



COD Foundation Stepping Up for COD Committee Agenda

Tuesday, November 2, 2021

2PM

In Person at:

FIRSTBANK

73000 CA-111, PALM DESERT, CA 92260

or JOIN Remotely:

<https://cccconfer.zoom.us/j/94499290327?pwd=anhBckIvZ3U0UVRkVEJTRzBvNUkxQT09>

Password: 3562

Or Telephone Dial: +1 669 900 6833 (US Toll)

Password: 133250

Meeting ID: 994 9929 0327

COLLEGE OF THE DESERT FOUNDATION MISSION: College of the Desert Foundation acts as advocates for the College and to secure financial support enhancing educational opportunities for all students.

COLLEGE OF THE DESERT MISSION: College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

Committee Members (total #): 10

Barbara Foster Monachino (Co-Chair), Jane Saltonstall (Co-Chair), Carol Fragen, Joanne Mintz, Marge Dodge, Peggy Jacobs, Tom Minder, Rob Moon, Diane Rubin, Leslie Usow

Non-Voting Committee Members (total #): 0

Quorum (51%): 6

Subject to Brown Act: Yes

1. Opening Items

1.1 Roll Call

2. Agenda

2.1 Meeting of the Foundation Stepping Up for COD Committee of November 2, 2021 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).

2.2 Confirmation of Agenda: Approval of agenda for the Meeting of the Foundation Stepping Up for COD of November 2, 2021, with any additions, corrections or deletions.

3. Minutes

Approval of Stepping Up for COD Committee Meeting Minutes of October 5, 2021.

4. Comments from the Public

Public Comments: In accordance with Senate Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted in person, by email to codfoundation@collegeofthedesert.edu and read into the record during public comment or by using the raise your hand function by joining the Zoom link. There is a time limit of three (3) minutes per person. All comments must be submitted or brought forward prior to the end of the public comments section. Persons with disabilities may make a written request for a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the Committee meeting. All requests should be directed to the Foundation in advance.

5. Discussion and Action Items

5.1 Ad Hoc Committee Reports

5.1.1 Sponsorships – Diane Rubin

5.1.1.1 Approval of Sponsorship Letter

5.1.1.2 Prospect list

- Assign who will reach out to donors
- Gather new names
- Review new President's Circle Prospects
- Major donor cultivation/solicitation

5.1.1.3 Coordination of adding personal notes on sponsorship letters

- Strategizing and assigning prospective sponsor names to committee members

5.1.2 Entertainment – Tom Minder

5.1.1.1 Entertainer's travel to and from hotel, flights – who arranges/pays for – Tom Minder

5.1.1.2 Agua Caliente – in-kind room donation? – Matthew Durkan

5.1.3 Pre/Post Events – Joanne Mintz

5.1.3.1 Pre and Post-Party Update and "To Do" lists.

5.1.4 Budget – Tom Minder and Barbara Foster Monachino

5.2 Event Timeline – Matthew Durkan

5.2.1 Post event follow-up

5.2.2 Inserting donation envelope in program

5.2.3 Thank You letters from co-chairs to all sponsors, ticket purchasers

5.3 Marketing Materials – Matthew Durkan

5.3.1 Opening Event COD Video

5.3.1.1 Video inclusion ideas from committee

6 Future Agenda Items

7 Adjournment

Next Scheduled Meeting: Tuesday, November 30, 2021