



**Tipp Monroe Community Services, Inc.**  
**Board of Trustees Minutes**  
**January 21, 2010**

**In Attendance**

**Officers:** Carli Amlin-Dean, President  
Deb Jackson, Treasurer  
Carol Helman, Secretary

**Trustees:** Ruth Safreed  
Pat Hodges  
Denise Gross  
Steven Pierson

**Staff:** Kathy Taylor

**Guests:** John Kessler, Tom Merritt, Martin English

The meeting was called to order at 6:35 p.m. by Carli Amlin Dean.

A motion was made by Ruth Safreed to accept the agenda, seconded by Denise Gross. All approved.

**Secretary's Report**

The December minutes were reviewed. A motion was made by Ruth Safreed to accept the minutes, seconded by Steven Pierson. All approved.

**Treasurer's Report**

Deb Jackson reviewed the December treasurer's report. A motion was made by Ruth Safreed to accept the report, seconded by Steven Pierson. All approved.

**Advisory Committee Announcements**

*City of Tipp City:* John Kessler reported that Council had a first reading for an ordinance on properties that are deemed unsafe, which affect the health, safety and welfare of the general public. It would allow for the repair or removal of an unsafe structure. The city will also be applying for more than \$240,000 in grants to extend the bike path at Kyle Park and extend the sidewalk on North Hyatt Street to the high school.

*Tipp City Schools:* Tom Merritt reported that the school board had their organizational meeting where Kate Johnsen was elected president and Carla Frame was elected vice president. They are attempting to resolve an ongoing busing issue that involves one student who has chosen to attend a school in Montgomery County. State and federal funding for the school is also an ongoing issue.

*Monroe Township:* Martin English reported that they are working out the final details to obtain the last easement needed for the south leg of the bike path and hope to start work on the path this spring. Several TMCS programs use the township facility on Michaels Road and the basement of the township building as needed. The STEAM boosters will be holding a fundraiser in conjunction with Hickory River Smokehouse beginning 01/15/10 through 02/28/10. The science fair will be held 02/18/10 at the high school

*Downtown Partnership:* Carli Amlin Dean reported that they are working on a strategic plan and changes are being done to the by-laws. An Appreciation Dinner will be held on 02/04/10 at Harrisons.

*Community Minded Women:* Denise Gross reported that the Senior Tea will be held on May 11, 2010 at Club 55 in Troy.

*Parks Advisory Board:* Pat Hodges reported that they are working to resolve some field utilization issues.

### **Board Committee Reports**

*Corporate:* The committee has not met since the last Board meeting.

*Arts Council:* Ruth Safreed reported that the Council meets on the 2<sup>nd</sup> Tuesday of the month at 6:30. They are looking for a new place to hold their meetings and are currently working on the by-laws. Photos from last summer's photography class will be on display at Studio 14 with the show opening scheduled for 01/24/10. Art for the Heart will be held 02/06/10 at Zion Lutheran Church. The Antique & Artisans show will be 06/26/10. They are working on a speaker's bureau and would like to highlight Tipp City residents who have done well in the field of art.

*Finance:* The committee has not met since the last Board meeting.

*Membership/Media Relations:* The committee report is attached.

*Personnel:* The committee has not met since the last Board meeting.

*Programs:* The committee report is attached.

*Social Services:* The committee will be meeting on 01/25/10.

### **Director's Report**

Kathy Taylor reported that she was approached by Barbara Oaks who asked if TMCS would be willing to accept donations being made toward the purchase of a bench in memory of Becky Brown, a Tipp resident who was very active within the community. A motion was made by Pat Hodges that TMCS act as a clearinghouse for donations for the bench, seconded by Ruth Safreed. Motion passed.

### **Educational**

- Registration for the 2010 Winter/Spring has begun and will continue through May.
- Offering 23 new programs ranging from: Constructing a Rain Garden, Gaming with the Kids, to Bicycle Riding Club.

Website Stats: December: Product Pages (Classes): 4710 hits; Unique Visitors: 489; Total hits for November: 42571. Visitors Last Month: 1150; Visitors this Month: 604; Visitors last week: 322; Visitors this week: 212; Total Visits 50988

### **Recreational**

- The 3<sup>rd</sup>-12<sup>th</sup> grade Basketball begun playing their games this past weekend. The games will run from January to March. Brody Rike, Youth Basketball Coordinator, worked his first day on January 10. Brody and I worked out a work schedule for the basketball season. He will be working at all of our sites where we currently hold our games (Broadway, LT Ball, Vandalia and Middle School).

