



Foundation Special Executive Committee Meeting

Minutes for Wednesday, November 18, 2020

3:00PM

Zoom Video:

<https://cccconfer.zoom.us/j/95765014123?pwd=R3ZtZ0ZFQVc0NHRLYWxXVmpKckQwQT09>

Meeting Participants

Committee Members Present

Bill Chunowitz (Chair), Christine Anderson, Marge Dodge, Barbara Fromm, Tom Minder, Joanne Mintz, Diane Rubin and Jane Saltonstall

Non-Voting Committee Members Present

Catherine Abbott and John Ramont

Committee Members Not Present

Joel Kinnamon and Ruben Perez

Recorder

Eve-Marie Dehondt

Guests:

Matthew Durkan and Kirstien Renna

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 3:02PM.

2. Action Items

2.1 Approval of Agenda: Special Foundation Executive Committee Meeting of November 18, 2020 Agenda:

Pursuant to Government Code Section 54954.2(b)(2), the Committee may take action on items of business not appearing on the posted agenda, upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the

members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

2.1 Confirmation of Agenda: Approval of Agenda for the Special Executive Committee Meeting of November 18, 2020 with any addition, correction or deletions.

2.1 Conclusion

Barbara Fromm moved to approve the agenda as presented, Jane Saltonstall seconded. Motion carried.

2.1 Follow-up Items	2.1 Task of	2.1 Due by
None	None	None

3. Minutes

3.1 Approval of regular Foundation Executive Committee Meeting Minutes – November 12, 2020.

Tom Minder asked to make the following amendment to the November 12 Executive Committee Meeting minutes:

Under section "5.1.1 Creation of a Debt Policy": Tom Minder is listed as both making and seconding the motion. This should be corrected to show Diane Rubin was the seconder.

The minutes were approved as updated.

4. Comments from the Public

4. 1 Comments From The Public: Comments from the Public: In accordance with Executive Order N-25-20 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted by email until November 17, 2020 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion Items

5.1 Follow-Ups Items from Finance & Investment Committee Meeting:

5.1.1 Discuss the 23% represented by Fundraising Expenses and Management & General Expenses

Tom Minder reported that the Finance & Investment Ad-Hoc Committee met to discuss the 23% represented by Fundraising Expenses and Management & General Expenses. As per their request, Kirstien Renna reported on the last five years of the Fundraising Expenses and Management & General expenses, excluding the endowment income and the signature event results.

The Committee discussed further on the numbers shown on the report and Diane Rubin informed the Committee that the Fundraising Expenses and Management and the General expenses of the COD Foundation were very positive and that the Board had no reason to be concerned in that regards. She also indicated that while creating reports, numbers should only be compared to what they are comparable to, and that endowment or fundraising pieces should never be removed from any analysis, as it only provides incorrect information.

Diane Rubin indicated that the 990s provide a holistic view of the Foundation's yearly results and she encouraged board members to review them prior to submission, as they have been showing extremely good results over the past years.

5.1.1 Conclusion

Diane Rubin will share with Tom Minder some metrics used by nonprofit organizations to gage the health of the fundraising effort.

The Committee agreed to bring this topic to the Board meeting on December 2, 2020 to report to the full Board.

5.1.1 Follow-up Items	5.1.1 Task of	5.1.1 Due by
Diane Rubin will share with Tom Minder some metrics used by nonprofit organizations to gage the health of the fundraising effort.	Diane Rubin/Tom Minder	
This agenda item should be added to the December 2 Board of Directors Meeting agenda.	Catherine Abbott	December 2, 2020

5.2 Quorum at Committees.

Bill Chunowitz commented on the committee meetings' attendance as recently, some committee meetings were cancelled due to a lack of a quorum. The current By-Laws show that committee meetings quorum is 51%, which can cause difficulties reaching it, due to the low number of committee members in some committees. As well, the By-Laws recommend the Nominating Committee to be composed of 7 members, which currently only counts 6 members. Tom Minder agreed to join the Nominating Committee.

Bill Chunowitz reminded the Executive Committee that the Board Members' obligation was to attend Committee meetings, and recommended that they should always confirm their attendance ahead of time to avoid unnecessary cancellations. Committee meetings dates were distributed back in April 2020 and are all listed on the Foundation Board Manual, and on the Foundation website. Finally, Bill Chunowitz insisted that Committee members should come prepared to the meetings and read the material provided prior each meeting.

The Committee agreed that this topic should be brought to the December 2, 2020 Board of Directors meeting.

5.2 Conclusion

This item will be added to the December 2, 2020 Board of Directors Meeting.

5.2 Follow-up Items	5.2 Task of	5.2 Due by
This agenda item will be added to the December 2 Board of Directors Meeting agenda.	Catherine Abbott	December 2, 2020
Tom Minder will be added as a member of the Nominating Committee.	Eve-Marie Dehondt	December 2, 2020

6. Adjournment

The Chair adjourned the meeting at 3:50PM.

Next Meeting: Wednesday, January 13, 1PM - Zoom