



Foundation Board Meeting

General Session: 3:00 p.m.

Wednesday – February 28, 2018

Meeting Location (See map)

Cravens MPR room

BOARD PACKETS ARE REQUIRED AT EVERY MEETING.

We will have hard copies at the meeting.

Our Mission:

The mission of the College of the Desert Foundation is to act as advocates for the College and to secure financial support enhancing the educational opportunities for all students.

Our Vision:

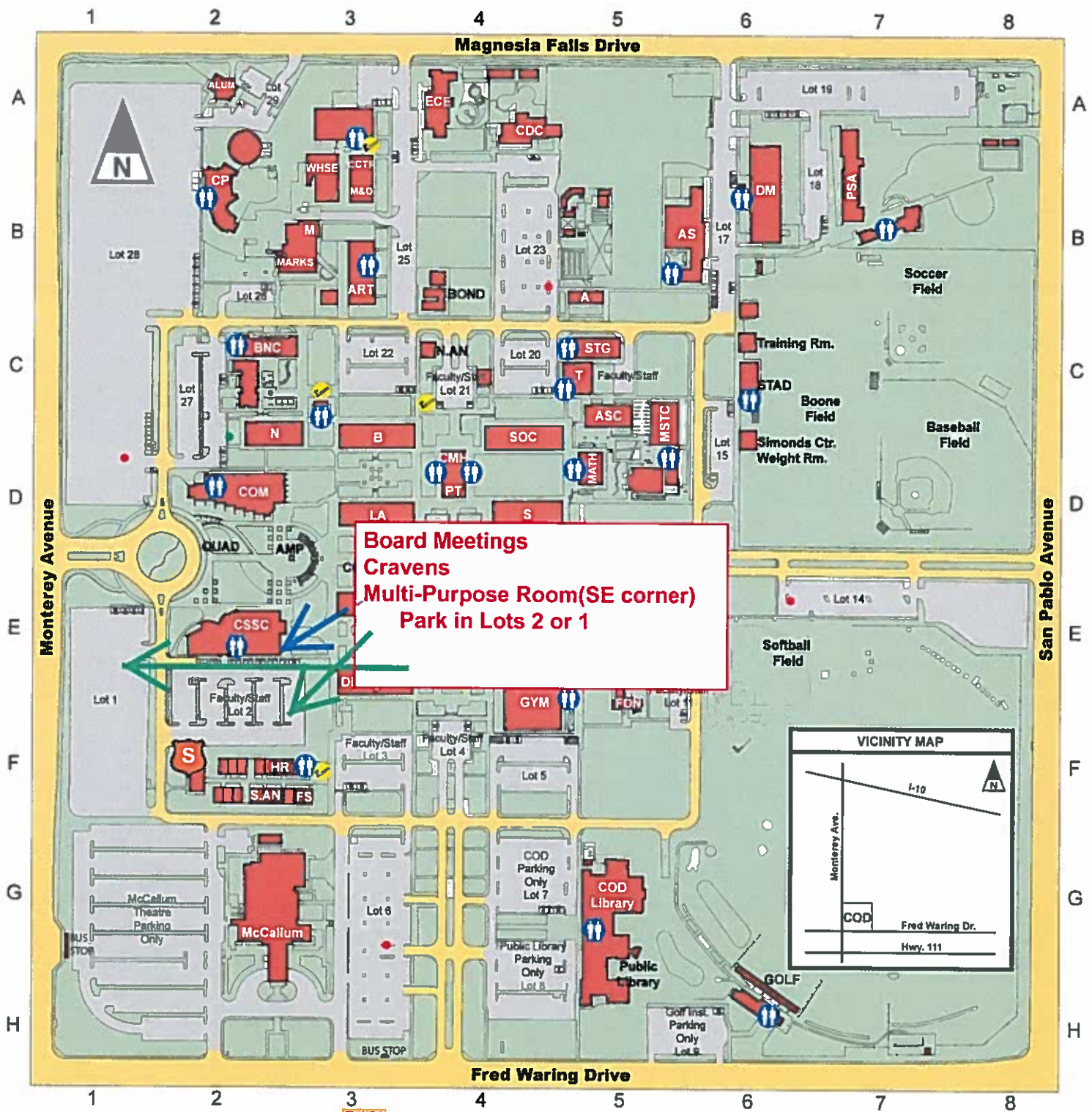
To positively impact the lives of students who are striving to achieve a purposeful education and to enhance the communities of the Coachella Valley and the region.

Core Values:

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

Important Notice:

All meetings will be recorded



COLLEGE of the DESERT

A	Agricultural Sciences.....	B5
ADMIN	Administration.....	E3
ALUM	Alumni Centre.....	A2
AMP	Amphitheatre.....	D3
ART	Art.....	B3
AS	Applied Sciences.....	B6
ASC	Academic Skills Center.....	C5
B	Business Building.....	D3
BNC	Barker Nursing Center.....	B2
CDC	Child Development Center.....	A4
CMH	Carol Meier Lecture Hall.....	D4
	COD Library.....	G5
CP	Central Plant.....	B2
CTTR	Copy Center.....	B3
COM	Communication.....	D2
CRTS	Tennis Courts.....	E5
CSSC	Cravens Student Services Center.....	E2

DM	Diesel Mechanics.....	B6
	Dining Hall.....	E3
ECE	Early Childhood Education Center.....	A4
FS	Fiscal Services.....	F2
FDN	Foundation.....	F5
GOLF	College Golf Center.....	H6
GYM	Gymnasium.....	F4
HILB	Hilb.....	D4
HR	Human Resources.....	F2
KINE	Kinesiology.....	E4
LA	Liberal Arts.....	D3
M	Music Classroom.....	B3
M&O	Maintenance & Operations.....	B3
MARKS	Walter N. Marks Center for the Arts.....	B3
MATH	Math.....	D5
	McCallum Theatre.....	G2

MSTC	Math Science Technology Center.....	D5
N	Nursing.....	D2
N.AN	North Annex.....	C4
PSA	Public Safety Academy.....	B7
PT	Pollock Theatre.....	D4
	Public Library.....	H5
QUAD	Student Plaza (Drop-off & Walkway).....	D2
S	Science.....	D4
	Security.....	F2
	Simonds Center Weight Room.....	C6
S.AN	South Annex.....	F2
SOC	Social Sciences.....	D4
STAD	Stadium.....	C6
STG	Stagecraft Shop.....	C5
T	Theatre Too.....	C5
	Training Room.....	C6
WHSE	Warehouse.....	B3

● Self Serve One-Day Parking Permit Dispenser

● Electric Vehicle Charging Station

♿ Accessible Restrooms

● Security

● Designated Smoking Area



Foundation Board of Director's Meeting

Date: February 28, 2018

Time: 2:00 – 3:30 pm

Location: 43500 Monterey Ave

Palm Desert, CA

Cravens Multi-Purpose Room

Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the College of the Desert Foundation ("Foundation") as soon in advance of the Board meeting as possible.

The Foundation minutes of the meetings are the official record of the actions of the Board. The Foundation meetings are governed by the Ralph M. Brown Act (California Code 54950 through 54962). The Foundation operates in accordance with the Non-Profit Benefit Corporations law.

