



Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
March 18, 2010

In Attendance

- Officers:** Carli Amlin Dean, President
Steven Pierson, Vice President
Deb Jackson, Treasurer
Carol Helman, Secretary
- Trustees:** Pat Hodges
Denise Gross
Sarah Muldowney
David Mihalyo
- Staff:** Kathy Taylor
- Guests:** Tom Merritt, Martin English, Joe Gibson

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

Carol Helman noted that the installation of officers needed to be added to the agenda as the first order of business prior to the secretary's report. A motion was made by Pat Hodges to approve the change to the agenda, seconded by David Mihalyo. All approved. Deb Jackson moved to accept the agenda as revised, seconded by Denise Gross. All approved.

Installation of Officers

The 2010-2011 officers were installed.

Secretary's Report

The January and February minutes were reviewed. A motion was made by Deb Jackson to accept the January minutes, seconded by Denise Gross. All approved. A motion was made by Deb Jackson to accept the February minutes, seconded by David Mihalyo. All approved.

Treasurer's Report

Deb Jackson reviewed the January and February treasurer's report. A motion was made by Carol Helman to accept the January report, seconded by David Mihalyo. All approved. A motion was made by Pat Hodges to accept the February report, seconded by Sarah Muldowney. All approved.

Advisory Committee Announcements

Monroe Township: Martin English reported that there was an increase in drop-offs during the February recycling. A survey is being done over a 3 month period so they can get determine if residents living outside of Monroe Township are dropping off recycling. Phase II of the EPA's storm water project is ongoing and they are discussing forming an alliance between TMCS, Honeycreek Watershed, Miami County Soil and Water, as well as others, and to meet three times per year. All easements have been acquired to complete the bike path south of Kyle Park. The project will be sent to ODOT for their review and the project will be re-bid in May. STEAM

may be adding two teachers to the program. He also suggested TMCS offer classes on how to complete science fair projects, filling out scholarship applications, creating a resume, etc.

City of Tipp City: Joe Gibson reported that Council is working on improving communication between Council and the community. The new water tower has been approved with work scheduled to begin in the spring. The old tower will remain in place until the new tower is completed in 2011. Council will be reviewing the sign code. Cable access is looking at creating its own website. The Parks levy is due to expire and discussions are being held on its renewal. The Mayor's breakfast was well attended.

Tipp City Schools: Tom Merritt reported that the school board is considering providing funding for a STEAM coach to help build continuity in that program.

Tipp Monroe Optimists: Deb Jackson reported that the auction was very successful. They grossed approximately \$6,600.

Community Minded Women: Denise Gross reported that they are gearing up for the Senior Tea which will be held on May 11, 2010 at Club 55 in Troy.

Parks Advisory Board: Pat Hodges reported that they have approved three community events: 1) Canal Music Festival on June 12 at Canal Lock Park; 2) Harrison's 5k Run on April 17 to benefit the Vera Bradley Breast Cancer Foundation, and 3) Run for Healing 5k run on August 1 at Kyle Park to benefit Legacy of Healing.

Amlin Advantage/Remax: Carli Amlin Dean reported that the tax credit will be available for the next few weeks.

Board Committee Reports

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

Arts Council: The committee report is attached.

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

Membership/Media Relations: The committee report is attached.

Personnel: The committee met to go over employee reviews.

Programs: The committee report is attached.

Social Services: The committee met on March 8. Local business will be asked to display fliers with information about the social service programs offered by TMCS. The TMCS portion of the city disaster plan has been revised and a meeting will be held with the EMS chief. A meeting with New Path will be scheduled to provide them with information on the programs offered by TMCS. A meeting was held on March 15 with several area churches to ask for their help in starting a summer lunch program. They were very interested and a subcommittee was formed to work on the details including the type of lunch to be served, finding a certified kitchen to prepare the food, where to serve the lunches, and funding/food donations.

Director's Report

The report is attached.

