



Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
September 20, 2012

In Attendance

Officers: Denise Gross, President
Vickie Blakey, Vice-President
Deb Jackson, Treasurer

Trustees: Eric Alexander
Kathy Demers
Bryan Blake
Carol Noffsinger

Staff: Kathy Taylor
Katie Sonnanstine
Crystal Reese

Guests: Carol Helman, John Kessler, Nancy Cartwright and Ruth Safreed

The meeting was called to order at 6:35 PM by Denise Gross.

A motion was made by Vickie Blakey seconded by Bryan Blake to add two items to the agenda: discuss trustee manual and vote on trustee. All approved

A motion was made by Vickie Blakey to approve the amended agenda, seconded by Debra Jackson. All approved.

Secretary's Report

The July minutes were reviewed. A motion was made by Eric Alexander to accept the minutes, seconded by Deb Jackson. All approved.

The August minutes were reviewed. A motion was made by Bryan Blake to accept the minutes, seconded by Eric Alexander. All approved.

Treasurer's Report

The Sept-Aug. Treasurer's report was reviewed. A motion was made by Bryan Blake to accept the report, seconded by Vickie Blakey. All approved.

Miscellaneous:

Recognized Katie's 10 year anniversary and introduced Crystal.

Advisory Boards

Optimists- Deb Jackson

-Jr Run for the Mums – 3PM – Sunday, September 30th

-Halloween Parade and Party, Monday, October 22nd

Committee Reports

Art Council –Ruth Safreed

-10/9 – Membership kick-off at Coldwater Cafe

-10/20 – PleinAir – 9AM – 3PM

PR & Media – Denise

- 2/21 – Annual dinner at Zion

Programs – Katie

(See attached for remaining reports)

City of Tipp – John Kessler

- South 3rd street construction pushed out 6 mos. (delay due to Abbott)
- Discussed downtown utility upgrade, Miles Avenue issue and electric infrastructure study

Director's Report

The report is attached.

Tipp City Seniors – Nancy Cartwright

- Reviewed upcoming events and need for new members

President's Comments

- Welcome new board members

Business – New & Old

- Discussed new trustees manual
- Laura Ferrell resigned
- Motion by Vickie to add Pat Hodges as Trustee and seconded by Bryan – all approved
- Motion by Vickie and seconded by Bryan to not hold the December Trustee meeting.
- Holiday hours- office closed 12/24 and 12/25
- Holiday hours week of 26-28th are being reviewed

Adjournment

A motion was made by Vickie to adjourn the meeting, seconded by Deb. All approved.

Meeting adjourned at 8:12 PM.

Respectfully submitted,

Vickie Blakey

Secretary

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

September 2012

New Staff Member

We would like to welcome our newest member of the TMCS Staff: Chrystal Reese.

Chrystal resides in Bethel Township with her two children and her husband. Her husband Pat is currently serving in the United States Air Force. Make sure you stop by the office and say hi to Chrystal.

Educational

- The re-designed TMCS Program & Class catalog was mailed out September 4th.
- Working with Lexy Nesbitt on the brochures/postcards that will be mailed out between the TMCS Program & Class catalogs
- The new website is up and running. Still working on a few details. Check it out: www.tmcomservices.org Looking Good!
- If you have any program ideas or suggestion, please send your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- Preparing for the 2012 Run for the Mums. Applications were sent out and to date we have received 91 entries. This year we will have a pre-packet pickup on Wednesday, September 26th, 8:30 am – 7:30 pm at the TMCS office. Hopefully this will reduce the number of runners picking up their packet on race day. Met with the City staff to review the needs of the run. Working on getting volunteers for the run.
- NFL Flag Football (K-8th grade) registration will begin on August 13th and ends September 14th.
- Registration for 3rd-12th grade Youth Basketball will begin on August 27th.
- Walking Club going strong, with over 190 members.
- The Euchre club has begun and will run through May of 2013.
- Working with the X Stream Pedals & Paddles to organize local Middle and High School Cyclist groups. These groups would meet weekly or monthly and use the bike paths.
- Working with a committee on getting a Disc Golf course here in Tipp City.
- Working on the basketball evaluations (November & December) with Jim Dabbelt.

