$	626,815	31%	15-95	1.04% (4)	Barclay's Bond Index(2)	1.61%
Real Assets	\$	77,217	4%	0-10	-0.55% (5)	NAREIT	3.98%
Alternatives	\$	59,422	3%	In above	-0.59%	HFR Index (6)	0.57%
Total	\$	1,991,907	100%				
<b>Average Weighted Return</b>					<b>1.98%</b>		<b>1.79%</b>

(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 (-8.22% return for 2015 YTD)

(6) Wells Fargo- Assets held less than full column period

(7) ML - alternative investment returns as of 02.27.2015

This information is provided as a service to you and is obtained from data we believe to be accurate. However, Merrill Lynch considers your monthly statements to be the official documentation of all transactions.

## COD Foundation Investments (As of 3/31/2015)

### COD Foundation

Asset Type	IPS Ranges	Merrill Lynch	Actual	Wells Fargo	Actual
Cash	1-5%	\$ 426,013	4%	\$ 453,589	5%
Fixed Income	40-60	\$ 4,414,145	41%	\$ 4,241,687	43%
Equity	25-60	\$ 5,079,196	48%	\$ 4,355,261	44%
Real Estate/Alternatives	0-10	\$ 752,784	7%	\$ 799,324	8%
Accrued Interest	N/A	\$ 18,020	0%	N/A	N/A
<b>TOTAL</b>		<b>\$ 10,690,158</b>	<b>100%</b>	<b>\$ 9,849,861</b>	<b>100%</b>

### Total Combined Funds

**\$20,540,019**

### Cap. Campaign Account

Asset Type	IPS Ranges	Merrill Lynch	Actual	Wells Fargo	Actual
Cash	5-25%	\$ 142,855	3%	\$ 152,360	8%
Fixed Income	15-95	\$ 1,715,502	39%	\$ 626,815	31%
Equity	0-70	\$ 2,259,770	51%	\$ 1,076,093	54%
Real Estate/Alternatives	0-10	\$ 282,095	6%	\$ 136,639	7%
Accrued Interest	N/A	\$ -	0%	N/A	N/A
<b>TOTAL</b>		<b>\$ 4,400,222</b>	<b>100%</b>	<b>\$ 1,991,907</b>	<b>100%</b>

### Total Combined Funds

**\$6,392,129**

### Total Combined Accounts

\$15,090,380

\$11,841,768

### Total Combined Funds

**\$26,932,148**

This information is provided as a service to you and is obtained from data we believe to be accurate. However, Merrill Lynch considers your monthly statements to be the official documentation of all transactions.



## **Addendum Section to College of the Desert Foundation IPS for Endowed Faculty/ Staff Positions and Building Support Funds**

### **Purpose and Scope of Addendum**

This addendum is created to facilitate the Investment Committee and the Board in overseeing the investments for the benefit of the endowed faculty/ staff positions, and the building support funds. This addendum is to work in concert with the existing COD Foundation IPS, while recognizing these assets are segregated and managed independent of the primary COD Foundation investments.

### **Investment Objective- Endowed Faculty/Staff Positions**

- The primary investment objective is income and capital preservation.
- Income and Capital preservation objective defined: to generate on-going consistent income, while emphasizing capital preservation.

### **Risk Tolerance**

Low to moderate risk tolerance defined as: not exceeding the 3 and 5 year standard deviations of the applicable Bench marks;

### **Investment Horizon**

Long Term Investment Horizon: defined as 10 years or longer

### **Asset Allocation Strategy**

The mix of assets in the portfolio, save for special circumstances, shall be maintained as follows (percentages are of the market value of the portfolio):

<b>Portfolio Asset Allocation</b>			
Asset Class/ Investment Style	Market Value		
	Minimum	Target	Maximum
Domestic and International Equities	0%	35%	50%
Investment Grade Fixed Income	45%	60%	95%
Cash and Cash Equivalents	5%	5%	25%
Alternatives	0	N/A	10%

### **Performance Goal**

The portfolio's return is expected to exceed the average annual return of the applicable benchmark index **on a risk-adjusted basis** over a three- to five-year rolling time period.

### **Benchmarks**

Lehman Brothers Intermediate Corp & Gov't Bond Index  
S&P 500



**Permitted Securities**

The below mentioned investment types are the only investment permitted for the segregated assets held for the benefit of the Endowed faculty/ staff positions.

**Fixed Income Securities Include:**

Domestic fixed and variable rate bonds and notes issued by the U.S. Government and its agencies, U.S.-based corporations, or bond funds containing these assets, Yankee bonds and notes (bonds or notes issued by non-U.S. based corporations and governments but traded in the U.S., securitized mortgages (*e.g.*, GNMA's, FNMA's, FHLMCs), collateralized mortgage obligations, asset-backed securities, taxable municipal bonds and preferred stock. Fixed income securities shall be rated "A"<sup>1</sup> (or its equivalent) or higher at the time of purchase, by a nationally recognized statistical rating agency. Should a security be downgraded below the minimum permitted credit quality, as defined above, by a nationally recognized statistical rating agency, the Investment Manager will retain the option to hold or sell the security. The entire fixed income portfolio should have a minimum average rating of "A" with a weighted average duration that does not exceed ten years.

