



**BROWNSBURG EDUCATION FOUNDATION  
EXECUTIVE BOARD MEETING**

F.L. O'Neal Administration Building  
310 South Stadium Drive  
Brownsburg, IN 46112

**MINUTES**  
**September 20, 2021**  
**7:00 p.m.**

**Present: Brian Petraits, Alicia Smith, Kevin Hall, Dr. Snapp, Tiffany Dearman, Ryan Morrison, Rosemary Isaacs-Anderson, Rene Behrend**

**Absent: Stacy Preston, Krista Tschaenn, Kristen Gryskevich**

I. **WELCOME** – Brian Petraits – Meeting called to order at 6:54 pm

II. **APPROVAL OF MINUTES** – Ryan Morrison  
Executive Board Meeting – May 17, 2021  
Advisory Board Meeting Minutes – May 17, 2021 and July 20, 2021

Minutes approved unanimously by executive board.

III. **FINANCE COMMITTEE REPORT** – Kevin Hall

No further discussion

IV. **DIRECTOR'S REPORT**

Questions? – Rene sent out the report via email. No further discussion.

V. **DISCUSSION ITEMS**

A. Vote on grants awarded by Grant Committee –

A motion to approve current grants was made, seconded and all approved. Only change was a donation of money to cover one of the grants. Katy Keller's grant will be fully funded instead of partially, thanks to an anonymous donation of \$415.68 to cover the difference.

B. Review of annual board checklist –

Rene keeping this list current and adherent to timelines she has placed on them. Dr. Snapp wanted to see if Rene could share these timelines for feedback.

C. Brian wanted feedback - if we were hindered from meeting by weather, what's our plan? Wants to meet in person if possible. Dr. Snapp suggested we just go to Executive Meeting via Zoom. Everyone agreed.

D. Board structure –

Brian led discussion about current board structure and possible changes. Should we make one board with building reps as “advisory” arm?

Brian will make a proposal to share with us regarding an alternative board structure alongside current board structure. Snapshot of new structure would be to make every member a voting member of board and utilize building reps as the advisory board.

Dr. Snapp mentioned logistics of restructuring board (who’s present/not present versus people who participate in committees, etc.). As of now current “building reps” are liaisons to the schools. We talked about their role (and Dr. Snapp stated he will follow up with principals at schools about BEF reps).

Discussion ensued about various ways to incorporate building reps on the board. We all believe they are an integral part to the board and their feedback in meetings is invaluable.

Clarification is needed on size of board currently and our goals that drive the restructuring. A lot of conversation was had about how this structuring could be formulated ... Brian encouraged the dialogue and still plans to distill the plans and offer some alternatives to the Executive Board (everyone had good ideas). We will keep this on our agenda and continue the conversation in the future.

E. Staffing projection numbers

<b>CURRENT STAFFING</b>	<u>Salary</u>	<u>Taxes</u>	<u>Benefits</u>	<u>Salary Budget</u>	
Executive Director	\$40,000.00	\$10,400.00		\$50,400.00	
Executive Director (with benefits)	\$50,000.00	\$13,000.00	\$14,000.00	\$77,000.00	
				\$26,600.00	
<b>Would need to increase annual revenue by</b>		<b>\$88,666.67</b>	<b>to support ED with full benefits.</b>		
Development Director (25 hours)	\$35,000.00	\$9,100.00		\$44,100.00	
<b>Would need to increase annual revenue by</b>		<b>\$147,000.00</b>	<b>to support development</b>		
<b>director without benefits.</b>					

Any position over 30 hours would need benefits according to HR. We are also cognizant of making sure we don’t go over a 30% threshold of administrative expenses/costs versus rest of our budget. The concern here is planning for future administrative needs.

We started the endowment with the hope that it would sustain what we do administratively as an organization. However, sometimes we might need to increase our administration costs in order to grow our endowment – there were some questions about the math of above figures and clarifications were offered.

Is there enough additional business opportunity in Brownsburg to capture \$147K additional funds? Will Brownsburg have enough business growth to support projections?

We will continue this conversation (i.e. succession planning) for future meetings We need to build our endowment to support a full-time executive director with benefits in “x” years; we recognize those goals need to be set.

**VI. ANNOUNCEMENTS**

Nothing additional

**VII. ADJOURNMENT**

Meeting adjourned at 7:50 pm

Submitted by  
Ryan Morrison  
9/21/21

**Director's Report  
September 20, 2021**

**Community Outreach**

<b>DATE</b>	<b>EVENT</b>
7/21/2021	Brownsburg Chamber of Commerce Luncheon
7/22/2021	Attended <i>AM Connect</i>
8/12/2021	Attended HC Business Leader Cover Party
8/12/2021	Spoke at Team 2022 Parent Meeting
8/25/2021	Brownsburg Chamber of Commerce Luncheon
8/26/2021	Attended <i>AM Connect</i>

**Summer Campaign Results**

- 334 letters mailed, 21 donations; 6.3% return on mailed letters
- \$4,790.44 (\$4,423.04 after expenses)
- Highest amount of gifts during a summer campaign that BEF has had to date! 😊
- 2020 - \$4,052.00 (13.4%)  
2019 - \$2,150.00 (4.9%)  
2018 - \$1,725.00 (5.6%)  
2017 - \$1,380.00 (5.3%)  
2016 - \$1,095.00 (5.9%)

**BHS Intern**

- Jada Elkins

**Community Partnerships**

- Working on materials for 2022 partnerships with businesses
- Letters will go out end of October or beginning of November
- Need help from board in making connections/introductions

**Payroll Deduction**

- Kicks off September 21, 2021
- Marketing Committee will be working on promotion for 2022 campaign this year.

**Upcoming Projects**

- Utilizing Alumni Nations membership before November 28, 2021 renewal
- Exploring electronic scholarship application sites/programs
- Converting data from eTapestry to Bloomerang before May 28, 2021 renewal