Upcoming Events

September	2012 Fall Registration Begins
September 8 th	Monroe Township Recycling
September 10 th	Stuff Run for the Mum Bags
September 11 th	Arts Council Meeting
September 14 th	NFL Flag Football Registration Ends
September 20 th	TMCS Board of Trustees Meeting
September 29 th	Run for the Mums

October	
October 9 th	Arts Council Membership Drive
October 13 th	Monroe Township Recycling
October 15 th	Painting Begins on the TMCS Building
October 18 th	TMCS Board of Trustees Meeting
October 20 th	Plein Air – Tipp City Historic Paint Out
October 22 nd	Halloween Parade & Costume Judging
October 26 th	3 rd -6 th grade Youth Basketball Registration Ends

Social Services

The 2012 Summer Lunch Program: Carol English will report the night of the meeting.

Did a presentation on our social service programs for the staff at St. Johns.

Total served in August

Community Relief: assisted 27 families/individuals

Good Samaritan Fund: assisted 1 family – gasoline

Loan Instrument: 2

Grant Requests:

- Connie McKamey of Grant Writing Plus has submitted:
 - \$2,000 grant request through the Wal-Mart Hunger Program: Denied
 - \$5,000 grant request through WHO – Lunch Program - Denied
 - \$1,000 grant request through Youth Sports Foundation – Basketball
 - \$2,500 grant request through the George R. Gardner Foundation – Concert Series
 - \$1000 grant request through the Ronald McDonald Charities – Received
 - \$5000 grant request through the Ohio Arts Council – Concert Series: Received
 - \$5000 grant request through Honda – Concert Series - Resent
 - \$500 grant request through Family Dollar – Lunch Program – Received
 - \$5000 grant through Dayton Foundation – Lunch Program – Denied
 - \$2000 grant through Wal-mart – Lunch Program – Resent - Received \$500; NEW

Total Received: \$7000

Tipp City Arts Council:

- Received a \$5000 grant from the Ohio Arts Council for a 2013 Concert Series
- Resent grant request for Honda – requested \$5000
- Committee formed for the 2014 Art Chairity Event
- October 9th, TCAAC Membership Open House
- Plein Air Event – October 20th
- Planning Meeting – Budget Meeting in September
- Christmas in the Village – Home Tour - \$3000 in donations – 7 homes
- Working on the 2013 Gala

General Information

- Volunteer and Board – Tracking of volunteer hours
- Gave 15 Welcome bags for the Abbott employees who are relocating to Tipp City.
- Participated in the school's open houses: Nevin Coppock: Katie; Broadway: Carol; LT Ball: Kathy
- Committees: Corporate: Board Manual; Tipp City Arts Council: 2013 Budget, Membership Open House, Art Chairity; PR Committee: Front door, Welcome Card and bags; Membership: Community Wide Membership Drive; Program: redesigning the Community Connection/website; Social Services: Summer Lunch Program and review of programs in September
- America in Bloom Committee is working with the City on replacing the Tipp City sign at the East entrance to our town.
- The TMCS building will be painted and brick work done by end of October.
- Wednesday, August 29th, received a check from Knights of Columbus for the Veteran's Memorial Statue.

Staff Reports

Carol English

School days, school days, dear old golden rule days.....

- It is time for school, already! This year we collected and purchased a large amount of school supplies to be handed out on the last day of the lunch on us program. We served 88 children that day and have had a few more come in to the office since then. I spoke with the schools and will be taking supplies to them to stock their cabinets.
- We have given out 2 new Instruments for beginning band students. I also gave out 1 stand for a student to use. I will be sending out letters to parents reminding them of instrument cleaning and upkeep.
- Office supplies were ordered and paper room stocked for fall. Looking for the best deals on date books for the office, also shopping for a cricut machine.
- Kathy and I reviewed the financial policy.
- Thank you letters for the Veterans Memorial, Run for Mums, Community Band, Arts Council, Lunch On Us and Community Relief were send this month.
- Spoke with new candidates for employment. Glad to be able to have input.
- Currently making 60 shoe tags for the Run for the Mums. Will be putting baskets together for door prizes this month after I collect the rest of the goods.
- Usual duties include but not limited to...deposits made every few days as needed, payroll, filing, answering the phone and other office duties.