**Cash and Equivalents**

Cash reserves may be utilized from time to time to provide liquidity or to implement some types of investment strategies. Cash reserves shall be held in the each Investment Managers' money market fund, short-term maturity Treasury securities, or high quality money market instruments.

+++++

**Investment Objective- Building Support Funds**

- The primary investment objective is asset growth and capital preservation.
- Asset growth and Capital preservation objective defined: to generate on-going increase in assets invested, while emphasizing capital preservation.

**Risk Tolerance**

Low to moderate risk tolerance defined as: not exceeding the 3 and 5 year standard deviations of the applicable Bench marks;

**Investment Horizon**

Long Term Investment Horizon: defined as 10 years or longer

<sup>1</sup> All rating categories, include qualifiers "+" and "-" for S&P and "1," "2" and "3" for Moody's. In the event of a "split rated" security, that is a security with non-equivalent rating classifications from different rating agencies, the lower of the credit quality ratings shall apply.



### **Asset Allocation Strategy**

The mix of assets in the portfolio, save for special circumstances, shall be maintained as follows (percentages are of the market value of the portfolio):

<b>Building Support Portfolio Asset Allocation</b>			
Asset Class/ Investment Style	Market Value		
	Minimum	Target	Maximum
Domestic and International Equities	0%	50%	70%
Investment Grade Fixed Income	5%	45%	95%
Cash and Cash Equivalents	5%	5%	25%

### **Performance Goal**

The portfolio's return is expected to exceed the average annual return of the applicable benchmark index **on a risk-adjusted basis** over a three- to five-year rolling time period.

### **Benchmarks**

Lehman Brothers Intermediate Corp & Gov't Bond Index  
S&P 500

### **Permitted Securities**

The below mentioned investment types are the only investment permitted for the segregated assets held for the benefit of the Building Support Funds.

***Equity securities include:*** common stocks, exchange traded funds (ETFs), real estate (REIT) securities and securities convertible into common stock of U.S.-based companies. Mutual funds may be included.

***Convertible securities include:*** securities that are convertible into the common stock of U.S. or non-U.S.-based corporations. This would include convertible bonds and convertible preferred stock. All convertible securities purchased must be U.S. dollar denominated securities. Individual convertible securities should be rated "A" (or its equivalent) or higher at the time of purchase, by a nationally recognized statistical rating agency. For the purpose of asset allocation, convertible securities shall be considered equities.

### **Fixed Income Securities Include:**

Domestic fixed and variable rate, strip and zero coupon bonds and notes issued by the U.S. Government and its agencies, U.S.-based corporations, or bond funds containing these assets, Yankee bonds and notes (bonds or notes issued by non-U.S. based corporations and governments but traded in the U.S., securitized mortgages (e.g., GNMA's, FNMA's, FHLMCs), collateralized mortgage obligations, asset-backed securities, taxable municipal bonds and preferred stock.



Fixed income securities shall be rated “A”<sup>2</sup> (or its equivalent) or higher at the time of purchase, by a nationally recognized statistical rating agency. Should a security be downgraded below the minimum permitted credit quality, as defined above by a nationally recognized statistical rating agency, the Investment Manager will retain the option to hold or sell the security. The entire fixed income portfolio should have a minimum average rating of “A” with a weighted average duration that does not exceed ten years.

**Cash and Equivalents**

Cash reserves may be utilized from time to time to provide liquidity or to implement some types of investment strategies. Cash reserves shall be held in the each Investment Managers’ money market fund, short-term maturity Treasury securities, or high quality money market instruments.

\_\_\_\_\_  
**Suz Hunt, Treasurer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Jim Hummer, Executive Director**

\_\_\_\_\_  
**Date**

<sup>1</sup> All rating categories, include qualifiers “+” and “-” for S&P and “1,” “2” and “3” for Moody’s. In the event of a “split rated” security, that is a security with non-equivalent rating classifications from different rating agencies, the lower of the credit quality ratings shall apply.

<sup>2</sup> All rating categories, include qualifiers “+” and “-” for S&P and “1,” “2” and “3” for Moody’s. In the event of a “split rated” security, that is a security with non-equivalent rating classifications from different rating agencies, the lower of the credit quality ratings shall apply.





## *BYLAWS*

### Approved October 29, 2014

#### ARTICLE I

##### Purposes

The College of the Desert Foundation (the "Foundation") and functions as an auxiliary of and operates solely pursuant to the authority provided to it by the Desert Community College District, hereinafter called DISTRICT, which is a political subdivision of the State of California.

A. The Foundation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The specific purpose of the Foundation is to engage in the solicitation, receipt, and administration of property and, from time to time, to disburse such property and the income there from, to, or for the benefit of, College of the Desert for cultural, educational, and community service purposes.

#### ARTICLE II

##### Board of Directors

##### 1. Conduct of Business; Election of Directors:

The Foundation shall be administered by a Board of Directors consisting of a minimum of 15 Directors and a maximum number of Directors to be established from time to time by a majority vote of the Board. The Nominating Committee shall provide the Board with a list of candidates for the position of Director. Directors shall be elected from this list of candidates by majority vote of the Board following the procedure set forth in Section 3, below. All references in these Bylaws to a vote by the Board shall mean a vote by Voting Directors.

