

**Foundation Executive Committee Regular Meeting
Tuesday, November 15, 2022**

1. CALL TO ORDER/ROLL CALL

1.01 Call to Order

Chair called meeting to order at 3:00 PM.

1.02 Roll Call

Chris Anderson, Diane Rubin, Bill Chunowitz, Tom Minder, Jane Saltonstall, Barbara Fromm, Barbara Foster Monachino, Jake Wuest, Marge Dodge, Aurora Wilson, and Catherine Abbott.

2. AGENDA

2.01 Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a 2/3 vote of the Board, or (if less than 2/3 of the members are present, a unanimous vote of those 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.

2.02 Confirmation of Agenda: Approval of agenda for the November 15, 2022, Foundation Regular Board Meeting with any additions, corrections, or deletions.

3. MINUTES

3.01 Approval of October 12, 2022, Foundation Executive Committee Regular Meeting Minutes

No changes, minutes stand as presented.

3.02 Approval of October 25, 2022, Foundation Executive Committee Special Meeting Minutes

No changes, minutes stand as presented.

4. PUBLIC COMMENTS

4.01 Public Comments: 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 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.

No Public Comments.

5. DISCUSSION ITEMS

5.01 Further Discussion on Areas of Focus

The Chair and members discussed top goals from the October 25, 2022, Foundation Executive Committee Special Meeting:

- Donor Connections:
 - Improve donor engagement by following up with thank you notes.
 - Develop a follow up, accountability system (Stewardship after events):
 - Cultivation by Staff and Board Members
 - Member responsibilities
 - Embedding the sentence: "A proud supporter of the COD Foundation"
- Alumni Engagement:
 - Volunteers to talk over the phone to establish objectives: Jake Wuest and Chris Anderson
- Database Management:
 - Members request detailed information of where donations and individual gifts are coming from and allocated to, how to reach donors that are not in the current database.
 - Catherine Abbott suggests bringing Foundation Database Manager, Amanda McCarthy, to board meetings to extract donor reports.
 - Cultivate current givers:
 - List of target prospect donors from the current database
 - Future agenda item: Presentation/Info Session from Amanda McCarthy
 - Members request empirical evidence:
 - The guest emails from State of the College can be developed as a donor prospect list
 - Guests from Stepping out for COD
 - Sign up rate
- Business Engagement:
 - Business partners that currently support the Alumni Association are potentially be Foundation donors.
 - Following the Nominating Committees idea, Jane Saltonstall suggested bringing business contacts as board members.
- Project Management:
 - Volunteers to talk over the phone to establish objectives: Chris, Marge, Juli, and Irene

The Chair advises that Catherine Abbott will take these ideas to supplement the Foundation's Strategic Plan.

5.02 Nominating On-Boarding Process for Officers

The Chair reviewed the updated by-laws, and Nominating Committee timeline:

- February 2023: Slate of Officers, Chair Elect, Secretary, and Treasurer
- March 2023: Present Candidates to Executive Committee and Board
- April 2023: Board Votes during Annual Meeting

5.03 December Board Meeting Agenda Items

Members request the following future agenda items:

- Work Experience Internship - Ana Hernandez

- Nominating Committee update - Jane Saltonstall
- Palm Springs Development Advisory Update - Marge Dodge

5.04 Palm Springs Development Advisory Update - Marge Dodge

Marge Dodge shared a presentation from the November 2, 2022, Palm Springs Development Advisory Group meeting.

5.05 Board Annual Financial Commitment

Catherine Abbott shared the Board Annual Financial Commitment DRAFT for a first reading, and discussed edits.

Members request membership renewal reminders communicated by June 30th, end of each fiscal year.

The Chair requests Cathy and members to review the Board Annual Financial Commitment DRAFT, and bring an updated version by the next board meeting, December 2022.

6. ADJOURNMENT

6.01 Adjournment

Chair adjourned the meeting at 4:28 PM.

6.02 Next Meeting: January 11, 2023, 1 PM