



## **BROWNSBURG EDUCATION FOUNDATION**

November 21, 2022 Board Meeting Minutes

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

**Present:** Tara Casey, Lindsey Catellier, Tarah Fettig, Kris Grant, Kevin Hall, Jamie Hall, Ryan Morrison, Brian Petraits, Paul Shaffer, Alicia Smith, Jim Snapp  
Alyssa DePriest, Abby Hall, Heather Jones, Emma Leary, Amy Lynch, Haley Sharar  
Rene Behrend

**Absent:** Tiffany Dearman, Beth Grant, Melanie Harris, Frank Knez, Melissa Middleton,  
Amamda Wright  
Judi Adams, Lauren Harris, Angela Kreitzer, Meggen Lepper

### **I. WELCOME** – Brian Petraits

Meeting was called to order at 6:03pm by President, Brian Petraits.

### **II. MISSION MOMENTS** – Brian Petraits

Bringing the Designs of ABBA to the BHS Stage – BEF gave a grant for the lighting for the Theater students. Paul and Rene attended and were given a behind the scenes tour. Both were very impressed by the amount of AV equipment and utilization by the students  
Real Men Read - \$12k for 5 copies of each book, 3,500 books purchased for K students. Rene had pictures of the men reading to students.

**III. APPROVAL OF MINUTES** – Kevin Hall noted that he was present for the 9/19/2022 Board Meeting.

**Kevin Hall motioned to approve 9/19/2022 minutes with adding himself as “present”**

**Kris Grant seconded**

**Minutes approved unanimously.**

### **IV. FINANCIAL REPORT** – Kevin Hall

The Finance Committee is meeting with LPL on 11/22 about the Endowment and overall committee duties and action plans for 2022-2023.

## **V. SNAPP CHAT – Dr. Snapp**

“Friday Commitment” after incident that happened at the high school. Given the situation and circumstances, there was a toy gun brought to an elementary school. With the Commitment, pictures and updates were given as soon as press releases were available (including pictures of the toy).

## **VI. COMMITTEE REPORTS (attached)**

**Apples for Excellence** – Go on Sale 29<sup>th</sup> & 30<sup>th</sup>. Hopefully, a new trend is started given the amount in 2021.

**Gala** – No Monte Carlo Casino Night. “REQUEST-A-THON” will be the theme. Raffle for \$5K, each ticket sold for \$50. Request Board members to consider or reach out to parties about Live/Silent Auction items. The Silent Auction will not be as intense as previous years. Planning to help around 3/10. Tickets go on Sale 12/1/22. Early Bird would be before 12/15 for a table \$800. After 12/15, a table will be \$1,000. Look for social media to repost on your favorite social media outlet.

**Surplus Sale** – Mark Manes and John Voigt are working to make it more efficient.

## **VII. DIRECTOR’S REPORT (attached)**

No further questions

## **VIII. BOARD DEVELOPMENT – Brian Petraits**

Discussion about nonprofit board article:

[https://ssir.org/articles/entry/a\\_better\\_board\\_will\\_make\\_you\\_better](https://ssir.org/articles/entry/a_better_board_will_make_you_better)

Article: Pertaining to Africa trip in the article, it was gleamed to confirm board members are getting involved & participating to truly understand and commitment to our programming and the importance and impact it makes with our students – MISSION STATEMENT.

Lindsay mentioned confirmed the fundraising part to allow for these Grants.

Board members suggested getting more involved by visiting classrooms and that article was helpful as new board members.

Brian encouraged board to ask questions.

Rene said ANY board member can request to see grants in action be it in the classroom or visit any time during the day during the month of September – LOG CABIN is in full effect with the Log Cabin experience happening every school day.

## **IX. OLD BUSINESS**

**A. 2023-2026 Strategic Plan** – Brian and Alicia to get a formal draft out about these key areas.

5 keys areas:

1. Staffing – Succession Planning and assisting Rene/additional paid staff
2. Utilization of Endowment – spend prudently and impactfully
3. Evaluating the Whole Program Package (align with mission, getting the ROI to impact it)
4. Maximizing utilization of resources, i.e., Log Cabin
5. Board – Continued development and growth

**B. Amazon Smile reminder** – holiday gift buying – utilizing BEF to get percentage of purchases

**C. Shutterfly/Tiny Prints and Minted holiday cards** – DO NOT use Shutterfly – they may be stopping to partner with nonprofits, but Minted is an option for giveback

## **X. NEW BUSINESS**

**A. Annual giving** – NOTE: Rene gets asked when applying for grants for BEF about how many Board Members give or the percentage of giving: She needs to be able to say it's 100%. Please consider or reach out to Rene if you are unaware of giving: 10 Board Members are in the \$0-\$99 category.

**B. INAPEF Annual Conference** – Rene reported that it was another great year of learning and she appreciated the board's support and opportunity to attend

**C. Big Raffle tickets** – ALL Board can sell under out Gaming License. Total is \$5K to winner and BEF, tickets are \$50/each; 200 tickets in total.

**D. Grant committee presentation** – Paul and Ryan. IA and DEA will be realigned to make sense for staff and considerations to support the mission of BEF. That puts IA from August timeframe to 1<sup>st</sup> Q to apply. All grants will be decided in May. IA application would be due late February with DEA due before Spring Break (this is the same as in previous years).

HISTORY: Dr. Snapp said initially there were Grant funds of roughly \$25K budgeted that the Superintendent could decide priority and how to spend it.

Those funds were turned over to BEF to manage and derive the biggest/best impact given teacher plans and additional experience for BEF students. This has been thought to be a more effective way to enhance learning.

**Brian Petraits motioned to approve the timing and combining IA and DEA given the nature of fulfilling the mission as Grants are processed going forward.**

**Dr. Snapp gave second.**

**Board approved unanimously.**

**E. Annual board checklist** – no questions

**F. Rene's annual review** – Board Members in attendance were given document to review and discuss with President, Brian Petraits. Further communication and finale review to be managed before year end.

## **XI. CURRENT SIGN-UPS – none currently**

## **XII. FUTURE MEETING DATES**

January 17, 2023 (3<sup>rd</sup> Tuesday), 6 pm

February 21, 2022 (3<sup>rd</sup> Tuesday), 6 pm

May 15, 2023, 6 pm

## **XIII. ADJOURNMENT**

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Kevin Hall

11/23/2022

## **BEF Committee Reports November 21, 2022 Board Meeting**

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

### **Surplus Sale Committee**

The Surplus Sale was attended by over 40 community members and brought in just under \$1,000. Leftover items were thrown away or donated to Teachers' Treasures. A wrap-up meeting was held with John Voigt, Jason Starkweather and Mark Manes. The process for getting surplus items will be modified for 2023 to make it more efficient. There will be projectors in 2023, but no laptops. There will be laptops in 2024. Also, due to Homecoming the Surplus Sale will be September 9<sup>th</sup> or 23<sup>rd</sup>.

### **Alumni Hall of Fame**

**Submitted by Melanie Harris**

The Alumni Hall of Fame Selection Committee met on November 2nd and chose one nominee to be inducted into the BHS Alumni Hall of Fame. This person will be announced soon.

Like last year, the award will be presented at the Gala if the inductee can attend.

Huge thanks to Tarah Fettig for all her help on the committee and, of course, Rene for her work on all the details.

### **Apples for Excellence**

**Submitted by Lindsey Catellier**

The annual Apples for Excellence promotion in all elementary schools and BECC will take place November 29<sup>th</sup> and 30<sup>th</sup>, before school, during lunch, 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

In the 8 years that we have been selling the apples, \$37,571 has been given back to grants and scholarships for teachers and students!

**Gala Committee**

No report submitted.

**Director's Report  
November 21, 2022**

**Professional Development**

DATE	EVENT	SPONSORED BY	COST	PAID FOR BY
9/27/2022	Virtual Groundwater Equity Training Debrief	CICF	\$0	n/a
10/6/2022	Board Development Workshop	HCCF	\$0	n/a
10/11/2022	INAPEF Board Meeting	INAPEF	\$0	n/a
11/3/2022	Board Development Workshop	HCCF	\$0	n/a
11/9/2022	INAPEF Board Meeting	INAPEF	\$0	n/a
11/10/2022	INAPEF Annual Conference	INAPEF	\$239	BEF

**Community Outreach**

DATE	EVENT
9/22/2022	AM Connect – attend
10/1/2022	Log Cabin Community Day
10/4/2022	National Night Out Against Crime
10/19/2022	Brownsburg Chamber Luncheon – attended
10/27/2022	AM Connect – attend
11/10/2022	HC ICON Cover Party – attend
11/16/2022	Brownsburg Chamber Luncheon - nonprofit display set-up
11/17/2022	Spoke at final VISION meeting

**Community Partnerships**

- Letters will go out right after Thanksgiving
- Already have increased commitments from:  
IU Health - +\$2500 to fund Running Clubs at all elementary schools  
LeBlanc Nettles Law - +\$2500 and will be presenting partner of 2023 Gala
- Need help from board in making connections/introductions

**Year-end Campaign**

- Letters will be sent out the week after Thanksgiving

**Log Cabin Community Day**

- 33 community members attended in addition to 9 volunteers

**National Night Out Against Crime**

- Visited with a lot of people that evening
- Used State Bank wheel to give away leftover Real Men Read books, golf t-shirts and chocolate bars 😊 as well as BEF pencils

**Grants**

BEF was the grateful recipient of some recent grants:

- John H. Holliday Award - \$1,000 to be used for the Log Cabin Homestead
- CenterPoint Energy Grant - \$5,000 to be used for Real Men Read

- Hendricks County Community Foundation ARPA - \$7,068 to be used for 2023 DEA grants

**Maria West Endowed Scholarship**

- This was previously an annual scholarship that would be last given in 2024 due to the memorial gifts given at the time of Maria's passing running out
- Maria's family collected \$22,000 which will be deposited in the BEF endowment to convert this scholarship to a perpetual scholarship