- I. Call to Order
- II. Public Invitation to Speak per the Brown Act
- III. Mission Moment – John Mosser, Executive Director
 - a. Pamela Stegeman, Business Instructor, COD's Entrepreneurship Program
- IV. Staff Introductions – John Mosser

V. Consent Agenda – Approve Meeting Minutes and financials:

- a. January 31, 2018 Board Meeting..... Page: 1
- b. February 7, 2018 Stepping Out for COD..... Page: 7
- c. February 13, 2018 Academic Angels..... Page: 8
- d. February 14, 2018 President's Circle..... Page: 10
- e. February 14, 2018 Development..... Page: 13
- f. February 21, 2018 Finance & Investment..... Page: 15
- g. January Financials..... Page: 18

VI. Committee Reports

- a. Academic Angels
- b. Audit
- c. Development
- d. Finance & Investment
- e. Nominating
- f. Planned Giving
- g. President's Circle

Recommendation to expand gift recognition levels..... Page: 22

- h. Stepping out for COD
- i. Strategic Planning
- j. 60th Anniversary

VII. Information Items:

- a. College President
- b. COD Trustee
- c. Academic Senate President
- d. Foundation Executive Director
- e. Foundation Board President
- f. Important event dates to calendar.....

Page: 24

VIII. New Business:

IX. Adjournment

X. Next Board Meeting: March 28, 2018 Location TBD



Board Meeting Minutes

Board Meeting Minutes		
MINUTES FOR 01/31/2018	3:00pm	Cravens MPR
Voting Members Present: Quorum(8)	Christine Anderson, Ed.D., Jean Carrus, Norma Castaneda, Bill Chunowitz, Peggy Cravens, Donna Jean Darby, Carol Bell Dean, Diane Denkler, Marge Dodge, Barbara Fromm, Diane Gershowitz, James Greene, Gale Hackshaw, Brian Holcombe, Suz Hunt, Vern Kozlen, Donna MacMillan, Bob Manion, Penny Mason, Thomas Minder, Joanne Mintz, Chuck Monell, MD, Mark Nickerson, Diane Rubin, Jane Saltonstall, Ed.D., Dominique Shwe, Sally Simonds	
Voting Members Absent:	Bob Archer, Robert Goodfriend, David Nola, Arlene Schnitzer	
Non-Voting Members Present:	Carl Farmer, Lisa Howell, Joel L. Kinnamon, Ed.D, Aurora Wilson	
Non-Voting Members Absent:	NONE	
Guest(s) and Staff:	Pam Hunter, John Mosser, Ph.D., Kirstien Renna, Elizabeth Roometua, Peter Sturgeon	
Recorder(s):	Kippy Laflame	

AGENDA

1. Call to Order/Roll Call: 3:00pm – Suz Hunt		
2. Public Invitation to Speak per the Brown Act: None		
New board members Christine Anderson and returning Trustee Aurora Wilson were introduced to the board as well as new Executive Director John Mosser.		
3. Introductions – Suz Hunt		
<p>John Mosser, New Executive Director - Foundation Board President Suz Hunt introduced John Mosser the New Executive Director and officially welcomed him to the College Foundation. John thanked the board for the Warm Welcome and indicated he looked forward to meeting with each member of the Board to get input and suggestion.</p> <p>Christine Anderson, New Foundation Board Member - Foundation Board President Suz Hunt introduced Christine Anderson to the full Board and welcomed her as a new Board Member.</p>		
4. Mission Moment –Chef Jeff Azer, Head of Culinary Arts		
DISCUSSION	<p>Peter Sturgeon, Director of Development, introduced Chef Azer and the January Mission Moment. Chef Azer reported on the culinary arts program at COD which provides training for careers in food service and hospitality.</p> <ul style="list-style-type: none"> Over 312 students are currently taking classes in the program. The kitchen has been updated and refurbished and a second kitchen has been built. <p>Chef Azer introduced two of his CA students, Rubin Rehnquist and Raoul Salazar who spoke of their experiences in the program.</p> <p>Chef is looking for connections and participation from the community with the Culinary Arts program here at COD.</p>	
CONCLUSION	Several questions were asked about intern and externships which are being organized at the Career Workforce Solutions Center.	
FOLLOW-UP ITEMS		PERSON RESPONSIBLE
NONE		DEADLINE

5. Consent Agenda – Approval of Meeting Minutes - Suz Hunt, Foundation Board President			
DISCUSSION	None		
CONCLUSION	M/S/C Bill Chunowitz/Diane Rubin to approve the consent agenda items as presented. The motion was approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
6. Academic Angels Report– Diane Denkler			
DISCUSSION	<ul style="list-style-type: none"> The Jazz at the Pollock event is February 23rd the performance begins at 7:00pm. A pre-event happy hour featuring at Mitch's on El Paseo is being organizing by members of the Angels. The Angels extend an invitation to all to attend. The Academic Angel Committee has volunteered to help at The Scholarship Celebration Reception on February 28th. The fall of 2018 fundraiser will be "COD's Got Talent", the date has not been identified yet. 		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
7. Audit Committee Report– Bill Chunowitz			
DISCUSSION	The 2016-2017 Audit was presented to the College Board of Trustees at their December 15, 2017 meeting. It was approved as presented.		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
8. Development Committee Report– Peter Sturgeon, Director of Development			
DISCUSSION	Identifying new donor prospects as a method to address donor fatigue was the main topic of discussion at the Development Committee meeting in December.		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
9. Financial Report – Kirstien Renna, Accounting Specialist			
DISCUSSION	<p>Kirstien Renna, Accounting Specialist, reviewed highlights of the December 2017 financials (Page 23 of packet)</p> <ul style="list-style-type: none"> Revenues for the month were \$441,441 vs Budget of \$261,608 & \$1,545,692 YTD vs. Budget of \$1,569,650 Expenditures for the month were \$258,797 vs. Budget of \$261,833 & YTD \$1,047,958 vs. Budget of \$1,571,000 The total Net Surplus for the month of December is \$248,181 and YTD Tet Surplus is \$1,592,045 <p>Contributions to the College, Quarterly Reports:</p> <ul style="list-style-type: none"> Scholarships: \$116,031 2nd quarter ending 12/31/17 YTD \$360,966 Programs: \$115,500 2nd quarter ending 12/31/17 YTD \$160,244 		
CONCLUSION	<p>Action Items:</p> <ol style="list-style-type: none"> Establishing a Capital Assets threshold policy as suggested by our auditors. The recommendation is outlined on pages 29 and 30 of the packet. <p>M/S/C Vern Kozlen/Donna Jean Darby to establish the Capital Threshold policy as presented. The motion was approved.</p>		

