

## **Foundation Stepping Out for COD Committee Meeting (Tuesday, November 5, 2024)**

*Generated by Denise Lopez-Cortez on Tuesday, November 5, 2024*

### **1. OPENING ITEMS**

Call to Order/Roll Call: 1.1 Call to Order

2:06pm

Call to Order/Roll Call: 1.2 Roll Call - Carol Fragen, Bill Chunowitz, Norma Castaneda, Jenell VanDenBos, Ramraghi Fuller, Jim Greene, Marge Dodge

Members Present: Carol Fragen, Bill Chunowitz, Marge Dodge

Members Absent: Ramraghi Fuller (Zoom), Norma Castaneda, Janell VanDenBos, Jim Greene

Guests: Catherine Abbott, Juli Maxwell, Elena Moiseeva, Kirstien Renna, Eddie Hernandez, Diane Rubin (ZOOM)

Recorder: Denise Lopez-Cortez

### **2. APPROVAL OF AGENDA**

Action: 2.1 Confirmation of Agenda: Approval of agenda for the Foundation Stepping Out for COD Committee meeting, November 5, 2024, with any additions, corrections or deletions.

Carol Fragen made a motion to accept the agenda as presented. Marge Dodge seconded.

Motion carried.

### **3. MINUTES FOR APPROVAL**

Minutes: 3.2 Approval of the Meeting Minutes of October 2, 2024

Bill made a motion to approve the minutes. Marge Dodge seconded.

### **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](mailto: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?](https://collegeofthedesert-edu.zoom.us/j/6482451590?pwd=xEMkOejKU9Xzun898iJiD72m8zk1o4.1&omn=83310867647)

[pwd=xEMkOejKU9Xzun898iJiD72m8zk1o4.1&omn=83310867647](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](mailto:codfoundation@collegeofthedesert.edu).

There were no comments from the public.

### **5. DISCUSSION AND ACTION ITEMS**

Discussion: 5.1 Run of Show: Live Auction/Silent Auction - Eddie Hernandez

Eddie Hernandez and Marge Dodge reviewed silent auction items with the committee. Most items will be bundled. Eddie then went over the drafted items for the live auction which included: a golf package, dinner experience at the Parker, a naming opportunity (inventory is still open for this) for Indio campus, a trip to Spain, trip to Cortona, Italy and chef Patrick Evans home cooked meal experience. Cathy ended with the Run of Show schedule/program.

Discussion: 5.2 Invitations - Eddie Hernandez

Eddie shared the final invitation with the committee, and they were pleased. Committee will be writing personal thank you letters to sponsors.

Discussion: 5.3 Sponsorships - Catherine Abbott

Cathy shared that the invitations went out to sponsors on Friday. There are currently pending verbal and actual commitments. Potentially going over the goal sum for donations.

Discussion: 5.4 Menu/Food Tasting - Eddie Hernandez

Eddie shared with the committee that Frank has scheduled the food tasting for November 14th. Committee realized there is an audit meeting that day so Frank to reschedule the tastings.

Discussion: 5.5 Budget - Kirstien Renna

Expenses are a little over \$32k so far, being 13% of the budget including deposit, catering, and smaller items (collateral designs, etc.)

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

TO DOs:

1. Ramraghi to follow up with Marilyn Corneja regarding the grant application status for the tennis tournament tickets.
2. Eddie to reach out to the board members with the attached letter for the silent auction items and ask for their assistance in securing donations.
3. Marge to send the list of potential sponsors to Ramraghi for making follow-up calls.
4. Eddie to reschedule the food tasting meeting with Frank to a different date.
5. Eddie to set up a meeting with Frank's team to discuss the creation of bid sheets, descriptions, and other details for the silent auction items.

6. ADJOURNMENT

Meeting was adjourned at 3:02pm. Next meeting December 10, 2024 at 2pm.