Katie Sonnanstine

Fall 2012 Catalogue

- Completed catalogue & proofing for Lexy to send to printer
- Worked with Yeck Brothers on mailing list
- Reserved class rooms with township & library

Building Supervisors

- Interviewed job applicants and hired building supervisors for fall

- Scheduled orientation
- Sent out letters and paperwork (tax, I9, work permit) to new employees
- Sent letter to former supervisors regarding scheduling for early Sept. classes

Registration

- Organized registration materials; ticklers, reg. book
- Revised class registration information

School Open House

- Prepared flyers, gathered handouts and made table signs
- Assembled boxes for each school for Kathy, Carol & myself

Other

- Prepared flyers to take to schools
- Obtained new student count for each school
- Sent TMCS scheduled classes to Broadway
- E-mailed gym requests for Select and Rec. Basketball
- Begin planning for Visit with Santa and Halloween Parade
 - Secured date & location
 - Prepared paperwork/printed costume award & attendance certificates Ordered craft supplies for Santa
 - Request letters for donation to mail on Sept. 17 for Halloween

Publicity/Communication

- September Constant Contact
- Constant Contact regarding volunteers for VRC
- Sent info. to area high schools about ACT Test Prep dates

Meetings

- Met with Mary Lou Wilson from Monroe Township regarding recycling (2 meetings)
- *Met with Ruth Safreed & committee about Arts Council Gala
- *Met with Tipp Select basketball coaches to review check requests, scheduling,
 - background checks.
- *Attended CMW Meeting
- *Attended open house at Nevin Coppock

*Evening activities

Chrystal Reese

Monthly Meetings attended by Director:

Tuesday, August 21 st	Downtown Tipp City Partnership
Wednesday, August 22 nd	Mum Festival* - Meeting with City Interviewed applicants for Office position
Friday, August 24 th	Met with Carol Noffsinger & Kathy Demers – New Trustees
Monday, August 27 th	Home Tour: Kathy Gilmore*

Tuesday, August 28 th	Corporate Meeting* St John's Staff Meeting – Presentation on TMCS
Wednesday, August 29 th	Membership Meeting TMCS Website Meeting Art Chairity Committee TMCS Photo – Veteran's Memorial LT Ball Open House*
Thursday, August 30 th	Finance Meeting – Arts Council* Two Applicants – met with staff Sorooptimist*
Tuesday, September 4 th	Art Chairity – Lexy Nesbitt
Wednesday, September 5 th	PR Committee
Thursday, September 6 th	Arts Council – Membership
Monday, September 10 th	Run for the Mums – Bag Stuffing Park Board* Civic Meeting*
Tuesday, September 11 th	Membership Meeting – TMCS
Arts Council*	
Wednesday, September 12 th	Annual Dinner Mum Festival* Home Tour – Slanker*
Thursday, September 13 th	Community Action Council
Sunday, September 16 th	Painting of the Mums*
Monday, September 17 th	Building Supervisor
Tuesday, September 18 th	Downtown Tipp City Partnership
Wednesday, September 19 th	Arts Council Budget* Sorooptimist*
Thursday, September 20 th	Membership Meeting TMCS Board of Trustees

*Denotes Evening Meetings

PR/Media Relations Committee Report

The PR / Media Relations Committee met on September 5, 2012

Kathy Taylor and Denise Gross

The following items were discussed:

- ✓ **Completed: Front Door Logo/Information Design:** logo has been installed on the front door.

- ✓ **Ongoing: Thank You Card:** a thank you card is being designed to distribute to the community to thank them for their support and to supply them with a calendar of events; a list of important phone numbers and information on how to receive a 'Welcome to Tipp City' Bag if they are a new resident.

- ✓ **Ongoing: Welcome Bags:** still working on how to reach the new residents of Tipp/Monroe Township. Drafted a letter to send to Dr. Kumpf asking to place the cards in the schools. Waiting to proceed until cards are finished.

- ✓ **Ongoing: Directory:** still working on putting together a phone directory of important numbers to place in the welcome bags.

- ✓ **Ongoing: Basketball:** working on a new t-shirt design for the rec basketball teams.

- ✓ **New: Annual Dinner:** we have had our initial meeting and have begun the planning for the Annual Dinner to be held on Thursday, February 21, 2013. The caterer will be Sam & Ethel's. It will be held at the Zion Lutheran Church. More details to follow.

- ✓ **New: Chair-ity Poster:** designing a poster for the Chair-ity Auction.

Submitted by:

Denise Gross

Committee Chairman

