



## Foundation Development Committee Meeting

Minutes for Monday, October 24, 2022

2:00 PM

VIDEO

### Meeting Participants

#### Committee Members Present

Peggy Jacobs (Chair), Carol Bell Dean

#### Committee Members Absent:

Jane Saltonstall

#### Guest(s)

Catherine Abbott, Durkan

#### Recorder

Juli Maxwell

### Meeting Minutes

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

The meeting was called to order at 2:03 pm.

#### 2. Action Items

**2.1 Approval of Agenda: Foundation Development Committee** Meeting of October 24, 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 Development Committee Meeting of October 24, 2022, with any addition, correction or deletions.**

### **3. Minutes**

#### **3.1 Approval of regular Foundation Development Committee Meeting Minutes April 21, 2022.**

Carol Bell Dean moved to approve the minutes. Peggy Jacobs seconded.

Motion carried unanimously.

### **4. Comments from the Public**

4. 1 In accordance with Senate Bill 361 and guidance from the California Department of Public Health on gatherings, remote public participation is allowed and will be accepted in person, by email to [codfoundation@collegeofthedesert.edu](mailto:codfoundation@collegeofthedesert.edu) and read into the record during public comment or by using the raise your hand function by joining the Zoom link. There is a time limit of three (3) minutes per person. All comments must be submitted or brought forward prior to the end of the public comments section. Persons with disabilities may make a written request for a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the Committee meeting. All requests should be directed to the Foundation in advance.

There were no comments from the public received.

### **5. Discussion and Action Items**

#### **5.1 Name and official standing Committee – Peggy**

5.1.1 Committee wants to change the name of the committee to “Stewardship Committee”.

Carol Bell Dean made a motion to change the name of the committee to “Stewardship Committee” – Peggy Jacobs seconded.

Motion passed

5.1.2 Regular Committee or ad-hoc? Recommendation to the board?

Carol Bell Dean made a motion to make this committee an ad-hoc committee instead of a Standing Committee and report to the Executive Committee.

Peggy Jacobs – Seconded.

Motion passed

**5.1 Follow-up Items**

**5.1 Task of**

**5.1 Due by**

	None	None
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**5.2 Update: State of the College, Wednesday, October 26, 11:00 am – 1:00 pm – Matt and Cathy**

5.2.1 Revenue, Sponsors – Matt told the committee that the revenue for State of the College as of today is about \$131,000 which is almost all new sponsors. The goal was \$200,000. The event is sold out.

5.2.2 Run of Show, Program – Cathy shared with the committee the program for the event.

**5.2 Follow-up Items**

**5.2 Task of**

**5.2 Due by**

None	None	None
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**5.3 President’s Circle Update – Carol Bell Dean**

5.3.1 The President’s Circle Fall Reception will be held on Thursday, November 10, from 4:30 – 6:30 pm- at the home of Tom Minder, and will be catered by Il Corso. The event will feature Diane Russom from the Child Development Center (CDC), the CDC Chef, and one parent speaker.

5.3.2 Let’s Play Hooky, Friday, November 18 – Fifteen stores will be participating. Foundation will use the COD tram to take people from store to store. El Paseo Jewelers is doing a separate event on December 2 and Il Corso will provide a full bar for this event. Matt will be sending an email to the board to ask for volunteers at the event to be in stores greeting people. Carol suggested the committee ask the President’s Circle members to volunteer. Matt suggested Wayne and Maureen Johnson as hosts. Matt will ask Gerri Hinkes to participate as a host as well. Cookies will be provided to the stores by the culinary department, and staff will put stickers and ribbons on the 500 bags of cookies. Foundation will provide balloons.

**5.3 Follow-up Items**

**5.3 Task of**

**5.3 Due by**

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**5.4 Academic Angels Update – Cathy and Jane**

5.4.1 State of the College Program – Learning to Lead

Matt shared that there will be a presentation by the Learning to Lead students.

5.4.2 Academic Angels Tea, Thursday, November 3, 3:00 – 4:30 pm at the home of Diane Rubin and Lenny Eber. The invitation has gone out.

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

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**5.5 Stewardship Opportunities – Matt and Peggy****5.5.1 Phone Calls**

Peggy has made a series of phone calls to the Marisa Banuelos scholarship fund donors, to thank them for their donations. The committee discussed making phone calls to people that are making their first donation. Matt will send the 1<sup>st</sup> time donor names to the members of this committee along with their donation details. They will also get their tax letter and thank you letter from Cathy.

**5.5.2 Outreach (President’s Circle, Academic Angels, State of the College, Campus Tours)**

Committee discussed the need to encourage board members to attend these events and bring a guest, and how this committee could be the catalyst for this and help to increase the numbers.

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

None	None	None
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**5.6 Legacy Leaders Update – Gailya****5.6.1 Legacy Leaders Reception, Sunday, November 20, 3:00-5:00 pm**

Gailya was not at this meeting. Carol Bell Dean stated that she had no idea this was taking place, although she is the Chair of Legacy Leaders. Matt to ask Gailya to inform Carol Bell Dean of the event.

**5.6.2 Legacy Leaders Brochure – Should be getting this from the printer any day now.****5.6.3 Legacy Leaders Mailing – did not discuss.****5.6 Follow-up Items****5.6 Task of****5.6 Due by**

Inform Gailya that Carol Bell needs details on Legacy Leaders event.	Matt	ASAP
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**5.7 Campus Tours Update – Matt****5.7.1 Schedule and Itineraries, group tours**

Campus Tours notice went out via Constant Contact. Department Deans have approved itineraries set through December. Two private tours are booked. There have only been 5 or 6 people signed up for the other tours. This committee can also help with spreading the word about Campus Tours. Tours run Tuesdays and Thursdays from November 1 through December 8.

5.7.2 Sign-up Committee and Board Members to accompany Tours

Not discussed.

5.7.3 Follow-up with tour attendees

Not discussed

**5.7 Follow-up Items**

**5.7 Task of**

**5.7 Due by**

5.7 Follow-up Items	5.7 Task of	5.7 Due by

**5.8 End of Year Giving Mailing – Matt**

Matt shared with the committee that anyone who has made a donation to the Foundation excluding PC members, AA members, SOTC sponsors or SO sponsors, will be receiving a letter at the end of the year, asking them to make their year-end donation. This will be going out before Thanksgiving.

**5.8 Follow-up Items**

**5.8 Task of**

**5.8 Due by**

5.8 Follow-up Items	5.8 Task of	5.8 Due by

**5.9 Giving Tuesday / Open House, Tuesday, November 29 – Cathy**

Open house for faculty and staff, encouraging them to be a part of the payroll donations to the Foundation. Full breakfast in the morning, cookies and treats in the afternoon. Foundation will be giving away a Disney basket in a drawing for anyone that signs up, sponsored by FirstBank.

**6. Future Agenda Items**

Stepping Out for COD 2023 – “Nelson” – Matthew Durkan

Have Gailya present for Legacy Leaders.

**7. Adjournment**

The Chair adjourned the meeting at 2:41 PM.

The next meeting is scheduled for November 17, 2022, at 2pm.