

Tipp Monroe Community Services, Inc.
Board of Trustees Minutes
December 17, 2009

In Attendance

Officers: Carli Amlin-Dean, President
Carol Helman, Secretary

Trustees: Ruth Safreed
Pat Hodges
Denise Gross
Steven Pierson

Staff: Kathy Taylor, Katie Sonnanstine, Colleen Renner

Guests: Bill Beagle, Ron Thuma, John Muldowney, Jerry Thobe, Tim Evans

The meeting was called to order at 6:35 p.m. by Carli Amlin Dean.

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

Secretary's Report

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

Treasurer's Report

Kathy Taylor reviewed the November treasurer's report. A motion was made by Ruth Safreed to accept the report, seconded by Pat Hodges. All approved.

Advisory Committee Announcements

City of Tipp City: Bill Beagle reported that the income tax credit reduction and the operating budget will be on council's agenda on 12/21/09. This will be the last council meeting for Bill Beagle, Vicki Blakely and Tim Evans. The newly elected council members will begin their terms in January.

Monroe Township: Ron Thuma reported they are looking at what monies are available and where cuts can be made for next year. Health care insurance costs are increasing.

Tipp City Schools: John Muldowney reported that under House Bill 813 (the State of Ohio's budget), there would be a shortfall of \$800 million in the funds that Ohio distributes among the 606 school districts across the state. Tipp City could possibly see a decrease of \$1.5 million in funds from the state over the next two years.

Downtown Partnership: Kathy Taylor reported that TMCS will need to provide a new representative to the Board. The 2010 budget was passed. They are looking to hire an individual to work part-time to do fundraising and, with this second position plus Matt Owen's part-time hours, are hopeful that Mainstreet USA program will consider that one full-time position and accept Tipp City into the program.

Board Committee Reports

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

Arts Council: Ruth Safreed reported that the Home Tour was very successful with possibly 500+ tickets being sold. There are already homes scheduled for 2010 and 2011 tours. On Saturday, February 6, 2010 there will be an Art for the Heart event held at the Zion Lutheran Church from 9:00 a.m. to 4:00 p.m.

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

Membership/Media Relations: The committee report is attached.

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

Programs: The committee report is attached. In addition, Kathy Taylor reported that registrations for 2009 have held steady compared to 2008.

Social Services: Steve Pierson reported that he and Kathy Taylor met with the Red Cross representative to review Tipp City's disaster plan. All have concerns that the city's plan lists TMCS to contact in a disaster instead of the Red Cross. TMCS does not have the staff, resources, or expertise needed to open shelters, etc. The Red Cross does and is also well informed and up-to-date on what is required by FEMA to insure that the city will get reimbursement for those expenses. Changes will be proposed to Mark Senseman, the city's EMS director.

Director's Report

Educational

- Registration for 2009 Fall Term has begun and will continue through mid-December. As of December 10th, 552 people have registered for programs and activities.
- The 2010 Community Connection will be mailed the week of January 11th, 2010.

Website Stats: November: Product Pages (Classes): 4380 hits; Unique Visitors: 574; Events Page: 72 hits; Community Links: 57 hits; About Us: 49 hits; Run for the Mums: 43 hits; Community Organization: 20 hits; Youth Basketball: 101 hits; Social Services: 57 hits; Total hits for November: 46647. Visitors Last Month: 1342; Visitors this Month: 419; Visitors last week: 350; Total Visits 49653