	<div>2. Approval to increase the threshold on Contracts Requiring Foundation Board Approval from \$10,000 to \$25,000.</div> <div>3. Approval of contracts greater than \$25,000 as outlined on page 31-41 in the packet.</div> <div>M/S/C Vern Kozlen/Diane Rubin to approve the increase in threshold of contracts requiring Foundation Board Approval from \$10,000 to \$25,000 and the current contracts of \$25,000 or more as presented. Each motion was approved.</div> <div>4. Resolution to approve the addition of John Mosser, New Executive Director of the Foundation, as an authorized signer for all checking and investment accounts.</div> <div>M/S/C/ Diane Rubin/Barbara Fromm to accept the resolution as read. The motion was approved.</div>		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
10. Nominating Committee Report– Marge Dodge			
DICUSSION	<div><div>• Two nominees are being considered by the nominating committee. Recommendations of the committee will be reviewed at a future Board meeting.</div><div>• Marge Dodge has been in contact with Amanda Philips to review the on-line student orientation that the College uses as a possible model for the orientation of new Foundation Board Members.</div></div>		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
11. Planned Giving Committee Report– Peggy Cravens			
DICUSSION	Peggy reported that a planned giving reception is scheduled for March 7 ^t Thanks to Donna MacMillan for hosting this event in her lovely home. Legacy gifts are very important to College of the Desert.		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
12. President’s Circle – Carol Bell Dean			
DICUSSION	<div><div>• The President Circle event scheduled for the Spring at the Vault was discussed. We are working with Mr. Hubbard to waive the \$50K fee for the Vault.</div><div>• A cultivation event at the home of Carol Dean was discussed. A cross section of people who have participated in the campus tour will be invited as a follow-up to join the President’s circle.</div></div>		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
13. Stepping Out for COD – Diane Rubin			
DICUSSION	<div><div>• We are at \$217K in ticket sales and sponsorships almost 42% of goal.</div></div>		

	<ul style="list-style-type: none"> Approx. 50% of the board have stepped up to sponsorships thus far. The committee is hoping for 100% participation. 		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
14. Strategic Planning Committee Report – Bob Manion			
DICUSSION	<ul style="list-style-type: none"> Bob reported that strategic planning projects have temporarily been put on hold while the Advancement Model is being developed and to provide the new Executive Director with time to settle in. 		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
15. Change in Start time for February 28, 2018 Foundation Board Meeting			
DICUSSION	<ul style="list-style-type: none"> Foundation Board President Suz Hunt reported that due to the Scholarship Celebration Event that will be held on Wednesday February 28th, the February Foundation Board Meeting will begin at 2:00pm. Please mark your calendars! 		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Send reminder to board		Kippy Laflame	
16. College President's Report – Dr. Kinnamon			
DICUSSION	<ul style="list-style-type: none"> President Kinnamon reported that College of the Desert was one of three community colleges nationally to win the 2018 Bellwether Award for Innovation in Education. The award was presented to the College in recognition of the nationally distinctive PLEDGE and EDGE programs. The College has just received word that our reaccreditation was just re-issued. The strength of COD's educational programs were so strong that we will not need to apply for re-accreditation for seven years. Classes have begun at the temporary campus in Palm Springs. Right to take trial will begin in a few weeks for the long term site for the Palm Springs campus. State of the College was a great success. Some of the highlighted presentation as a part of the address included: COD Alumnus Vince Battaglia of Renova Energy. Mr. Battaglia shared that over 80% of his employees are COD graduates. David Vogel, past CEO of Disney, announced a new partnership between the College and his company DIGICOM. Dr. Kinnamon expressed his appreciation for the support of the Foundation for the State of The College address and for the strong showing of Foundation Board Members at the event. 		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
17. Board of Trustees Liaison to the Foundation – Aurora Wilson			
DICUSSION	<ul style="list-style-type: none"> College Trustee Aurora Wilson reported she has been reappointed be as the Trustee representative to the Foundation Board. She congratulated all those that helped with the presentations to the Bellwether selection committee. 		

	<ul style="list-style-type: none"> Trustee Wilson welcomed John Mosser to the Foundation. 		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
18. Academic Senate President's Report – Carl Farmer			
DICUSSION	<p>Carl updated the Board with highlights of some of our faculty and programs:</p> <ul style="list-style-type: none"> On January 17th COD hosted 90 fifth grade students from Lyndon Johnson Elementary School for "Science Day" to provide science, engineering and math demonstrations and activities for the visiting students to get them excited about STEM. <p>Some of the topics of presentation: "Soluble Atmospheric Gas Collection by Condensation at the Salton Sea", "Restaurant Impact on Air Quality across the Coachella Valley" "Measuring Methane Production from Cattle for Harvesting and Energy".</p>		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
19. Foundation Board President – Suz Hunt			
DICUSSION	<ul style="list-style-type: none"> President Hunt surprised Director of Development Peter Sturgeon with the news that a scholarship has been established in his honor at the Foundation. The scholarship was established to honor Peter for his good work as the Interim Executive Director. Members of the Foundation Board, select staff, and unrestricted funds of the Foundation, at the direction of the board, were used to establish the initial endowment The need to hire additional staff remains a priority for the Foundation Board. A shortened version of the President's Goals will be discussed at a future meeting. Suz, Joel and John will be meeting on a monthly basis to facilitate greater communication and collaboration. President Hunt encouraged all to attend the Scholarship Celebration Reception on February 28th. President Hunt also invited potential legacy gift prospects to the March 7th event at the home of Donna MacMillan. 		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
20. Foundation Executive Director– John Mosser			
DICUSSION	<ul style="list-style-type: none"> John introduced himself to the Board. He is launching a listening tour to gather feedback from the members of the Foundation Board. He is anxious to get out and meet all the Foundation Board members to get acquainted and to gather their feedback on key board priorities moving forward. John recognized and thanked Peter Sturgeon for his great work during his term as Interim Executive Director. 		

	<ul style="list-style-type: none"> This coming Fall Oct 3-5, 2018, The Council for the Advancement and Support of Education professional association will host its annual Community College Advancement Conference here in Palm Springs. John encouraged Board Members to save the date and to consider attending. 		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
21. Advancement Model Update – Lisa Howell, Vice President for Special Projects			
DISCUSSION	<ul style="list-style-type: none"> Twenty software packages for Alumni Relations were looked at. Several vendors will be asked to demonstrate their products to the committee in the months ahead. John's experience in using these packages at other institutions will be a great resource. 		
CONCLUSION	NONE		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
22. Foundation President Hunt Adjourned the meeting at 4:20pm.			

NEXT MEETING: February 28, 2018 2:00pm
Location Cravens MPR room



Stepping Out Committee Meeting Minutes

MINUTES FOR 2/7/18		Time 10:00 AM	Foundation Conference Room
Members Present:	Diane Gershowitz, Diane Rubin, Dominic Shwe, Gale Hackshaw, Tim O'Bayley, Diane Denkler		
Members not Present:	Bill Chunowitz, Renee Mayer, Margo Halperin, Norma Castaneda, Sherry Schor, Suz hunt, Terri Ketover, Toni Ackerman		
Guest(s):	John Mosser		
Recorder:	Diane Denkler		

AGENDA

1. Call to Order/Roll Call 10:00 AM by Diane Gershowitz			
2. Tim O'Bayley Update			
DISCUSSION	Everything on target, invites done and mailed. Advertising on track, posters out at restaurants, stores, Starbucks, etc. TV spot in production. Plans changed for video at opening, now campus scenes featuring Diane G and Diane R		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
VIDEO TO BE PREPARED		Tim	Before 4/3
APPROACH BIGHORN THRU KINNAMON FOR DONATION		John Mosser	Within wk.
3. Status of Sales			
DISCUSSION	How to pursue additional donors		
CONCLUSION	Right on target as of 2 months prior to event.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Email blast to Foundation Board		Kippy	By mid Feb
Use Diane G's letter as a reminder to previous donors and Foundation members who have not paid.		Diane G and Kippy	End of Feb
4. Pre-event Update at BIGHORN			
DISCUSSION	This event will be in the Hobbit Room, downstairs at the BIGHORN clubhouse. Planning a pre-designed cocktail for the event to speed up the bar requests. Heavy hors d'oeuvres will be served.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Tim needs budget for pre-event décor		John and Peter	By 2/15
Tim will be working with Tamara Bryant on the decor			
5. Post Event in the Founders Room at the McCallum			
DISCUSSION	About 50 people, Kippy will order dessert, arrange for a coffee bar. Sparkling Wine will be available		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Check with McCallum – will bar be open that night after the event? Order refreshments		Kippy	3/1
6. Adjournment 11:00am			
Next meeting March 3, 2018			



