



Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
May 20, 2010

In Attendance

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

Trustees: Denise Gross
Patrick Hodges
Sarah Muldowney

Staff: Kathy Taylor, Carol English, Renee Johnson

Guests: Martin English, Joe Gibson, Ruth Safreed, Ryan Lake, Alan Baird, Rachel Roe

The meeting was called to order at 6:30 p.m. by Carli Amlin Dean.

A motion was made by Sarah Muldowney to approve the agenda, seconded by Pat Hodges. All approved.

Secretary's Report

The April minutes were reviewed. A motion was made by Steve Pierson to accept the minutes, seconded by Pat Hodges. All approved.

Treasurer's Report

Kathy Taylor reviewed the April treasurer's report. A motion was made by Carol Helman to accept the report, seconded by Steve Pierson. All approved.

Advisory Committee Announcements

Monroe Township: Martin English reported that the 3 month survey of township recycling program has been completed and showed 85% of those surveyed drop-off recycling every month and 5 ½ % live outside Monroe Township. The south leg of the bike path is open for bids and work should start shortly after the bid is awarded. The first session for the rain garden program will be held in early June at the township garage. A STEAM Boosters meeting was held recently and the school has authorized a stipend for a Lego Robotics coordinator and science fair coordinator. The science fair program did well with ten students going to state and nine receiving superior ratings. Tipp received two of the eight Outstanding Schools awards that were presented - one for the junior high and one for the high school. One student will be competing in California at the Nationals.

City of Tipp City: Joe Gibson reported that construction of Hartman Avenue and Horton Avenue has been approved and will hopefully be completed this year. Hartman will cost more because more work needs to be done to complete that project. The sign code is under review with interstate signs, a review of all codes and downtown signage being major issues. City tax revenues are up slightly and pool pass purchases are up significantly.

Board Committee Reports

Corporate: The committee met on April 22 and started a review and revision of the TMCS Code of Regulations.

Arts Council: The committee report is attached.

Finance: The committee has met to familiarize Dave Mihalyo on the TMCS finances. Budget items need to be in by the June meeting. The budget will be presented to the Board at the August meeting.

Membership/Media Relations: The committee report is attached.

Personnel: The committee report is attached.

Programs: The committee has not met since the last meeting.

Social Services: The committee has not met since the last meeting. .

Director's Report

The report is attached.

President's Comments

Carli reiterated now is the time for Board members to get their budget requests to Kathy and the Finance Committee. There are a many upcoming community events and she encouraged Board members to attend and wear their TMCS shirt. Board members are also encouraged to attend various community meetings (council, school board, township, etc.). If anyone is able to attend meetings, please let Carli know. The Strategic Plan has provided direction for this year and she would like to see an update to the goals.

Current/Old Business

Summer Lunch Program: Carol English provided an update on the Summer Lunch Program. She introduced Renee Johnson who will coordinate the lunch preparation, serving and cleanup. The program will be held Monday through Friday at 11:30 from June 28 through August 6 at Tipp City United Methodist Church. They are planning for 50-70 children. Leftovers can be frozen one time and served another day so nothing will go to waste. Another aspect of the program will be to give a stocked book bag to each child for school next year. Donations are welcome.

Chamber of Commerce City Map: The Chamber is printing new Tipp City maps. Advertising space in various sizes is available for purchase if businesses, clubs, organizations, etc. are interested.

Adjournment

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

Meeting adjourned at approximately 7:55 p.m.

Respectfully submitted,

Carol Helman

Secretary

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

Educational

- The Community Connection was delivered the week of May 3rd, with registration starting on May 18th. 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.
- Constant Contact has been setup and the first newsletter was sent to 512 individuals.

Website Stats: As of May 17th: Visitors Last Month: 1464 Visitors this Month: 884; Visitors last week: 325; Visitors this week: 91; Total Visits 56729

Past Events:

- April 17th: Tipp Pride Day/Day of Caring – Over 150 volunteers worked in 14 locations throughout Tipp City. Groups picked up trash, trimmed bushes, and cleaned windows. Also during that day, the Goodwill Truck was at the Tipp Plaza from 10-3, over 25 hard drives, 30 printers, 31 monitors were dropped off.
- April 22nd: Artstravangza was held at Harrisons from 5-8 pm, 10% of the food sales for that night were donated to the Tipp City Area Arts Council. Between the raffle tickets and the donation from Harrison's, over \$400 was made for the Arts Council.
- April 29th: The Tipp City Area Arts Council held its first Annual Poetry Jam – Winners of the contest were asked to read their poems at the Ground for Pleasure Coffee House (115 East Main Street) . All prizes were awarded that (212 entries) evening.
- May 1st: Community Wide Garage Sale (9 AM – 4 PM). Over 130 garages were registered , with over 3300 maps being distributed.
- May 7th: RE/MAX is Art! Gallery held its first reception on May 7th.The exhibition will run May 7th–July 31st.

Upcoming Events:

- 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 review and update Community Relief Files.
- Continue working on the welcome bags and waiting on items for bags.
- Worked on the loan instrument program.
- I currently have a new computer with Microsoft 2007 and wow speakers to!
- Need to take some classes in 2007 Word. Looking at webinar on Microsoft word.
- Planning stage for bike rodeo stations for Safety Day June 19th.
- Registration on May 18th 2010.
- Continue to assist customers and staff when needed.

Carol English

- Garage Sale final total was 130 participants. Next year we will no put as many flyers at TMCS but Speedway, McDonalds and Burger King handed out all of their maps and appreciated the business.
- The Lunch on Us program is going well. Renee Johnson will be the cook. The menu was put together and approved at the Social Service meeting on May 10th. We will be contacting New Path, Salvation Army and Needy Basket for food donations. Location will be Tipp City United Methodist Church. A letter of agreement has been received. TCUMC has been given a copy of our liability insurance.
- The Race Around Tipp is in the plans. We have had 5 people inquire about this. Looks like it will be a hit.
- We have had 4 new students inquire about the Loan Instrument Program. We purchased a new trumpet and will be taking the instruments in to see what can be used and what needs to be recycled.
- I will be calling all of the kids that have instruments out at the present time and have them return them to us so we can have them cleaned and checked out by Sound City.
- As soon as we are done getting all of our computers in I will be calling The Ohio Benefit Bank and have them come and show us how to do intakes and how their program works.
- Getting ready for Summer signups....yeah summer!

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.
- Met with Program Committee to discuss summer programs.
- Contacted instructors for summer programs.
- Completed creation of the Summer Brochure and sent to Dragonfly for set up and printing.
- Coordinated brochure mailing with Yeck Brothers.
- Addressed additional brochures for mailing to contact list.
- Set up registration manual, ticklers, registration cards and camp manual for parents.
- Designing tri-fold brochure for Social Service Programs (not complete – needs tweaking).
- Designed Lunch Program Postcard for Carol to mail to past Community Relief recipients.
- Printed and delivered May flyer to schools.

*Attended CMW monthly meeting

Attended CMW Senior Tea

General Information/Community Projects/Social Services

- Working with the American Red Cross and Tipp City United Way on securing a location and volunteers for the Volunteer Reception Center (VRC). Visited seven possible locations for the VRC in Tipp City. As of right now we have 31 volunteers and need another 10-20 volunteers to properly man the VRC.
- Contacting Advisory Members that have not submitted their donation and updating the layout of the list.
- Working on the 2010-2011 Budget – will be distributed at the July Board Meeting for review and voted on at the August meeting.
- Computers have been ordered and received. Three of the four have been hooked up and will get the last one done in a few days.
- TMCS Board of Trustees Minutes will be on our website www.tmcomservices.org.
- Meijer donated seven bikes to TMCS. The Tipp City Bike Shop is working on assembling the bikes for us.

