

Munster Education Foundation
Annual Meeting – Year in Review
June 20, 2018
School Town of Munster
Administration Building
9:00 a.m.

Munster Education Foundation (MEF) is a nonprofit organization that serves as a vehicle to solicit and allocate funds to enrich the programs, activities and facilities of School Town of Munster.

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Dedicated to Quality Education in Our Community

Dear Community Member:

Thank you for your interest in Munster Education Foundation and for supporting our organization's efforts. The following report summarizes the organization's activities for the 2017-2018 school year as well as provides insight into our committee's goals for the near future.

Since our inception in 1992, MEF has awarded over \$270,000 in grants to teachers, administrators and community members throughout the five School Town of Munster schools for new and innovative education experiences beyond what the current school budget can support.

MEF also administers the Teacher of Merit Awards to eligible teachers each summer. This five year program began in 2015 as an initiative to retain our highly effective teachers. Over the first two years of the program, a total of \$510,000 has been awarded to our teachers through this program which is primarily funded by 1974 Munster High School alum Joe Mansuetto. Additional community contributions are greatly appreciated and necessary, especially as we have more teachers qualify each year.

It is our hope that his report will provide you with useful information and also motivate you to support (or continue to support) Munster Education Foundation.

Thank you again for your interest.

Sincerely,

The Munster Education Foundation Board of Directors

Executive Committee Report

The Executive Committee includes current officers as well as one additional board member that has served as president in recent past years. This year's committee consisted of Tricia Shelton, president; Michael Sowards, vice president; Ken Schoon, secretary; Kristen Smith, treasurer and Deb Milne, a recent past president.

The main purpose of the executive committee is to help guide the activities of the organization as well as provide assistance to the committee chairs in between monthly meetings.

This year, our officers presented the board with a budget for approval which included insurance, tax preparation as well as web site management/database system costs. The executive committee also asked the governance committee for updates on several outdated documents, provided guidance for the Teacher of Merit Awards steering committee's marketing and fundraising efforts and called for updated marketing methods for the organization.

The executive committee also represents the organization at outside events as needed. This past year, Tricia Shelton spoke to School Town of Munster staff at their welcome back event as well as met with the new executive director for the Munster Chamber of Commerce. Tricia and Kristen also recorded a podcast with Superintendent Jeff Hendrix to discuss the mission of MEF. Members of the executive committee also participated in the monthly roundtable hosted by Superintendent Hendrix.

Lastly, in an effort to ensure MEF continues to work in cooperation with School Town of Munster, we honored the tradition of the ex-officio positions ensuring that both the administration and the school board had representation at our table. This past year we appreciated the dedication of both Superintendent Hendrix and School Board Member Melissa Higgason. Both helped serve in advisory capacities so that our independent work is still in alignment of the overall goals of the district.

All members of the Executive Committee were honored to serve MEF in our respective leadership roles and we are all committed to continuing to serve the organization for the benefit of School Town of Munster staff and students, which in turn benefits our entire community.

Respectfully submitted by Tricia Shelton, President

Ex-Officio School Town of Munster Report

It is my privilege as the Superintendent of the School Town of Munster to recognize the contributions that the Munster Education Foundation has made this past year to support our students, teachers, administration and school board. The work of MEF has provided the necessary funds and supports to help our teachers provide innovative programs that challenge our students in their classrooms each day. MEF has stepped up to assist the School Town of Munster Board and Administration by with the Teacher of Merit program that recognizes outstanding teachers and provides monetary compensation to reward them for their hard work and retain them in our school district. These kinds of supports and programs have helped the School Town of Munster continue to meet its mission:

Our mission is to help students demonstrate academic growth and social responsibility in a supportive and intellectually challenging learning environment. Furthermore, the work of the Munster Education Foundation has helped the School Town of Munster continue its journey to meet the vision of our schools: ***School Town of Munster – A District of National Distinction!*** On behalf of the School Town of Munster, I want to thank you for all of your contributions to making our schools great!

Respectfully submitted by Dr. Jeff Hendrix, Superintendent, School Town of Munster

Finance Committee Report:

The Financial Committee includes Kristen Smith, Dan Glavin, Nancy Hamblin, Melissa Higgason and Lynn Eplawy.

This past year, MEF's Finance Committee has been focused on improving overall financial procedures and as well as utilizing financial data to implement the best financial plan for MEF.

MEF now utilizes online QuickBooks to manage all financial accounts which has improved the efficiency of our day to day financial management and review of the monthly financial statements that are presented to the Board for approval. Our new membership system, NEON, is also integrated within QuickBooks as well.

In addition, the Finance Committee wrote and presented to the Board a new Investment policy as well as internal procedures document which details how all monies are handled including review of ongoing contractual agreements, bidding out MEF business (such as comparison pricing for the venue for the annual event) and other general financial procedures. These documents were approved by the Board and will be reviewed annually and updated as necessary.

MEF has outsourced preparation of our 2017 (Fiscal Year End June 30, 2018) federal and state business income tax returns to Homer, Wilson & Company, Ltd. Certified Public Accountants of Munster. Full financial report will be provided at the August MEF Board meeting.

MEF continues to grow and mature financially and the Finance Committee is committed to ensuring procedures are followed and transparency is always at the forefront of all our transactions.

Respectfully submitted by Kristen Smith, Treasurer

Fundraising Committee Report:

The Fundraising Committee includes the following members leading our fundraising efforts: Tricia Shelton Paula Nellans, Deb Milne, Ellen Byrne, Ann Bochnowski, Carol Moore, Lynn Eplawy, Candice Logue, Beth Palmer and Kristen Smith.

The school year began with MEF's annual town wide mailing soliciting donations. Tricia Shelton coordinated edits to the brochure which reflected donations verses memberships. The mailing is great for name recognition as well as reaching residents who might not be involved in the schools anymore. The donations that came in as a result of the mailing was just under \$13,000 from about 180 donors. The cost of the mailing was \$4,000. Therefore, the committee is recommending a more targeted mailing for the next year along with other marketing efforts such as Night Out Against Crime booth and social media.

The annual event took place on February 2, 2018 at the Center for Visual and Performing Arts in Munster. The event was co-chaired by Deb Milne and Paula Nellans. The theme (and attire) was Jeans and Jerseys, which was well received by all attending. The food complemented the tailgate event. The committee implemented several improvements from last year which included:

- A \$40 designated driver ticket and colored wristbands to represent each ticket level.
- Online ticket purchasing
- Better Signage throughout the event to help locate where activities were located
- Ticket and tip board sellers wore referee shirts to help identify themselves to attendees.
- Large Auction items were posted on social media ahead of time to draw more interest.

The event included a VIP Craft Brew Tasting, Jim Dedelow as MC, a TV Raffle, Brew Bus Tip Board, Misc. Tip Boards, Craft Brew Cap "Sales", Silent Auction and Seed Raffle items. Pandora Music was piped into the event and Lady's Gourmet Popcorn was provided to munch on as well as samples provided as take-aways for the guests. The event was profitable and the goal for next year is to increase business sponsorships by 10 percent.

Honor an Educator program was once again overseen by Ann Bochnowski and Ellen Byrne. This opportunity to provide a teacher with an apple pin for recognition was promoted before the holiday break as well as at the end of the school year. Flyers were distributed through the schools but the ability to complete an order on line was an added benefit this year. In total, 60 staff members were honored with an apple pin and note from parents who donated \$1,902 to the program.

Carson's Community Days (started in 1999 by The Bon-Ton Stores) was a risk free fund-raising opportunity for MEF, with 100% of the proceeds remaining with MEF. Carol Moore oversaw the program which entailed participating as a coupon book seller for Community Days which are scheduled for November and February each year. This past year, MEF participated in the November event. Carson's provided coupon booklets to participating organizations free of charge. The organization sold the booklets for \$5 each and kept 100% of the \$5 booklet price. The booklets were full of

coupons for a variety of products, but the real selling point was a coupon good for \$10 off any purchase. The buyer spent \$5 and got \$10.

In addition, Carson's offered opportunities for sales in the store in the month leading up to Community Days. Organizations were asked to report sales numbers every week. Based on those numbers, organizations which exceeded the minimum requirements were invited to sell booklets in the store during the event. Carson's also sold the booklets in store. After the sale, the proceeds were divided and participating groups received an additional check.

- Our first year of sales, we raised \$770.
- The following year, we raised \$870 in November and an additional \$540 in February
- Our totals grew to \$950, then \$1050.
- In 2016, we raised roughly \$1340
- In November of 2017, we raised \$1,724.46, our all-time high

Unfortunately, since Carson's is going out of business, Community Days will no longer be available to us. The committee will potentially focus on an alternative no risk fundraising effort such as restaurant nights.

The above efforts brought in \$32,000 for the August 2017 through May 2018 school year.

Respectfully submitted by Paula Nellans.

Governance Committee Report:

The Governance Committee includes Ken Schoon, Sandy Baker, Ann Bochnowski, Nancy Hamblin, Sue Lazar, Lyn McHie and Carol Moore.

The conflict of interest statements and board member responsibilities forms were signed by board members at the August, 2017 meeting and a board committee list was made for the 2017-2018 year.

By-laws: The committee concluded its year-long work on the MEF by-laws. The revised by-laws were adopted by the board at the [September 2017](#) meeting.

Whistle-blower policy: With board input, the committee refined the old MEF whistle-blower policy, making it more specific to the organization as it currently exists. The revised policy was approved by the board at the [January 2018](#) meeting.

Articles of Incorporation: The committee revised the foundation's Articles of Incorporation to be parallel with the new bylaws. The revised articles were approved by the board at the [April 2018](#) meeting.

Board membership: The committee reviewed the list of current board members whose terms expire in June, 2018, and upon finding that all were valuable and contributing board members, decided to recommend that all be reelected. (All agreed to serve another three-year term.). The committee then requested names from board members of possible new board members. Two recommendations were received, both were recommended by the committee. Of those, Ken Wilk accepted our offer. He and the current board members whose terms end this month will be voted on at the annual meeting in June, 2018.

Officers for 2018-19: The committee recommends a slate of candidates for 2018-19 offices. They are Michael Sowards, president; Tricia Shelton, vice president; Lynn Eplawy, treasurer, and Ken Schoon, secretary.

Governance Committee chair for 2018-2019 will be Lyn McHie.

Respectfully submitted by Ken Schoon, Governance Committee Chair.

Grant Committee Report

The Grants Committee includes Deb Milne, Lynn Eplawy, Candice Logue, Michelle McKechnie, Tricia Shelton and Kristen Smith.

The committee met in October and March prior to each monthly meeting in order to review and make recommendations to the full board at the upcoming meeting.

In October, there were 2 repetitive grants submitted and approved for \$4,000. There were seven new grants submitted and six were approved for a total of \$11,387 awarded.

In March, 2 additional repetitive grants were submitted and approved for \$4,000. Eleven new grants were submitted and six were approved for a total of \$8,258.27.

After each grant cycle, all applicants were provided with an email notifying them of their approval with an invitation to accept their check at the upcoming school board meeting. Grants were then announced with checks being given out by Deb, Kristen and Tricia. Grant applicants that are not approved are provided an email with an explanation of why their program or project was not able to be approved at this time.

Press releases after each grant cycle with summary information on approved grants were written and distributed to local press by Tricia Shelton.

One area that was challenging for the committee this year and will be a goal to work on for the upcoming year is soliciting larger business sponsorships that could be used for grade level grants. We also would approach the board for increase in grant budget should our fall donations and business sponsorships increase.

Respectfully submitted by Deb Milne, Grants Committee Chair.

Marketing Committee Report:

The Marketing Committee includes Paul Rotatori, Michael Sowards and Tricia Shelton.

A new website was developed for the Munster Education Foundation that is integrated with MEF's Facebook feed.

Implemented a new online database, NEON, to track donations to MEF. Customized donation forms are now created for separate donations, such as general donations to MEF, Teacher of Merit, Honor an Educator, or to purchase tickets to our Annual Fundraiser. Database is also integrated with email marketing tool MailChimp so that customized email campaigns can be targeted towards specific segments.

Facebook promotions were utilized to increase attendance to MEF's Annual Fundraiser.

Respectfully submitted by Paul Rotatori, Marketing Committee Chair

Teacher of Merit Award Committee Report:

The Teacher of Merit Award steering committee consists of a separate group of citizens who meet monthly and are responsible for fundraising specifically for the Teacher of Merit Awards. Members of the committee include Nina Arzumanian, Ann Bochnowski, Julie Compton, Kyle Dempsey, John Friend, Bob Grow, Matt Maloney, Kerry Meyer, Paula Nellans, Ingrid Schwarz Wolf, Kathy Sharpe and Cheryl Zeck. Lisa Morris of Peoples Bank provides account support, Steve Tripenfeltas provides invaluable support handling all the paperwork with the teachers, Kristen Smith as MEF treasurer also handles Teacher of Merit Award finances and Tricia Shelton serves as a liaison between the MEF board and the steering committee.

After the 2017 awards night, our mission was to survey the teachers to find out what they enjoyed about the awards as well as to receive input on what we might be able to do better. The qualitative and quantitative results of this survey showed that while we could better publicize the program and also make the awards night more convenient for the recipients, the awards have been appreciated and have been effective in helping retain our teachers. The committee then held two main fundraising efforts with a Fannie Mae candy drive in the schools during the holiday season as well as a targeted mailing to approximately 300 members of our community. We raised \$70,000 to be added to the \$200,000 base money provided by 1974 alum Joe Mansuetto.

The conclusion of this donation year will be July 27, 2018 with awards being provided to staff at an August 10 awards ceremony. This year there are 186, up from 166 last year, staff members who qualified. We find this increase a challenge for further fundraising as we would like to continue to provide increases in the award amounts. However, we are pleased that our district continues to employ so many highly effective teachers. The committee would like to thank all the donors to the program as well as MEF for taking this initiative under its organization's umbrella. It is the groups' mission to show strong support for all teachers, media staff and counselors and we can't do that without the communities support.

Respectfully submitted by Mary Yorke, Teacher of Merit Awards Steering Committee Director.

Munster Education Foundation, Inc.

BUDGET VS. ACTUALS: FYE 2018 BUDGET - FY18 P&L

July 2017 - May 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Donations-Corporate	100.00		100.00	
Donations-Regular	12,835.37	13,750.00	-914.63	93.35 %
Fund Raising				
Amazon Smile	12.43	7.37	5.06	168.66 %
Carsons Coupons	1,724.46	500.00	1,224.46	344.89 %
Honor an Educator	1,902.89	916.63	986.26	207.60 %
License Plate Income	1,143.75	700.00	443.75	163.39 %
Other - Flags	80.00		80.00	
Other Fundraising		366.63	-366.63	
Spring Event	50.00	25,000.00	-24,950.00	0.20 %
Spring Event - Bottle Caps	580.00		580.00	
Spring Event - Brew Bus	485.00		485.00	
Spring Event Auction	4,104.83		4,104.83	
Spring Event Raffle for TV	3,460.02		3,460.02	
Spring Event Registration	16,298.41		16,298.41	
Spring Event Sponsors	3,100.00		3,100.00	
Total Spring Event	28,078.26	25,000.00	3,078.26	112.31 %
Total Fund Raising	32,941.79	27,490.63	5,451.16	119.83 %
Sales of Product Revenue	11.54		11.54	
Total Revenue	\$45,888.70	\$41,240.63	\$4,648.07	111.27 %
GROSS PROFIT	\$45,888.70	\$41,240.63	\$4,648.07	111.27 %
Expenditures				
Advertising	80.00		80.00	
Audit Fees		600.00	-600.00	
Bank Charges	890.76		890.76	
Dues & Subscriptions	150.00	250.00	-100.00	60.00 %
Grants	29,433.51	18,333.37	11,100.14	160.55 %
Honor an Educator Supplies		500.00	-500.00	
Insurance	975.00	1,000.00	-25.00	97.50 %
Legal & Professional Fees	1,875.00	1,604.13	270.87	116.89 %
Meals and Entertainment		80.00	-80.00	
Membership System Exp	1,276.36	2,695.00	-1,418.64	47.36 %
Miscellaneous	80.00	5,500.00	-5,420.00	1.45 %
MPN - School Pay Fees	29.02		29.02	
Office Expenses	484.80		484.80	
Postage/Mailing	757.68	4,125.00	-3,367.32	18.37 %
Software and Setup		462.00	-462.00	
Spring Event Expense	11,091.78	9,000.00	2,091.78	123.24 %
Stationery & Printing	3,652.78		3,652.78	
Total Expenditures	\$50,776.69	\$44,149.50	\$6,627.19	115.01 %
NET OPERATING REVENUE	\$ -4,887.99	\$ -2,908.87	\$ -1,979.12	168.04 %

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Other Revenue				
Other Income				
Capital Gains		825.00	-825.00	
Change in Market Value of Securities	5,393.72		5,393.72	
Dividend Income	1,288.88		1,288.88	
Interest Income	110.58		110.58	
Total Other Income	6,793.18	825.00	5,968.18	823.42 %
Total Other Revenue	\$6,793.18	\$825.00	\$5,968.18	823.42 %
NET OTHER REVENUE	\$6,793.18	\$825.00	\$5,968.18	823.42 %
NET REVENUE	\$1,905.19	\$ -2,083.87	\$3,989.06	-91.43 %