



Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
October 21, 2010

In Attendance

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

Trustees: Denise Gross
Patrick Hodges

Staff: Kathy Taylor

Guests: Tom Merritt

The meeting was called to order at 7:00 p.m. by Steve Pierson.

A motion was made by Pat Hodges to approve the agenda with an addition under Current/Old Business of item "Dividing Public Relations/Membership Committee", seconded by Denise Gross. All approved.

Secretary's Report

The September minutes were reviewed. A motion was made by Deb Jackson to accept the minutes, seconded by Pat Hodges. All approved.

Treasurer's Report

The September treasurer's report was reviewed by Kathy Taylor. The books are still being audited by the TMCS accountant so a more complete report will be provided at the November meeting. A motion was made by Carol Helman to accept the report, seconded by Denise Gross. All approved.

Advisory Committee Announcements

Tipp City Schools: Tom Merritt announced that the band won Grand Champion at Marion Local. Scott Dixon has been selected to complete the remainder of John Muldowney's term on the school board. Sheryl Brownlee has been hired as the communications director. Issues regarding the recent homecoming dance are being reviewed and a busing transportation issue with a family whose daughter is enrolled at Chaminade Julienne is ongoing.

Tipp-Monroe Optimists: Deb Jackson reported that the Junior Run for the Mums went well. They will be helping with the Halloween Party and Visit with Santa.

Board Committee Reports

Arts Council: Kathy Taylor reported that the Paint Out event will be held this coming Saturday and there are 27 artists currently registered to attend. A Dancing with the Arts fundraiser will be held in January and they are currently holding a membership drive.

Corporate: Carol Helman reported that they plan to have a meeting with the attorney in early November to go over the by-laws in depth. It is hoped to have them ready to present at the November meeting.

Finance: Deb Jackson reported that they have not met since the last Board meeting.

Membership/Media Relations: The committee report is attached.

Personnel: The committee has a meeting scheduled for next Thursday.

Programs: The committee has not met since the last Board meeting. Fall registration numbers look good.

Social Services: The committee has not met since the last Board meeting. They plan is to meet with the community churches before Thanksgiving.

Director's Report

The report is attached.

President's Comments

None

Current/Old Business

Strategic Plan: Kathy Taylor reviewed the 2010/2011 plan. It was suggested that the name be changed on the front of the document from "committee goals" to "strategic plan". A motion was made by Carol Helman to approve the 2010/2011 Strategic Plan, seconded by Denise Gross. All approved.

TMCS Board Vacancies: Kathy Taylor reported that she has received one application to date. The deadline to submit applications for the two open positions is October 31, 2010.

Holiday Hours: Kathy Taylor suggested that TMCS offices be closed for Christmas from December 22 through December 28 and closed on December 31 for New Year's. Carol Helman commented that she had heard that a member of the community had expressed a negative opinion about TMCS "closing down" for a week last year and perhaps we should consider having the office remain open more days this year. Kathy remarked it is typically a slow time and the office is scheduled to close 12/24 and 12/25 but with Christmas Day falling on a Saturday would be closed this year on 12/23 and 12/24. After discussion, a motion was made by Steve Pierson that the TMCS office close on 12/23, 12/24, and 12/31 and be open at least 3 hours each day from 12/27 through 12/30. This motion was seconded by Deb Jackson. All approved.

Dividing Public Relations/Membership Committee: Denise Gross reported that the responsibilities of the committee has grown to the point that public relations requires so much more time resulting in the advisory membership portion being given less attention. She felt it would be beneficial to split this single committee into two committees – a public relations committee and advisory membership committee. A motion was made by Denise Gross to split this committee into two separate committees, seconded by Pat Hodges. All approved.

Adjournment

A motion was made by Deb Jackson to adjourn the meeting, seconded by Pat Hodges. All approved. Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Carol Helman

Secretary

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

Educational

- The 2010 Fall registration has begun and will continue through December.
- Popular classes for the 2010 Fall Term: Elder Law, Wills, Trusts & Power of Attorney, Watercolors for Adults, Children's Drawing, Walking Club, Digital Camera, R.A.D. (Rape Awareness & Defense), Dog Obedience, Homemade Christmas Gifts and afterschool Spanish (22 participants)
- Athletes of the Mind Expo was held on Thursday, September 30, 6-8 pm at LT Ball. Eight different clubs and organizations from the schools were present to discuss with the parents (60-70 attended) what each of the group's do and how they can become involved. . The clubs/organizations have asked TMCS if they would coordinate this activity again in the spring. Katie Sonnanstine worked with a variety of individuals getting this event organized. Excellent job, Katie.

