



## **Foundation Stepping Out for COD Committee Meeting**

**Minutes for Tuesday, January 14, 2022**

**2:00PM**

[Meeting Recording](#)

### **Meeting Participants**

#### **Voting Committee Members Present:**

Barbara Foster Monachino (Co-Chair), Jane Saltonstall (Co-Chair), Joanne Mintz, Marge Dodge, Diane Rubin, Rob Moon, Carol Fragen, Diane Rubin, Marlene O'Sullivan

#### **Voting Committee Members Absent:**

Leslie Usow, Tom, Minder, Peggy Jacobs

#### **Guests:**

Catherine Abbott

#### **Recorder**

Juli Maxwell

### **1. Call to Order/Roll Call**

The meeting was called to order at 1:01PM.

### **2. Action Items**

**2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of January 14, 2022 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 January 14, 2022 with any addition, correction or deletions.**

Joanne Mintz 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 30, 2021.**

Jane Saltonstall moved to approve, and Carol Fragen seconded. The minutes were approved.

## **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](mailto: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 and Action Items**

### **5.1 Sponsorship Report – Catherine Abbott**

Catherine Abbott updated the committee on the current status of sponsorships, taken from Matthew Durkan's report. The status is that we have \$291,614 in terms of revenue as of yesterday and there has been additional revenue brought in since then.

Suite Deals – Let people know they cannot eat or drink in seats. Catherine has held back on making calls in case the situation changes.

### 5.1 Follow-up Items

### 5.1 Task of

### 5.1 Due by

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### 5.2 Budget Overview – Kirstien Renna

Catherine shared the budget with the committee. Sponsorships are at \$302,250, with is 60.5% of goal. This is the most updated figure. Committee discussed donors that have not yet given to the event this year and asked if anyone on the committee knows the status of these people. Jane to spearhead approaching Donna McMillan, Peggy Jacobs to contact Helene Galen and Jamie Kabler. Diane Rubin offered to contact board members that have not yet donated. Catherine to reach out to Harold Matzner.

Committee decided that a meeting will be set up with a few committee members to discuss a strategy and talking points when reaching out to potential sponsors.

### 5.2 Follow-up Items

### 5.2 Task of

### 5.2 Due by

Reach out to potential sponsors listed above.	Jane, Peggy, Catherine	ASAP
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### 5.3 Pre-Event Discussion – Barbara Foster Monachino and Jane Saltonstall

#### 5.3.1 COVID Concerns

Joanne Mintz informed the committee of the recommendation to postpone the pre-event at CV Rep. Committee agreed that the event should be postponed to one week prior to the Stepping Out Gala. Catherine to notify Dr. Garcia of the date change.

Joanne Mintz made a motion to move the pre-vent to one week prior to the Gala (March 24). Carol Fragen seconded the motion

Motion carried.

### 5.3 Follow-up Items

### 5.3 Task of

### 5.3 Due by

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### Entertainment Update – Barbara Foster Monachino

5.3.2 Master Class - Anne Hampton Callaway will do a master class for COD music students on April 1. Catherine will be contacting music department to make sure they are on board. Performances for the pre-event will take up 45 minutes to an hour.

**5.4 Follow-up Items**

**5.4 Task of**

**5.4 Due by**

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**5.4 Event Timeline – Matthew Durkan**

Committee discussed the timeline. Catherine will be meeting with Theresa Maggio to let her know of the date changes for the pre-event. The invitations were already printed with the February date, so they will need to be re-done for the March 24 event. Theresa will also be asked to create an eblast for the pre-event. Going forward committee would like for an invitation to go out from the Foundation to all of the sponsors as they come in, letting them know of the pre-party.

**5.5 Follow-up Items**

**5.5 Task of**

**5.5 Due by**

Send all sponsors an invite the pre-event once they come in as a sponsor.	Foundation Staff	ASAP
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**5.5 COD Video update – Catherine Abbott**

Theresa Maggio will have a pre-view of the video at the next meeting. A good portion of the video is completed. In addition to the video, there will be 30 second and 60 second shorts to be given to KESQ for advertising.

**5.6 Follow-up Items**

**5.6 Task of**

**5.6 Due by**

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**6. Future Agenda Items**

- Updates on phone calls for sponsors.
- Video
- Post-party
- Sponsorship and Business Sponsorships
- Budget
- Entertainment

- Pre-party

## **7. Adjournment**

The meeting was adjourned at 2:12 pm.

**Next Meetings: Tuesday, February 1, 2022, at 2:00 pm**