



## **MINUTES**

### **Foundation Executive Committee Minutes**

### **Wednesday, March 26, 2025**

#### **1. CALL TO ORDER/ROLL CALL**

**Voting Members:** Diane Rubin, Christine Anderson, Paul Hinkes, Bill Chunowitz, Marge Dodge, Barbara Foster Monachino, Barbara Fromm, Tom Minder, Rob Moon, Jane Saltonstall. Non-voting members: Val Martinez Garcia, Chip West, Mary Jane Sanchez-Fulton. Guest: Catherine Abbott.

**Recorder:** *Juli Maxwell*

#### **2. AGENDA**

The agenda was approved as presented.

#### **3. MINUTES**

Approval of February 19, 2025, Foundation Executive Committee Regular Meeting Minutes  
The minutes were approved as presented.

#### **4. PUBLIC COMMENTS**

There were no public comments.

#### **5. DISCUSSION ITEMS**

##### **Discussion: 5.1 Nominating Committee Update - Jane Saltonstall**

Jane Saltonstall was not present, and Bill Chunowitz gave the report stating that the committee has recommended Alvin Schonfeld to the Board, and he will be voted on in the board meeting later today.

##### **Discussion: 5.2 Academic Angels Update - Marge Dodge**

Marge Dodge reported that the Spring into Summer luncheon will be on May 1 and focus on the new stadium at the college. The luncheon will take place at The Springs in Rancho Mirage.

##### **Discussion: 5.3 Advancement and Stewardship Update - Rob Moon**

Rob Moon discussed the current financial status of the President's Circle, noting that they are slightly behind their goal of 225,000 but are confident in reaching it through the upcoming season of campus tours. He also mentioned the successful P.A.V.E meeting and the upcoming farm tour scheduled for the fall.

##### **Discussion: 5.4 Finance and Investment Update - Paul Hinkes**

Paul Hinkes reported that all the monies have been transferred to Ferguson Wellman and the foundation will be getting quarterly reviews.

#### **Discussion: 5.5 Budget Review 2025/26**

Kirstien Renna presented the proposed operating budget for the upcoming year, which includes a fundraising revenue goal of \$1.168 million and additional revenues of \$1.83 million. The total budget is \$2.960 million, with a net increase of \$29,255. The budget includes direct fundraising expenses of \$430,000, salaries for the foundation of \$1.8 million, and program college support expenses of \$150,000. The finance committee has already reviewed the budget, and the board will vote on it next month.

#### **Discussion: 5.6 Agenda for Annual Meeting**

The annual meeting agenda was discussed, with three main action items: the election of officers, affirming the budget, and approving the latest financial statements. The meeting also touched on the need for a more detailed financial orientation for new board members.

#### **Discussion: 5.7 Board Orientation Preview**

Catherine Abbott presented an overview of the new board member orientation, covering board roles, financial commitments, and the foundation's priorities. She emphasizes that board members should participate in fundraising, leverage personal networks, and serve as ambassadors for the foundation and college. The orientation will include information on the college's enrollment, campuses, student success programs, and the foundation's impact. Committee discussed the need to condense the presentation for new board members, focusing on essential facts and skill sets to explain the difference between the college of the desert board of trustees and the college of the desert foundation. Tom Minder suggested creating a fact sheet with key information for board members to easily reference. Catherine Abbott proposed working with Tom to revise the presentation. Juli Maxwell will provide new board members with a digital version of the manual before the orientation.

### **6. ACTION ITEMS**

#### **Action, Discussion: 6.1 Accounting Specialist Position - Budget**

Catherine Abbott discussed with the committee the possibility of bringing back the accounting specialist position as a working out-of-class to support Kirstien Renna's department. Tom Minder made a motion to hire for this position, Barbara Fromm Seconded.

Motion carried

### **7. ADJOURNMENT**

Next Meeting will be taking place on Wednesday, April 23, 2025, at Desert Willow Golf Resort in Palm Desert

The meeting was adjourned at 2:45pm.