Academic Committee Meeting Minutes

MINUTES FOR 02/13/18		Time 9:00 AM	Foundation Conference Room
Members Present:	Susan Linsk, Linda Rider, Linda Weakley, Marge Barry, Nancy Harris, Cynthia Cottrell, Erica Espinola, Mindy Sensiba, Roberta Duke, CJ, Chris Metz, Rhona Bader, Diane Denkler		
Members not Present:			
Guest(s):	Peter Sturgeon, Suz Hunt, Tim O'Bayley, Donna Jean Darby		
Recorder:	Diane Denkler		

AGENDA

1. Call to Order/Roll Call At 9:00 AM			
2. Action Item(s)			
3. Mitch's for Happy Hour and Jazz at the Pollock 2/23			
DISCUSSION	Many committee members have date conflicts that take priority. Only 4 signed up.		
CONCLUSION	Difficult to get attendees at campus events, best to stay with Tours		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
EMAIL BLAST TO ACADEMIC ANGELS		Kippy Laflame	2/16
4. Scholarship Reception 2/28			
DISCUSSION	Event from 4 to 6 in the Gymnasium.		
CONCLUSION	Academic Angels to be there at 3:45 to receive assignments.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Newer Academic Angels need name tags		Peter	2/28
5. April 16 Spring Luncheon			
DISCUSSION	Event at Le Vallauris in the Garden at 11:30 – Max 150. Need volunteers in various roles. Theme – Supporting the West Valley Campus in Palm Springs.		
CONCLUSION	Use 60 th Anniversary video. Attendees will have menu choices, not fixed menu. Priced at \$125pp.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Invitations to be designed and mailed by 3/1.		CJ, Roberta, Tim	3/1
Entertainment and student speaker pending		CJ, Roberta, Peter	3/1
Email blast needed with new date		Tim, Kippy	2/23
6. Coeta Barker Reception May 7 from 4 to 6			
DISCUSSION			
CONCLUSION	Jean Carrus has opened her home to us. Caterer has been chosen. Academic Angels will be complimentary, guests \$25pp. COD Ambassadors will greet guests. The Coeta Barker Foundation donates \$5000 to cover costs-THX!		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Peter to speak, also find an extraordinary student speaker.		Peter	3/15
Design and print Invitation – mail end of March		Tim	3/31

7. Potential future fundraiser			
DICUSSION	Susan presented HITS (Horses In The Sun) in Thermal. Brunch and World Class Jumping.		
CONCLUSION	Angels interested in learning more about it for 2019 January-March		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Invite chair of the production to March meeting		Susan	2/28
8. Fundraiser event for 2018 – COD's Got Talent			
DICUSSION	Possibly hold at The Show in Agua Caliente Casino. Proposed date December 12 th - Dinner Show. Tables on floor seat 250. Possibly invite students to sit in Grandstand to view show.		
CONCLUSION	More details at next meeting 3/13.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Firm date with Agua Caliente		Peter	3/5
Additional details by event chairs		CJ, Roberta	3/13
9. Adjournment 11:00am			
Next meeting March 13, 2018			



President's Circle Committee Meeting Minutes

MINUTES FOR 02/14/18		Time 10:00 AM	Foundation Conference Room
Members Present:	Carol Bell Dean, Committee Chair, Bill Chunowitz, Diane Denkler, Barbara Fromm, Joanne Mintz, Tom Minder, Annette Novack		
Members not Present:	David Nola		
Guest(s):	Peter Sturgeon, Liz Chambers, John Mosser		
Recorder:	Carol Bell Dean		

AGENDA

1. Call to Order/Roll Call At 10:00 AM			
2. Public Invitation to Speak per the Brown Act: None			
3. Campus Tours			
DISCUSSION	Donor Engagement Tours: Annette Novack announced that the Tamarisk Country Club tour will be February 15. There were three tours last week (including Andalusia and La Quinta). A literary group will tour on February 22 (Marge Dodge and Joanne Mintz organized this). Peter will start attending the monthly general manager meetings of the area country clubs thus getting names of their event managers for future tours. A discussion of specialty tours was brought up—restaurants, architects, doctors, dentists, veterans, accountants, etc. Lots of Potentials for getting individuals together who are involved in like businesses.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
PGA WEST & TOSCANA RESERVE, MORNINGSIDE, THUNDERBIRD & VINTAGE INDIAN RIDGE, MADISON CLUB		Barbara Fromm Annette Novack Carol Bell Dean	
PC RECEPTION		Peter & Carol	ASAP
4. The Vault at BIGHORN			
DISCUSSION	Potential Cultivation Event at The Vault at Bighorn: Peter Sturgeon has been unable to secure the approval of RD Hubbard to waive the \$50K usage fee to host this type of event at Bighorn. The committee decided to table the event.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
5. Leadership Gift Recognition Levels			
DISCUSSION	Proposal to Expand Annual Gift Recognition levels for the President's Circle Program: At the present time President's Circle, the Foundation's Leadership Annual Giving Program, has three levels of donor recognition: Gold (\$5,000 and above), Silver (\$2,500) and Bronze (\$1,000). John Moser shared giving		

	<p>history information from the last five years. the last five years the foundation has had significant donations at the \$10,00, \$25,000, \$50,000 and \$100,000 and above levels even though we have not formally encouraged Unrestricted gifts at these higher levels as a part of President's Circle.</p> <p>John Mosser proposed expanding the President's Circle program to include the following levels:</p> <ul style="list-style-type: none"> • The President's Circle: an annual gift of \$1,000 to \$1,957 • The President's 1958 Circle: an annual gift of \$1,958 to \$4,999 • The President's Fellowship Circle: an annual gift of \$5,000 to \$9,999 • The President's Leadership Circle: an annual gift of \$10,000 to \$24,999 • The President's Pacesetter Circle: an annual gift of \$25,000 to \$49,999 • The President's Luminary Circle: an annual gift of \$50,000 to \$99,999 • The President's Visionary Circle; an annual gift of \$100,000 or more <p>A discussion followed and all voting members present agreed this would be a great way to increase operating support and leadership level gifts.</p> <p>Developing the CASE for a Branded Unrestricted Fund: John Moser introduced the idea of developing a branded Unrestricted Annual Fund. Perhaps something called "The College of the Desert Fund." A branded Annual Fund typically has a series of programs that benefit students. One such idea is emergency fund for students. Sometimes an unforeseen event creates a challenge that has the potential to force a student to stop taking classed due to financial circumstances. For example, if a students' car broke down and it would take \$300 to fix it so it's drivable. At the same time the student has a tuition payment due for \$300. Does the student drop out of school and fix their car or do they pay the tuition and figure out how you are going to attend classes? A student emergency fund could be a really tangible way that gifts to a branded annual fund could really help COD students. The committee expressed support for such an idea.</p> <p>Promoting Company Matching Gifts: John Moser talked about how we can increase donations by promoting company matching funds through an employer. Software is available to identify where this is possible a software program called Double the Donation is being explored as an addition to the on-line giving page of the Foundation</p>				
CONCLUSION	M/S/C Bill Chunowitz/Barbara Fromm to recommend to the board to accept the expanded gift recognition levels for President's Circle. The motion was approved.				
FOLLOW-UP ITEMS	<table border="1"> <thead> <tr> <th data-bbox="1013 1665 1323 1703">PERSON RESPONSIBLE</th><th data-bbox="1323 1665 1489 1703">DEADLINE</th></tr> </thead> <tbody> <tr> <td data-bbox="1013 1703 1323 1877">John & Peter</td><td data-bbox="1323 1703 1489 1877"></td></tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	John & Peter	
PERSON RESPONSIBLE	DEADLINE				
John & Peter					
Update the President's Circle Brochure and web site to reflect the new recognition levels as well as a message that on unrestricted funds and restricted gifts will all qualify for President's Circle recognition.					

