



**Tipp Monroe Community Services, Inc.**  
**Board of Trustees Meeting Minutes**  
**May 19, 2011**

**In Attendance**

**Officers:** Steven Pierson, President  
Denise Gross, Vice President  
David Mihalyo, Treasurer  
Vickie Blakey, Secretary

**Trustees:** Carol Helman  
Russell Gilmore  
Eric Alexander

**Staff:** Kathy Taylor, Katie Sonnanstine

**Guests:** Phil Cox, John Kessler, Scott Dixon, Garrett Taylor and Trisha Makley.

The meeting was called to order at 6:34 PM by Steve Pierson, President.

A motion was made by Carol Helman to approve the agenda, seconded by Eric Alexander. All approved.

**Secretary's Report**

The April 2011 minutes were reviewed. A motion was made by Carol Helman to accept the minutes, seconded by Steve Pierson. All approved.

**Treasurer's Report**

The Sept-April P&L treasurer's report was reviewed. A motion was made by Vickie Blakey to accept the report, seconded by Carol Helman. All approved.

**Advisory Committee Announcements**

*City of Tipp*

John Kessler – City Council

- Levy passed & reviewed leaf pick-up program

*Tippecanoe City Schools:*

Scott Dixon – School Board

- No staff reduction, "pay to play"
- Building – 2013 decision - OSFC (between 2 architects)
- Pay to Play - potential

*Monroe Township:*

Phil Cox – Trustee

- Excessive water this spring
- Water/sewer districts being set up
- Tornado sirens being added

## **Board Committee Reports**

Arts Council- Kathy Taylor

– June 11 – Concert in the park – 7:30 PM – 10 PM

Corporate - Carol

- No updates

Finance – Dave

- No updates

Membership – Russ

- Membership letter sent out for the current, Duke campaign
- Kathy calling and asking. \$3150 raised so far. Another \$3000 pledged
- Discussed Duke Foundation 2:1 grants. Goal - \$11,666 (max).
- Individual memberships discussed- tabled until after levy

PR Media Relations – Denise

- No report

Personnel – Vickie

- No updates

Programs – Katie

- reviewed Community Connection

Social Services – Steve

- No report

Business – New & Old

## **Director's Report**

- Community-wide garage sale
- NFL league
- Run for the Mum's in progress
- Miami County Senior Citizens day May 20
- Dinatrashasaurus – Art Council
- Budget
- Local groups – updating for files
- Strawberry Festival May 21<sup>st</sup> & 22<sup>nd</sup> – at Kyle

## **President's Comments**

None

## **New/Old Business**

- Tax Levy – still need a Chair (bring a person)
  - Start meetings in July/August
- By Laws – Carol

- Reviewed changes
- Once a year – authorize Director to sign contracts for instructors
- Dave/Russ moved to approve, motion carried
- Strategic Plan Update – Kathy
  - Take copy (make changes/suggestions)
- Social Services – Dental program (Steve P. left the meeting)
  - Public health program in Miami County
  - Goal to reduce pain and refer to dentist
  - Subsidize program
  - Russ Gilmore made a motion to setup a dental program, seconded by Dave Mihalyo. Motion Passed
- Band instruments donations (send letters with Seniors)

### **Adjournment**

A motion was made by Carol Helman to adjourn the meeting, seconded by Steve Pierson. All approved.  
Meeting adjourned at 8:00 PM.

Respectfully submitted,

Vickie Blakey  
Secretary

**Tipp Monroe Community Services, Inc.**  
**Director's Report**  
**May 2011**

**Educational**

- The 2011 Summer Community Connection were mailed to every household in Tipp City and Monroe Township. We have begun to take Summer Registration.
- A variety of new and exciting programs will be offered this summer: Concussions & Heart Issues in the Young; Companion Gardening; On Your Own! Taking Care of Finances for the First Time; 2<sup>nd</sup> Annual Race Around Tipp; Family Yoga; Chef for the Day and so much more.
- If you have a child or grandchild entering Kindergarten, register now for the Safety City Program. The program runs June 20-24, two sessions each week: 8:30-10 am or 10:30-12 noon. Program sponsored by Tipp City Community Minded Women. Call 667-8631 for further details.
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Website Stats: As of May 16th: Visitors last month: 1632; Visitors this month: 1057; Visitors last week: 387; Visitors this week: 137; Total Visits: 75325

**Recreational**

- Scheduled trips for this summer: Hollywood Casino on Thursday, June 9<sup>th</sup> and Churchill Downs on Thursday, June 23.
- The Buckeye Charter Bus Company will be working with TMCS on our special Events. We will let the bus charter know when we have an upcoming event and they will put together bus trips to Tipp City for that event. The trip would include the event and a meal at a local restaurant.
- The Community Wide Garage Sale was held on Saturday, May 7<sup>th</sup>, 9 am – 4 pm.
- NFL Flag Football League has two remaining games to play.
- Started working on the Run for the Mums scheduled for Saturday, September 24<sup>th</sup>, 8 am at the City Park. Monies Raised: \$4500
- Starting to take participants for the 2011 Euchre and Bridge Clubs. They begin to play cards in September and will run through May.

