

**Brownsburg Education Foundation  
April 15, 2024 Board Meeting  
Bulldog Conference Room**

**Present: Lindsey Catellier, Katie Dixon, Tarah Fettig, Kat Fenoglio, Kevin Hall, Jamie Hall, Melanie Harris, Christen Hoepfner, Melissa Middleton, Ryan Morrison, Brian Petraits, Rene Behrend**

**Alyssa DePriest, Heather Jones, Amy Lynch**

Melanie Harris called the meeting to order at 6:04 p.m.

**February Minutes**

Brian Petraits motioned to approve, Kevin Hall seconded. Approval of minutes passed unanimously.

**Financial Report**

Kevin went over the Finance Report. Budget to Actuals report was provided to Board members at the meeting.

Comments: Kat - not following note in red. Updates from Quickbooks of manual entering versus not. The note in red is for the CPA.

**Committee Reports**

Kat-Thank you to Katie and her team for the Gala. It was wonderful. How does the financials compare?

Rene- It was exactly the same as last year and the past 2 years are better than any years prior to COVID.

Kevin- Scholarships is going smoothly. Hopefully things get worked out with Kaleidoscope (based on cost changes to the platform).

Melanie- Grants is enjoyable getting to work with what teachers are doing in the classrooms.

**Director's Report**

We got \$2,000 from Walmart since the report was submitted. Hoping to ramp up to get a few more kids into Pioneer Camp as we are now at the break-even number. Rene will revisit looking at getting information out. Sign-ups end May 31, 2024, so there is time for more sign-ups. The workshop attended was fabulous and we will work with that at the August board meeting.

**Strategic Matters**

Question to ask from last week meeting: Review of strategic plan progress

Building Rep Feedback- Looking at limiting the amount of time we expect building reps to be here.

Would they rather be here for 3 full meetings or come from 6:00-6:30 and then be dismissed?

Amy- would rather come and then leave.

Heather- feels like if she is here, she will stay and listen to the whole thing. Maybe eliminate one meeting but be prepared to stay a bit longer (an hour, hour and a half) for the meetings they are present at.

Lindsey- just be mindful of meetings where they need to be present for materials (i.e. apples or gala baskets) so that we are not making more work for Rene or the reps to coordinate exchange of materials

**Outgoing Building Rep**

Alyssa is moving a bit farther away which requires her to lessen her load. Thank you for your service.

Building Reps were be dismissed at 6:27 p.m.

#### Evaluation Matters

Individual Board Member Assessments-Any sort of support or board development areas that we need to look at going into next year's calendar?

Brian- The financial preparation piece has grown since the last time we did this evaluation.

Kat- #3 speaks to an area of improvement. What is our background regarding other non-profits? Do we do a board retreat? More of the how-tos/101.

Kevin- Looking at the committees, they are well established and have a clear road map.

Christen- How to better follow trends in education foundations?

Brian- There are periodicals, opportunities to attend workshops, conferences

Melanie- Has connections to other education foundations based on previous work, use Alumni Hall of Fame and asks them to speak to the students who are aligned to their area of expertise

Rene- How does everyone feel about a board retreat? Melanie and Kevin on board! Considering logistics- Maybe 3 hours. Prefer during a work day. Have a setting that is a part of the district. Is there a way to incorporate something special into the retreat that provides appeal. Ensure a meaningful agenda. Connection to other board members, awareness of committee work, common institutional knowledge. Connect April/May reflection to August agenda. As it develops look at asking sponsors, grant, scholarship speakers to attend.

#### Program/Event Scorecard Draft

Kat- Program means to her, "What are we spending money on?" versus an Event Scorecard. How are we ensuring that our members, community partners, and staff are not being burnt out with our events? Is social media a part of the development director? How do we funnel those on social media into action? Are we promoting ourselves in our programming (i.e. Real Men Read) Content generation- more posts, more interaction

Christen- Worries about eliminating large events that are large fundraisers but require large man power. Some appear to a part of our branding. Do you make it a "requirement" to participate in the large events? Make the scorecard more like a rubric with an actual score. Frustration with discussion happening but lack of execution of ideas. At the end of conversations there needs to be a determination of who is taking the next steps. How do we reach students' parents more to better diversify our board?

Jamie- Worries that if large events went away, it would indicate a problem with BEF. Bring in students from DECA for marketing? Build awareness. Involve the students more (like desserts used at BEF)

Melissa- Focus on recruitment, remote option maybe once a year

Brian- Have the scorecard become a part of the reflection of the committee after the event that can be shared with the board as a part of the submitted committee report

Rene- Ideal would volunteers who are clamoring to get on the board. Do we add something to the end of the agenda that is an action plan?

Melanie- Do I know what a board is/does? Are these hard questions that we have skipped over? What is the ideal for what Rene does versus what the board does? Take student connection to the next step through video or board member interviews. Board being responsible for the board. How do empower ourselves more?

Ryan-You get out of the board what you put in. Rene makes very clear punch lists for committees and is providing us with the necessary tools that we need to successful. Using funds to bring in marketing to help understand algorithms, create better understanding.

#### Officer nominations slate

We do not have quorum to vote on officers.

Kevin Hall has agreed to be on the slate as the President- Elect.

Christen has agreed to be on the slate as Treasurer. The board will have to vote to override the by-laws that require a member to be on the board for 2 years prior to being on the executive board.

Tarah Fettig may consider being the secretary.

We can vote electronically on the board of directors. Rene will send that out and you will vote on the entire slate of directors.

#### Review of Board of Directors applications

Rene will send out the document. We will vote yes/no on each candidate.

Keep in mind that we do need men on our board.

If they have not yet been on BEF, maybe we look at inviting them to be a part of committee before we ask them to make the commitment so that applicants are invested in the organization.

#### BEF Board Retirements

Brian- you will be missed! He is staying on with Golf Outing and Alumni Hall of Fame

Ryan- thank you for your service!

#### Current Sign-Ups

Volunteer at LOIRP- we need to fill the whole shift so that it will count towards our hours for Top Eliminator Club.

Melissa moved to dismiss. Brian seconded the motion. Passed unanimously. Dismissed at 7:49 p.m.

Respectfully submitted,

Lindsey Catellier

4/15/2024