There shall be two classes of Directors:

- a. Voting Directors. Directors who are members in good standing of the President's Circle and/or shall have met alternate financial obligations for this class of Director established from time to time by the Board. As used in this sub-section, the phrase "in good standing" shall mean that all financial obligations of the Director relating to the President's Circle have been satisfied and the Director is otherwise in compliance with all membership requirements of the Foundation Board.

- b. Ex-Officio Directors. Directors who become Directors by virtue of an office they hold or a Society they represent. Ex-officio Directors are the President of the College, the College Vice-President of Administrative Services the Academic Senate President and representative of the Board of Trustees, all of whom are non-voting. Ex-Officio members are not subject to the financial obligations of other Directors.

All business of the Foundation shall be conducted in accordance with the Nonprofit Public Benefit Corporation Law (Corporations Code Sections 5110 et. seq.) and the Ralph M. Brown Act. (Government Code Sections 54950 et seq.)

2. Powers and Authority:

The Board shall have all powers and authority required to carry out the purposes and functions of the Foundation, as set forth in Article II of the Articles of Incorporation of the Foundation and that certain Master Agreement dated October 29, 2014 by and between the Foundation and the District (the "Master Agreement")

3. Election of Officers and Directors:

Each year immediately following the Board of Directors election, the Executive Director shall forward the names of all officers and directors to the DISTRICT.

The Nominating Committee, two months before the Foundation's Annual Meeting, shall prepare proposed slates of nominees consisting of qualified persons willing to serve as Officers and/or Directors for the ensuing year. The slates shall be sent to the Board of Directors. Suggested additional nominees, if any, shall be sent to the Executive Staff Secretary who shall promptly circulate such names to the Nominating Committee.

One month prior to the last meeting of the Board of Directors before the Foundation's annual meeting, the Nominating Committee shall circulate to the Board of Directors the Committee's slate of Directors and of Officers for the ensuing year. Both slates shall be voted upon by the Board at the Annual meeting.

If the Board of Directors does not approve one or more of the persons nominated to be Officers or Directors, the Nominating Committee, prior to the first Board meeting after the Annual meeting, shall nominate qualified persons to fill the vacancies so created. The names of such nominees shall be circulated to the Board of Directors prior to that first meeting and shall be voted upon by the Board at the meeting.

Any vacancies that thereafter exist or occur during the year shall be filled by the Foundation President with approval by majority vote of the Board of Directors.

Officers and Directors elected at the Annual Meeting shall serve for a term of one year and until a successor has been elected and qualified.

Directors elected after the Annual Meeting shall serve until the next Annual Meeting and until a successor has been elected and qualified.

4. Resignations:

Except as hereinafter provided, any Director may resign, which resignation shall be effective upon giving written notice to the Foundation President, the College President, Executive Director or the Secretary. A Director may request a leave of absence for up to one year.

5. Disqualified and Interested Directors Doing Business with the Foundation:

No College of the Desert or Foundation employee, Director or Officer of the Foundation (or their spouses or either's relatives by blood or marriage) may engage in any transaction or business relationship with the Foundation that results in such person or persons receiving an economic benefit of any kind or nature whatsoever from the Foundation which does not comply with the law of the State of California. At all times, the Directors shall avoid even the appearance of any conflict of interest.

6. Place of Regular Meeting:

Regular and special meetings of the Board of Directors shall be held at any place within the Desert Community College District that has been designated from time to time by resolution of the Board. Notice of such meetings shall be given in accordance with the Ralph M. Brown Act. (Government Code Sections 54950 et seq.)

7. Annual Meeting:

The Annual Meeting of the Board of Directors shall be held during the month of April of each year. The date, time and place will be determined by the Foundation President. The purpose of the Annual Meeting shall be for the election of Officers and Directors and the transaction of other business. Notice of the Annual Meeting shall be given in accordance with the Nonprofit Public Benefit Corporation Law (Corporations Code Sections 5110 et. seq.) and the Ralph M. Brown Act. (Section 54590 et seq. of the California Government Code)

8. Notice: Manner of Giving

Notice of the time and place of all meetings and the agenda for the meeting shall be given in accordance with the Ralph M. Brown Act. (Section 54950 et seq. of the California Government Code)

9. An agenda for each meeting shall be prepared and posted in accordance with the Ralph M. Brown Act. (Government Code Section 54950, et seq.)

10. Quorum:

During the months of November through May, fifty percent (50%) of the Voting Directors then authorized by these Bylaws and holding office shall constitute a quorum for the transaction of business. During the months of June through October, twenty-five percent (25%) of the Voting Directors then authorized by these Bylaws and holding office shall constitute a quorum for the transaction of business. Any meeting at which a quorum is initially present may continue to do business until adjournment, notwithstanding the withdrawal of Directors leaving less than a

quorum in attendance. In the absence of a quorum at any meeting of the Board of Directors, a majority of the Directors present may adjourn the meeting. Every item acted upon or decision made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors. Proxies are not permitted for Board votes.

