



BROWNSBURG EDUCATION FOUNDATION
Board Meeting

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

AGENDA
September 16, 2024
6:00 p.m.

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

- I. **WELCOME AND CHECK-IN** - Melanie Harris
- II. **MINUTES AND FINANCIAL REPORT** - Lindsey Catellier and Christen Hoepfner
 - A. Board Meeting Minutes - August 19, 2024 ***VOTE***
 - B. Finance Report
 - C. Questions and discussion about finances or areas of concern
- III. **REPORTS** (attached for review prior to meeting)
 - A. Designer Purse Bingo
 - B. Drive 4 UR School
 - C. Directors' Reports
- IV. **STRATEGIC MATTERS** - Kevin Hall and Melanie Harris
 - A. Review of Strategic Plan progress
 - B. Payroll deduction program - 2025 campaign
- V. **EVALUATION MATTERS** - Melanie Harris
 - A. Director's agreement - board attendance at events
 - B. Board and staff roles and responsibilities - review items from 8/19 that were not unanimous
 1. Set organizational identity and direction
 2. Recruit, appoint, and train board members
 3. Monitor and evaluate board engagement
 4. Ensure policies and procedures are in place to guide all marketing efforts
- VI. **ANNOUNCEMENTS**
 - A. Marketing update - DECA project

- B. Update on utilizing Log Cabin Homestead for homeschool groups and other school District
- C. Bylaw update:

Previous bylaw language

ARTICLE II

Board of Directors

Section 1. Composition of the Board

- (a) One (1) Board director shall be from The Board of School Trustees of the Brownsburg Community School Corporation (School Trustees) as appointed by the School Trustees.
- (b) The Superintendent of the Brownsburg Community School Corporation shall be a director of the Board.
- (c) Composition of the Board is further detailed in Article IV, Section 3 of these Bylaws.

New bylaw language

ARTICLE II

Board of Directors

Section 1. Composition of the Board

- (a) One (1) Board director shall be from The Board of School Trustees of the Brownsburg Community School Corporation (School Trustees) as appointed by the School Trustees.
- (b) The Superintendent of the Brownsburg Community School Corporation shall be a director of the Board.
- (c) The Superintendent of the Brownsburg Community School Corporation and the appointed director from The Board of School Trustees of the Brownsburg Community School Corporation (School Trustees) shall serve at ex-officio, non-voting members of the Board of Directors.
- (d) Composition of the Board is further detailed in Article IV, Section 3 of these Bylaws.

VII. INCOMPLETE AND NEW DISCUSSIONS - Melanie Harris

VIII. CURRENT SIGN-UPS

- A. Designer Purse Bingo - October 3, 2024, 5:30 - 10pm
- B. Log Cabin Community Day - October 5, 2024, 10am - noon



IX. ADJOURNMENT

Key Dates:

- Designer Purse Bingo - October 3, 2024*
- Rally for Our Kids Gala - March 14, 2025*
- Chip in for the Kids Golf Outing - June 13, 2025*

2024 - 2025 Committee Chairs

- *Gala - Chair: Hillary Rogers, Co-chair: **NEEDED**
- *Golf Outing - Chair: Kevin Hall, Co-chair: **NEEDED**
- Purse Bingo 2025 - Chair: Beth Grant, Co-chair: Kat Fenoglio
- Special Promotions - Lindsey Catellier (apples) and Tara Casey (bricks)

Alumni Hall of Fame Committee - *Chair: Brian Petraits, Co-chair: Tarah Fettig*
Finance - *Christen Hoepner*
Grants - *Chair: Melanie Harris, Co-chair: Beth Grant*
Scholarships - *Chair: Lindsey Catellier, Co-chair: Kat Fenoglio*

***Co-chairs are needed for committees with asterisks**

BEF Committee Reports
September 16, 2024 Board Meeting

Drive 4 UR School Committee
Designer Purse Bingo Committee

Drive 4 UR School Committee Report

This year's Drive 4 UR School event took place on a beautiful sunny day! Many BCSC staff and a few community members came out to support this fundraising event. One board member from the BEF board of directors volunteered and drove; four other board members drove. The event raised \$16,500 in four hours for BEF. Below is a chart of participation of staff members by school or department:

	<u>Attended</u>	<u>Total</u>	<u>Percentage</u>
ALPHA	10	15	67%
East Middle School	76	135	56%
Crossroads Elementary School	38	69	55%
Harris Academy	10	21	48%
Central Office	25	54	46%
Delaware Trail Elementary School	26	61	43%
Eagle Elementary School	25	67	37%
Brown Elementary School	22	86	26%
Cardinal Elementary School	20	85	24%
White Lick Elementary School	12	62	19%
Maintenance Department	3	19	16%
Lincoln Elementary School	9	63	14%
West Middle School	15	138	11%
Brownsburg High School	19	310	6%
Reagan Elementary School	4	71	6%

Designer Purse Bingo Committee Report
Submitted by Melissa Middleton

Confirmed event details

Date: Thursday, October 3

Location: Binford Pavilion (formerly Top Eliminator Club)

Time: Doors open 5:30 pm; First game 6:30 pm

All purses have been purchased and teaser photos are being released via BEF social media platforms.

