

**Tipp Monroe Community Services, Inc.**  
**Board of Trustees Minutes**  
**November 19, 2009**

**In Attendance**

**Officers:** Carli Amlin-Dean, President  
Deb Jackson, Treasurer  
Carol Helman, Secretary

**Trustees:** Ruth Safreed  
Pat Hodges  
Amanda Fang  
Denise Gross

**Staff:** Kathy Taylor, Director

**Guests:** Bill Beagle, Ron Thuma, Carla Frame

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

A motion was made by Deb Jackson to accept the agenda, seconded by Ruth Safreed. All approved.

**Secretary's Report**

The October minutes were reviewed. A motion was made by Ruth Safreed, seconded by Denise Gross. All approved.

**Treasurer's Report**

Deb Jackson reviewed the October treasurer's report. A motion was made by Ruth Safreed to accept the report, seconded by Amanda Fang. All approved.

**Advisory Committee Announcements**

*City of Tipp City:* Bill Beagle reported that the capital budget has been reviewed and the operating budget will be reviewed next week. There were approximately 80 attendees at the recent town hall meeting. A study session was held on automated meter reading to replace the electric and water meters with a cost of approximately \$2 million. The newly elected council members are attending meetings and receiving information.

*Monroe Township:* Ron Thuma reported they are working with the county on the Hilltop subdivision sewer project which involves 30+ homes. The damage to the roof, walls and awning at the township building from last fall's windstorm has been repaired with the majority of the cost being covered by insurance. Work is continuing on getting the bike trail completed. Fall cemetery clean-up is in progress.

*Tipp City Schools:* Carla Frame reported that the football team made it to the second round of tournament. Basketball season is beginning. Marching band is done and concert band is beginning. The play is this coming weekend.

*Tipp Monroe Optimists:* Deb Jackson reported that they helped at the Halloween parade and noted how difficult it was to judge the costumes. They will be helping at the Breakfast with Santa on December 5. They are continuing to work on the auction to be held in February 23, 2010. They are looking for a meeting place that serves breakfast for their Saturday morning meetings.

*Community Minded Women:* Denise Gross stated there was nothing new to report.

*Downtown Partnership:* Ruth Safreed reported that attendance at Harvestfest was up from last year and a new band provided the entertainment. They are thinking of adding family activities to be held earlier in the day. The Ghost Walk had over 200 attendees. Adding a second walk or perhaps monthly tours is being discussed. They are not yet a full-fledged member of the Main Street USA program, but are able to obtain some services provided by that organization. In addition to the current part-time director, they are looking to add a second part-time person to coordinate volunteers and solicit funds.

*Tipp Enrichment Program:* Amanda Fang reported that due to space being utilized on the third floor of the Tipp Central building, they are able to enroll an additional 32 children in the program.

*Tipp City Library:* Bill Beagle reported that with the passage of the levy, the library plans to return to regular hours on January 4, 2010.

### **Board Committee Reports**

*Corporate:* The Code of Ethics and dissolution policy has been emailed to all committee members. They will be meeting soon to review.

*Arts Council:* The committee report is attached. In addition, Ruth reported that A Winter's Yuletide Gathering held this past weekend went well and they are hoping to do a spring event, perhaps in conjunction with or similar to Harrison's breast cancer event held last year. They are looking at holding an event to run an entire weekend, possibly the weekend prior to Mother's Day. Deb Jackson noted that the Saturday of the weekend being considered is also community garage sale day.

*Finance:* The committee met to finalize their goals for the strategic plan.

*Membership/Media Relations:* The committee report is attached.

*Personnel:* The committee report is attached.

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

*Social Services:* The committee report is attached.

### **Director's Report**

#### **Background Checks**

Kathy received the results of background checks on the coaches and assistant coaches for basketball. Of concern were two background checks – #1 showed the individual being involved in two incidents, one in 2004 and one in 2006; #2 showed the individual being involved in two incidents, one in 2001 and one in 2004. None of the incidents involved children. Andrew Stewart, Esq., TMCS legal counsel, reviewed both and recommended to Kathy that #1 should not be permitted to participate in coaching a TMCS team and #2 could participate with observation. A motion was made by Pat Hodges that #1 not be permitted to participate in coaching a TMCS team, seconded by Ruth Safreed. All approved. Kathy will contact this individual tomorrow.

Since there has never been background checks returned in previous years with these types of issues, a motion was made by Amanda Fang that Kathy draft a policy before the end of this year on background checks and the steps to be taken if this should happen in the future, seconded by Ruth Safreed. All approved.

