



**Foundation Stepping Up for COD Committee Meeting
Minutes for Tuesday, November 30, 2021**

2:00PM

Meeting Recording:

Meeting Participants

Voting Committee Members Present:

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

Voting Committee Members Absent:

Guests:

Catherine Abbott, Eve-Marie Dehondt, Matt Durkan

Recorder

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at xxx PM.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of November 30, 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 Regular Stepping Up for COD Committee Meeting of November 30, 2021 with any addition, correction or deletions.

Jane Saltonstall moved to approve the agenda. Diane Rubin seconded.
Motion carried.

3. Minutes

3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – November 2, 2021.

Peggy Jacobs moved to approve, and Joanne Mintz seconded. The minutes were approved.

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 29, 2021 at 5PM to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion and Action Items

5.1 Ad Hoc Committee Reports

5.1.1 Sponsorships – Diane Rubin and Matt Durkan

- 5.1.1.1 Sponsorship revenue update
- 5.1.1.2 Sponsorship packet update (numbers)
- 5.1.1.3 Sponsorship packet follow-up procedure
- 5.1.1.4 Business Sponsorships update – Matt and Rob Moon

5.1.2 Entertainment – Tom Minder and Matt Durkan

- 5.1.2.1 Billy Stitch on promotional materials
- 5.1.2.2 Ground transportation update
- 5.1.2.3 Agua Caliente proposal update
- 5.1.2.4 Other hotel proposals/requests
- 5.1.2.5 COD Students to perform – Catherine Abbott

5.1.3 Pre/Post Events – Joanne Mintz

5.1.4 Budget – Tom Minder and Barbara Foster Monachino

5.2 McCallum Suite Deals

5.2 Follow-up Items	5.2 Task of	5.2 Due by
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5.3 Event Timeline – Matthew Durkan

5.4 Marketing Materials – Matthew Durkan and Theresa Maggio

5.3.1 Opening Event COD Video update

5.1 Follow-up Items	5.1 Task of	5.1 Due by
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5.2 Follow-up Items	5.2 Task of	5.2 Due by
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Investigate cost of ½ page ad in PS Life	Matthew Durkan	Nov. 30, 2021
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5.2 Marketing Materials – Matthew Durkan

5.2.1 Opening Event COD Video

5.2.1.1 Video inclusion ideas from committee

Theresa Maggio will be working on this. Committee to think upon ideas for the video and email their ideas to Matthew Durkan. Committee would like for Theresa Maggio to attend the November 30 meeting.

5.3 Follow-up Items	5.3 Task of	5.3 Due by
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Theresa Maggio to attend next meeting	Matthew Durkan	Nov. 30, 2021
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6. Future Agenda Items

7. Adjournment

The committee lost quorum at 3:13 pm, therefore the meeting was ended.

Next Meetings: Tuesday, November 30, 2021, at 2:00 pm