



BROWNSBURG EDUCATION FOUNDATION

Board Meeting

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

MINUTES

November 20, 2023

To encourage and support creativity, innovation and excellence that will enhance the educational community of the Brownsburg Community School Corporation.

**Present: Lindsey Catellier, Katie Dixon, Kat Fenoglio, Beth Grant, Kevin Hall, Jamie Hall, Melanie Harris, Christen Hoepfner, Melissa Middleton, Ryan Morrison, Brian Petraits, Jim Snapp, Rene Behrend, Katrin Tabellion
Mindy Bingaman, Alyssa DePriest, Abby Hall, Nick Johnson, Heather Jones, Angela Kreitzer, Emma Leary, Amy Lynch
Absent: Tara Casey, Tarah Fettig, Alicia Smith
Judi Adams, Hillary Rogers, Shannon Walmoth**

I. **WELCOME** – Melanie Harris welcomed all to meeting @ 6:01 pm

II. **MISSION MOMENTS** – Rene Behrend

- A. Scoot and Get Moving! at the Early Childhood Center: Discussed Incredible grant we funded; noticed gap in gross motor skills in kids during COVID. Our grant helps in that regard
- B. Real Men Read: Discussed RMR, and noted the new started rotation of books so families won't get multiple copies; I gave my endorsement of program (which I'm sure convinced every man in the room to be a RMR mentor). 😊
- C. BEF Success Stories

III. **APPROVAL OF MINUTES**

Board Meeting Minutes – September 18, 2023

Brian Petraits motioned for approval; Kevin Hall seconded. Minutes as presented were approved unanimously by the board.

IV. **FINANCIAL REPORT** – Kevin Hall

- A. Presentation of drafts of updated Investment Policy Statement and Endowment Distribution Policy – Finance Committee have a “rough rough” draft ready to send out by Nov. 22nd and the plan is to do an email vote to approve by Nov. 29th

B. 2024 Budget Timeline – shared timeline, review prior to Christmas, receive email to vote in January and board vote in 2/20/24 board meeting

V. **SNAPP CHAT** – Dr. Snapp: This week is a little different (with Thanksgiving). Only one more day tomorrow. A lot of stuff going on at HS and about to ramp up after 1st of year. We are on schedule and on budget with current project. We should be ready by 25/26 school year. We did secure 10 acres that softball is on (play thru July '26). They will go out to 60-acre school property near St. Malachy eventually (baseball and softball).

VI. **COMMITTEE REPORTS** (attached for review prior to meeting): Asked if there were any questions

A. Apples for Excellence: Apple sales start next Tuesday (shared via Lindsey). Melanie shared her experience using the program as a “family tradition”. Rene thanked Lindsey for her work organizing this effort.

B. Alumni Hall of Fame:

- One member voiced concern about why there aren't more nominations, etc.
- Brian P. gave some feedback on what happens in the selection process. Nominees done anonymously. We look thru answers on qualifications and don't always get good answers on what should be “hall of fame worthy”. It is about us going out and really promoting this and ensuring enough details gets infused in applications.
- Melanie said there have been 4-5 high quality applications we've received in the entirety of the Alumni Hall of Fame. So, this is an area that has been lacking. I get people to come up to me and tell me about quality applicants, but we don't typically actually see these people submitted. In short, we haven't had enough quality applications.
- Since 2020, right now we have 5 inductees. The base is there, we just need good applications. Jim shared his appreciation of the process (submitting quality applications) because that sets the HOF apart as a worthy and worthwhile achievement.
- We do try to follow up with people submitting nominations to get more information. We try to seed that we need more details about candidates, but we don't always get that info before submission.

C. Gala – much of the Gala conversation is below

D. Surplus Sale – no discussion (brief mention)

VII. **DIRECTOR'S REPORT** – Rene Behrend: asked for any questions (no questions). There was a question around beach balls. Katrin answered.

VIII. **BOARD DEVELOPMENT** – Melanie Harris

A. Part 2 of 9/18/2023 board development: Melanie urged us to dig deep and find more quality people to be involved on the BEF Board. We want people to want to be on this board. We want people to be passionate about their service on the board. Part of finding that passion is connecting to your “BEF story”. Shared a few examples.

B. Sharing of stories/elevator speeches:

- Melanie shared her love of the board and serving along with her kids and the connections she shares between the schools, kids and board.
- We had someone speak up about her father being a HS principal, has kids in schools, etc. She was a bit surprised at the lack of awareness of BEF.

- Melanie shared her common assessment of people being unaware of BEF. It is not for lack of marketing and sharing who we are and what we do in materials going home, etc.
- Someone else noted how the BEF LinkedIn page is unclaimed. Might that be an opportunity?
- Katie shared her experience as a teacher with grants and some ways to possibly get engagement with parents via school principals.
- Melanie shared some “self-care” strategies and mindfulness tips as we prep for the Thanksgiving holiday with families (some more hectic than others).
- Lindsey shared an idea for getting board applicants (form: “I think you’d be a great BEF board member because ...” with an QR code to the application); this could be a tool for board members and teachers identifying potential candidates.

IX. OLD BUSINESS

A. Strategic Plan – Katrin Tabellion

1. Progress update: No current updates except a new job description posted to website (under About tab in Board application)

B. Gala committee and future of Gala – Melanie Harris

1. Getting more people involved in BEF... board and volunteers:

- Gala has felt like a struggle so far. We still don’t have a co-chair. This is a huge task that works better with more people helping.
- Rene filled in the struggle the past 2-3 years in finding people to help with the Gala. We need a co-chair who can step in the following year. Katrin is helping with some of the Gala responsibilities. But her responsibility should be taking things off my plate for Gala not filling in for committee member responsibilities.
- Lindsey mentioned misperception that is out there that people don’t have to be on the board to be part of the committee. I (Ryan) echoed the sentiment of the misconception and how I joined the board originally (after attending a Gala). So the idea is to reach out to previous attendees and ask for people to be involved.
- Some questions came up about what has changed pre-pandemic vs. post-pandemic? Do enough people actually know about the BEF and the Gala? Is it a struggle that people want to have fun (at event) vs. volunteer?
- Yet, I (Ryan) brought up the fact that just because someone is involved on the planning committee doesn’t necessarily mean they have to be involved in doing something on Gala night during the event.
- Someone else brought up “manpower hours” needed for Gala ... how much is actually needed? That could help us address the lack of involvement. What is the actual commitment of time needed? How could we better divvy up the responsibilities for the event?
- Katie brought up some concerns about making various Gala jobs more “appealing” or “doable”.
- Jamie mentioned her mom and friends that helped her in Gala. People need tasks. I let them run with it. Let’s not forget people like your parents (older volunteers) who are a great resource to utilize.
- Perhaps a thought to keep in mind is that we are looking for BOTH board members AND volunteers. We need both not just one or the other.
- A lot of good ideas shared and bantered about (not sure I got them all) ... would be good for building reps to have these resources as well (some don’t know what is available to them via BEF).

C. Minted holiday cards: If doing holiday cards, remember you can help BEF

X. NEW BUSINESS

- A. Board contribution to Gala discussion – Katie Dixon: Discussed baskets needed from building reps; what if board committed gift cards toward baskets (or some other item); tables go on sale on Dec. 1; Gala will be very different than what you've seen before in terms of food, etc.
- B. Fund to support BCSC Food Pantry and Fast Track discussion – Rene Behrend
- Might there be a way to combine FP/FT into a pull down option when people donate to the BEF? Do we want to create a separate fund to designate towards the Fast Track program and add Food Pantry under that same umbrella?
 - We support excellence (hard to do that without food when you're starving).
 - People currently can give a check to FT or FP via BCSC. But when it is coming to BEF first, then it's also a tax deduction opportunity.
 - Rene brought up the fact that if that fund got too big or full, then it would roll toward general fund.
 - We could call this initiative "Essentials for Excellence".
 - How might this effort be coordinated at the schools to share the opportunity to give in this way to the BEF (vs. donating items to pantry)? It was also brought up the need to communicate how money is a better way to help the pantry (to ensure the pantry is giving what is actually needed) vs. simply donating items (like boxes of cereal, which may not be needed).
1. Payroll deduction option for employees? Campaign in December. – Why don't we include the FP in payroll deduction? Tracy Damone likes the idea and is open to it.

XI. ADJOURNMENT -

Adjournment at 7:28 pm

Respectfully submitted,

Ryan Morrison

11/21/2023

BEF Committee Reports November 20, 2023 Board Meeting

**Apples for Excellence Committee
Alumni Hall of Fame Committee
Gala Committee
Surplus Sale Committee**

Apples for Excellence

Submitted by Lindsey Catellier

The annual Apples for Excellence promotion in all elementary schools and BECC will take place November 28th and 29th, before school and online. These dates coincide with Giving Tuesday.

For a \$5 donation, students can write a message of appreciation to any BCSC employee and present them with a golden apple pin. Students will also get a color-changing BEF pencil for themselves with each apple that they present.

Statistics from previous years:

2014 - 367 apples \$1,835

2015 - 708 apples \$3,540

2016 - 1061 apples \$5,310

2017 - 953 apples \$4,765

2018 - 1106 apples \$5,533

2019 - 1245 apples \$6,225

2020 - 445 apples \$2,225

2021 - 1627 apples \$8,138

2022 - 1629 apples \$8,145

In the 9 years that we have been selling the apples, **\$45,716** has been given back to grants and scholarships for teachers and students!

