



**BROWNSBURG EDUCATION FOUNDATION**  
**Board Meeting**

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

**AGENDA**  
**November 18, 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 - September 16, 2024 **\*VOTE\***
  - B. Finance Report
  - C. Draft of 2025 Budget
  - D. Questions and discussion about finances or areas of concern
- III. **REPORTS** (attached for review prior to meeting)
  - A. Apples for Excellence
  - B. Alumni Hall of Fame
  - C. Rally for Our Kids Gala
  - D. Director's Report
- IV. **STRATEGIC MATTERS**
  - A. Review of Strategic Plan progress - Kevin Hall
  - B. INAPEF Annual Conference - Tara Casey
  - C. Annual Board Checklist - Melanie Harris
  - D. Highlight of community partners re: 2025 sponsorships

FEEDBACK  
INFORMATION  
INFORMATION  
FEEDBACK
- V. **EVALUATION MATTERS** - Melanie Harris
  - A. Continued discussion about board engagement
  - B. Discussion about addition of Governance Committee
  - C. Annual board giving

DISCUSSION/FEEDBACK  
DISCUSSION/FEEDBACK  
INFORMATION
- VI. **ANNOUNCEMENTS**
  - A. Marketing update - DECA project

INFORMATION

- B. Thanksgiving cards to major donors and community partners
- C. Minted.com holiday cards - see the BEF website for details

PARTICIPATION  
INFORMATION

**VII. INCOMPLETE AND NEW DISCUSSIONS** - Melanie Harris

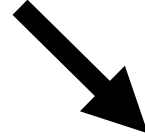
**VIII. CURRENT SIGN-UPS**

- A. Help fulfill online Apples for Excellence orders - December 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 6<sup>th</sup>

**IX. FUTURE MEETING DATES**

- February 18, 2025 (3<sup>rd</sup> Tuesday) at 6pm
- April 21, 2025, 6pm

**X. ADJOURNMENT**



**Key Dates:**

- 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: Kat Fenoglio

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

## **BEF Committee Reports November 18, 2024**

Gala Committee  
Special Promotions Committee - Apples for Excellence  
Alumni Hall of Fame Committee

### **Gala Committee Submitted by Hillary Rogers**

*You had me at*  
**TAILGATE**



ARE YOU READY FOR SOME TAILGATE??!!

This year the gala theme is Tailgate and Tiaras! The gala will offer a lot of different experiences for guests. Guests are welcome to wear their favorite jersey, dress it up and add a tiara or keep it tailgate friendly!

We have special guests scheduled to join us, including Purdue Pete and our own resident Bulldog!!! We have secured our gaming license and our event space, the Binford Pavilion, previously the Top Eliminator Club. We also have an awesome DJ in the works that has a few extra surprises to add to the excitement of the evening.

This year we will have a pre-sale swag line that will offer jerseys and other items. The menu will consist of elevated tailgate food - walking tacos and sliders - but make it fancy!

**What we need from you:** any donations for baskets, wine or whiskey that you would love to clear off your shelves, **help with silent and live auction!** We are in need of tickets or gift cards to ANY events; we would like to do a ticket tree or prize wall this year instead of a gift card tree.

### **Special Promotions Committee - Apples for Excellence Submitted by Lindsey Catellier**

The annual Apples for Excellence promotion in all elementary schools and BECC will take place December 3rd and 4th, 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  
2023- 1257 apples \$6,290

In the 10 years that we have been selling the apples, \$52,006 has been given back to grants and scholarships for teachers and students!

### **Alumni Hall of Fame Committee**

#### ***Submitted by Brian Petraits***

BEF continues to lead and support the BHS Alumni Hall of Fame project. Typically, each October or November, a group of community members meet to select the BHS Alumni Hall of Fame class. The class is inducted during the BEF Gala in March. The community panel met on November 6<sup>th</sup> but were unable to select any worthy alumni for the Hall of Fame. Lofty guidelines are set to ensure that each candidate is qualified for induction. After spending much time looking over applications, the panel thought that no candidates met all of the criteria.

Thanks to those BHS staff, students, and community members who gave time to serve on the selection panel.

Finally, the AHOF committee continues to stay in conversation with BCSC administrators concerning the permanent placement/display of the AHOF plaques in the renovated fieldhouse. As this process evolves, we will keep the BEF board informed.

If there are any questions, please let Brian Petraits know.

**Director's Report  
November 18, 2024**

**Professional Development**

DATE	EVENT	SPONSORED BY	COST	PAID FOR BY
11/6/2024 11/7/2024	INAPEF Annual Conference	INAPEF	\$125	BEF
11/14/2024	Building Win-Win Corporate Partnerships	Hedges	\$0	n/a

**Community Outreach**

DATE	EVENT
9/26/2024	AM Connect - attend
10/1/2024	Brownsburg Night Out Against Crime
10/24/2024	AM Connect - attend

**2024 Partnerships**

- \$165,881
- This is an increase of \$9,723 (6.2%) over 2023.

**Year-end Campaign**

- BEF has gratefully received a \$10,000 from a donor who requested that the gift goes into the endowment but asked if this gift could be used as an incentive for our year-end campaign as a matching gift. Letters and publicity will be shared as such. Official kick-off of year-end campaign will be on #GivingTuesday. Letters will be mailed to donors the week of November 18<sup>th</sup> or 25<sup>th</sup>.

**Log Cabin Community Day**

- We got perfect weather and had a great turnout of over 60 community members. Principals and teachers sharing on Parent Square was helpful as well as the historical display and craft presented by the Brownsburg Public Library.

**Current and Ongoing Projects**

- 2024 District Excellence Award grant ordering is complete except for a late addition of a SMART board for the Applied Skills class at Brown Elementary. InCredible Award grant ordering is waiting for one teacher to submit her order as well.
- Wrap-up of Log Cabin Homestead project for 2024 including washing of all clothes, costumes and quilts and inventory of supplies so that we are prepared for next year
- Regular meetings with Gala Committee in preparation for this event as well as applying online for silent auction donations, merging letters to send to area businesses for donations and designing 2025 invitation.
- Revision and updating of 2025 Partnership Opportunities for community businesses
- Visits with current BEF community partners as well as new businesses in Brownsburg to secure involvement for 2025
- Due to the resignation of the development director at the beginning of October, BEF will be looking to fill this position again at the beginning of 2025.

- Complete revision of scholarship platform with migration from Kaleidoscope (budgeted at \$7500/year) to eForm Solutions (\$3550 for the first year and \$2500 or \$2800 going forward depending on the number of applicants we have)
- Classroom visits to observe grants in action and creation of grant summaries to share impact with donors
- 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.
- Alumni Hall of Fame Selection Committee meeting and administration following meeting (no alumni selected for Hall of Fame induction in 2025). Further communication with Alumni Committee chair to discuss alumni outreach in 2025.