## Educational

- Registration for 2009 Fall Term has begun and will continue to take registrations through December. As of November 10th, 319 people have registered for our programs and activities.
- Popular Classes: ACT; Polymer Clay – bracelet; Walking Club (33 individuals); Dog Obedience; Bunco Night; Composting & Lawn Care; Green Living; R.A.D (18 individuals); Time for Pampering; Kickball (5-8 years: 22 individuals); Yoga for Children (3-5 years) and Princess Tea Party.

Website Stats: Visitors Last Month: 1456, Visitors this Month: 485; Visitors last week: 398; Total Visits 48375

## Recreational

- October 19<sup>th</sup>: Over 250 participants marched in the Halloween Parade. After the parade, the costumes were judged and prizes were given to the winners.
- Registration has begun for our 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball Program. On November 7<sup>th</sup>, the evaluation of the players for 3<sup>rd</sup>-6<sup>th</sup> took place. After the evaluation, the coaches draft their teams. Registrants: 142 for 3<sup>rd</sup>-6<sup>th</sup> grade, total of 17 teams. The 7<sup>th</sup>-12<sup>th</sup> grade registration will continue through November 25<sup>th</sup>. 7<sup>th</sup>-12<sup>th</sup> grade Player Evaluation: December 12<sup>th</sup>, Coaches Certification: November 14<sup>th</sup> & December 19<sup>th</sup>.
- Basketball Coordinator has been hired. He will be attending the Coaches Meetings on November 12<sup>th</sup> and December 16<sup>th</sup>.
- Breakfast with Santa – December 5<sup>th</sup>, 9-11 am at the Broadway Elementary School. Following Santa, Home Tour, 1-5 PM

## Staff Reports

### Carol English

- Halloween parade and party went better this year. I think it was better having lots of room for the kids and it was a nice touch for RE/MAX to give away pumpkins. Clean up went fast. We heard lots of good comments.
- This month I have been preparing for the holiday gift giving program. Applications are done and available to the public. A press release went into the Troy paper. So far, 9 families have applied for Christmas help. Letters were sent to area businesses and factories for sponsorship.
- Made many deposits from our basketball program and for select basketball.
- Taxes are mailed in for the quarter. Waiting on Rick for yearend updates.
- My usual duties which include...deposits, writing checks, answering the phone, waiting on customers, sending thank you letters, updating Loan Instrument files, and filing.
- Going to work on getting the Community Service book together as time allows.

### Colleen Renner

- Meeting with Vandalia Rec. Center for girls' basketball; they are going to update their rules to be the same as ours.
- Went on bus trip Saturday Oct 10th. to the Cincinnati Mall outlets.
- All bridge and euchre ladies are all paid up! The ladies have begun playing and turning in scores.
- Created new form for basketball coaches to be used during evaluations.
- Still taking basketball registrations up to 142 for 3rd through 6th grade. Grade 7<sup>th</sup> through 12<sup>th</sup> has until November 25th.
- Helped Katie with Halloween party in parking lot.
- Oct 27th went to an Event Planning Seminar; got some good tips on planning
- Continue to help with the registration for our classes, community relief program.
- Also providing help to other organizations making copies and registration.

## Katie Sonnanstine

This is what I have been working on mid-October – mid November.

- Instructor contracts and class rosters
- Schedule supervisors/gyms
- November flyer to schools
- Sent out coloring pages
- Continue to feed information to Liz to add to FaceBook
- Updated front page of web site for November and December
- Scheduled building supervisors, prepared paperwork for buildings
- Halloween Parade and Costume Judging
- Sent thank you letters to donors for Halloween prizes and food
- Reported on Halloween Parade and expenses
- Attended Bunco night
- Updated the Chamber list so it can be used for solicitation letters
- Wrote letter for instructor packets explaining packet contents
- Assisted Arts Council at Harrison's
- Established time line for production of 2010 Winter/Spring brochure
- Sent letters to instructors, clubs and organizations for 2010 Winter/Spring Brochure
- Started working on finding new classes, new instructors and new activities for 2010
- Press releases for November classes
- Ordered crafts for Breakfast with Santa