Ticket sales (Only cash or check accepted):

- VIP Ticket sales \$40 each - Total sold 375 during VIP Presale dates
- Ticket sales after September 7th will be \$50 each, must arrange pick up time
 - These are still available

Food:

Pre-purchase food from The Signature Catering or Brie & Bartlett through QR code on back of ticket or through BEF website

Table snacks - Power up snacks with BEF Stickers

Desserts available for purchase

- Confirmed donations from:
 - Sweet Paige's
 - The Hayloft
 - The Signature Catering
 - Beery Cakes
 - Auntie Patty's
 - Crumbl
 - Cheddar's Scratch Kitchen
 - MCL

Cash bar available

OTHER:

Pull tabs

50/50 Raffle

Emcee - TBD

**Director's Report
September 16, 2024**

Professional Development

DATE	EVENT	SPONSORED BY	COST	PAID FOR BY
8/28/2024	Foundations Supporting Teaching Retention Virtual Lunch and Learn	INAPEF	\$0	n/a
9/10/2024	Monitoring Financial Health Webinar	Hedges	\$0	n/a

Community Outreach

DATE	EVENT
8/21/2024	Brownsburg Chamber Luncheon - attend
8/22/2024	AM Connect - attend

2024 Partnerships

- \$164,881
- This is an increase of \$8,723 (5.6%) over 2023.

Summer Campaign Results

- As in 2023, in the interest of saving time and postage, we took a different approach to the summer campaign (which is traditionally a lower revenue campaign than the year-end campaign) and only mailed letters to past summer donors, loyal donors and board members.
- \$2,998.44

2024 TOTAL	\$2,998.44
2023 TOTAL	\$1,730.48
2022 TOTAL	\$2,254.69
2021 TOTAL	\$4,790.44
2020 TOTAL	\$4,052.00
2019 TOTAL	\$2,150.00
2018 TOTAL	\$1,725.00
2017 TOTAL	\$1,380.00
2016 TOTAL	\$1,095.16
2015 TOTAL	\$2,645.00
2014 TOTAL	\$770.00

Payroll Deduction Program

- Current donations to this program are just over \$27,000 annually (\$2,000 decrease from 2023 due to changes in staffing due to resignations and retirements) which will fund 27 scholarships for the class of 2025.

Current and Ongoing Projects

- 2024 District Excellence Award and InCredible Award grant ordering is almost complete.

- Log Cabin Homestead visits from third-grade students are underway as well as planning for the Log Cabin Community Day in collaboration with the Brownsburg Public Library
- 2023 Impact Report
- Regular meetings with Purse Bingo and Gala Committees in preparation for both of these big events
- INAPEF mentoring as well as upcoming INAPEF Conference on November 6 and 7, 2024
- Revision and updating of 2025 Partnership Opportunities for community businesses
- Wrap-up of successful Drive 4 UR School event including thank you notes to all event partners
- Classroom visits to observe grants in action and creation of grant summaries to share impact with donors
- Preparation for volunteer day in October to put stickers in and count 3,500 books by school and kindergarten classroom
- Regular collaboration with students from DECA class regarding their BEF marketing project
- Expansion of the Essentials for Excellence Fund to include distributing signs and a link to each school when it is their month to collect items for the BCSC Food Pantry in an effort to make things easier for parents or who would prefer to give a monetary donation.

Development Director's Report September 16, 2024

Community Partner/Outreach Visits for August/September:

*Report covers work from Aug. 10 thru Sept. 9

8/14/24 - Mary & Martha - Set up a BEF benefit day where BEF gets a percentage of sales from 9/12 event at their store.

8/15/24 - MRC Designs - Stopped by and left materials, followed up with emails.

8/19/24 - Emails and follow up result in \$2,000 sponsorship with Ally.

8/22/24 - Visits today include Rush Off Main, Alley's Alehouse & Bowling, Meaningful Day Services, Integrative Mind Connections.

8/29/24 - Visits today include Sweet Minis, Team Sports, Brownsburg Fitness, Kumon, Mathnasium, Press Play and Oranomed. I also stopped by Hallmark, V.F.W. (for flags), Ivory Lane and Sweet Paiges for some follow up meetings.

9/5/24 - Visited 11 restaurants around the BHS campus area to set up table tents promoting our Alumni Hall of Fame plus directing traffic to our BEF website.

Community Partner visits today include Mandy's Ice Cream, Hallmark, Rush Off Main and Mary & Martha's. Also dropped off Designer Purse Bingo Tickets to our Community Partners for this event and thanked them for their support.

Development Projects Update:

I continue to work on the BHS Alumni initiative and have finished a backwards timeframe (from Homecoming event 2025). I have also finished an alumni survey that we hope to get on our website this Oct. The goal is to kick off the Alumni program with Homecoming 2025.

I have also started working on an estate planning/planned giving initiative. Rene and I will be meeting with an attorney, (no cost to BEF) this month, to discuss ideas for this program.

I attended a Chamber luncheon, and a Chamber AM Connect meeting in August.

I have either called, or written, thank yous to both, our parents that purchased a Senior brick, and our Payroll deduction participants.