



**Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
April 15, 2010**

In Attendance

Officers: Steven Pierson, Vice President
Deb Jackson, Treasurer
Carol Helman, Secretary

Trustees: Amanda Fang
Denise Gross
Sarah Muldowney
David Mihalyo

Staff: Kathy Taylor

Guests: Martin English, John Kessler, Logan Rogers, Jeff Luken, J.J. Flankers, Lois Flanker, Molly Spencer

The meeting was called to order at 6:35 p.m. by Deb Jackson.

A motion was made by David Mihalyo to approve the agenda, seconded by Deb Jackson. All approved.

Secretary's Report

The March minutes were reviewed. A motion was made by David Mihalyo to accept the minutes, seconded by Denise Gross. All approved.

Treasurer's Report

Deb Jackson reviewed the March treasurer's report. A motion was made by Denise Gross to accept the report, seconded by Steve Pierson. All approved.

Advisory Committee Announcements

Monroe Township: Martin English reported that they continue to monitor recycle drop-offs for user information. The Bike path preconstruction is on track with the goal to have it out for bid the last week of May and construction to start soon after. Phase II Stormwater meeting between Honeycreek Watershed, Miami County Soil and Water, TMCS and the township trustees was held. A rain garden will be constructed on Michaels Road. New signs welcoming people into Monroe Township are being placed on roads entering the township. STEAM received a \$2000 donation from AO Smith.

City of Tipp City: John Kessler reported the sign code is under review by the Planning Board with the most pressing issue being interstate signs. They will also be looking at murals versus signs and he would encourage everyone to give input to the Planning Board on that issue. The Tipp City American Legion is celebrating its 64th anniversary this year.

Tipp Monroe Optimists: Deb Jackson reported that the auction made a net total of \$5,500 and thanked everyone who purchased or donated items. The group will be helping with Tipp Pride Day on 04/17/10 and next week at the Broadway Fun Fair.

Board Committee Reports

Corporate: The committee will be meeting next week to start reviewing the Bylaws.

Arts Council: The Artstravaganza at Harrisons will be held 04/22/10 beginning at 5:00 p.m. Displays will be upstairs. The RE/MAX is Art Gallery at the Troy office will offer photos and paintings for sale with a grand opening reception being held on 05/07/10. Antiques and Artisans will be held 06/26/10 and entertainment will be provided this year.

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

Membership/Media Relations: The committee report is attached.

Personnel: The committee report is attached.

Programs: The committee report is attached.

Social Services: The report is attached. A meeting was also held to work on details of the Summer Lunch Program. It will be housed at the Tipp City United Methodist Church, Monday through Friday beginning 06/28/10 for 7 weeks. Children will be provided with a free lunch and a craft activity. New Path has offered to provide the food at no cost to TMCS and will order it through Harvest House. TMCS has received the okay from the Miami County Health Department to prepare the lunches using a church kitchen. An employee from the school cafeteria at Tipp City Schools who is familiar with nutritional guidelines, food preparation, serving food and clean-up is interested in coordinating the program. A \$3,500 donation has also been received from the Tipp City Rotary. Information fliers giving details of the lunch program will be provided to the school toward the end of the school year.

Director's Report

The report is attached.

President's Comments

None

Current/Old Business

Computer Replacement: Kathy Taylor presented a proposal on the need to replace the computers at TMCS. All four are more than 5 years old with one being approximately 8 years old. It is anticipated that one of the computers can be re-used within the office for data base purposes so volunteers can enter information without having access to other TMCS files. Another computer will be used for the Ohio Benefit Bank which would allow an individual to complete an application which would then be forwarded to all agencies the individual is eligible for. This computer would be placed in an area to allow confidentiality for the individual completing the application. Package 1 detailed the expense for replacing all four computers and printer. Package 2 detailed the expense for replacing two computers and printer. A motion was made by Carol Helman to approve the expense of Package 1, seconded by David Mihalyo. All approved.