## General Information/Community Projects/Social Services

- Next Tri-Agency Meeting will be held November 30<sup>th</sup> – Sponsored by the City.
- To follow our agency's bylaws, a Nominating Committee has been established to assist with the interviewing process of our 3 trustees. Started advertising for the 3 positions in the Sunday Recorder, Dayton Daily, Troy Daily News, online with Tipp News, facebook and KIT TV. Current board members have been contacted and asked if they wish to reapply for the position. If you know anyone who might be interested in becoming a trustee, send them my way.
- Currently working with the Tipp City United Way on securing volunteers for the Volunteer Reception Center (VRC). As of right now we have 3 volunteers and need another 30-40 volunteers to properly man the VRC. On November 16<sup>th</sup>, we are meeting with Hands On, this program assists agencies in securing volunteers.
- October 19<sup>th</sup>, I attended the taping of Tipp Memories at the Senior Citizens building. Topic: Tippecanoe Community Band.
- Working on a Charter Membership Drive for the Arts Council. (98 members)
- The PR/Membership Committee met and discussed signage, Constant Contact, One Call Now and future articles on TMCS programs. Signs and plaques have been ordered. Did everyone receive their call from One Call Now?
- On October 22<sup>nd</sup>, Harrison's and the Tipp City Area Arts Council held their first Artstravangza. The evening ran from 5-9 pm, a variety of artists works were on display at the restaurant, along with music, magic and food. The Arts Council received \$850 - \$450 from Harrison and \$400 from the mum paintings. Harrison wants the Arts Council to do this activity twice a year. The Arts Council has been approached by another area restaurant that wants us to hold an event in their establishment.
- On November 3<sup>rd</sup> & 10<sup>th</sup>, the Home Tour Committee met and discussed the plans for the 2009 year. The Home Tour will be sponsored by the Tipp City Area Arts Council and the Downtown Tipp City Partnership. The Home Tour will be held on Saturday, December 5<sup>th</sup>, 1-5 PM. All proceeds will go to the

Tipp City Area Arts Council. Currently have seven homes for the 2009 tour and five homes for the 2010 Tour. Carriage Rides and Strolling Carolers have been booked for the tour.

- Steve Whiteman from Edison State is helping with the setup of a registration database.
- Starting to work on a Service Count for all of our activities and responsibilities.
- Meijer generously donated 138 bikes (assembly required) to our Gift Giving Program. The bikes will be delivered to Needy Basket on Friday, November 13. A date will be set and info sent to area churches, organizations and clubs asking for their assistance in assembling these bikes.

Community Relief: September-October Income: \$6492.75; Expenses: \$3674.44.; Total Assisted: 44:

Recycling: Volunteer Needed for December 12<sup>th</sup>.

Meetings attended by the Director:

Monday, October 19 <sup>th</sup>	Staff Meeting Tipp Memories – Topic: Community Band Halloween Parade*
Tuesday, October 20 <sup>th</sup>	Downtown Tipp City Partnership Senior Day Home Tour Meeting
Wednesday, October 21 <sup>st</sup>	One Call Now Sorooptimist Meeting*
Thursday, October 22 <sup>nd</sup>	Speaking Engagement – Ruth’s Circle – UMC Harrison’s – Artstravangza*
Saturday, October 24 <sup>th</sup>	Coaches Certification – Select*
Tuesday, October 27 <sup>th</sup>	Staff Meeting
Wednesday, October 28 <sup>th</sup>	Steve Whiteman, Edison Community College
Thursday, October 29 <sup>th</sup>	Community Action Council
Monday, November 2 <sup>nd</sup>	Staff Meeting Basketball Coordinator (2 interviews)
Tuesday, November 3 <sup>rd</sup>	Coalition for the Elderly Personnel Committee Home Tour Meeting Basketball Coordinator – (1 Interview)
Wednesday, November 4 <sup>th</sup>	Organization Meeting
Thursday, November 5 <sup>th</sup>	PR/Membership Meeting
Saturday, November 7 <sup>th</sup>	Basketball Evaluations*
Monday, November 9 <sup>th</sup>	Staff Meeting Park Advisory Board*
Tuesday, November 10 <sup>th</sup>	Home Tour Meeting Arts Council*
Wednesday, November 11 <sup>th</sup>	America in bloom Mum Festival Meeting*
Thursday, November 12 <sup>th</sup>	3 <sup>rd</sup> -6 <sup>th</sup> grade Coaches Meeting*
Saturday, November 14 <sup>th</sup>	Coaches Certification*
Monday, November 16 <sup>th</sup>	Social Services*
Tuesday, November 17 <sup>th</sup>	Downtown Tipp City Partnership
Wednesday, November 18 <sup>th</sup>	Finance Committee*
Thursday, November 19 <sup>th</sup>	TMCS Board of Trustees Meeting*
November 23 <sup>rd</sup> -27 <sup>th</sup>	Kathy’s on Vacation

\*Denotes Afterhours

## **President's Comments**

Carli thanked the Board members for their time, commitment and hard work during this past year. She is excited to see what happens with the strategic plan. She also reminded everyone of the Chamber of Commerce's Holiday Gala to be held on 12/02/09 at the Crystal Room.

## **Current/Old Business**

*Strategic Plan:* Amanda Fang reviewed the strategic plan additions and revisions. A final version will be reviewed at the December meeting and put on the agenda to be voted on its adoption. It was recommended that it be included on the TMCS website and Ron Thuma offered to have it linked from the township's website. Amanda was commended for all of her hard work in putting it together.