## Staff Reports

### *Colleen Renner*

- Did Breakfast with Santa on Sat. Dec 5<sup>th</sup>. Collected tickets and greeted people. Sold home tour tickets.
- Delivered home tour runners to homes with Kathy.
- Sent Award One T-Shirt order for grades 3<sup>rd</sup> through 6<sup>th</sup> on Dec 7<sup>th</sup> 2009.
- 7–12 grade basketball evaluation Dec 12<sup>th</sup>. Worked with coaches as they drafted their teams.
- Held Coaches meeting on Dec 16<sup>th</sup> with Brody Rike
- Collected background checks from coaches 7 through 12 and set up folders for the background checks on each coach.
- Helped with the Christmas Gift Giving program - people picking up gifts and dropping off.
- Ordered the rest of T-Shirts for 7 – 12<sup>th</sup> grades.
- Input Community relief information.
- Day to day phone calls and helping people who walk in.
- 9 walkers completed the 100 mile club and received their T-shirts. Congratulations to one of our Trustees who completed 100 miles! Way to go Patrick Hodges.
- Made sure everything was in basketball closet for games.
- Picture day Jan 23<sup>rd</sup> – envelopes and made up a schedule for times.
- Working on Community Calendar web site.
- Hope to start working on Community Relief – organization of filing cabinet
- Working on goals for the new year

### *Carol English*

- The Gift Giving Program helped a total of 27 families. 22 of the families were sponsored and 5 of the families were put on the gift giving tree. There were a few families that had a large amount of items and a few that had very few items. I am looking into ways to make the distribution more even and fair. I feel that we could help more families if we proceed in a different way.
- Deposits are all in for the end of the year. I am currently getting the interest in all the accounts updated. I will be starting a new sheet for the Community Relief accounts and be tracking the # of people we help and their location (Tipp, Twp., Bethel) for Kathy.
- I went to the first of 6 seminars about Volunteers. I think this will help us to implement a volunteer program here at TMCS.
- Sent out all the thank you notes to those who donated items for the Home Tour. All other thank you notes were sent as the donations come in.

### *Katie Sonnanstine*

- Completed 2010 Winter/Spring Community Connection
- Instructor contracts and class rosters
- Updated my 2010 scheduling calendar with classes and events.
- Schedule supervisors/gyms
- Typed and delivered 2010 Youth flyer to schools and day cares
- Continue to feed information to Liz to add to Face Book
- Registration preparation; registration book, reminders/supply list, survey
- Sent Community Connection to Matt for the website; sent him a supply list for classes and the new on-line poll questions
- Sent brochures to request list and to list that should have gone to Troy
- Prepared 2009 Expenses for 35 + Basketball, Coloring Contest, Breakfast with Santa
- Met with Program Committee
- Filled in for Kathy at Arts Council meeting for Code of Regulations, made changes, and prepared meeting material.

- Met with CMW to discuss Senior Tea.
- Met with TMCS trustees to deliver report on new classes for Community Connection

General Information/Community Projects/Social Services

- To follow our agency’s bylaws a Nominating Committee has been established to assist with the interviewing process of our 3 trustees. Currently we have three applications for four seats: 1 one year term and 3 three year terms.
- Working with the Tipp City United Way on securing volunteers for the Volunteer Reception Center (VRC). We currently have 11 volunteers and need another 30-40 volunteers to properly man the VRC.
- The Arts Council has completed their Charter Membership Drive and will do a yearly drive every October.
- The PR/Membership Committee met and discussed Constant Contact, One Call Now and future articles on TMCS programs. We also worked on the packets for our fundraising drive with our Advisory Committee. Reviewing and updating the media kit for TMCS.
- Starting to work on a Service Count for all of our activities and responsibilities.
- Social Service Committee: Met with American Red Cross and reviewed/changed the TMCS Disaster Plan for Tipp City and Monroe Township. After changes are made we will meet again with Red Cross and Mark Senseman with the EMS.

Community Relief: September-December: Income: 8233.37; Expenses: \$5873.93.; Total Assisted: 71

Recycling: Volunteer needed for February 13th.

Meetings attended by the Director:

Monday, January 4 <sup>th</sup>	Staff Meeting Met with Basketball Coordinator
Tuesday, January 5 <sup>th</sup>	Red Cross Tipp City Area Arts Council *
Wednesday, January 6 <sup>th</sup>	Carol English – Discussed Social Service Programs One Point of Contact – Bob Buck
Thursday, January 7 <sup>th</sup>	PR Committee
Sunday, January 10 <sup>th</sup>	Met with Brody at the Broadway School*
Thursday, January 14 <sup>th</sup>	PR Committee – Power point
Friday, January 15 <sup>th</sup>	Program Committee Jill Neswbitt – Discuss Welcome Bags
Monday, January 18 <sup>th</sup>	CLOSED
Tuesday, January 19 <sup>th</sup>	Todd Morgan – Coaches certification Staff Meeting
Wednesday, January 20 <sup>th</sup>	Soroptimist*
Thursday, January 21 <sup>st</sup>	TMCS Board of Trustees Meeting*
Friday, January 22 <sup>nd</sup>	Tipp City Junior Baseball
Monday, January 25 <sup>th</sup>	Staff Meeting Social Service Committee*

\*Denotes Afterhours

President’s Comments

Carli reported that she received Lora Heddleston’s formal letter of resignation. TMCS received a letter from Boy Scout Troop 395 thanking TMCS for allowing them to work at the monthly recycling held at the Monroe Township garage and to collect the aluminum cans brought in by residents for recycling. Carli asked that Board members e-mail her with their preferences for which committee they would like to serve on in 2010 and is

hopeful there will be enough other volunteers to allow each board member to serve on only one committee instead of two. She also passed out a format she developed for committee chairs to use for their committee reports if they wish.