Summer Concert: Members from the Tipp City Area Arts Council (TCAAC) presented a proposal to serve beer at the Canal Music Fest to be held on 06/12/10. This issue was brought before the Board due to the fact that until TCAAC incorporates as a 501(c)(3) organization this event would have to be covered under the TMCS liability insurance policy. Kathy Taylor reported that she had asked TMCS legal counsel and insurance agent for their opinion and both stated it would not be in TMCS's best interest to sell beer because of the risks and liability. Following a lengthy discussion, a motion was made by Carol Helman that, based upon the recommendations of

the TMCS legal counsel and insurance agent, the request to sell beer at the Canal Music Fest be denied, seconded by Steve Pierson. All approved. Kathy Taylor will notify TCAAC of the decision.

Executive Session: A motion was made by David Mihalyo to move into executive session to discuss personnel issues, seconded by Denise Gross. All approved.

Adjournment

Following the executive session, a motion was made by David Mihalyo to adjourn the meeting, seconded by Deb Jackson. All approved.

Meeting adjourned at approximately 8:20 p.m.

Respectfully submitted,

Carol Helman

Secretary

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

Educational

- TMCS currently has 526 individuals registered for our Winter/Spring Term. The term will end the last week of May. Popular classes: Indoor Walking Club, ACT, American Doll Club, Kickball, Lego Fun, RAD and many others.
- Preparing for our 2010 Summer Term – The Community Connection will be delivered the third week of May. During this term we will have our 6 weeks of Summer Playgrounds, a variety of sports classes, and many other activities for people of all ages.

Website Stats: As of April 8th: Visitors Last Month: 364; Visitors this Month: 293; Visitors last week: 279; Visitors this week: 184; Total Visits 54674

Upcoming Events:

- April 17th: Tipp Pride Day/Day of Caring: 9 AM- 4 PM – Over 150 volunteers will work in 14 locations throughout Tipp City. Groups will be picking up trash, trimming bushes, and cleaning windows. Also during that day, the Goodwill Truck will be at the Tipp Plaza from 10-3, you can drop off computer equipment at no charge. No TV's or other electronics – just computers
- April 22nd – Artstravangza will be held at Harrison's from 5-8 pm, 10% of the food sales for that night will be donated to the Tipp City Area Arts Council. Stop by and enjoy an evening of fun, food and entertainment.
- April 29th: The Tipp City Area Arts Council will hold its first Annual Poetry Jam – Winners of the contest will be asked to attend and read their poems at the Ground for Pleasure Coffee House (115 East Main Street), 7 PM. All prizes will be awarded that night and there will be special prizes for the best performance in each category.
- May 1st: Community Wide Garage Sale (9 AM – 4 PM). Garage Sale Maps will be available on April 27th at the TMCS office. Day of the event you can get a map at McDonald's or Burger King.
- May 7th – RE/MAX is Art! Gallery will be holding a reception on May 7th, 5-8 PM at their Troy Office (2760 South County Road 25-A). The Exhibition will run May 7th – July 31st.
- Memorial Day Parade: May 31st – TMCS Bike Brigade: 50-100 children decorate their bikes and march in the Memorial Day Parade .
- June 12th – Canal Music Festival: Saturday, June 12th, 4-8 pm at the Canal Lock Park. Two bands will be performing – Voodoo Puppet and Led Foot Johnny. Food – Fun-Entertainment.
- June 19th: Safety Day – 9 AM – 3 PM Sponsored by Voss Honda, McDonald's, Hickory River and Tipp Monroe Community Services. All four groups are working on this event and it will include – helmet giveaway, bike rodeo, area agencies will have displays at Voss Honda and much more.
- July 24th – Family Bike Ride (10 miles) – 9 am -11 am: City Park (swimming pool parking lot) to Troy.
- August 7th: Chalk Contest – Downtown: 10-12 noon: All ages: watch for further details