Recreational

- Registration has ended for the 3rd-12th grade Youth Basketball League. On December 12th, the evaluation of the players in 7th-12th took place. After the evaluation, the coaches drafted their teams. Registrants: 144 for 3rd-6th grade, total of 17 teams; 137 for 7th-12th grade, total of 14 teams. For 3rd-12th grade we have a total of 31 teams, plus 8 select teams: 39 teams. The last Coaches Certification will be held on Saturday, December 19th, 9-12 noon at the TMCS Building.
- Breakfast with Santa was held on December 5th, 9-11 am at the Broadway Elementary School. Over 250 children enjoyed the crafts, games, cookies & milk and a visit with the Jolly Ole' Man. Following Santa was the annual Home Tour, from 1-5 PM. Despite the cold weather over 500 people went through the seven beautifully decorated homes. Special thanks to our premier sponsors: RE/MAX Professionals, Monroe Federal and Bank of America Home Loans. This event would not have taken place without the hard work and dedication of the Home Tour Committee: Heather Bailey, Chair, Andrea Nay, Glenna Lemonds, Matt Owen, Greg Enslin, Molly Spencer and Kathy Taylor.

Staff Reports

Katie Sonnanstine

- Instructor contracts and class rosters
- Schedule supervisors/gyms
- December flyer to schools
- Continue to feed information to Liz to add to Face Book
- Scheduled building supervisors, prepared paperwork for buildings
- Thanksgiving coloring contest
 - Bought certificates for contest winners
 - Judged coloring pages
 - Contacted winners
 - Made certificates for winners
 - Took photos
- Breakfast with Santa
 - Arranged for Santa
 - Purchased printer for Santa Photos
 - Recruited volunteers
 - Shopped for food, tree and wreath
 - Packed supplies
 - Arranged for supplies to be delivered to Broadway
 - Set up for event
 - Worked at the event
 - Cleaned up after the event
 - Put supplies back in storage for next year
- 2010 Winter/Spring Community Connection
 - Contacted prior instructors
 - Searched for new classes & instructors
 - Typed the brochure, sent brochure to Samantha
- Bought runners for home tour, came up with brilliant idea of contacting Cintas for rugs to use for the weekend home tour.
- Worked on new form for Registration book to include more info (city, township, other)
- Met with Program Committee

Carol English

- Christmas applications are finalized and we now have 27 families we are helping for Christmas. The gift giving tree at the Breakfast with Santa went well. I didn't have any tags left over at the end. Gifts are starting to come in and we will be calling families to pick up their gifts next week. I am going shopping this weekend to finish up what we need to get to complete our portion of purchasing. I found sponsors for all but 4 families and they were the ones that went on the tree.
- Took 5 days off to spend with husband on vacation.
- Paid bills, made deposits, got reports ready and usual office duties.

Colleen Renner

- Busy with Basketball evaluation grades 3rd -6th on Saturday November 7th after evaluation coaches pick teams.
- After the draft, teams are inputted into the computer, assigned colors and filed into the proper coaches' folder.
- Also did not have enough coaches which required a lot of phone time calling to find 2 more coaches.

- Did background checks for coaches and assistants.
- Assisted with Breakfast with Santa on Saturday Dec 5th.
- Inputting Community relief.
- Getting info together for Bike club.
- Completed basketball registration for grades 7-12th. Getting ready for basketball evaluation on Saturday Dec. 12. Need to make more binders for coaches and do the same as above.
- Continue to help with the registration for our classes, community relief program and helping people with the Christmas program.
- Sent first order for basketball t-shirts to Award One.
- Working on welcome bags.
- Also providing help to other organization making copies.

General Information/Community Projects/Social Services

- 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 6 volunteers and need another 30-40 volunteers to properly man the VRC. On November 16th, met with Hands On, this program assists agencies in securing volunteers.
- 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. We also discussed the branding of TMCS. Denise and I worked for 2 hours with Constant Contact and were able to design a newsletter.
- Starting to work on a Service Count for all of our activities and responsibilities.
- On November 21st, over 60 people gathered at the Needy Basket building to help Santa assemble 102 bikes that were generously donated by Meijer. Organizations and clubs that have received bikes: Fraternal Order of Police, Optimist, Broadway, Chamber, Nevin Coppock, Relay for Life, Needy Basket and TMCS.
- Social Service Committee: Met with American Red Cross and reviewed/changed the Disaster Plan for Tipp City and Monroe Township. After changes are made we will meet again with Red Cross and Mark Senseman with the EMS.