**Upcoming Events**

Friday, May 20 <sup>th</sup>	Miami County Senior Day
Tuesday, May 24 <sup>th</sup>	TC Chamber of Commerce Business Expo
Monday, May 30 <sup>th</sup>	Memorial Day Parade
Saturday, June 11 <sup>th</sup>	First day of the Farmers Market
	Concert in the Park: 7-10 pm, Tipp City Park
Monday, June 13 <sup>th</sup>	Lunch on Us Program begins

**Social Services**

- The Miami County Senior Citizen Day will be held on Friday, May 20<sup>th</sup>, 9:30 am – 1 pm at the Learning Place in Piqua.

Total served in April:

Community Relief: assisted 13 individuals/families: Living in household: 36; 25 - Tipp City; 11 - Monroe Township

#### Grant Requests:

- Sent in the Community Relief grant request for \$3,000 to the Tipp City Area United Way. On Thursday, April 28, 8:15 pm went and gave a five minute presentation on the Community Relief Program to the United Way Board.  
Thanks to Russ for being at the presentation to the United Way Board.

#### Tipp City Arts Council:

- Working with Kathy Gilmore and the Arts Finance Committee on a budget for the Arts Council.
- Star (Formerly Dina) Trashasaurus is being completed by the Main Street Preschool at the United Methodist Church and Boy Scout Troop 295.
- Received \$2500 from the Tipp Foundation for the June 11<sup>th</sup>, Concert in the Park.
- The Arts Council wish to have their 501(c)(3) by the end of the year.
- Held our first meeting for the 2011 Home Tour – the money will be split between TMCS and the Downtown Tipp City Partnership.

#### General Information

- Working on the 2011-2012 TMCS Budget
- Working with the local recreational organization (Soccer, Baseball, Schools and local organizations) on the park usage paperwork that must be filled out and on file at TMCS
- Tipp Monroe Community Services participated in the Second Annual Miami County Not-For-Profit Agency Expo on Saturday, April 30, 10 am – 2 pm at Hobart Arena. Thanks Russ for helping that day at the expo.
- America in Bloom Committee is working with the City on replacing the Tipp City sign at the East entrance to our town.
- Membership Drive has begun and working on the Duke Foundation Challenge. Did an interview concerning the Duke Challenge with Nancy Bowman. The article will appear in the Tippecanoe Gazette, Tipp News and the Dayton Daily News.
- Participated in the April 28<sup>th</sup> Rain Barrel class.
- The City of Tipp City held their annual Arbor Day ceremony on Friday, April 29<sup>th</sup>.

#### Staff Reports

##### Colleen Renner

- Organizing the Bridge & Euchre party ordered supplies and must tally all scores.
- Creating signs for senior day on Fri. May 20<sup>th</sup>.
- Working on Survey Monkey.
- Last week for flag football at Kyle Park.
- Working on Community Relief file drawer.
- Re doing the basketball registration form in Publisher.
- Copied: For Safety City work sheets, Historical Society, Masonic Temple Ron Rey. and Arts Council.
- Continue to assist customers and staff when needed.

- Copy more of the bus trip flyers and distribute to library and Sr. Center.
- Begin working on run for mum donations calling on business for donation for prizes.
- Keeping track of walkers and would like to begin emailing them to encourage them to get in the
- 100 miles for the t-shirt

### **Carol English**

- Garage sale final total was 109 participants. Flyers were put at Speedway, McDonalds, Burger King, Tipp of the Town, Unity Bank, City of Tipp City and TMCS. Signs were put out the morning of the garage sale letting people know that maps were available at the different locations above. All of the businesses were happy to get the maps, customers were asking for them. Ads were placed in the Tippecanoe Gazette, Dayton Paper, and the Troy/ Piqua Paper. Looking toward next year with ideas on having area businesses place a small add or place a coupon on the map for a price to help generate more income.
- The Lunch On Us program is in the plans again this summer. The Lunch program will run for 8 weeks from June 13- August 5<sup>th</sup>. Renee Johnson will be the cook again this year. The menu is going to be similar to last year but will be modified to accommodate any food donations we may receive. We have New Path and Needy Basket that have offered food donations again this year. Location will be Tipp City United Methodist Church. A letter of agreement has been received. We are looking into getting a helper for Renee to help be there and get the morning agenda going before the volunteers arrive.
- Sent letters to all area churches to inform they that we will be having the program again and looking for volunteers to help serve the children and put on a program based on virtue.
- Helped gather information and plan for the Summer Camp programs at the park. Looking for new ideas and interesting things for all age groups. Having another Race Around Tipp and getting the plans under way for that event. People are interested already from last year. Going to expand the area that they will travel and make the clues a bit harder this time... more challenging so they have to really think.
- Paid bills weekly, writing thank you letters for donations and ordered supplies.
- Looking forward to a busy summer 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.
- Continue to feed information to Liz to add to Face Book.
- Learned Facebook from Liz to take over posting duties in mid May.
- Prepared Press Releases and sent to the newspapers and KIT TV.
- Met with Program Committee to discuss 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.
- Learned to produce Constant Contact newsletters and sent May/June edition.
- Printed and delivered May flyer to schools.
- Set up interviews with potential summer employees.
- Merged letters and labels for advisory committee letters.