6. Spring President's Circle Engagement Event			
DISCUSSION	Spring President's Circle Engagement Event: The College's spring musical is "In the Heights" will be performed on May 3 at the McCallum Theatre from 8:00 to 10:00 pm. A President's Circle pre-event reception will include a catered buffet at the McCallum from 5:30 to 7:30 pm.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
7. Spring Musical			
DISCUSSION	Spring President's Circle Engagement Event: The College's spring musical is "In the Heights" will be performed on May 3 at the McCallum Theatre from 8:00 to 10:00 pm. A President's Circle pre-event reception will include a catered buffet at the McCallum from 5:30 to 7:30 pm.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
8. Adjournment 11:00am Next meeting March 14, 2018 10:00am			



Development Committee Meeting Minutes

MINUTES FOR 2/14/18		Time 11:00 AM	Foundation Conference Room
Members Present:	Carol Bell Dean, Vern Kozlen, Jim Greene, Joanne Mintz, Norma Castaneda, Terri Lubar, Donna Jean Darby		
Members not Present:	Barbara Fromm, Bob Manion, Chris Anderson, David Nola, Suz Hunt		
Staff/Guest(s):	John Mosser, Peter Sturgeon, Liz chambers		
Recorder:	Diane Denkler		

AGENDA

1. Call to Order/Roll Call 11:00 AM by Peter Sturgeon

2. Public Invitation to Speak per the Brown Act: None

DISCUSSION	John introduced new contract staff member, Liz Chambers, as the new Philanthropic Advisor to the Development committee.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			

3. PC update – Carol Bell Dean

DISCUSSION	<ul style="list-style-type: none"> Peter will be attending the monthly Country Club Managers Association. This will give valuable data as to who to connect within the clubs to help with engaging their residents in campus tours. As we are not getting any response from BIGHORN in regards to waiving the \$25K fee for the PC event that we wanted to have at The Vault. It has been decided to abandon that idea at this time. John Mosser proposed expanding the President's Circle program to include the following levels. <ul style="list-style-type: none"> ✓ The President's Circle: an annual gift of \$1,000 to \$1,957 ✓ The President's 1958 Circle: an annual gift of \$1,958 to \$4,999 ✓ The President's Fellowship Circle: an annual gift of \$5,000 to \$9,999 ✓ The President's Leadership Circle: an annual gift of \$10,000 to \$24,999 ✓ The President's Pacesetter Circle: an annual gift of \$25,000 to \$49,999 ✓ The President's Luminary Circle: an annual gift of \$50,000 to \$99,999 ✓ The President's Visionary Circle; an annual gift of \$100,000 or more Vern Kozlen asked if these recognition levels are Fiscal year or Lifetime recognition. John said that is was fiscal year recognition. Discussion ensued about lifetime cumulative giving. Recognition and stewardship is a priority for the Foundation Matching funds software "Double Donations" will be purchased. The PC brochure will need to be updated at that time it was suggested that we explain the difference between unrestricted and restricted funds. 		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			

4. Academic Angels update – Peter Sturgeon

DISCUSSION	The Angels are focused on replacing the revenue lost by not offering the Citizens of Distinction event. There idea was for COD's got talent as a gala this fall (2018). The venue discussed was the Show at the Agua Caliente Casino.
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CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
5. Planned Giving update			
DISCUSSION	Legacy group reception at Donna MacMillan's home on March 7 th . We hope to get additional estate gifts from this event. Two estate attorneys will be in attendance.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
6. Stepping Out update			
DISCUSSION	Solicitations were discussed.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
5. Raising unrestricted funds			
DISCUSSION	<p>This is an ongoing priority of the board.</p> <ul style="list-style-type: none"> The new recognition levels will be a core element in growing our unrestricted operating funds. A second element will be creating a branded annual fund with the Alumni of the College. We have not done a lot with them and the board wants to see us move forward on this. We hope to launch a search for a true Alumni Director who will focus on engagement and communication activities with the Alumni of the College. We want donors from every income level to be able to participate in supporting the mission of the College. 3 years ago CASE (Council for the Advancement for the Support of Education) two national studies surveyed alumni offices and foundations. On the Foundation side we are in the top 5% on the alumni relations side we are on par with most community colleges in the country. Community perception is that all the money that the Street Fair monies all go to the College and the Foundation. We need to let the community know that we are ramping up our effort. Newspaper article would help. John explained the auxiliaries on campus. The Foundation is the only fundraising entity. Desert Sun hired a new Education reporter. Donor management system to help with screening donors. Staff is needed to be able to manage this program. 		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Synopsis of the auxiliaries of the College for the board members		John	
Invite new Education reporter i to a campus tour		Peter	
6. New business – Vern Kozlen			
DISCUSSION	Vern has agreed to chair a 60 th Anniversary Committee.		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Find out what College events have been organized for the 60 th		Committee	
6. Adjournment 11:50am			
Next meeting March 3, 2018			



Finance Committee Meeting Minutes		
MINUTES FOR 02/21/2018	4:00pm	Foundation Board Room
Voting Members Present: Quorum(3)	Bob Archer, Brian Holcombe, Diane Rubin	
Voting Members Absent:	Bob Manion, Mark Nickerson, Vern Kozlen, John Ramont, Suz Hunt	
Non-Voting Members Present:	None	
Non-Voting Members Absent:	None	
Guests and Staff:	John Mosser, Peter Sturgeon, Kirstien Renna, Liz Chambers	
Recorder(s):	Kippy Laflame	