By a majority vote, the Directors may establish a meeting schedule of an annual meeting and two or more general meetings. In that event, the Board of Directors delegates to the Executive Committee all of the powers and authority of the Board in the management of the business affairs of the Foundation, subject to confirmation at the next general Board meeting, except the power to adopt, amend or repeal the Bylaws.

#### 11. Adjournment:

A majority of the Directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place. Notice of the time and place for holding an adjourned meeting shall be in accordance with the Ralph M. Brown Act. (Government Code Section 54950 et seq.)

#### 12. Chairman:

At all meetings of the Board of Directors, the Foundation President or Vice President, or in their absence, the Secretary or Treasurer shall preside.

### ARTICLE III

#### Officers

##### 1. Officers:

The officers of the Foundation shall be a President (the "Foundation President"), Vice President, Secretary, and a Chief Financial Officer (Treasurer). The Foundation may also have, at the discretion of the Board of Directors, one or more additional Vice Presidents and such other officers as may be appointed in accordance with the provisions of Section 3 of this article. No Director shall hold more than one office during the same term. The Foundation President and Vice President shall be non-voting, ex-officio members of all committees unless serving as a committee chair or as an appointed member.

##### 2. Election of Officers:

The officers of the Foundation shall be elected by the Board of Directors following the procedure set forth in Article II, Section 3, above. Newly elected officers shall assume their responsibilities immediately following the Annual Meeting. There is no limit on the total number of terms; however, no officer shall hold the same office for more than two consecutive terms.

### 3. Subordinate Officers:

The Board of Directors may appoint, and may authorize a Foundation President or another officer to appoint, any other officers that the business of the Foundation may require, each of whom shall have the title, hold the office for the period, have the authority, and perform the duties specified in the Bylaws or determined from time to time by the Board of Directors.

### 4. Removal of Officers:

Any officer may be removed with or without cause by the Board of Directors, at any regular or special meeting of the Board.

### 5. Resignation of Officers:

An officer may resign at any time by giving notice to the Foundation. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice. Unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective.

### 6. Vacancies:

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause, shall be filled by action of the Foundation President with approval by a majority vote of the Board of Directors.

### 7. Responsibilities of Officers:

- Foundation President: The Foundation President shall preside at all meetings of the Board of Directors and Executive Committee, and shall have such other duties and powers as prescribed by the Board, these Bylaws, and those ordinarily pertaining to a president of a nonprofit public benefit corporation. The Immediate Past Foundation President is that officer who has completed one full year term in office, or that person who holds the office of Foundation President on the occasion of the Annual Meeting and election of a new Foundation President.
- Vice President(s): In the absence or disability of the Foundation President, the Vice President or Vice Presidents (in order of their rank as fixed by the Board of Directors) shall perform all the duties of the Foundation President, and when so acting shall have all the powers of, and be subject to, all the restrictions upon the Foundation President. The Vice President(s) shall have such other powers and perform such other duties as from time to time may be prescribed for them specifically by the Board of Directors.
- Secretary: It shall be the duty of the Secretary to maintain a current list of Directors of the Board, give notices of meetings, take the Minutes of all Board and Executive Committee meetings, and maintain the official Minute Book of the Foundation. Any or all functions of the Secretary may be delegated by the Board of Directors to staff personnel.

- Chief Financial Officer (Treasurer): It shall be the duty of the Treasurer to supervise the maintenance of all financial records, preparation of required financial statements and proposed budgets. The Treasurer shall serve as Chairman of the Finance Committee. Any of the functions of the Treasurer may be delegated by the Board to staff personnel.

#### 8. Executive Director:

The President of the College may appoint a person to be the Executive Director of the Foundation. The Executive Director is not an officer of the Foundation. The duties of the Executive Director shall be governed by his or her employment agreement with the District and by the Master Agreement.

All employment decisions concerning the Executive Director shall be made by the President of the College, who shall consider, in good faith, any input from the Foundation's Board President and/or its Executive Committee.

### ARTICLE IV

#### Committees

All committee meetings, procedures and votes will be conducted in accordance with the Ralph M. Brown Act (Government Code Section 54950 et seq.).

The Rules contained in the most recent edition of Robert's Rules of Order, newly Revised, shall govern all meetings of the Foundation and the Board of Directors. All committee chair persons will be appointed by the Foundation President. All committee appointments are for one year, or until a new committee is appointed.

#### 1. Standing Committees:

The Executive Committee, Finance & Investment, Resource Development, Audit, Academic Angels and Nominating Committees are Standing Committees. The following committees may meet frequently but are considered Ad Hoc committees: Events, Planned Giving, and President's Circle. The Foundation shall have additional standing committees as the Board of Directors may, from time to time, determine. Each of these may include persons who are not Directors. The chairman and other members of each standing committee who are Directors shall be appointed and may be removed at any time by the Foundation President. Committee members who are not Directors may be appointed and may be removed at any time by the chairman of such committee.