Community Relief: September-April: Income: \$18729.87; Expenses: \$8859.98.; Total Assisted: 164

Recycling: Volunteer Needed for June 12 and July 10

Monthly Meetings: Director

Saturday, April 17 th	Tipp Pride Day*
Monday, April 19 th	Staff Meeting Summer Lunch Program
Tuesday, April 20 th	Senior Citizen Day Miami County Foundation*
Wednesday, April 21 st	America in Bloom Volunteer Banquet Soroptimist
Thursday, April 22 nd	Ohio Benefit Bank VRC – Deb Carr/Shirley Swallow
Friday, April 23 rd	Continuum of Care Finance Committee
Monday, April 26 th	Staff Meeting Arts Council Meeting*
Thursday, April 29 th	VRC – Senior Citizens Center
Monday, May 3 rd	Staff Meeting Home Tour*
Tuesday, May 4 th	Coalition for the Elderly
Thursday, May 6 th	Senior Citizens Center Business Afterhours – Newsome*
Friday, May 7 th	RE/MAX is Art! Reception*
Saturday, May 8 th	Recycling*
Monday, May 10 th	Staff Meeting Summer Lunch Program Park Board*
Tuesday, May 11 th	Supervising Volunteers Arts Council*
Wednesday, May 12 th	Mum Festival*
Thursday, May 13 th	Community Action Council PR//Membership Setup Senior Day*
Friday, May 14 th	Miami County Senior Citizen Day
Monday, May 17 th	Visited 6 sites for the VRC
Tuesday, May 18 th	United Way
Wednesday, May 19 th	America in Bloom Safety Day Top Scholar Banquet*
Thursday, May 20 th	Board of Trustees Meeting*
Friday, May 21 st	Continuum of Care
Saturday, May 22 nd	Community Planting*
Monday, May 24 th	Staff Meeting
Tuesday, May 25 th	Business Showcase*

*Denotes evening meetings

Public Relations/Membership Committee Report

The PR /Membership Committee met twice this month:

April 30th - Kathy Taylor, Sarah Muldowney, Katie Sonnanstine, Denise Gross

May 13th - Denise Gross, Kathy Taylor, Katie Sonnanstine, Lexy Nesbitt, Carli Amlin Dean, and Liz Sonnanstine.

Most of our goals as stated in the Strategic Report have been accomplished. We met to work on new goals for 2010/2011. See below:

1. **Annual Dinner** - This committee will now be organizing the annual dinner.
2. **Welcome Bags** - Working on new design and sponsors. (Lexy Nesbitt)
3. **Fall Media Blitz** - We are organizing a media blitz for the fall. (Committee)
4. **Update Brochure** - Current Brochure is being reviewed and updated. (Lexy Nesbitt)
5. **Monthly Articles** - We are looking for someone to write and submit regular articles on events/volunteers/classes etc. (Carli Amlin Dean)
6. **Project Book/Media List** - The staff will update these by July 1.
7. **Update TMCS Folder** - Shingle pages are being reviewed by the board and will be ready for print next week.
8. **Publicity** - We are advertising at Food Town at no charge. Window clings are finally in and we will begin distributing them soon.

Respectfully Submitted by Denise Gross

Arts Council Report

The Tipp City Area Arts Council Board Meeting May 11, 2010

Report submitted by Ruth Safreed

* The Schedule of TCAAC sponsored events planned for 2010 / 2011 has been completed. Copies will be available at the TMCS meeting on May 20

* The April events;

Artstravaganza and Poetry Jam were both moderately attended and enjoyed by all. Winners of the poetry contest were Jim Maggard (adult), Elizabeth Metzger (grades 6-8), Marcus Evans (Grades 3-5).

* In May;

The "Remax is Art" opening night reception was well attended and the art is continually on display at the Re-Max on 25A. Art work for the Student Art Contest must be submitted by May 29. Applications available at TMCS.

* Coming up in June;

Awards will be announced for the Student Art Contest.

The TCAAC will again have a weekly booth at the Farmers Market with information and hands-on art projects for children. TMCS has donated a bicycle for the summer long raffle that will benefit TCAAC. The Canal Park Blues Concert will be Sat. June 12 (flyers and posters will be available at the TMCS meeting). TCAAC was awarded 2 grants to help fund the event. The Antique and Artisan Show is June 27. Molly Spencer, representing TCAAC, is on the committee. She is helping plan the entertainment for the day.

* The promotions / publicity committee is still working on improving the TCAAC web-page and face book and are daily increasing contacts and networking for the organization. They would welcome any suggestions. There is also a newsletter available, contact Molly Spencer to get on the list.

* The next meeting is Tuesday June 8 at 6:30 in the Board of Education building. It is open to the public and all are invited to this lively meeting.

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:

- Scheduling Director's review for week of June 7th.
- Director to set quarterly review schedule with office staff.

Completions: