



BROWNSBURG EDUCATION FOUNDATION
Board Meeting

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

AGENDA
August 19, 2024
7:00 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 - April 15, 2024 ***VOTE***
 - B. Finance Report
 - C. Questions and discussion about finances or areas of concern
- III. **REPORTS** (attached for review prior to meeting)
 - A. Golf Outing
 - B. Designer Purse Bingo
 - C. Directors' Reports
- IV. **STRATEGIC MATTERS** - Kevin Hall and Melanie Harris
 - A. Review of Strategic Plan progress
 - B. Highlights of 2024-2025 calendar of events
 - C. Committee sign-ups
 - a. Volunteer for one or two committees
 - b. Committee chairs as well as leadership needs are listed below
 - D. Discussion about volunteer hours at LOIRP
 - E. Utilizing Log Cabin Homestead for homeschool groups and other school districts
 - F. Board approval of Megan Curts/Lilly Scholar Grant proposal ***VOTE***
 - G. Discussion about amending by-laws to make superintendent and appointed school board representative ex officio and non-voting members ***VOTE***
- V. **EVALUATION MATTERS** - Melanie Harris
 - A. Board and staff roles and responsibilities
 - B. Review and signing of board paperwork

VI. ANNOUNCEMENTS

- A. Future status of Surplus Sale
- B. Marketing update from April meeting discussion
- C. Parent recruitment card for Board will be available in February
- D. Mentors

VII. INCOMPLETE AND NEW DISCUSSIONS - Melanie Harris

VIII. CURRENT SIGN-UPS

- A. Drive 4 UR School - September 11, 2024, 1 - 5pm
- B. Designer Purse Bingo - October 3, 2024, 5 - 10pm
- C. Log Cabin Community Day - October 5, 2024, 10am - noon



IX. ADJOURNMENT

Key Dates:

Drive 4 UR School - September 11, 2024
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 Hoepfner
- Grants - Chair: Melanie Harris, Co-chair: Beth Grant
- *Scholarships - Chair: Lindsey Catellier, Co-chair: **NEEDED**

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

BEF Committee Reports
August 19, 2024 Board Meeting

Golf Committee
Designer Purse Bingo Committee

Golf Committee Report
Submitted by Brian Petraits

Dear BEF Board,

BEF hosted the 2024 Chip in for the Kids Golf Outing on June 14, 2024 at West Chase Golf Club. The event netted nearly \$27,000 (this number includes golf outing specific sponsorships). Thanks to all board members, volunteers, and community partners for a fun and successful day. We sold 35 of the 36 possible team slots and had an opportunity to share the BEF story with nearly 150 individuals. Based on feedback, researching best practices, and day-of observations, we continue to modify the event and the various games to maximize revenue for BEF and those who are golfing. Thanks again for a successful day.

The BEF Golf Committee
Kevin, Rene, and Brian

Designer Purse Bingo Committee Report
Submitted by Beth Grant

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 will be taken for social media.

Ticket sales (Only cash or check accepted):

- VIP Ticket Sales \$40 each: Wednesday September 4th from 8 am - 4 pm, BEF office
- Early Bird Ticket Sales \$40 each: Saturday September 7th from 10 am - Noon, BEF office
- Ticket sales after September 7th will be \$50 each, must arrange pick up time

Food: This year we have decided to offer pre-order sandwiches or charcuterie boxes. Attendees will use QR code on back of ticket to place orders online. Event day - Vendors will man a table(s) to pass out the orders. There will be a few "extras" if people forgot to order and need to purchase at the event.

Table snacks - currently pricing a packaged snack that we can add BEF marketing sticker with thank you phrase.

Desserts available for purchase

Cash bar available

OTHER:

Pull tabs

50/50 Raffle

Confirming an Emcee for the evening

**Executive Director's Report
Submitted by Rene Behrend
August 19, 2024**

Professional Development

DATE	EVENT	SPONSORED BY	COST	PAID FOR BY
5/8/2024	Fundraising Campaign Success Webinar	Hedges	\$0	n/a
5/22/2024	Charity Gaming Webinar	IN Gaming Commission	\$0	n/a
7/29/2024	Board Governance Webinar	INAPEF	\$0	n/a

Community Outreach

DATE	EVENT
4/17/2024	Brownsburg Chamber Luncheon - attend
5/16/2024	Spoke at VISION Graduation (morning and evening)
5/23/2024	AM Connect - attend
6/4/2024	Community Health Luncheon
6/27/2024	AM Connect - attend
7/23/2024	Spoke at Team 2028 Parent Meeting
7/25/2024	AM Connect - attend
8/10/2024	Test Prep Workshop hosted by BEF
8/15/2024	Spoke at Team 2025 Parent Meeting

2024 Partnerships

- \$160,631 committed for 2024 so far. This is an increase of about \$4,000 (2.5%) over last year, and we still hope to get a few more community partners for the Drive 4 UR School and Purse Bingo events
- **We have ONE more Table Partner (\$750) available for Purse Bingo and need to know by Friday 8/30. Any connections or partner leads would be appreciated for both the Drive 4 UR School event and Purse Bingo event.**