Staff Reports

Colleen Renner

- Continue to deliver welcome bags. Called area businesses for information that can be placed into the welcome bags.
- End of Basketball season☺. Met with the coaches and Brody Rike, Youth Basketball Coordinator to get input and ideas for next year.
- Put together bike trip to from Tipp to Troy. Rode the bike path in search of a nice grassy area to have a snack and drinks.
- Planning the bridge and euchre parties for June 2, 2010 at Springmeade. Also keeping track to make sure they have turned in all of their game scores.
- Called all Safety City parents to confirm the week they have chosen. Making copies for the Safety City notebooks.
- Meeting with Voss Honda and McDonalds on April 7, 2010, to discuss the plans for Safety Day on June 19, 2010. TMCS will be in charge of the Bike Rodeo.
- Kathy and I went to Staples and picked out a new office chair. Thank you Tipp Monroe Community Services!
- This week I will call different area churches to see if any gym time is available to rent for next basketball Season.
- Continue to assist customers and staff when needed.
- Last month busy with TCJB registrations.
- Garage Sale registration are picking up.

Carol English

- Social Service Committee met and discussed the summer lunch program that will be launched in June 2010.
- Receiving garage sale forms and entering into the computer.
- Organizing a special event that will be similar to the Amazing Race. The profits from the event will go to the Summer Lunch Program
- Daily activities: check writing and deposits.

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 weekly Press Releases and sent to the newspapers.
- Changed registration card and processes so that non-paid and individuals without medical releases would be easier to find.
- Designed a new registration roster for book.
- Sent updated information and contacts to Matt for the website.
- Met with Program Committee to discuss summer programs.
- Contacted instructors for summer programs.
- Came up with ideas for Summer Vacation at the Park and TGIF as well as other summer programs, contacted individuals willing and able to teach programs.
- Typed summer program to present to Samantha for set-up.
- Printed and delivered April flyer to schools.
- *CMW monthly meeting.

*Evening Meetings

General Information/Community Projects/Social Services

- Working with the Tipp City United Way on securing a location and volunteers for the Volunteer Reception Center (VRC). As of right now we have 31 volunteers and need another 10-20 volunteers to properly man the VRC. TMCS & United Way will be meeting with the Miami County VRC to start our first phase of planning for the Tipp City VRC.
- Working on a Service Count for all of our activities and responsibilities.
- Social Service Committee: Met with American Red Cross and the Civil Preparedness Coordinator (EMS Director) reviewed the changes made to the TMCS Annex XI in the City's Disaster Plan.

Community Relief: September-March: Income: \$18729.87; Expenses: \$7652.90.; Total Assisted: 148

Recycling: Volunteer Needed for April 10th and May 8th.

Meetings attended by the Director:

Monday, April 5 th	Staff Meeting
Tuesday, April 6 th	Tipp City United Way Representative Tipp Pride Day/Day of Caring Wendy Wen – National Honor Society
Thursday, April 8 th	Program Committee
Friday, April 9 th	Meeting with Dr. John Kronour
Saturday, April 10 th	Monroe Township Recycling*
Sunday, April 11 th	Coaches Certification: Baseball*
Monday, April 12 th	Staff Meeting
Tuesday, April 13 th	Orienting Volunteers Arts Council*
Wednesday, April 14 th	Rotary Mum Festival*
Thursday, April 15 th	United Way Review*
Saturday, April 17 th	TMCS Board of Trustees*
Monday, April 19 th	Tipp Pride Day* Staff Meeting
Tuesday, April 20 th	Summer Lunch Program Senior Citizen Day Miami County Foundation*
Wednesday, April 21 st	Volunteer Luncheon Soroptimist*
Thursday, April 22 nd	Corporate Meeting* VRC Meeting - Deb

*Denotes Afterhours

Public Relations/Membership Committee Report

Members Present: No meeting this month

Date: April 12, 2010

We did not meet this month. We are still working on the following:

1. Media Folder: the folder is being updated and will be presented to the board at the April meeting.
2. Window Clings: There was a problem with the clings and they have not been received yet.
3. We are still working on a Media Distribution List.
4. Advertising: Looking into other advertising options.
5. Special Projects Book: the staff is currently updating the SPB.