### **Current/Old Business**

*Election of Board Members:* Kathy Taylor reported that the Nominating Committee received three applications for the three year term positions available on the Board and recommends all three to the Board of Trustees. The three applicants are: Sarah Muldowney, David Mihalyo and Carol Helman. A motion was made by Pat Hodges to accept the nominations and elect all three applicants to serve three year terms on the Board of Trustees, seconded by Steve Pierson. All approved.

Kathy Taylor stated that Deb Jackson has expressed a willingness to complete the one year remaining of Lora Heddleston's term on the Board of Trustees. A motion was made by Ruth Safreed to nominate and elect Deb Jackson for the one year term, seconded by Steve Pierson. All approved.

Ruth Safreed was asked if she would continue to represent TMCS on the Arts Council and the board agreed.

*Election of Officers:* A motion was made by Ruth Safreed to submit the following slate of officers to be presented for election at the February meeting, seconded by Pat Hodges. They are: Carli Amlin Dean, President; Steve Pierson, Vice President; Deb Jackson, Treasurer; Carol Helman, Secretary. All approved.

*Background Check Policy:* Kathy Taylor reviewed the new policy. Of concern was the "adverse action" terminology in the last paragraph of the Criminal Background Check section. It was asked if the wording could be changed to reflect that TMCS may not permit an individual to volunteer for TMCS programs based on the results of a background check since that would be the only action taken by TMCS. Since that language was added by Andrew Stewart, TMCS attorney, Kathy will take the policy back to him for clarification of that terminology.

### **Adjournment**

A motion was made by Deb Jackson to adjourn the meeting, seconded by Denise Gross. All approved.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

*Carol Helman*

Secretary

### **Public Relations/Membership Committee Report - January, 2010**

Members Present: Denise Gross, Kathy Taylor

Date: January 7, 2010

Here are the highlights:

1. We are looking into having a sign made for advisory board members' windows (Denise).
2. Membership Drive information has been completed and the final proof is being done (Kathy and Denise).
3. New header was designed for the program lists and monthly newsletter sent to schools (Katie and Denise).
4. Advisory Board List and Program List have been updated and redesigned (Kathy and Denise).
5. The 'TMCS Annual Recognition Dinner' is being planned. Invitations for the annual dinner are being designed. We are working on a Powerpoint presentation, entertainment and recognition awards.
6. We have designed membership cards for the Advisory Board Members to be included with folder and plaque.
7. We will be discussing a PR Plan for 2010 at our next meeting.
8. Don't forget: The Committee meetings have been changed to the 1<sup>st</sup> Thursday of each month at 10:00 AM (TMCS office). The next meeting will be Thursday, February 4, 2010.

Respectfully Submitted by Denise Gross

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### **Program Committee Report - January, 2010**

The Program Committee met on January 15th at 10:30 am in the TMCS conference room. In attendance were Kathy Taylor, Katie Sonnanstine, Carli Amlin Dean and Patrick Hodges (chair). Items of business discussed included (but not limited to):

1. A review of the new Winter/Spring "Community Connection" which included 19 new classes. It was decided to add a "Special Events" section starting with the Summer Connection highlighting all holiday and other special programs sponsored by TMCS. (related to strategic plan # "s 2 & 5)
2. A final report related to the "Fall" numbers was discussed by Kathy and the 2009 numbers exceeded the 2008 numbers, in spite of the economical woes. A statistical analysis was also discussed concerning specific class numbers/popularity and a comparison of 2008 vs. 2009 numbers based on program categories (these will be given to the board members at our meeting on the 21st). (related to strategic plan #'s 1,2 & 5)
3. The results of the Fall 2009 Community Survey, facilities evaluation and instructor evaluation were discussed but because of low return numbers (which will be corrected for winter and spring), the feedback was somewhat limited in scope. (related to strategic plan #'s 3 & 4)
4. A copy of the Winter/Spring school flyer was distributed and discussed.(good job Katie). (related to strategic plan # 1 & 2)
5. It was decided the Program Committee will select 8/10 of our most popular classes to personally attend and we will be taking our newly developed survey/questionnaire with us for the participants to complete while we are there in hopes of obtaining valuable feedback. (related to strategic plan #'s 3 & 4)
6. Katie wanted to remind all board members that if you have any "NEW" program ideas, feel free to contact her at your earliest convenience. (related to strategic plan # 5)

The meeting was adjourned at 11:50 am.