AGENDA

1. Call to Order/Roll Call 4:00pm: Brian Holcombe			
2. Public Invitation to Speak per the Brown Act: None			
John Mosser informed the committee of Kirsten's full-time status as the Foundation Accountant			
3. January 2018 - Kirstien Renna			
DISCUSSION	<p>The summary report for January 2018 was reviewed.</p> <ul style="list-style-type: none"> Revenues for the month were \$214,346 vs Budget of \$261,608 & \$1,760,039 YTD vs. Budget of \$1,831,258 Expenditures for the month were \$225,620 vs. Budget of 261,833 & YTD \$1,274,151 vs. Budget of \$1,832,833 Investment Activities for the month of January were \$529,198 and YTD totaled \$1,623,510 The total Net Surplus for the month of January is \$517,924 and YTD is \$2,109,398 The mid-year budget revisions will be presented at next month's Finance Committee meeting <p>Revenue generation and solutions were discussed:</p> <ul style="list-style-type: none"> ✓ Expansion of gift recognition levels ✓ Follow up strategies for campus tour engagement ✓ Continue to look into recognition of donors 		
CONCLUSION			
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
NONE			
4. Covington Capital Request for Guidance – Kirstien Renna			
DISCUSSION	<p>Covington Capital has requested clarification and direction on the current benchmarks. Currently the Foundation's portfolio is similar to the Barclay's Intermediate Government/Credit index, rather than the Barclay's Aggregate index as required by the Foundation's current Investment policy Statement. As the Barclay's Intermediate Government/Credit index has a lower volatility associated with it most of Covington's clients use this index. Additionally the Foundation</p>		

	portfolio has approximately 16% BBB bonds while the IPS prohibits. Covington is recommending that the Foundation updates its IPS to reflect the current portfolio.		
CONCLUSION	M/S/C Diane Rubin/Brian Holcombe to recommend to the board to follow Covington's proposal as presented .The motion was approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
ISP will need to be amended		Kirstien Renna	
5. Credit Cards for Foundation – Kirstien Renna			
DISCUSSION	After studying several companies 1 st Bank and US bank are the finalists. As Brian Holcombe is the President of 1 st Bank the committee reviewed the Conflict of Interest policy. There is no issue as long as Brian recuses himself for any related voting or discussion.		
CONCLUSION	M/S/C Bob Archer/Diane Rubin to approve the use of the credit card program from 1 st Foundation Bank. Brian Holcombe will recuse himself from any related voting and discussion. The motion was approved.		
FOLLOW-UP ITEMS		PERSON RESPONSIBLE	DEADLINE
Proceed with contract		Kirstien Renna	
4. Adjournment: 4:00 Next meeting March 21, 2018 at 4:00pm			



FINANCIAL SUMMARY

January 1, 2018



COLLEGE
of the **DESERT**
FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

FOR MONTH ENDED: JANUARY 31, 2018

RECAP OF OPERATING RESULTS FOR THE MONTH:

- Revenues for the month were \$214,346 vs Budget of \$261,608 & \$1,760,039 YTD vs. Budget of \$1,831,258
 - YTD Revenues include:
 - Interest of \$362,979
 - Scholarship/Pass-thru Scholarship Donations of \$508,837
 - Donations/Grants \$381,281
 - Membership Income \$166,624
 - Management Fees/Gift Fees of \$248,156
 - Special Events Income (Net) \$92,162
- Expenditures for the month were \$225,620 vs. Budget of 261,833 & YTD \$1,274,151 vs. Budget of \$1,832,833
 - YTD Expenditures include:
 - Scholarships \$398,023
 - Contributions to the College \$189,231
 - Reimbursement of Marketing Expense from District of \$100,000
- Net Income prior to Investment Activities was (\$11,274) for the month and \$485,888 YTD
- Investment Activities for the month of January were \$529,198 and YTD totaled \$1,623,510
- The total **Net Surplus** for the month of **January is \$517,924 and YTD is \$2,109,398**

❖ For full details of monthly financials, please see Board packet

COLLEGE OF THE DESERT FOUNDATION
STATEMENT OF FINANCIAL POSITION , JANUARY 31, 2018
WITH COMPARATIVE TOTALS FOR JANUARY 31, 2017

	Operating & Restricted Asset Funds		Endowed Asset Funds	Totals (Memorandum Only)	
	Unrestricted Fund	Temporarily Restricted Fund	Permanently Restricted Fund		
				2017-18	2016-17
ASSETS					
1 Cash and cash equivalents	\$ 2,328,407	\$ (890,434)	\$ -	\$ 1,437,973	\$ 4,023,272
2 Investments	500,000	11,120,177	18,975,994	30,596,171	24,878,703
3 Pledges receivable	134,567	135,712	64,996	335,275	809,508
4 Allowance for Doubtful Accounts	2,520	-	-	2,520	-
5 Accounts Receivable	490	260	-	750	-
6 Funds held at College	5,000	-	-	5,000	5,000
7 Accrued interest receivable	33,194	33,241	-	66,435	54,016
8 Accrued assets	2,500	-	-	2,500	-
9 Property and equipment, net	7,562	-	-	7,562	11,088
10 FCCC - Scholarship Endowment	-	52,252	336,549	388,801	363,013
11 Split interest agreements	-	142,957	-	142,957	134,395
TOTAL ASSETS	\$ 3,014,239	\$ 10,594,166	\$ 19,377,539	\$ 32,985,945	\$ 30,278,995
LIABILITIES					
12 Accounts payable	82,802	12,892	-	95,693	233,444
13 Deferred Contributions	(2,900.77)	-	-	(2,900.77)	(2,002)
14 Accrued liabilities	49,803	-	-	49,803	73,897
TOTAL LIABILITIES	\$ 129,704	\$ 12,892	\$ -	\$ 142,596	\$ 305,339
NET ASSETS, beginning					
Unrestricted:					
15 Undesignated	1,590,356	-	-	1,590,356	254,120
16 Board designated	500,000	-	-	500,000	500,000
17 Temporarily restricted	-	9,266,056	-	9,266,056	8,496,919
18 Permanently restricted	-	-	19,377,539	19,377,539	18,840,936
TOTAL NET ASSETS, beginning	\$ 2,090,356	\$ 9,266,056	\$ 19,377,539	\$ 30,733,951	\$ 28,091,975
19 Net Activity	794,180	1,315,218	-	2,109,398	1,881,681
NET ASSETS	\$ 2,884,536	\$ 10,581,274	\$ 19,377,539	\$ 32,843,349	\$ 29,973,656
TOTAL LIABILITIES AND NET ASSETS	\$ 3,014,239	\$ 10,594,166	\$ 19,377,539	\$ 32,985,945	\$ 30,278,995

STATEMENT OF ACTIVITIES (INCOME STATEMENT)
FOR CURRENT MONTH ENDED 01/31/18 & YTD

	CURRENT MONTH ENDING 01/31/2018				Prior Year Month Ending 1/31/2017	YEAR TO DATE				PRIOR YTD ENDING		CURRENT YEAR BUDGET
	ALL FUNDS		Variance			ALL FUNDS	Budget	Variance	1/31/2017			
(1/12 OF Annual Budget)												
OPERATIONAL / ADMINISTRATIVE & PROGRAM SUPPORT												
OPERATING REVENUE												
1	Interest	\$ 50,743	\$ 41,667	\$ 9,076	\$ 39,065	\$ 362,979	\$ 291,667	\$ 71,312	\$ 336,071	\$ 500,000		
2	Management Fees (Monthly)	\$ 32,897	\$ 36,250	\$ (3,353)	\$ 37,109	\$ 228,271	\$ 253,750	\$ (25,479)	\$ 435,000			
3	Gift Fees (Monthly)	\$ 1,185	\$ 3,125	\$ (1,940)	-	\$ 19,885	\$ 21,875	\$ (1,990)	-	\$ 37,500		
4	In-Kind Revenue	\$ -	\$ 5,667	\$ (5,667)	-	\$ -	\$ 39,667	\$ (39,667)	-	\$ 68,000		
5	TOTAL OPERATING REVENUE	\$ 84,825	\$ 86,708	\$ (1,883)	\$ 76,174	\$ 611,135	\$ 606,958	\$ 4,177	\$ 586,096	\$ 1,040,500		
OPERATING EXPENSES - ADMINISTRATIVE												
6	General	\$ 37,909	\$ 48,200	\$ 10,291	\$ 41,601	\$ 290,763	\$ 337,400	\$ 46,637	\$ 270,591	\$ 578,400		
7	Salaries & Benefits (Operating Portion)	\$ 69,869	\$ 58,245	\$ (11,624)	\$ 51,197	\$ 292,557	\$ 407,718	\$ 115,161	\$ 360,108	\$ 698,945		
8	Facilities & Maintenance	\$ 7,485	\$ 7,425	\$ (60)	\$ 6,977	\$ 13,288	\$ 51,975	\$ 38,687	\$ 15,654	\$ 89,100		
9	Independent Contractors	\$ -	\$ 1,460	\$ 1,460	\$ 825	\$ 8,160	\$ 10,218	\$ 2,058	\$ 30,984	\$ 17,516		
10	Marketing	\$ 11,889	\$ 16,642	\$ 4,753	\$ 70,503	\$ (3,849)	\$ 116,492	\$ 120,341	\$ 220,622	\$ 199,700		
11	Contributions to College	\$ 89,035	\$ 108,433	\$ 19,398	\$ 77,684	\$ 587,754	\$ 759,033	\$ 171,279	\$ 903,495	\$ 1,301,200		
12	TOTAL OPERATING EXPENSES	\$ 216,187	\$ 240,405	\$ 24,218	\$ 248,786	\$ 1,188,672	\$ 1,682,836	\$ 494,163	\$ 1,801,454	\$ 2,884,861		
13	OPERATING SURPLUS (DEFICIT)	\$ (131,362)	\$ (153,697)	\$ (26,102)	\$ (172,612)	\$ (577,537)	\$ (1,075,877)	\$ (489,987)	\$ (1,215,358)	\$ (1,844,361)		
FUNDRAISING												
FUNDRAISING REVENUE												
14	Donations/Gifts/Grants	\$ 115,106	\$ 113,333	\$ 1,773	\$ 70,913	\$ 890,118	\$ 793,333	\$ 96,785	\$ 1,883,431	\$ 1,360,000		
15	Annual Fund/Direct Mail	\$ -	\$ 16,667	\$ (16,667)	\$ -	\$ -	\$ 116,667	\$ (116,667)	\$ -	\$ 200,000		
16	Memberships	\$ 4,615	\$ 16,667	\$ (12,052)	\$ 9,389	\$ 166,624	\$ 116,667	\$ 49,957	\$ 171,830	\$ 200,000		
17	Special Events (Net)	\$ 9,800	\$ 28,233	\$ (18,433)	\$ 10,480	\$ 92,162	\$ 197,633	\$ (105,471)	\$ 540,342	\$ 338,800		
18	TOTAL FUNDRAISING REVENUE:	\$ 129,521	\$ 174,900	\$ (45,379)	\$ 90,782	\$ 1,148,904	\$ 1,224,300	\$ (75,396)	\$ 2,595,603	\$ 2,098,800		
FUNDRAISING EXPENSES												
19	Donor Development	\$ 1,853	\$ 4,325	\$ 2,472	\$ 882	\$ 8,518	\$ 30,275	\$ 21,757	\$ 13,504	\$ 51,900		
20	Salaries & Benefits (Fundraising Portion)	\$ 6,682	\$ 4,870	\$ (1,812)	\$ 4,647	\$ 25,897	\$ 34,089	\$ 8,192	\$ 32,528	\$ 58,439		
21	Independent Contractors	\$ -	\$ 9,250	\$ 9,250	\$ 6,750	\$ 41,200	\$ 64,750	\$ 23,550	\$ 71,575	\$ 111,000		
22	Membership	\$ -	\$ 2,083	\$ 2,083	\$ -	\$ 100	\$ 14,583	\$ 14,483	\$ 4,799	\$ 25,000		
23	Marketing (Fundraising Portion)	\$ 898	\$ 900	\$ 2	\$ 494	\$ 9,764	\$ 6,300	\$ (3,464)	\$ 4,788	\$ 10,800		
24	TOTAL FUNDRAISING/PROGRAM EXPENSES:	\$ 9,433	\$ 21,428	\$ 11,995	\$ 12,773	\$ 85,479	\$ 149,998	\$ 64,518	\$ 127,195	\$ 257,139		
25	FUNDRAISING SURPLUS (DEFICIT)	\$ 120,088	\$ 153,472	\$ (57,374)	\$ 78,009	\$ 1,063,425	\$ 1,074,302	\$ (139,914)	\$ 2,468,408	\$ 1,841,661		
OPERATING REVENUE BUDGET FY 2017/18												
FUNDRAISING REVENUE BUDGET FY 2017/18												
26	TOTAL 2017/18 REVENUE BUDGET:	\$ 214,346	\$ 261,608	\$ (47,262)	\$ 166,956	\$ 1,760,039	\$ 1,831,258	\$ (71,219)	\$ 3,181,699	\$ 3,139,300		
OPERATING EXPENDITURE BUDGET FY 2017/18												
FUNDRAISING EXPENDITURE BUDGET FY 2017/18												
27	TOTAL 2017/18 EXPENDITURE BUDGET:	\$ 225,620	\$ 261,833	\$ 36,213	\$ 261,559	\$ 1,274,151	\$ 1,832,833	\$ 558,682	\$ 1,928,648	\$ 3,142,000		
NET SURPLUS (DEFICIT) BEFORE INVESTMENT ACTIVITY												
28	Investment Activities	\$ (11,274)	\$ (225)	\$ (83,475)	\$ (94,603)	\$ 485,888	\$ (1,575)	\$ (629,901)	\$ 1,253,050	\$ (2,700)		
29		\$ 529,198	\$ 16,250	\$ -	\$ 327,702	\$ 1,623,510	\$ 113,750	\$ -	\$ 628,631			
30	NET SURPLUS (DEFICIT)	\$ 517,924	\$ (83,475)	\$ (83,475)	\$ 233,099	\$ 2,109,398	\$ (629,901)	\$ (629,901)	\$ 1,881,681			