*City and Township Contracts:* Kathy Taylor stated the no changes have been made to the contracts TMCS has with Tipp City and Monroe Township. A motion was made by Ruth Safreed to approve the contracts for delivery to the city and township, seconded by Deb Jackson. All approved.

*December Board Meeting:* The meeting to be held on December 17, 2009 will be at the TMCS offices. Office staff are invited to attend. There will be a short meeting preceded and followed by light hors d'oeuvres.

## **Adjournment**

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

Meeting adjourned at 8:23 p.m.

Respectfully submitted,

*Carol Helman*

Secretary

## **Personnel Committee Report**

### **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**

1. TMCS will address the need for proper office and program staffing.
  - 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:**

1. Staffing - during the quarterly review process with the Director, the personnel committee will discuss the current needs and anticipated needs for future programs and projects.
2. Prioritize staffing - we will meet with the 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)

### **Updates:**

- Director's Review for 3rd quarter took place on November 3'd. Patrick and Carli conducted the review.
- Working on a new review form for the office staff
- Need to discuss Holiday plans

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## **Tipp City Area Arts Council Report November, 2009 – Report by Ruth Safreed**

The Tipp City Area Arts Council met on Tuesday, November 10.

\*\*\*The Membership Committee reported that there are now 98 Charter Members. A new Membership Application Form has been printed including a Membership designation for Businesses (\$50). The Membership Cards for 2010 will be out in the mail shortly.

\*\*\*TCAAC is now on Facebook

\*\*\*The Christmas Home Tour "Home is Where the Art is" is coming up on Dec. 5. There are 7 homes on the tour; each will be displaying a piece of local artwork - there will also be Carriage rides, Christmas carolers and Christmas "Tubas" as well as other entertainment. Studio 14 will be open 1-8 and will feature the artists whose work is on display in the homes.

\*\*\*The ARTstravignanza at Harrisons was very successful and well received by the Community. There will be another one in April. Other restaurants in town are interested in doing something similar in conjunction with TCAAC.

\*\*\*The Short Story Contest was well received, over 30 participants. The winners will be named on Friday, Dec 4 at the Christmas Concert in the Lutheran Church.

\*\*\*The Board voted to sponsor a Winter Artists Showcase on Feb. 6 in the Community room of the Zion Lutheran Church. The appointed committee will begin their work. For information call Ruth Safreed 657-3365

### **Public Relations/Membership Committee Report November, 2009**

Members Present: Denise Gross, Kathy Taylor

Here are the highlights:

1. The membership drive has been moved to January 1, 2010. Letters and information will sent out to prospective members. New letters and sponsorship forms are finished and being proofed (Kathy & Denise).
2. 'One Call Now' was implemented (Mike & Kathy).
3. Advisory Board Plaques have been redesigned (Kathy).
4. We are still looking into using Constant Contact for sending out updates, etc. (Kathy).
5. We will be writing articles about TMCS based on the 'Did You Know' idea used at the Annual Dinner last year (?).
6. We will be reviewing the items in the Media Folder and updating the brochure if necessary.
7. Don't forget: The Committee meetings have been changed to the 1st Thursday of each month at 10:00 AM (TMCS Office).

Respectfully Submitted by Denise Gross

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### **Social Services Committee Report**

Monday November 16 at TMCS office 6:30 – 7:30

Attendance: Kathy Taylor, Carol English, Debra Jackson, Steve Pierson

#### **Topics of discussion**

- 1) We reviewed goals for 2010 and our plan of action for those goals.
- 2) Set the next Church/TMCS meeting for 2/22/2010 and plan to send out a letter for this meeting in January.
- 3) Discussed at length the emergency/disaster plan for Tipp City and the role TMCS currently has. We felt that TMCS is not adequately trained and equipped to be in charge of Tipp City's disaster plan. We feel TMCS should play a support role, rather than a lead role.
- 4) Monroe Township would like a survey to know more about who recycles and how they may improve the program. We just sent out letters last week to various clubs and organizations asking for recycling volunteers and Kathy is following up on those responses.

#### **Items to be addressed before our next meeting**

- 1) Kathy – work with the city and Red Cross to form a new role for TMCS in the Tipp City disaster plan. Kathy and Steve plan to meet with the Red Cross on Dec 7<sup>th</sup>
- 2) Carol – observe community lunch programs and organize our statistics for 2009 social service programs
- 3) Steve – write a letter to invite the churches to meeting 2/22/2010
- 4) Everyone – Think of survey questions for the recycling program

#### **Next TMCS Social Service meeting 1/25/2010 at the TMCS office 6:30-7:30 pm**

Tentative agenda: Set agenda for Church/TMCS meeting, discuss updates for summer lunch program, set a plan for the recycling program, start review of 2009 social service programs.