



Foundation Stepping Out for COD Committee Meeting

Minutes for Tuesday, March 22, 2022

COD Foundation Conference Room & Zoom

43500 Monterey Road

Palm Desert, CA

2:00PM

Or

Via Zoom

[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, Peggy Jacobs, Marlene O'Sullivan, Carol Fragen

Voting Committee Members Absent:

Tom Minder, Leslie Usow

Guests:

Catherine Abbott, Kirstien Renna

Recorder

Juli Maxwell

1. Call to Order/Roll Call

The meeting was called to order at 2:02 pm.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD

Committee Meeting of March 22, 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 March 22, 2022 with any addition, correction or deletions.

Joanne Mintz moved to approve the agenda. Barbara Foster Monachino seconded. Motion carried.

3. Minutes

3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – March 1, 2022.

Rob Moon moved to approve the minutes as presented, and Jane Saltonstall 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 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 Sponsorships – Catherine Abbott

5.1.1 RSVPs for Pre-Event –

We have 72 RSVPs for the Pre-Event.

5.1.2 RSVPs for Main Event

327 RSVP for this event including comp tickets.

5.1.3 Names of Guests of Sponsors – Still making phone calls to get names.

5.1.4 Restaurant Gift Cards for Suite Deals

Catherine Abbott reported that gift cards are to be picked up on Monday from Spencers, and one from Wally's for Peggy Cravens.

5.1 Follow-up Items

5.1 Task of

5.1 Due by

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5.2 Ticket Sales Update – Matthew Durkan

5.2.1 McCallum Sales – McCallum has sold as of yesterday, 277 tickets. \$23,549 worth of tickets

5.2.2 Seating Sponsors and VIPs at event- Committee discussed papering the house and decided to leave this alone for now, and if it is needed, that decision can be made at the event.

5.2.3 Seats given back to McCallum – Mezzanine will possibly go back, but committee is waiting until next week to decide.

5.2.4 Student invites – Catherine reported that Music, Theater, Arts and Foster Youth have been invited. Committee asked that the Veteran students also be invited.

5.2.5 ALL tickets to be picked up at will-call (except those given out at pre-party) Crystal sponsors and up can pick up their tickets at the Founders entrance the day of the event. Roadrunner sponsors will pick up at Will-Call.

5.2 Follow-up Items

5.2 Task of

5.2 Due by

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5.3 Budget Overview – Kirstien Renna

Kirstien shared the budget with the committee. Actual revenue recorded including pledges, and exchanges totals \$491,454. Kirstien stated that the budget will have more accurate numbers once all of the vendors have been paid.

5.3 Follow-up Items**5.3 Task of****5.3 Due by**

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5.4 Pre-Event – Barbara Foster Monachino

5.4.1 Overview

Barbara Foster Monachino reported that the event is under control and moving along. Volunteers, caterers, and bar are in place. Willie at eighth4nine will be doing the bar for the event. Crystal and above sponsors will be displayed on the marquis during the event. We currently have 20 RSVPs for the pre-event. Vaccine check will take place outside. Valet is in place. Tickets for the main event will be given out to the sponsors that attend the pre-event. Any sponsor that does not pick up tickets at the pre-event, can pick up their tickets at the Founders entrance.

5.4 Follow-up Items**5.4 Task of****5.4 Due by**

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5.5 Post-Event – Joanne Mintz & Barbara Foster Monachino

5.5.1 RSVPs

Joanne Mintz reported that the event is all set for the Founders room. Two bartenders, 3 types of desserts for 50 people. All of the names of the people need to be submitted one day prior. People cannot enter if their name is not on the list. There will be a meet-and-greet with Ann Hampton Callaway, with photo opportunities.

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

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5.6 Day of the Event – Catherine Abbott

Staff has provided a “day-of” event timeline showing duties for everyone. Catherine Abbott reviewed the timeline with the committee. Rehearsal for main event will take place the day of the event, time TBD.

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

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5.7 COD Video Update – Catherine Abbott

Catherine showed the video to the committee.

5.7 Follow-up Items**5.7 Task of****5.7 Due by**

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5.8 Pre-Event and Main-Event Scripts

Catherine gave the scripts to committee chairs for their input. Marge Dodge asked for a copy of the main event script once complete.

5.8 Follow-up Items**5.8 Task of****5.8 Due by**

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6. Future Agenda Items Adjournment

The meeting was adjourned at 3:17 pm.

Next Meetings: Tuesday, April 5, 2022, at 2:00 pm