President's Comments

None

Current/Old Business

Committee Assignments: Carli Amlin-Dean reported that the Committee assignments have been completed. She will email the list to all Board members.

Background Check Policy: Based on feedback received at the January meeting, the language in the last paragraph of the Criminal Background Check section was revised. A motion was made by David Mihalyo to approve the policy, seconded by Pat Hodges. All approved.

Adjournment

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

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Carol Helman

Secretary

Tipp Monroe Community Services, Inc.
Director's Report
March 2010

Educational

- Registration for the 2010 Winter/Spring has begun and will continue through May.
- So far we have had 277 participants register for our Winter/Spring programs.
- Popular classes: Watercolors for Adults, RAD, American Doll Club, Walking Club (63 participants) and 112 participants using the High School for walking.
- Currently evaluating the programs and activities for the 2010 Winter/Spring Term – Evaluation will be completed in June.
- Evaluations and Community Surveys are being handed out to all TMCS program participants.
- Assisted in two grant requests from the Tipp Foundation and Miami County Foundation – Both for the Concert in June, through the Arts Council

Website Stats: Visitors Last Month: 1155; Visitors this Month: 483 Visitors last week: 314; Visitors this week: 203; Total Visits 53,500

Recreational

- All the 3rd-12th grade Basketball games will finish on March 27th. Brody Rike, Youth Basketball Coordinator has done an excellent job representing TMCS this past season. A number of parents have told us, how much they appreciate having an adult at the TMCS Basketball game. A wrap-up meeting will be set to discuss this past year's basketball program.
- In January, Pat Hodges, Katie Sonnanstine and I, met with Junior Baseball to discuss the City Field Usage Policy.

Staff Reports

Colleen Renner

- Feb 4th - Meeting with Mike, Denise, Kathy, Ed's Heating Air and HealthPark about welcome bags.
- Set up with Carol for annual dinner and tear down.
- Pull Refs numbers and printed schedules for Brody every Friday during basketball season.
- Calling businesses for their info to be placed in welcome bags.
- Met with Voss Honda and Karen at McDonalds about Safety Day on June 19th.
- Assisted with TCJB and Safety City registration.
- Ordered basketball medals from Award One. Sorted and counted the medals and placed in basketball closet.
- Will start copying work sheets for the Safety City Program.
- Working on a bike trip from Tipp to Troy.
- Community Relief entry
- Meeting with Carli, Kathy and Will about Basketball and more gym time.
- Updated Special projects book basketball section.

Carol English

- Social Service Committee- I visited the Summer Lunch Program Director in West Milton this month. I received a lot of useful information from her and will be presenting that at the Meeting to be held March 15th with area churches. Looking for a location to fix the food and serve the children on neutral ground.
- Garage sale information is ready and available for sign up. Sale is May 1st.

- I went to second in series of six Volunteer Seminars. There was a lot of great info...I am looking forward to getting a volunteer program going since the lunch program will need 6-8 volunteers per day.
- Select BB is wrapping up, I will be working on their account to get it balanced and ready for next year.
- I am looking into doing an Amazing Race, I think we might be able to pull one off and I am very interested in planning this. I would like for the profits to go toward the Lunch program

Katie Sonnanstine

- Daily and weekly duties including but not limited to: building papers, instructor contracts, scheduling building supervisors, scheduling gyms and classrooms, checking on class enrollments, preparing packets for instructors with surveys and questionnaires.
- Continue to feed information to Liz to add to Face Book
- Prepared Press Releases and sent to the newspapers.
- Sent updated information and contacts to Matt for the website.
- *Attended Annual Dinner, made name tags.
- *Met with CMW about Senior Tea.
- *CMW monthly meeting.
- Met with Program Committee to discuss summer programs.
- Updated contact list for advisory letters, merged data base into letter and labels.
- Started summer planning.
- Sent letter to instructors about summer classes.
- Met with Carli, Kathy and Cindy Wildermuth regarding gym time for Select Basketball.
- Assisted with Tipp City Junior Baseball registration.
- Printed and delivered March flyer to schools.

*Evening Meetings

General Information/Community Projects/Social Services

- Working with the Tipp City United Way on securing volunteers for the Volunteer Reception Center (VRC). As of right now we have 31 volunteers and need another 5-10 volunteers to properly man the VRC. A meeting between, the Miami County VRC, Community Services and TC United Way will take place on April 22, Troy Senior Citizen Center, 8 AM.
- Tipp Pride Day and Day of Caring – set for April 17th, 9 am to 4 pm
- The Arts Council have completed their Charter Membership Drive (Over 100 members) and will do a yearly membership drive every October.
- Received a \$2500 grant from the Tipp Foundation to help with the June 12, blues Concert.
- The PR/Membership Committee met and discussed a Marketing Plan and revamping the media kit.
- 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 Disaster Plan for Tipp City and Monroe Township. Meeting scheduled with Mark Senseman, EMS on Monday, March 22nd at 9 a.m. Churches meeting was held on March 15th.

Community Relief: September-February: Income: \$15281.49; Expenses: \$9153.64.; Total Assisted: 110

Recycling: Volunteer Needed for April 10th. A Special Thank you to David Mihalyo and Ruth Safreed for taking time out of their busy schedules to help with the Monroe Township Recycling Surveys. THANK YOU!

Meetings attended by the Director:

Monday, January 25 th	Staff Meeting Social Service Committee*
Tuesday, January 26 th	Board Member: David Mihalyo
Friday, January 29 th	Junior Baseball*

Monday, February 1 st	Staff Meeting Arts Council*
Tuesday, February 2 nd	City Rep – John Kessler
Wednesday, February 3 rd	Coalition for the Elderly
Thursday, February 4 th	DTCP Organization Committee PR Committee Meeting – Welcome Bags DTCP Dinner*
Friday, February 5 th	Program Committee
Monday, February 8	Staff Meeting Award One
Tuesday, February 9 th	Closed at 12 noon – Snow –worked at home
Feb 9 – 15	No Evening Meetings – Snow
Tuesday, February 16 th	Voss Honda, McDonalds – Bike Rodeo
Wednesday, February 17 th	AIB Arts Council – Kathy Gilmore Soroptimist*
Thursday, February 18 th	Annual Dinner*
Saturday, February 20 th	Art for the Heart - Cleanup
Monday, February 22 nd	Voss Honda, McDonald's – Bike Rodeo Staff Meeting
Tuesday, February 23 rd	Miami County Senior Day Tipp Pride Day/Day of Caring
Wednesday, February 24 th	Personnel Committee
Thursday, February 25 th	VRC – Senior Citizen Center
Friday, February 26 th	FEMA – Grant Requests – Federal Government
Saturday, February 27 th	Basketball – Coaches *
Monday, March 1 st	Staff Meeting Arts Council
Thursday, March 4 th	PR/Membership
Friday, March 5 th	Program Committee
Monday, March 8 th	Staff Meeting Social Services Meeting* Park Board*
Tuesday, March 9 th	Recruiting Volunteers Arts Council Meeting*
Wednesday, March 10 th	Miami County Senior Day – Night Sky Library – Summer Lunch Program Mum Festival *
Thursday, March 11 th	Select – Parent Rec – Parent
Saturday, March 13 th	Masonic Lodge Open House 9-3 PM*
Monday, March 15 th	Social Service Meeting with Churches* Staff meeting
Tuesday, March 16 th	Meeting Arts Council – Summer Concert*
Wednesday, March 17 th	AIB Soroptimist*
Thursday, March 18 th	Breakfast with the Mayor TMCS Board of Trustees Meeting*

*Denotes Afterhours

Tipp City Area Arts Council

The Tipp City Area Arts Council met on March 10. Since TCAAC is into its second year as an organization, the Board voted on changes to the By-Laws to reflect its growth. TMCS will continue to be its "umbrella" agency.

The Board and its Officers were installed.

This meeting was full of energy and exciting ideas were presented:

*The ReMax Office on 25-A is offering all the wall space in its conference and meeting rooms to be used as an art gallery for area artists. Glenna Lemond is the manager for this project (667-7369).

*Leslie Trimbach reported on the progress of the Student Art Contest.

*Evelyn Staub introduced Kevin Burton, sculptor, to the Board and he presented an interesting report on classes he is offering

*Studio 14 is having a reception to honor the opening of an exciting new exhibit featuring Rusty Harden on Sunday, March 13.

*Also in March is an Open House at the Masonic Temple on the 13th: local art will be displayed.

*Plans for the First Annual "Poetry Jam" are in full swing. It is open to all Tipp Area residents (adult or students). Entry forms are available at TMCS, due April 12th. Winning poems will be read on April 29 in the Grounds For Pleasure coffee shop.

*A live Concert in Canal Park is being planned for June 12th. To get involved, come to the next meeting on March 16th. Call TMCS for details.

*Don't forget the Artstraveganza at Harrison's on April 22nd.

The Tipp City Area Arts Council meets the second Tuesday of every month at 6:30 PM in the Tipp City Board of Education Building on Tippecanoe Rd. It is open to the public and all are invited to attend.

Public Relations/Membership Committee Report

Members Present: Denise Gross, Kathy Taylor

Date: March 4, 2010

Here are the highlights of this month's committee meeting:

1. **Media Folder:** the folder is being updated (Kathy and Denise).
2. **Letterhead** was revised to include a fax number and is now being used (Denise).
3. **Membership Cards** were completed and sent to Kathy. These will be included in the folders given to advisory members.
4. **Window Clings:** 4x4 window clings were ordered and should be in this week. They will be given to the advisory members to place in their windows (Denise).
5. We are working on a **Media Distribution List**. This updated list will help us contact the media more effectively (Katie and Denise).
6. **Advertising:** Looking into advertising costs at Food Town (at the registers).
7. **Special Projects Book:** the staff is currently updating the SPB. Marketing information will then be added (Staff and Denise).
8. We have added several **new committee members**. The committee now consists of: Denise Gross; Kathy Taylor; Lori Spencer; Lexy Nesbitt; Sarah McDermott; Liz Sonnanstine; and Mike McDermott.

Respectfully submitted: Denise Gross

Program Committee Report

The "Program Committee" did meet on Friday, March 5th at 11:00 am in the TMCS conference room. In attendance were Kathy Taylor, Katie Sonnanstein, Carli Amlin Dean, Dave Mihalyo, Molly Flatter, and Patrick Hodges (chair). Items of discussion included (but not limited to):

1. Class visitations were again discussed and 5 more classes were added to our original 7 that we have decided to visit (by a committee or staff member) this session and handout the "community survey" in hopes of obtaining some valuable feedback regarding "programming". (related to strategic plans # 3, 4, & 5)
2. Summer scheduling ideas were discussed and Katie handed-out a list of 12-15 possible new classes for youth and another 8-10 for our adult population. In addition, the committee had several new class suggestions and it was a good "programming" type discussion. (related to strategic plans # 1 & 2)
3. A modest price increase of 2 and 5 dollars was approved for two of the more popular programs in hopes of reaching a break-even point, financially. (related to strategic plan # 2)
4. An evaluation designed just for the youth programs was discussed and it was decided it would not be needed at this time since we are doing our "community survey". (related to strategic plan # 5)
5. Actual school visitations by Kathy and Katie were discussed and it was decided that at the beginning of each session (during registration time), the visitations / program presentations would occur and this is in addition to the program flyers that are routinely circulated to the schools. (related to plan # 5)

The meeting was adjourned at 11:56 am but not before deciding that our next "program meeting" will be on Thursday, April 8th at 11:00 am in the TMCS conference room.....and the minutes were respectively submitted by Patrick Hodges and all errors and/or omissions were either unintentionalor due to me not paying attention....or related to an "age thing"