Respectfully Submitted by Denise Gross

Program Committee Report

The Program Committee did meet on Thursday, April 8th at 11:00 am in the TMCS conference room (and watch the step when entering). In attendance were Kathy Taylor, Katie Sonnanstein, Carli Amlin Dean, Dave Mihalyo, Molly Flatter, Robyn Crow, Jill Nesbitt and Patrick Hodges (chair). Items of business included, but not limited to:

- 1). We started with a creative and lively discussion of Summer program classes and /or ideas with Katie reviewing a rather comprehensive list of new classes for both the youth and adult areas. In addition, a hand-out was distributed which included a description of many of the "new" classes for youth.
 - 2). Survey results and class visitations were reviewed and it was decided that at our June meeting, we would have the tabulated results of our "community survey" which will hopefully provide valuable guidance/ direction for future programming.
 - 3). Other class ideas (for future reference) were discussed and those included : spring break day camps (bowling, Boonshoft, Air Force Museum), amazing race competition, and more classes for youth related to the academic/intellectual aspects of development.
 - 4). Katie reminded everyone that Summer registration starts on May 18th and if you have future programming ideas or instructor recommendations, don't hesitate to contact her.
 - 5). It was decided that our next meeting would be on Thursday, June 10th at 11:00 am in the TMCS conference room....and the meeting was adjourned at 11:59 am.....the minutes were respectively submitted by Patrick Hodges and all errors and /or omissions were either unintentional.....or due to me not paying attention....or related to an "age" thing.
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Social Service Committee Report

The Social Service Committee met on February 8 6:30 – 7:30 at TMCS

Attendee: Steve Pierson, Kathy Taylor, Carol English, Carol Helman, Deb Jackson

- 1) We set a date to meet with the churches to discuss the lunch program and open more communication with the churches.
March 15
- 2) We discussed the need for a summer lunch program. Over 400 children from Tipp City are on the free/reduced lunch program. Carol English is to visit West Milton to see how they implement their program.

- 3) We plan to review the data on the social service programs 2008/2009 at our next meeting. We plan make up fliers to advertise our services to the community. These flyers could be displayed at churches, pharmacies, local business, senior centers...
- 4) Reviewed the current emergency plan and Kathy's revised plan. The new plan shifts the responsibility for shelters and volunteers back to the city and the Red Cross. Our role is to assist and provide support, but not to be responsible for managing a disaster. We plan to meet with the city and the Red Cross.

The Social Service committee met on March 8th 6:30 – 7:30 at TMCS
Attendance: Steven Pierson, Kathy Taylor, Carol English, Kim Carter

- 1) Plan to meet with the churches on March 15.
- 2) Carol gave the report from her observation at West Milton. See topics below
- 3) Reviewed social services given to the community. Funding is good but data could not be found so will compare the numbers from previous years at the next meeting.
- 4) Set a meeting with the city and the Red Cross on March 22 at 10 am

The Social Service committee met with local churches on March 15th 6:30-7:30 at TMCS

Discussed Services that the churches offer and how TMCS can help with communication.
Discussed the summer lunch program and plan to meet again March 22nd at 1:00
Location – Church, Library or school
Money – Donations from community group

Mission

To identify by whatever means, the needs and desires of the community and then attempt to find the resources which can provide these needs

Personnel Committee Goals

- TMCS will address the need for proper staffing
 1. Review current and forecasted budget
 - Review current and forecasted budget
 2. Prioritize staffing and resource needs based on seasonal program evaluations
 3. Identify ways to continue to grow and develop of current and future office and program employees

Action Plan and Timeline:

1. Staffing – during the quarterly review process with the Director, we will discuss the current needs and anticipated needs for future programs and projects
2. Prioritize Staffing – we will meet with Programs Committee after program surveys have been compiled to determine what staffing recommendations they have or anticipate
3. Grow Employee – create a new evaluation form for the office staff prior to year end (2009)

Other Updates:

- Conducted Director's review on February 24th.
- The new staff evaluation form is being used as of Dec 2009.
- The staff evaluations were reviewed on 4/7. TMCS director will present recommended increases at April board meeting.

Completions: