

**Brownsburg Education Foundation Board**  
**Meeting Minutes September 15, 2025**  
**Bulldog Conference Room**

Present: Melissa Middleton, Kevin Hall, Tara Casey, Dana Thomas, Kat Fenoglio, Morenikeji (Mo) Balogun, Ben Behrend, HaiQuynh Jamison, Jeff Smith, Rene Behrend, Heather Jones, Jamie Hall

Absent: Beth Grant, Alyssa Lumley, Devon Nelson, Dr. Katie Dixon, Dr. Kat Jessup, Dale Sharpe, Christen Hoepfner, Arthur Hamilton

Building reps: Judi Adams, Mindy Bingaman, Maggie Curtin, Donald Gadberry, Abby Hall, Nick Johnson, Amy Lynch, Dee Pauley, Hillary Rogers, Leah Thompson

- I. Welcome and Introductions – Melissa Middleton
  - a. Called to order at 6:00 p.m.
  
- II. Mission Moment
  - a. Nick Johnson discussed the Log Cabin Homestead Project - an experience for 3<sup>rd</sup> grade students with a curriculum that focuses on social studies, English and science standards.
  - b. Rene provided a reminder that the Purdue Science Express has observation opportunities available on September 18<sup>th</sup> and 19<sup>th</sup>.
  
- III. Minutes and Financial Report
  - a. Minutes from August 18, 2025 – Melissa Middleton
    - i. Motion to Approve: HaiQuynh Jamison. Seconded: Kevin Hall.  
Approved Unanimously.
  - b. Finance report was presented by Kevin Hall.
    - i. It was noted that a meeting will be scheduled with our CPA, Busenbark, Clark & Associates, around fall break to work on budgets to actuals.
    - ii. Briefly reviewed investments and noted the board is striving to get to the 15% return rate in pursuit of the \$2M goal.
  
- IV. Report discussions
  - a. Designer Purse Bingo report presented by Kat Fenoglio in Beth Grant's absence. Event is Thursday, Oct. 2; tickets sales are trending just over 300 –

the facility can seat 400; encourages promotion of the event to additionally drive ticket sales; volunteers are still needed on day and evening of the event; items for the Mystery Bags are also needed.

- b. Drive 4 UR School – Rene reported the event saw 247 people take the survey this year, which means the max out number of 300 was narrowly missed. Discussion around ideas to increase participation – specifically, looking at moving the event to an area around the high school; considering a different time of year as elementary teachers aren’t able to leave the school this early in the school year; noting that Wednesdays are the preferred day of the week.
  - c. Director’s Report – no discussions around the pre-submitted report.
- V. Current Sign-Up Opportunities
- a. Homecoming Tailgate: September 19, 2025, 5 – 7pm
  - b. Designer Purse Bingo: October 2, 2025, 5 – 10pm
  - c. Log Cabin Community Day: October 4, 2025, 10am – noon
- VI. Strategic Matters – Melissa Middleton and Kat Fenoglio
- a. Review of 2025 Strategic Plan goals & action steps – A reminder that the five key areas are:
    - i. Create a process and manual for transition of new staff members
    - ii. Monitor endowment through annual meetings with advisor and Finance Committee
    - iii. **Revise scorecard based on inaugural usage in 2025 and continue to review programs annually (board responsibility with ED)**
    - iv. Inventory any materials that have been purchased with BEF grant dollars that could be utilized by other departments
    - v. **Develop retreat agenda and schedule evening or morning board retreat (board responsibility with ED)**
  - b. A discussion about event scorecards and how they are currently in process and how they are referred to across the academic years. It was noted that a scorecard is necessary to evaluate the profits and losses around each individual event. **Rene will circulate the scorecards of the prior year and the template for the current year before the November meeting (preferably before Purse Bingo).**
  - c. A discussion about board retreat planning, including creating a task force to develop an agenda for the event. Determined a January weekday evening is the best timing for the members. Melissa will start building an agenda and will welcome input/feedback.

- d. Broke into small groups to discuss areas of focus for the 2026-2029 Strategic Plan. A reminder of the agreed-upon areas from the August 18 meeting:
  - i. Board Development and Growth
  - ii. Leadership Transition Management
  - iii. Volunteer Recruitment and Engagement, Communications
  - iv. Marketing and Public Relations
  - v. Endowment Growth and Monitoring.

The small groups focused on Leadership Transition Management, Volunteer Recruitment and Engagement, Communications, Marketing and Public Relations. Each group presented ideas for the next three years specific to their topics and Rene will compile notes and deliver to the full group at the next meeting. Some specific areas of focus during the robust discussion: instituting redundancy and/or succession planning for executive director role; increasing volunteer contact points; awareness opportunities at athletics events to increase BEF brand awareness; considering grants specific for student groups (like the student fan base at football games); integrating BEF into building tours.

VII. Evaluation Matters- Melissa Middleton

- a. Reviewed pages in 5 and 6 of the “Welcome to the Board” packet.

VIII. Announcements.

- a. Electronic version of BEF info cards is now on the Board Only section of the BEF website. Any feedback about ease of use, please share with Rene.
- b. INAPEF Annual Conference is on December 10 from 11am – 4:45pm (lunch included) and December 11 from 7:30am – 4:30pm. Rene noted that any board members who are interested in attending should contact her by the middle of October for the BEF-covered registration.

IX. Incomplete and New Discussions – nothing to discuss at the next meeting.

X. Adjournment at 7:40 p.m.

- a. Motion: Kevin Hall. Seconded: Mo Balogun Approved unanimously.

Respectfully submitted,  
Dana Thomas  
9/17/2025