College of the Desert Foundation
Special Events
YTD Ending 01/31/2018

	Current YTD			FY 17/18	Variance	Prior Year
	Revenues	Expenditures	Ending 01/31/18	Annual Budget	%	Month Ending 01/31/17
Balances:						
Spring Luncheon - 105						
Donations	100.00	0.00	100.00			0.00
Special Events Inc	0.00	0.00	0.00			0.00
Scholarship Donations	0.00	0.00	0.00			0.00
Printing/Design/Gr	0.00	0.00	0.00			0.00
Postage	0.00	0.00	0.00			0.00
Special Event Expenses	0.00	(500.00)	(500.00)			0.00
Total Spring Luncheon	100.00	(500.00)	(400.00)	15,000.00	-2.67%	0.00
Holiday Luncheon - 119						
Special Events Income	9,235.00	0.00	9,235.00			0.00
Special Events Expenses	0.00	(4,691.43)	0.00			0.00
Marketing Expenses	0.00	(2,465.00)				
Printing Design/Graphics	0.00	(818.47)	(818.47)			0.00
Total Holiday Luncheon	9,235.00	(7,974.90)	1,260.10	0.00	0.00%	0.00
FALL LUNCHEON - 101						
Special Events Income	0.00	0.00	0.00			6,590.00
Special Events Expenses	0.00	0.00	0.00			(3,640.00)
Printing/Design/Graphics	0.00	0.00	0.00			(1,356.98)
TOTAL FALL LUNCHEON	0.00	0.00	0.00	10,000.00	0.00%	1,593.02
Coeta Barker Tea - 164						
Special Events Income	0.00	0.00	0.00			0.00
Special Events Expenses	0.00	0.00	0.00			0.00
Printing Design/Graphics	0.00	0.00	0.00			0.00
Total Coeta Barker Tea	0.00	0.00	0.00	5,000.00	0.00%	0.00
Citizen of Distinction - 181						
Special Event Income	0.00	0.00	0.00			222,868.05
Special Event Expenses	0.00	0.00	0.00			(21,387.42)
Donations	0.00	0.00	0.00			40,108.00
Scholarship Donations	0.00	0.00	0.00			6,650.00
Auxiliary Expenses	0.00	0.00	0.00			(552.50)
Postage	0.00	0.00	0.00			(81.65)
Marketing	0.00	0.00	0.00			(2,160.25)
Independent Contractors	0.00	0.00	0.00			0.00
Office Supplies - Auxiliary	0.00	0.00	0.00			(75.00)
Printing/Design/Graphics	0.00	0.00	0.00			(4,241.65)
Recognition	0.00	0.00	0.00			(334.80)
Total Citizen of Distinction	0.00	0.00	0.00	155,000.00	0.00%	240,792.78
Stepping Out for COD - 190						
Donations	73,750.00	0.00	73,750.00			0.00
Special Event Income	88,375.00	0.00	88,375.00			336,130.00
Special Event Expenses	0.00	(52.77)	(52.77)			(375.00)
Refunds	0.00	0.00	0.00			0.00
Equipment Fees	0.00	0.00	0.00			0.00
Postage	0.00	(2,526.39)	(2,526.39)			(1,590.63)
Printing/Design/Graphics	0.00	(3,868.71)	(3,868.71)			(3,667.02)
Clerk (Seasonal) - Student Worker	0.00	0.00	0.00			0.00
Office Supplies & Equipment	0.00	0.00	0.00			0.00
Independent Contractors	0.00	0.00	0.00			0.00
Marketing	0.00	(11,839.34)	(11,839.34)			(10,853.75)
Total Stepping Out for COD	162,125.00	(18,287.21)	143,837.79	300,000.00	47.95%	319,643.60
Presidents Circle Art Auction - 202						
President's Circle Special Events Inco	35,000.00	0.00	35,000.00			0.00
Special Event Expenses	0.00	(150.00)	(150.00)			0.00
Total Presidents Circle Art Auction - 202	35,000.00	(150.00)	34,850.00	0.00		0.00
Total Balances:	\$206,460.00	\$(26,912.11)	\$ 179,547.89	\$485,000.00	37.02%	\$ 562,029.40

**Proposal to Expand the Gift Recognition levels
In the President's Circle Leadership Giving Program**

The President's Circle Leadership Giving Program is one of the most successful fund raising programs of the College of the Desert Foundation. A significant portion of the unrestricted operating support of the Foundation comes from this program. The President's Circle is an annual donor recognition program to recognize unrestricted and restricted gifts of \$1,000 or more. The top recognition level of the current program is \$5,000. In reviewing the gift data for the Foundation over the past seven years our donors have been consistently giving at levels above \$5,000 without it being a formal part of the President's Circle program. This proposal recommends adding four new recognition levels: (\$10,000, \$25,000, \$50,000 and \$100,000 or more) based on the fact that are donors are already supporting the Foundation at these higher levels. This change in gift recognition levels will provide a tangible method to grow operating support for the Foundation and the College in a substantial way. The current and proposed new levels are listed below.

**Proposed New
President's Circle
Leadership Gift Recognition Levels**

The President's Circle

An Annual gift of \$1,000 to \$1,957

The President's 1958 Circle

An Annual gift of \$1,958 to \$4,999

The President's Fellowship Circle

An Annual gift of \$5,000 to \$9,999

The President's Leadership Circle

An Annual gift of \$10,000 to \$24,999

The President's Pacesetter Circle

An Annual gift of \$25,000 to \$49,999

The President's Luminary Circle

An Annual Gift of \$50,000 to \$99,999

The President's Visionary Circle

Ann Annual Gift of \$100,000 or More

Current President's Circle Leadership Gift Recognition Levels

The President's Circle Bronze

An Annual Gift of \$1,000 to \$2,499

The President's Circle Silver

An Annual gift of \$2,500 to \$4,999

The President's Circle Gold

An Annual gift of \$5,000 or More

2/14/18



Important Foundation and College event Dates for your calendar

Date	Event	Location	Timeframe	
11/18/2017	Angels COD Theater Night	Theater Too	7-9pm	Pre-reception at Mitch's on El Paseo
11/29/2017	President's Circle Art auction	Heather James Art Gallery	5:30-7:00pm	Cocktail reception
12/5/2017	Angels Holiday Event	Cuistot	11:30-2:00pm	
12/5/2017	Band concert, (Jazz and Symphonic Bands)	Indian Wells Theater	7:00-8:00pm	*Please note that a \$5 goodwill donation is suggested for any concert at the Pollock Theater or IW Theater
12/6/2017	Jazz concert	Pollock Theater	7:00-8:00pm	*Please note that a \$5 goodwill donation is suggested for any concert at the Pollock Theater or IW Theater
12/7/2017	Choral concert, (Chamber & Jazz singers)	Indian Wells Theater	7:00-8:00pm	*Please note that a \$5 goodwill donation is suggested for any concert at the Pollock Theater or IW Theater
1/24/2018	State of the College	PD Campus	11:30-2:00pm	
2/28/2018	Donor/Scholarship	Gymnasium	4-6pm	
3/14/2018	Angels Spring Event	TBD	11:30-2:00pm	
4/3/2018	Pre-Event Stepping Out	BIGHORN Clubhouse	5:30-7:30pm	For Graduate sponsors and higher
4/3/2018	Stepping Out for COD	McCallum Theater	8:00-10:00pm	
4/16/2018	Coeta Barker Reception	TBD	4:00-6:00pm	
5/4/2018	Pre-event Spring Musical	McCallum Theater	8:00-10:00pm	
5/4/2018	PC Spring Musical	McCallum Theater	5:30-7:30pm	

For athletic events on campus please go to website, click on Composite Schedule to see calendar of events
www.codathletics.com/landing/index



This gift of \$_____

is for:_____

Installment request:

Payment Method: ☐ Check or ☐ Credit Card: (make check payable to COD Foundation)

Please charge my ☐ AMEX ☐ MasterCard ☐ Visa: _____
Name on Card

Card# _____ Exp _____ CVS# _____

Signature _____ Date _____

Billing Address (indicate **ON FILE** if nothing has changed)

City, State, Zip _____

Telephone (indicate **ON FILE** if nothing has changed) Email (indicate **ON FILE** if nothing has changed)

Note: Restricted gifts and Endowed gifts made to the Foundation are assessed a 5% gift fee.