



Foundation Development Committee Meeting

Minutes for Thursday, April 21, 2022

3:45PM

Meeting Participants

Committee Members Present

Joanne Mintz (Chair), Carol Bell Dean, Marlene O'Sullivan, Jim Greene, Carol Fragen, Peggy Cravens, Jane Saltonstall

Committee Members Absent:

Leslie Usow, Peggy Cravens, Jim Williams

Guest(s)

Catherine Abbott, Amanda McCarthy, Theresa Maggio

Recorder

Juli Maxwell

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 3:50 pm.

2. Action Items

2.1 Approval of Agenda: Foundation Development Committee Meeting of April 21, 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).

Joanne Mintz asked to add an agenda item "Comments from the Chair" to today's agenda, as item 5.1a.

2.2 Confirmation of Agenda: Approval of Agenda for the Development Committee Meeting of April 21, 2022 with any addition, correction or deletions.

2.2 Conclusion

Jim Greene moved to approve the agenda with addition. Marlene O’Sullivan seconded. Motion carried unanimously.

3. Minutes

3.1 Approval of regular Foundation Development Committee Meeting Minutes March 17, 2022.

The minutes were approved with the correction of Legacy Event on May 5 not May 8.

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 and will be accepted by email until April 20, 2022, to codfoundation@collegeofthedesert.edu and read into the record during public comment.

There were no comments from the public received.

5. Discussion Items

5.1a Comments from Committee Chair

Joanne Mintz stated that this is her last meeting as chair and gave an overview of the year under her leadership. Joanne thanked everyone for their participation. Committee thanked Joanne for her leadership.

5.1 Stepping Out for COD 2022 Update

Jane Saltonstall summarized that the event went very well and everyone was pleased with the outcome. Jane stated that the post party was a great success with a large attendance. Committee did a post-mortem at the last meeting, stating what went well and what didn’t. This will be given to next year’s committee. Catherine Abbott shared the overall final budget with the committee. The budget came in at 104% of goal.

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 shared with the committee that the President’s Circle had a great event at Rob Moon’s home. 80 people were in attendance. The event was videographed and will be ready to view soon. President’s Circle is now planning an event in November at Marlene O’Sullivan’s home for the Child Development Center (CDC), and CDC will cater the event. There will also be another event with J. McLaughlin on El Paseo, possibly

including more businesses. This event will be sometime in November.

5.2 Follow-up Items

5.2 Task of

5.2 Due by

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

5.3 Annual Report Update

Theresa Maggio shared the draft of the Annual Report with the Committee. The Committee discussed putting cumulative giving in the report, discussing the feasibility of this due to the database not being 100% up to date, and possibly the totals would not be accurate This should be looked at further and put on the back burner.

5.3 Follow-up Items

5.3 Task of

5.3 Due by

--	--	--

5.4 Campus Tours – Follow up

Catherine reported that Gailya Brown took over for Matthew Durkan on the most recent tour and did a great job. Follow up letters are sent out to each participant after the tours, personally signed by Joanne Mintz. Gailya gave an overview of the recent tour. Joanne stated that it is important to reach out to the participants via phone calls to follow-up with them.

5.4 Follow-up Items

5.4 Task of

5.4 Due by

--	--	--

5.5 Scholarship Donors – Update on Recent Calls

Joanne Mintz stated that she has made all calls to the donors.

5.5 Follow-up Items

5.5 Task of

5.5 Due by

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

5.6. Personalized “Thank You” Letters

Amanda McCarthy explained that they are still in the works and need approval from Catherine Abbott to move forward.

5.6 Follow-up Items

5.6 Task of

5.6 Due by

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

5.7 Legacy Leaders – Gailya Brown

Gailya Brown reported that invitations went out yesterday for the Legacy event on May 5. A block of 100 seats have been reserved for the event at the McCallum theatre, for the Cabaret, performed by COD Students. Champagne and dessert reception will be held prior, and a legacy leader will speak. Catherine asked for help from the committee

to make calls to legacy leaders to follow up with the invitations. Jane Saltonstall, Joanne Mintz and Marlene O’Sullivan volunteered to help with this.

Jane mentioned that there should be a way of capturing gifts that are coming into the Foundation, so that those on the Board can say “thank you” to these people if they happen to run into them. Amanda will work with Cathy on the format for this report and add it to the board packets.

5.7 Follow-up Items

5.7 Task of

5.7 Due by

5.8 State of the College

Catherine stated that Marge Dodge is working on finding a location for the event. This will take place the last week of October. Target date is October 27, 2022. Amazon has given a sponsorship of \$25k for this event. The College has a new Public Information Officer that the foundation will be working with on this event.

5.8 Follow-up Items

5.8 Task of

5.8 Due by

6. Future Agenda Items

Annual Report

7. Adjournment

The Chair adjourned the meeting at 4:42 PM.

There will not be a meeting in May. Next meeting will be in the Fall unless something urgent comes up.