



Foundation Development Committee Meeting Minutes for Thursday, October 14, 2021

2:00PM

Zoom Video

<https://cccconfer.zoom.us/rec/share/e8-dqppVYO5vEKIQUIdNFBHoR29XAOFF8fD2LKrKYqJmUc4VmPFBPbCb8z7DRzuB.s2ohNJvYLGQxWxZr?startTime=1634244649000>

Meeting Participants

Committee Members Present:

Joanne Mintz (Chair), Jim Greene, Carol Fragen, Peggy Cravens, Jane Saltonstall

Committee Members Absent:

Carol Bell Dean, Jim Williams, Jim Williams, Leslie Usow

Guest(s):

Matthew Durkan, Liz Chambers, Catherine Abbott

Recorder:

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:25 pm.

2. Action Items

2.1 Approval of Agenda: Foundation Development Committee Meeting of October 14, 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 Development Committee Meeting of October 14, 2021 with any addition, correction or deletions.

2.2 Conclusion

Jim Greene moved to approve the agenda. Peggy Cravens seconded.

Motion carried unanimously.

3. Minutes

3.1 Approval of regular Foundation Development Committee Meeting Minutes – September 23, 2021.

Jim Greene moved to approve the agenda. Peggy Cravens seconded.

The minutes were approved as presented.

4. Comments from the Public

4.1 Comments from the Public: In accordance with Assembly Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. Questions will be accepted by email to codfoundation@collegeofthedesert.edu and read into the record during public comment. Persons who wish to speak to the Board on any item not already on the agenda may do so at this time. There is a time limit of three (3) minutes per person and fifteen (15) minutes per topic, unless further time is granted by the Board. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used. Requests should be directed to the Foundation as soon in advance of the Board meeting as possible

There were no comments from the public received.

5. Discussion & Action Items

5.1 Stepping Out for COD 2022 Update – Jane Saltonstall

Jane Saltonstall reported the Stepping Out committee moved the time of the event to 7pm, and came to a resolution that the event will have a pre-party in February, approximately 6 weeks before event, which will coincide with the President’s Circle Road Runner Cabaret event. The Stepping Out event will do a “meet and greet” with high level sponsors in the Founders Room following the event. Sponsorship packets are in final stages. Committee is also strategizing on meeting the goal of \$500,000.

5.1 Follow-up Items

5.1 Task of

5.1 Due by

None	None	None
------	------	------

5.2 President’s Circle Update – Carol Bell Dean

Nothing new to report.

5.2 Follow-up Items

5.2 Task of

5.2 Due by

None	None	None
------	------	------

5.3 Legacy Leaders Event Update – Liz Chambers/Peggy Cravens

Peggy Cravens reported that Liz Chambers has been working with the Chef Bernard, and has successfully secured Cuistot restaurant for the Legacy Leaders event, taking place on Sunday, November 21, from 3:30 pm to 5 pm. Cocktails, heavy hors d’oeuvres and valet parking will be included. The event may possibly have guest speakers from members of the Legacy Leaders.

5.3 Follow-up Items

5.3 Task of

5.3 Due by

--	--	--

5.4 Discuss and Approve the Creation of an Ad-Hoc Committee for the Annual Report

Joanne Mintz reported that the college is not doing its own Annual Report, so the Foundations report will be a stand-alone document. Jim Greene will chair this ad-hoc committee and suggested 2 to 3 more members join Jim and Catherine Abbott on this committee. Jim Greene shared that the Foundation has been looking to do their own report and this is the opportunity. This will need a budget as well. Committee will be working on this in partnership with the college, and will be working with Competitive Advantage Marketing firm to produce this document.

Carol Fragen made a motion to approve the creation of an ad-hoc committee for the Annual report. Peggy Cravens seconded the motion.

Motion Carried

5.4 Follow-up Items

5.4 Task of

5.4 Due by

--	--	--

5.5 Stewardship Opportunities

5.5.1 Donor Gifts and Recognition

To be discussed at the next meeting

5.5.2 Board “Thank You” calls, notes and/or In-Person Meetings

To be discussed at the next meeting

5.5 Follow-up Items**5.5 Task of****5.5 Due by**

--	--	--

5.6 Talking Points when talking to a potential donor – Matthew Durkan

To be discussed at the next meeting

5.6 Follow-up Items**5.6 Task of****5.6 Due by**

--	--	--

6. Other Discussions & Future Agenda Items

- Donor Gifts and Recognition
- Board “Thank You” calls, notes and/or In-Person Meetings
- Talking points when speaking with potential donors

6. Follow-up Items**6.1 Task of****6.1 Due by**

None	None	None
------	------	------

7. Adjournment

Due to lack of a quorum, the Chair adjourned the meeting at 2:54 PM.

Next Meeting: November 11, 2021, 2:00 pm