Website Stats: As of October 7th: Visitors Last Month: 1834; Visitors this Month: 354; Visitors last week: 528; Visitors this week: 269; Total Visits 63406

Recreational

- The 32nd Annual Run for the Mums was held on Saturday, September 25th. Over 300 participants registered for the run and Andy Johnson of Riverside took top honor with a time of 16:17.5 and the first place female was Amanda Verhoff of Vandalia with a time of 21:43.3. A special thank you to our Premier sponsors: MEIJER, A.O. Smith and IMDS; Sponsors: Stewart & Stewart Lawyers LTD, Tipp City Mum Festival and Evans Title. This run would not be as successful if not for the many volunteers. THANK YOU!
- 3rd-12th grade Youth Basketball registration has begun. Basketball Registration yard signs are being distributed throughout Tipp City/Monroe Township.
- To allow the 3rd-4th grade Youth Basketball participants to practice, we will be renting gym space from the Community Bible Church. If you know of any other facilities that we can use, please give us a call.
- Men's 35 & Over Basketball began on Sunday, October 17 and will end mid-December.
- Junk in Your Trunk was held on Saturday, October 2nd, 9 am-1 pm at the A.O. Smith parking lot. Twenty participants sold their wares to a variety of individuals. Great job, Carol English!
- The Euchre (7 teams) and Bridge (5 teams) Clubs have begun to play and will end in May.
- The Walking Club is currently taking new participants. Colleen Renner worked on designing a new t-shirt for the Walking Club and found a sponsor for the shirts through Upper Valley Medical Center. Way to go Colleen.
- Mum Festival Parade: A special thank you to all the Board Members, staff and volunteers that worked the Mum Festival Parade. As the saying goes: We can't do it without you!

Upcoming Events

- Historic Tipp City Paint Out: Saturday, October 23rd, 9 am, downtown Tipp City.
- Halloween Parade & Costume Judging – October 25th, 2010
- Gingerbread House Contest: Saturday, November 13, 9am – 12 noon, \$15 per house, Limited Space
- Community Christmas Concert: Friday, December 3rd, 7 pm at the Zion Lutheran Church
- Visit with Santa will be held on Saturday, December 4th, 9-11 am at the Broadway Elementary School
- Tippecanoe Christmas in the Village (Home Tour): Saturday, December 4th, 2-7 pm

Staff Reports

Colleen Renner

- End of Sept busy with Run for Mums and Mum Fest.
- Marching in parade and passing info.
- Currently revising our basketball rules.
- Meeting with Vandalia Rec. center preparing for the season.
- Locked in gym time with Community Bible Church for basketball practice.
- Data entry for Community Relief.
- Basketball Data entry (Deadline for 3rd thru 6th Oct 29th)
- OSU trip cancelled not enough participants. Will try to offer again in spring.
- Ordering Background checks for Tipp Select Basketball.
- And the everyday duties answering phones, helping customers sign up for classes or community relief.
- Assisting in office when needed and other organizations copies and phone calls.

Carol English

- This month has been clean the office month. Lots of organizing, filing, and shredding was done as needed.
- I gathered info for my first meeting with our accountant Rick Mains. The meeting went well and I was given a more in depth list of information to gather for our next meeting. I went over our asset list and updated that. My second meeting with Rick went well also. We are ahead of the game right now, but more info to gather now.
- Run for the Mums was wonderful! Speedy Feet made a huge difference by doing the timing for us. The entire process seemed to flow much better this year.
- I have been researching and getting ready for a Junk In Your Trunk sale. It was held at the AO Smith parking lot on October 2nd, 9am-1pm. This was a new project this year and people seem excited about it. The cost was only \$10. There were 20 participants this year and they all said they would be willing to do it again next year. They had a great time and sold lots of junk.

Katie Sonnanstine

- Daily and weekly duties including but not limited to: instructor contracts, 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/KIT TV
- Held Orientation for Building Supervisors and trained new employees at schools.
- Met with Public Relations Committee
- Kept website updated with closed and cancelled classes
- Send e-mails for online registration to collect money and medical release forms
- Organized Athletes of the Mind Expo/ set up tables
- *Attended Athletes of the Mind event
- Worked at Registration
- *Helped with Run for the Mums by attending the event and helping with office duties, picking -up items, etc.
- *Assisted with TMCS Mum Festival Parade brigade – measured for signage, etc., walked in the parade
- *Attended TMCS Board meeting to present Fall programs
- Produced and delivered newsletters to schools
- Made posters & tickets for Desperate Housewives
- Served Rotary lunch for Soroptimists
- Prepare building papers
- Schedule supervisors
- Scheduled gym times for TC Select – tryouts, practices and games

- Beginning planning Halloween parade/sent letters and reminders to police, band, Zion, began recruiting volunteers

*Evening or weekends

Monthly Meetings attended by Director

Saturday, September 25 th	Run for the Mums* Parade*
Monday, September 27 th	Arts Council*
Friday, October 1 st	Dianne Kauflin – Race Director
Monday, October 4 th	Staff Meeting
Thursday, October 7 th	Public Relations
Monday, October 11 th	TMCS Closed
Monday, October 11 th	Home Tour*
Tuesday, October 12 th	Arts Council* Staff Meeting
Wednesday, October 13 th	Mum Festival*
Thursday, October 14 th	Program Committee
Monday, October 18 th	Staff Meeting
Wednesday, October 20 th	Arts Council* America in Bloom Soroptimist*
Thursday, October 21 st	ESPF
Saturday, October 23 rd	TMCS Board of Trustees*
Monday, October 25 th	Plein Air Art – Paint Out* Halloween Parade* Staff Meeting

*Denotes Afterhours

Public Relations/Membership Committee Report

The PR /Membership Committee met on October 7, 2010: Kathy Taylor, Denise Gross, Katie Sonnanstine, Liz Sonnanstine

The following items were discussed:

1. **Mum Festival Parade** - report on the parade was given by Kathy. Recommendations for next year were discussed.
2. **Strategic Plan** - Discussed new goals for 2011/2012.
3. **Post Cards** - discussed designing ½ page postcards with TMCS information.

Respectfully Submitted by Denise Gross
