

Foundation Stepping Out for COD Committee Meeting (Wednesday, October 2, 2024)

Generated by Juli Maxwell on Wednesday, October 2, 2024

1. OPENING ITEMS

Call to Order/Roll Call: 1.1 Call to Order

Call to Order/Roll Call: 1.2 Roll Call - Carol Fragen, Bill Chunowitz, Norma Castaneda, Jenell VanDenBos, Ramraghi Fuller, Jim Greene, Marge Dodge
Members absent: Ranraghi Fuller, Jenell VanDenBos, Norma Castaneda
Guests: Catherine Abbott, Eddie Hernandez, Elena Moiseeva

2. APPROVAL OF AGENDA

Action: 2.1 Confirmation of Agenda: Approval of agenda for the Foundation Stepping Out for COD Committee meeting, October 2, 2024, with any additions, corrections or deletions.

Meeting was called to order at 2:04 pm.

Jim motioned to accept the agenda as presented. Carol Fragen seconded.

3. MINUTES FOR APPROVAL

Action, Information: 3.1 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.

Minutes: 3.2 Approval of the Meeting Minutes of March 26, 2024

Jim Greene made a motion to approve the minutes. Carol Fragen seconded.
The minutes were approved as presented.

4. PUBLIC COMMENTS

Comments from the Public: 4.1 In person and remote public participation is allowed and will be accepted in person, OR by email to codfoundation@collegeofthedesert.edu and submitted for the record during public comment or by the raise of your hand function by joining the Zoom link: <https://collegeofthedesert-edu.zoom.us/j/6482451590?pwd=xEMkOejKU9Xzun898iJiD72m8zk1o4.1&omn=83310867647>. 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. Accommodations for Persons with Disabilities: 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 meeting. All requests should be directed to the COD Foundation office in advance via email to codfoundation@collegeofthedesert.edu.

There were no comments from the public.

5. DISCUSSION AND ACTION ITEMS

Discussion: 5.1 Obtaining Sponsors for Event - Eddie Hernandez

Eddie Hernandez reported that he has secured several sponsors so far then shared the different levels of sponsorship.

Discussion: 5.2 Marketing Materials and Sponsor Invites - Eddie Hernandez

Eddie shared the event invitation with the committee. Committee was unsure of the quality of the design of the invitation. The committee suggested the names of the board of directors or the committee be put on the back of the invitation instead of the sponsors. Committee suggested to send an email to the Foundation board giving them a deadline to get their name in the invite as a sponsor. Committee felt the invitation should reflect the decor of the event. Eddie to talk to JNS to give them this feedback.

Discussion: 5.3 Event Preparation Update - Frank Goldstin

Frank Goldstin presented to the committee the options for the look and feel of the room for the event. Frank shared the unique aspects of the evening; living tuxedo entry carpet, stilt walkers that are lamps. Committee agreed to do the solid black sequins table cover and the black and silver sequin table cover, alternating. They also agreed to living tuxedo entry carpet.

Discussion: 5.4 Auctions and Raise the Paddle - Marge Dodge/Frank Goldstin

Frank gave an overview of possible auction items including major trips, packaging 4 golf packages. Committee discussed fees for the auction software.

Discussion: 5.5 Budget - Eddie Hernandez

Objectives for fundraising: \$25k for silent auction, \$75k for live auction, \$19,880 in tickets

Carol Fragen left the meeting at 4:25pm

Discussion: 5.6 Any discussion items that are not on the agenda

Sending an email to event attendees in December telling them what is on the silent auction.

TO DO'S:

1. Eddie and marketing team to update invitation design with "You're Invited" text and adjust colors to avoid Christmas confusion.
2. Eddie to send out updated invitation by end of October.
3. Eddie to draft and send email to board members requesting sponsorship commitments by October 14th for inclusion on invitation.
4. Frank to finalize event decor details including table linens, centerpieces, and lighting.
5. Kathy and Eddie to schedule silent auction planning meeting with Marge.
6. Frank to confirm culinary experience details with COD culinary program for live auction item.
7. Eddie to add KDSQ in-kind sponsorship value to budget.
8. Frank to develop TV spot with News Channel 3 and Patrick Evans for mid-November airing.
9. Stepping Out committee to continue securing sponsorships and auction items to meet \$700,000 revenue goal.

6. ADJOURNMENT

The meeting was adjourned at 3:36pm Next meeting is November 5, 2024