



Foundation Stepping Out for COD Committee Meeting

Minutes for Tuesday, November 1, 2022

**COD Foundation Conference Room & Zoom
43500 Monterey Road
Palm Desert, CA
2:30PM**

Or

Via Zoom

[Meeting Recording](#)

Meeting Participants

Voting Committee Members Present:

Tom Minder (Co-Chair), Bill Chunowitz (Co-Chair) Rob Moon (Co-Chair), Marge Dodge, Diane Rubin, Leslie Usow, Jim Greene, Rob Moon

Voting Committee Members Absent:

Guests:

Catherine Abbott, Christine Anderson, Kirstien Renna

Recorder

Juli Maxwell

1. Call to Order/Roll Call

The meeting was called to order at 2:31 pm.

2. Action Items

2.1 Approval of Agenda: Regular Foundation Stepping Up for COD Committee Meeting of October 6, 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 November 1, 2022 with any addition, correction or deletions.

Jim Greene moved to approve the agenda as presented, and Carol Fragen seconded. The agenda was approved.

3. Minutes

3.1 Approval of regular Foundation Stepping Up for COD Committee Meeting Minutes – October 6, 2022.

Jim Greene moved to approve the minutes as presented, and Leslie Usow 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 Entertainment

5.1.1 MOU – Catherine found one issue with the MOU and will be discussing

5.1.1.2 Event in McCallum Program – May be able to get in the supplemental programs that they send out periodically.

5.2 Marketing Materials Update – Matt Durkan

- 5.2.1 Save the Date Card
- 5.2.2 Sponsorship Brochure
- 5.2.3 Sponsor Cover Letter
- 5.2.4 Sponsor Form
- 5.2.5 Catherine shared the marketing materials with the committee. Everything is ready to go, just waiting for mailing list to send materials out to all sponsors. The committee discussed providing good communication and follow-up for the sponsors as to specifics of their sponsorship. Must set a deadline for registrations.

5.3 Pre-Event

- 5.3.1 Ad-hoc committee update – ad hoc committee will be meeting on November 9 at 10am. The committee needs to know what the capacity is for the HILB.
- 5.3.2 Alcohol permit? - Cathy will handle
- 5.3.3 Facilities Request – Cathy let the committee know that it is due by 11/15/2022., requesting the date that Maintenance and Operations needs to move tables.
- 5.3.4 Rental Equipment – Caterer will take care of this.
- 5.3.5 Caterer – (may be able to provide liquor license) Rob Moon to find out if this is possible.
- 5.3.6 Program & Invitations - HR Advantage will be doing these.
- 5.3.7 Photographer - Marge Dodge to check on photographer.
- 5.3.8 Valet –
- 5.3.9 Guest list – Carol Fragen suggested that committee needs to communicate with sponsors to let them know what is expected of them and provide them with all necessary information.
- 5.3.10 Golf cart shuttle driver –
- 5.3.11 Entertainment – Committee discussed having background music/entertainment during the event.

- 5.4 **Post-Event for Sponsors** - This will be held in the Founders Room, with the possibility of a meet and greet. Entertainer contract needs to be

checked to see if entertainment will do a meet and greet in the Founders Room. Committee discussed the possibility of getting sponsors for the post-event.

5.5 **Budget** - Remove event producer. Discussed video, placing cards on the tables showing the actual cost of school for students in various programs.

5.6 **Timeline** – We can assign people for each task, with a due date. This has not yet been done.

5.7 **Honorary Committee Members Update** - Jan Harnick will agree to this if she is elected.

5.8 Follow-up Items

5.8 Task of

5.8 Due by

Check entertainer contract to see if "Meet and Greet" is in the contract.	Catherine Abbott	Dec. 6, 2022
Determine capacity for the HILB	Catherine Abbott	Dec. 6, 2022

6 Future Agenda Items

7 Adjournment

The meeting was adjourned at 3:48 pm.

Next Meetings: Tuesday, December 6, 2:30 at pm at the Foundation Office and Zoom.