- Typed up garage sale addresses for maps/flyers (Carol sick)
- \*Attended CMW monthly meeting

\*Evening Meetings

Monthly Meetings attended by Director:

Wednesday, April 27 <sup>th</sup>	Nancy Bowman – Interview for the Duke Foundation
Thursday, April 28 <sup>th</sup>	Aflac – meeting with rep United Way Meeting*
Friday, April 29 <sup>th</sup>	Arbor Day
Saturday, April 30 <sup>th</sup>	Miami County Not-for-Profit Expo
Monday, May 2 <sup>nd</sup>	Staff Meeting Junior Baseball*
Tuesday, May 3 <sup>rd</sup>	Coalition for the Elderly Troy Rehab: Lindsey Clark
Wednesday, May 4 <sup>th</sup>	Organization Meeting: DTCP
Thursday, May 5 <sup>th</sup>	PR Committee
Sunday, May 8 <sup>th</sup>	Flag Football*
Monday, May 9 <sup>th</sup>	Staff Meeting Home Tour Meeting Park Board*
Tuesday, May 10 <sup>th</sup>	Arts Council*
Wednesday, May 11 <sup>th</sup>	Program Committee Mum Festival*
Thursday, May 12 <sup>th</sup>	Community Action Council
Monday, May 16 <sup>th</sup>	Staff Meeting
Tuesday, May 17 <sup>th</sup>	Downtown Tipp City Partnership Planting of the canal boats and roundhouse planters
Wednesday, May 18 <sup>th</sup>	AIB – City Sign AIB Soroptimists*
Thursday, May 19 <sup>th</sup>	TMCS Board of Trustees*
Friday, May 20 <sup>th</sup>	Miami County Senior Day
Saturday, May 21 <sup>st</sup>	Community Planting*
Monday, May 23 <sup>rd</sup>	Staff Meeting
Tuesday, May 24 <sup>th</sup>	Business Expo*
Thursday, May 26 <sup>th</sup>	Social Services*
Sunday, May 29 <sup>th</sup>	High School Graduation

\*Denotes Afterhours

## **Program Committee Report**

The "program committee" did meet on Wednesday, May 11th at 11:00 am in the TMCS conference room. In attendance were Kathy Taylor, Katie Sonnanstine, Eric Alexander. and Patrick Hodges. The items of business included but were not limited to:

1. The new Summer "Community Connection" was discussed with Katie highlighting the new classes and other new and creative changes/ideas. It was decided that overall, it was "a job well done" and that Katie would be at our next board meeting to give the board a brief overview.
2. The survey monkey results from the "rain barrel" class was shared with the committee and the results were indeed encouraging. Eighty (80%) percent indicated the class was well organized and was both interesting and knowledgeable...so, it was a success (Kathy, Vickie and I were in attendance).
3. The "strategic plan" was discussed and it was decided that we should bring the document before the board for any suggestions/changes before we make it into a power point presentation to be used to help promote the levy.

The next meeting will be June 8th, same time and place. The meeting was adjourned at 11:35 am ...and the minutes were respectively submitted by Patrick Hodges and all errors/omissions were either unintentional or due to me not paying attention or related to an age thing.

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## **Membership Committee Report**

Submitted by Russ Gilmore

During May, the Membership Committee worked on the following projects:

- Developed a final membership letter to businesses and organizations and developed a new remittance envelope that can be used for the current campaign as well as all other campaigns in the future.
- Membership letter was mailed to all current TMCS members and others as added by staff.
- Duke Foundation Matching Funds
  - Kathy Taylor is in the process of calling all current and former members to discuss the Duke Foundation Matching Fund program and has develop outstanding results.
  - 21 Individuals or companies have sent in funds pledged to our outreach programs totaling \$ 3,150. This qualifies for \$ 6,300 in matching Duke money.
    - Total so far with the match: \$ 9,150
  - Six organizations have pledged a total of \$ 3,000 for the Duke matching program; however, funds have not yet been received.
  - Kathy continues to make individual and corporate calls. We expect additional responses from our mailing program.
- Bank of America Matching Funds
  - We received one \$ 500 gift that is matched 1 for 1 by B of A
    - Total with this match: \$ 1,000
    -
  - Club and Organization memberships
    - We received a total of \$ 650 from 5 organizations



- Run For The Mums
  - Meijer provided a \$ 1,000 sponsorship for this event

- **DISCUSSION TOPIC**

Would the Trustees like the membership committee to pursue individual memberships from among Township and City residents or should we wait until after the results of the levy are in this fall?