All standing committees shall meet only when there is a quorum. An agenda of the meeting will be sent to each member prior to the meeting and a staff member will be present to record the Minutes. All Minutes will be included in the next Board packet which is mailed prior to the next Board meeting. If the Board packet has already been mailed, copies of the Minutes will be handed out at the Board meeting.

2. Chairman of Committee:

The chairman of a standing committee shall serve until the next annual election of officers, at which time the Foundation President will appoint a chairman for each standing committee from the members of the particular standing committee.

Chairmen and Directors of ad hoc committees shall serve as such for the life of the committee unless they are sooner removed, resign, or cease to qualify as the chairman or member, as the case may be, of such committee.

3. Vacancies:

Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provided in Section 1, above.

4. Quorum:

A 51% majority of a whole standing committee shall constitute a quorum of such committee, and the act of a majority of members present at a meeting when a quorum is present, shall be the act of the committee.

5. Rules:

Each committee may adopt rules for its own government and procedures not inconsistent with law, with these Bylaws, or with rules and regulations adopted by the Board of Directors.

**Standing Committees:**

1. Executive Committee:

The Executive Committee shall consist of the Foundation President, Vice President, Immediate Past Foundation President, Treasurer, Secretary, College Superintendent/President, College Vice President of Administrative Services, Board of Trustees representative, the Executive Director of the Foundation, the Chair of the Resource Development Committee, the Chair of the Finance & Investment Committee, the president of the Academic Angels and up to four other Directors of the Board selected by the Foundation President and approved by a majority vote of the Board. Executive Committee members shall be limited to two consecutive one-year terms, except when such limit would preclude a Board Officer, the College President or the College Vice President of Administrative Services, or a named Committee Chair from serving on the Executive Committee. The Executive Committee shall meet regularly throughout the year.

If the Board of Directors adopts a meeting schedule of an annual meeting and two or three general Board meetings, the Board delegates to the Executive Committee all of the powers and authority of the Board in the management of the business and affairs of the Foundation, except for those matters which require a vote of the Board of Directors under the Nonprofit Corporation Law and/or the Nonprofit Public Benefit Corporation Law, as amended.

## 2. Finance & Investment Committee:

The Finance & Investment Committee shall consist of the Treasurer as chairman, and four other members appointed by the Foundation President. One additional member will be appointed as an alternate member. Committee members need not be Directors. The Finance Committee shall be responsible for:

- reviewing of monthly financial reports;
- preparing and recommending Annual Operating Budget for the Foundation;
- recommending necessary adjustments to the Operating Budget, if any, to the full Board;
- maintaining funds coming into the operational budget and funds being disbursed through the operational budget;
- overseeing the investment of the Foundation's assets in accordance with an Investment Policy Statement adopted by the Board;
- meet monthly or as needed, to review the investments with the designated financial advisors;
- report to the Board of Directors at each Board meeting on the allocation and makeup of the Foundation's assets;
- recommend any changes in advisors for the Board's consideration, and to inform the Board of any matters which may be of interest to the Board as it pertains to the investments.

## 3. Nominating Committee:

The Nominating Committee shall consist of seven Directors, three of whom shall be nominated by the Foundation President and four of whom shall be nominated by the Executive Committee. The Foundation President and Vice President then in office shall not be members of the Nominating Committee. All seven committee nominees shall be approved by a majority vote of the Board of Directors. Any Nominating Committee seat becoming vacant shall be filled by appointment of the Foundation President.

The Committee will work throughout the year to identify a pool of potential new Directors for review and consideration. They will present those selected from the pool as recommendations to the full Board for action when appropriate.

Two months prior to the Annual Meeting, the Foundation President shall direct the Nominating Committee to prepare a slate of officers for the coming year. All candidates for office will have declared their intention to serve, if elected. The slate shall be presented by Notice one month prior to the Annual Meeting and will be voted on at the Annual Meeting.



#### 4. Audit Committee:

The Audit Committee is a standing committee consisting of five Directors appointed by the Foundation President. Audit Committee members may serve in other capacities within the Foundation, but must not have any activity, control, oversight, or influence in accounting and financial transactions of the Foundation. Audit Committee terms of office shall be for one year, or until the next Annual Meeting, whichever first occurs. The purpose of the Audit Committee is to ensure that the Foundation's annual audit is conducted in a proper fashion, to work with the auditors in outlining special areas of interest, to meet with the auditors prior to the annual audit being presented to the Board of Directors and to request proposals from public accounting companies for audit work whenever a contract expires. The Audit Committee will maintain and administer the "Fraud Policy" as adopted by the Board of Directors.

The Audit Committee will report the findings of the annual audit to the Board of Directors as soon as possible once the audit is completed. The Audit Committee will present to the Board any proposals from public accounting companies when a new contract is warranted. The Board will vote on which proposal to accept for future audit work. The Audit Committee will meet as needed.

#### 5. Resource Development Committee:

The Resource Development Committee shall provide leadership, oversight and guidance relating to the Foundation's resource development efforts. The Development Committee Chair shall serve a one-year term and be appointed by the Foundation President, with the advice of the Foundation's Executive Director. The appointment shall be approved by the Executive Committee. The Resource Development Committee shall meet monthly or on an as needed basis.