2024 Log Cabin Camp

- Took place two weeks this year June 17th - 20th and June 24th - 27th (Monday - Thursday) from 9am- 2pm each day.
- Camp was a HUGE success! The feedback from both student attendees and parents is so positive!
- 2024 Financials:

INCOME	
34 students @ \$150 each	\$5,100.00
TOTAL INCOME	\$5,100.00
EXPENSES	
3 teachers @ \$400 each week	\$2,400.00
Consumable supplies	\$423.21

TOTAL EXPENSES	\$2,823.21
2024 INCOME	\$2,276.79
Reusable supplies	\$30.32
NET INCOME	\$2,246.47

- Cost per student is \$89.17 (we spent \$82.92/student in 2023 and \$72.22/student in 2022). Had we not hired the third teacher to help, we would have only spent \$59.50 per student.
- Looking at 2025, IF we are going to host Pioneer Camp, I recommend that:
 - 1) We only hold for one week and that week is a week after the golf outing - June 23rd through 26th.
 - 2) We only hire two teachers and Rene/Teresa assist where needed.
 - 3) Cost of camp increases to \$200/student since most parents said this camp was a bargain compared to other camps of this nature.
- Assuming that costs stay about the same for materials, this would result in an income of \$4,000 (also assuming we fill all 20 possible camper spots) and expenses would be about \$1,850 which would result in a net profit of \$2,150. This is almost the same amount as what we netted this year with two weeks of camp and more than 2022 (\$1,914) or 2021 (\$300).

INAPEF Coaching

- As a continuation of the capacity building grant that INAPEF received from The Lilly Foundation, I have been asked to coach the newly hired staff member at the Union City Education Foundation. This coaching experience takes about one hour of time per month through the end of 2024.

Development Director's Report
Submitted by Teresa Fishback
August 19, 2024

Community Partner/Outreach Visits July and August

June 14

Volunteered Day Working Golf Outing

July 1

Started working for BEF

July 18

- **Tinker Tooth** - met with Dr. Andrea and left flyers, followed up with email the next week
- **Goddard School** - met with Jennifer, left flyers discussed 2025 campaign ideas, follow up email the next week
- **Beauty Bar** - met with Lynsey discussed Breakfast/Drive 4 UR School, followed up email the next week, she agreed to be a partner for these two events
- **Mary & Martha** - met with Sara discussed purse bingo, followed up email, they agreed to be a donation raffle partner for purse bingo
- **Brightly Art Studio** - left flyers with employee, more follow up see below
- **Hallmark** - left flyers with an employee, more follow up see below

July 23

BHS Freshman Parent Night - brick promotion

July 24

BEMS and BWMS visits to plan 2025 informational table

July 25

AM Connect Chamber Breakfast

- **The Pfahler Group** - Rene suggested that I email Nathan with Weichert Realtors since I met him at breakfast. I did and I asked him to sponsor staff breakfast and Drive 4 UR School event - he said yes -

July 26

- **C. & J. Well Co.** - left material at front desk
- **Beauty Bar** - Stopped by to Thank her for being a partner with us
- **Ivry Lane** - met with Syndy to talk about purse bingo. Talked about marketing ideas, sent follow up email.

July 29

- **Hallmark** - met with Richard to discuss donations for mystery bags or other events

Back-to-School Breakfast

July 30

- **Brightly Art Studio** - met with Laura, left flyers, talked about giving donations for Gala
- **Vaughn Orthodontics** - left flyers with front office, follow up email

Aug. 1

- **Hallmark** - dropped off my business card and flyers with employee
- **Sweet Paige's** - met with Paige, talked like will be dessert partner at Purse Bingo
- Ribbon Cutting **Ryan Homes - Forest Hill**

Aug. 2

Follow Up emails V. Orthodontics, Ryan Homes, Cranfill Development, Sweet Paige's

Aug. 6

- **Performance Paint** - emailed Danielle about Purse Bingo table per Beth's suggestion

Aug. 7

- **Performance Paint** - agreed to sponsoring the last table at purse bingo event

Aug. 9

- **Hendricks Pediatric Dentistry** - left flyers at front desk, follow up email 8/12 sent
- **Mary & Martha** - went in to thank them and to ask about purse photo shoot (cross promotion) also talked about future "Teachers Night Out" with percentage of sales to BEF
- **Energy Spot** - met with Chris, left flyers, told him I would follow up 2025 campaign

Called people that ordered Graduate Walk bricks. Also called 1987 Club members to thank them. Had a long conversation with new donor Tim Zahrn. Tim and his wife Denise have pledged \$150 a month to BEF.

Development Project Update

I have started working on the BHS Alumni initiative by researching three other educational foundations in the state of Indiana that do a very good job of connecting their alumni.

I have also created a survey that I will be sending out in the fall to get a better idea of what our BHS alumni are looking for in the areas of connecting with each other, looking for famous alumni, attending events like reunions and homecoming and giving back through donations, mentoring and volunteering.

I am also working on a backwards timeframe to submit to Rene about kicking off this initiative during Homecoming 2025 - September 19, 2025.