Alumni Hall of Fame

Submitted by Melanie Harris

The Alumni Hall of Fame Committee has completed selection for the 2024 year. Unfortunately, we did not choose any of our candidates to be inducted into the Hall of Fame. We continue to struggle with our nominations not being complete enough for our Selection Committee to compare the candidates. We look forward to any suggestions or new members to the Committee. Our Selection Committee was a great group this year. I would like to thank Brian

Petraits and Tarrah Fettig for their hard work on the committee and Tarrah, especially, for her many years on the committee. Also a thank you to Rene and Katrin for distributing table tents throughout Brownsburg to publicize the AHOF.

Gala Committee

Submitted by Katie Dixon

The Gala committee has selected "Education is a Journey" as a tagline for our travel themed event for 2024. Guests will be transported to areas around the globe as they participate in some of the activities they will be used to seeing such as the diamond raffle and the silent auction, and some new activities as they travel throughout the event. We have invited local restaurants in Brownsburg to submit proposals for food stations that feature foods from around the world and these are due in on Nov 20. After these are submitted, we will invite finalists to provide a tasting to finalize selection. Right now, we're working on obtaining quotes from vendors for tables, entertainment, and seeking out an emcee host, as well as developing our silent auction list. We're in contact with Lucas Oil Raceway Top Eliminator Club and they are excited to host us again this year. We will have a complimentary happy hour with beer and wine provided again this year, however we will be having satellite locations for the complimentary drinks to reduce wait at the cash bar. The bar will also have additional staff this year to improve the flow in that area of the room. Silent auction donation requests will begin to go out this week and we welcome any suggestions for organizations to contact. We also are soliciting donations for beer and wine this year - if you have any contacts, please let us know. Ticket sales remain \$100 per seat and tables will go on pre-sale on December 1 - 15. Individual tickets will go on sale on January 1. Historically, BEF Board members will have a job during the event and are expected to purchase tickets. There will be a discount available for BCSC staff.

Surplus Sale Committee

The Surplus Sale took place on Saturday, September 9, 2023 from 8 - 10am. Attendance was below average, but the amount of surplus was also smaller, thus not attracting the crowds of the past. Profit from the day was still just over \$2,000 and BEF has continued to receive money from several laptops that have sold after the sale, so our total profit is now close to \$2700!

**Director's Report
November 20, 2023**

Professional Development

DATE	EVENT	SPONSORED BY	COST	PAID FOR BY
11/8/2023	INAPEF Board Meeting	INAPEF	\$0	n/a
11/9/2023	INAPEF Annual Conference	INAPEF	\$134	BEF

Community Outreach

DATE	EVENT
9/28/2023	AM Connect – attend
10/3/2023	National Night Out Against Crime
10/7/2023	Log Cabin Community Day
10/26/2023	AM Connect – attend
11/4/2023	Society of Indiana Pioneers - present
11/15/2023	Brownsburg Chamber Luncheon - nonprofit display set-up
11/16/2023	Spoke at final VISION meeting

Community Partnerships

- Letters and emails will go out the week after Thanksgiving
- Katrin will also be making in-person visits to new businesses in town during the month of November and December
- Need help from board in making connections/introductions

Year-end Campaign

- Letters were sent out the week of November 13th
- Monthly giving and the 1987 Club were highlighted in this year's letter

Log Cabin Community Day

- Approximately 25 community members attended in addition to 9 volunteers

Other Log Cabin News

- Tara Casey and her daughter Isla (a third grader who just visited the cabin) were kind enough to present at the recent Society of Indiana Pioneers Annual Meeting since BEF was the 2022 recipient of their John H. Holliday Award
- I have been contacted by a professor of history at Ball State who is including the Log Cabin Homestead experience in an article he is writing for an international social studies publication
- Dr. Jessup and I are going to observe the Life Skills classes at Brown so that an appropriate experience can be designed for the students in those classes to visit the cabin in 2024

National Night Out Against Crime

- Katrin and I visited with a lot of people that evening
- Gave away beach balls filled with confetti that had BEF logo on them – need to blow up more in advance for next event! (These items were acquired for free through a grant that we were awarded.)

Grants

BEF was the grateful recipient of some recent grants:

- CenterPoint Energy Grant - \$5,000 to be used for Real Men Read (2024)
- Road Runners of America - \$1,000 to be used for Elementary Running Clubs

INAPEF Coaching

- Through INAPEF and a Lilly Grant, I had the opportunity to mentor an all-volunteer run education foundation in northern Indiana (Union City Education Foundation) to help them write a grant to receive funding to hire their first staff person. Due to the fact that I serve on the INAPEF board, I cannot personally receive the stipend for the 9 hours of coaching that I did, so BEF will be receiving the check from INAPEF in the amount of \$765.
(And, in case you are wondering, UCEF did receive the grant for the maximum amount of \$10,000 😊. YAY!)