#### 6. Academic Angels: (formerly the Auxiliary)

The Academic Angels are organized as a Standing Committee of the Foundation. The chair of the Academic Angels shall be approved by the Foundation President. The Academic Angels are organized to assist the Board of Directors in achieving the mission of the COD Foundation. The standing committee shall consist of not less than 15 members and shall meet monthly to conduct business.

#### Ad Hoc Committees

Special committees may be appointed by the Foundation President for such special tasks as circumstances warrant. The chairman and other members of such committees who are Directors shall be appointed and may be removed by the Foundation President. Committee members who are not Directors may be appointed and may be removed at any time by the chairman of such committee. A special committee shall limit its activities to the accomplishment of the task for which it is appointed. Upon completion of the task for which appointed, such special committee shall stand discharged. The chairman of any such special committee shall be a Director, but the committee may include persons who are not Directors.

## ARTICLE V

Amendments

These Bylaws may be amended by a majority vote of the Board of Directors at a noticed meeting.

*CERTIFICATE OF SECRETARY*

I, the undersigned, certify that I am the presently elected and acting Secretary of College of the Desert Foundation, a California Nonprofit Corporation, and that the above Bylaws are the Bylaws of this corporation adopted at a meeting of the Board of Directors held on October 29, 2014.

  
Diane Marcus Gershowitz, Secretary, Board of Directors

10/29/14  
Date

Received by DISTRICT (Desert Community College District) this October 29, 2014, executed in Palm Desert, California.

By:   
\_\_\_\_\_, Secretary of District.

Dr. Joel L. Kinnamon, COD Superintendent/President

**FOR IMMEDIATE RELEASE:**

December 13, 2013

**FOR MORE INFORMATION:**

Pam Hunter 760.773.2589  
Executive Director,  
Institutional Advancement

### **COD Has a New Executive VP of Student Success and Student Learning**

PALM DESERT, CA—College of the Desert (COD) is pleased to announce the appointment of Anna Davies as the new Executive Vice President, Student Success and Student Learning. Ms. Davies begins on January 14, 2014.

The Desert Community College District Board of Trustees approved the appointment at their meeting today. Board Chair Becky Broughton stated, "We are pleased with the selection of Anna Davies for this significant college position and recognize the hard work of the selection committee."

Davies comes to College of the Desert from Los Angeles Pierce College in Woodland Hills as their former Vice President, Academic Affairs. She has 16 years' experience in community college leadership in such positions as Associate Superintendent/Vice-President Academic Affairs, and Dean of Student Learning in Math, Science, Nursing/Allied Health and Physical Education. She has also served as a division dean of health and human services, and faculty/department head of human services.

Joel L. Kinnamon, Ed.D., COD Superintendent/President commented, "After an extensive and lengthy search for the Executive Vice President for Student Success and Student Learning, I am confident the committee has selected an excellent candidate who will be an asset to our administrative team with substantial experience in faculty support and student success."

This new position at COD combines the former Vice President positions of Student Affairs and Academic Affairs into a single position. The job description was created when the college conducted a reorganization to enhance efficiency and focus on student success. The comprehensive search process began when the reorganization was completed.

"The reorganization that brought student support services and academic programs together is one of the primary reasons I applied for this position", stated Davies, "I am very excited about how that will strengthen the services we provide to our students and to our community."

Davies will serve as the chief academic and student services officer of the college. She will be responsible for educational policy, academic programs and support services, and the advancement of student success and student

learning. Davies will oversee budget development, enrollment management, fiscal accountability, program and curriculum development, and the promotion and improvement of teaching and learning. The Executive Vice President also provides leadership for innovative student learning, student support, oversight of assessment of Student Learning Outcomes, and college-wide accreditation. Davies will assist in identifying resources for development through grants and special projects. She will work with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships and coalitions which result in approved service to the community and students.

# # #

Carol Bell

Born in Vancouver, Canada  
Raised in Seattle, Wa  
Roosevelt High School (1962)  
Edison Technical School (1963)  
Central Washington University (1963-1964)  
Married in 1968—two children  
Mercer Island School District  
1982 Northwest School of Arts, Humanities & Environment

1983 Founded Seattle Academy of Arts & Sciences  
Fund raising  
Volunteer  
Parent Board

1983 Seattle College of Design (completed 3 year program in interior design)

1985 established interior design business  
Marjorie Segal Award (received twice)  
NWSID (member and officer) 1990's

1985 Fashion Group International (Chair/Board of Directors 1998—1999)  
Dress For Success  
New Beginnings Shelter for Battered Women & Their Children  
Student Mentoring  
Fund Raising  
Educational Events  
Judging Student Projects (scholarships)

Palm Springs Art Museum  
Vice Chair/Membership (2014—2018)

Hobbies: Travel, gardening, entertaining, some golf, reading and art

Memberships: Seattle Yacht Club  
Bellevue Club  
Palm Springs Art Museum  
Ironwood Country Club  
Coachella Valley Literary Society  
Foundation, College of the Desert



## **Board of Directors 2015-2016**

Robert Archer  
John J. Benoit  
Joan Busick  
Norma Castaneda  
William S. Chunowitz  
Peggy Cravens  
Donna Jean Darby  
Anna Davies  
Carol Bell Dean  
Marge Dodge  
Diane Gershowitz  
Jan Harnik  
Brian Holcombe  
Suz Hunt  
Peggy Sue Lane  
Donna MacMillan  
Robert C. Manion  
Dan Martinez  
Penny Mason  
JoAnn McGrath  
Charles Monell, M.D.  
Mark Nickerson  
Jane Saltonstall, Ed.D.  
Arlene Schnitzer  
Dominique Shwe  
Sally Simonds  
Kate Spates  
Larry Spicer  
Marcia Stein

## **Ex-Officio Members**

Becky Broughton  
Anna Davies  
Lisa Howell  
Joel L. Kinnamon, Ed.D.  
Academic Senate President



## **Election of Officers**

2015-2016

**Mark Nickerson**

President

**Robert Archer**

Vice President

**Suz Hunt**

Treasurer

**Brian Holcombe**

Secretary



## Executive Committee 2015-2016

Mark Nickerson  
President

Donna Jean Darby  
Past President

Robert Archer  
Vice President

Suz Hunt  
Treasurer

Brian Holcombe  
Secretary

Dr. Charles Monell  
Parliamentarian

Committee Chairs:  
Jan Harnik  
Diane Gershowitz  
Peggy Sue Lane  
JoAnn McGrath  
Larry Spicer

## Ex-Officio Members

Joel L. Kinnamon, Ed.D  
Becky Broughton  
Lisa Howell



Committee Name	Chair Request	Accepted	Interested	Interested	Interested	Interested	Interested	Interested	#	No of members needed including Chair	Needs
Audit	Larry Spicer	Yes	Monell	Manion	Busick				4	5	Need 1 more member
Finance & Investment	Suz Hunt	Yes	Mason	Archer	Martinez	Holcombe	Simonds		6	6	No more needed
Academic Angels Board	Jan Harnik	Yes	Filled	Filled	Filled	Filled	Filled		15	15	No more needed
Nominating Resource	Brian Holcombe	Yes	Mason	Cravens	Saltonstall	Gershowitz	Busick		6	7	Need 1 more member
Development	Peggy Sue Lane		Dodge	Manion	Dean	Chunowitz	McGrath		4	No set # per Blaws	Need 2-3 more member
Stepping Out for COD Ad Hoc	Diane Gershowitz/ JoAnn McGrath	Yes	Dodge	MacMillan					4	No set # per Blaws	Need 2-3 more member
President's Circle Ad Hoc	Kate Spates	Yes	Stein	Castaneda	Archer	Dean	Novack		6	No set # per Blaws	Need one more man
Marketing Ad Hoc	Diane & Hal Gershowitz	Yes	Spates	Saltonstall	Harnik	Shwe			6	No set # per Blaws	No more needed
Planned Giving Ad Hoc	Sally Simonds		Cravens						2	No set # per Blaws	Need 3-4 more
Stewardship Ad Hoc	Jan Harnik	Yes							6	No set # per Blaws	No more needed



## 2015/2016 Board Member Obligations

As a Board member of 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 College of the Desert.
5. to inform the community about 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 College of the Desert  
☐ 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
- ☐ Academic Angels
- ☐ Nominating
- ☐ Resource Development

### Ad-Hoc Committees:

- ☐ Events
- ☐ Planned Giving
- ☐ President's Circle / Business Council
- ☐ Marketing
- ☐ Stewardship

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.

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Print Name

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Signature

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Date

4/16/2015

04/22/15



Board of Director Information Form

Name: \_\_\_\_\_

Occupation/Title: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

What business expertise or background do you have? Please check all that apply.

- |                                      |  |                                      |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Finance         | <input type="checkbox"/> Media       |
| <input type="checkbox"/> Banking     | <input type="checkbox"/> Government      | <input type="checkbox"/> Non-Profit  |
| <input type="checkbox"/> Churches    | <input type="checkbox"/> Healthcare      | <input type="checkbox"/> Politics    |
| <input type="checkbox"/> Corporate   | <input type="checkbox"/> Hospitality     | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Education   | <input type="checkbox"/> Legal/Tax       | <input type="checkbox"/> Retail      |
| <input type="checkbox"/> Energy      | <input type="checkbox"/> Marketing/Sales | <input type="checkbox"/> Other _____ |

The areas you can best support the Foundation:

- ☐ Personal Contributions ☐ Legal ☐ Investments ☐ Finances ☐ Personnel ☐ Events  
☐ Public Relations ☐ Fundraising ☐ By-Laws/Policies ☐ Other: \_\_\_\_\_

The personal contacts each member has is important to support the Foundation. I have influence:

- ☐ High Net worth individuals ☐ Small Business ☐ Corporations ☐ Foundations ☐ Public Funding  
☐ Agencies ☐ Media ☐ Elected Officials ☐ Estate Officials ☐ Country Clubs ☐ Social Clubs

What community organizations are you involved with?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **Conflict of Interest Policy**

In their capacity as directors, the members of the Board of Directors (the "Board") of the College of the Desert Foundation (the "Foundation") must act at all times in the best interest of the Foundation. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the Foundation. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the Foundation.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member's obligation to the Foundation and the Board member's personal, business or other interest.
3. All conflicts of interest are not necessarily prohibited or harmful to the Foundation. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interest shall be disclosed by Board members to the Foundation Executive Committee through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the Foundation Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Foundation Executive Committee shall inform the Board of such determination and action. The Board shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Foundation Executive Committee, as well as all other conflict information provided by Board members.

Board Approved December 2, 2009



**Page 2, Conflict of Interest Policy**

I have read the Foundation Board Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Foundation Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Foundation President and Chief Executive Officer in writing.

Disclosure of Actual or Potential Conflicts of Interest:

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Board Member Signature: \_\_\_\_\_

Board Member Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Board Approved December 2, 2009



## DONOR PRIVACY POLICY

The College of the Desert Foundation (hereinafter the "Foundation") is committed to protecting the privacy of our Donors and any personal information that they may share with us or that we hold. We value our Donors' trust and recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. The Donor Privacy Policy describes important information about the steps necessary to safeguarding all personal information about our Donors.

## ACCOUNTABILITY

The Foundation employees are responsible for all Donor personal information in our possession. Every reasonable precaution shall be taken to protect and preserve the confidentiality of our Donors' personal information. All employees, Board members, volunteers, or authorized agents of the Foundation are individually required to safeguard each individual Donor's personal information. Donor information shall not be disclosed, shared, or used for personal or business purposes by employees, Board members, volunteers or authorized agents.

Donors may notify the Foundation of a privacy-related issue or grievance by contacting the Chief Financial Officer. We will provide information about our privacy procedures and investigate the complaint. If a problem is discovered during the review, we will take all appropriate steps to revamp our policies and procedures if necessary.

## USE AND DISCLOSURE OF PERSONAL INFORMATION

The Foundation collects, uses and discloses personal information mainly for raising money to reach our campaign goals, to process gifts and return appropriate thank you and year end letters. We occasionally release a list of our Donors, with their permission, to publicly acknowledge and thank them for their generosity. When Donors are publicly recognized, other organizations and third parties may have access to our Donor names and in some cases donation amounts.

We collect Donor information for internal use only, and just to the extent required for our purposes. We obtain relevant personal information about Donors lawfully and fairly.

## SHARING OR SELLING OF PERSONAL INFORMATION

The Foundation does not sell, trade or rent the information and content of active Donor files to others. The Foundation will not share Donor e-mail addresses to third parties.

#### CUSTODY AND CARE OF PERSONAL INFORMATION

The Foundation will keep Donors' personal information only as long as it is necessary to satisfy the purposes for which it was obtained, or as legally required. Access to Donor file materials containing personal information is restricted to Foundation employees. All Donor files will be stored at the Foundation office and may not be removed for any reason.

The Foundation has established appropriate technical, physical and organizational security procedures to protect Donors' personal information against loss, theft, unauthorized use, disclosure, or modification. These procedures will be monitored and reviewed at least annually and when needed to ensure their continued effectiveness. The safeguards employed by the Foundation include, but may not be limited to, the use of limited access storage areas, locked files, and the use of secure servers and computer workstation passwords.

Appropriate measures will be undertaken when personal information is destroyed in order to prevent access or inadvertent disclosure to any unauthorized parties.

#### EMPLOYEE, BOARD MEMBER, VOLUNTEER AND AUTHORIZED AGENT ACKNOWLEDGEMENT

All Foundation employees, Board members, volunteers and authorized agents shall read this Policy and sign a written acknowledgement. A sample copy of the Privacy Policy Acknowledgement is attached as Appendix A.

Appendix A

The College of the Desert Foundation ("Foundation") is committed to protecting the privacy of our Donors and any personal information that they may share with us or that we hold. We value our Donors' trust and recognize that maintaining this trust requires us to be transparent and accountable to our supporters and the public at all times. The Donor Privacy Policy describes important information about the steps necessary to safeguarding all personal information about our Donors.

I acknowledge that I have received and read the Foundation's current Donor Privacy Policy.

I understand that every employee, Board member, volunteer and authorized agent is responsible for abiding by the Donor Privacy Policy. In the event that a situation occurs that impacts a Donor's personal information that is not specifically discussed in the Donor Privacy Policy, I understand that I should consult the Chief Financial Officer regarding any questions not addressed in the Donor Privacy Policy.

I will take every precaution to protect and preserve the confidentiality of our Donors' personal information. I acknowledge that I am accountable if by my actions or failure to act an accidental or inadvertent disclosure of Donor information occurs.

I understand and agree that Donor information is not to be shared, sold, or given to any person or outside organization, or used for my personal or business purposes unless the Donor has provided prior written consent to the Foundation. I understand that the Foundation does not sell, trade or rent Donors' personal information or email addresses to others.

I acknowledge that if I knowingly share or disclose a Donor's personal information in a way which violates the Donor Privacy Policy, disciplinary action will be taken. One of the options available to the Foundation when the disclosure of a Donor's personal information is discovered shall be termination of the employment relationship, if deemed appropriate.

Employee, Board Member, Volunteer or Authorized Agent Name:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_