Community Relief: September-November: Income: \$6792.75; Expenses: \$4530.31.; Total Assisted: 58

Recycling: Volunteer Needed for December 12th.

Meetings attended by the Director:

Saturday, November 21 st , 2009	Assembly of Bikes
Monday, November 30 th	Staff Meeting Tri-Agency Meeting*
Wednesday, December 2 nd	Organizational Meeting Home Tour Meeting Chamber Gala
Thursday, December 3 rd	PR/Membership Committee Bikes/Optimist
Friday, December 4 th	Program Committee Setup for Santa* Tree Lighting*

Saturday, December 5 th	Community Concert* Breakfast with Santa* Home Tour*
Monday, December 7 th	American Red Cross Staff Meeting
Wednesday, December 9 th	Public Education: EPA-
Thursday, December 10 th	Public Relations – Denise – PR
Saturday, December 12 th	Home Tour Meeting
Monday, December 14 th	7 th -12 th grade Evaluation*
Tuesday, December 15 th	Staff Meeting
Wednesday, December 16 th	Downtown Tipp City Partnership
Thursday, December 17 th	Soroptimists*
Saturday, December 19 th	TMCS Board of Trustees*
Sunday, December 20 th	Coaches Certification*
Sunday, December 27 th	– Sunday, December 27 th – TMCS CLOSED

*Denotes Afterhours

President’s Comments

Carli thanked the Board, Kathy and staff for their time, energy and efforts to make 2009 a great year for TMCS. She recently talked with Lora Heddleston who will be resigning from the Board resulting in a need to find someone to fill the remaining year of Lora’s term.

Current/Old Business

Strategic Plan: Kathy Taylor reported that in the revised strategic plan sent to all Board members prior to the meeting, slide 51 was incorrect and has now been corrected. A motion was made by Carol Helman to approve the Strategic Plan, seconded by Steve Pierson. All approved.

Background Check Policy: Kathy Taylor stated that she has developed a policy and it is currently being reviewed by the attorney.

Adjournment

A motion was made by Carol Helman to adjourn the meeting, seconded by Steven Pierson. All approved.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Carol Helman

Secretary

**Public Relations/Membership Committee Report
December, 2009**

Members Present: Denise Gross, Kathy Taylor, Carli Amlin Dean

Here are the highlights:

1. We will be targeting the Chamber, Downtown Partnership and Rotary in the January Membership Drive. (Carlie & Kathy). Our new goal for the drive is 20 new members.
2. Advisory Board Plaques have been delivered and are ready to be distributed at the Annual Dinner. We will be sending out invitations to the advisory board members. (Kathy).
3. Kathy and I met last week to do the Constant Contact tutorial. We set up the format for the newsletter. Kathy will keep working on the content (Kathy & Denise).
4. We will be writing articles about TMCS and submitting them to tipnews.com, Sunday Record Herald, KIT TV, Schools, Facebook/Twitter, etc.
5. We are continuing to review the items in the Media Folder and updating the brochure and other materials (shingle pages, advisory board list, letterhead, etc.)
6. Don't forget: the Committee meetings have been changed to the 1st Thursday of each month at 10:00 AM (TMCS Office).

The next meeting will be Thursday, January 7, 2010.

Respectfully Submitted by Denise Gross

**Program Committee Report
December, 2009**

The Program Committee met on December 4th at 11:00 am in the TMCS conference room. In attendance were Kathy Taylor, Katie Sonnanstine, Carli Amlin Dean, and Patrick Hodges (chair). It was decided the next meeting will be on Friday, January, 8th at 11:00 am in the TMCS conference room.

Items of business included (but not limited to):

1. Fall enrollment numbers were down 7%, however there are several classes that have yet to be finalized so the percent could improve in the final days. It was interesting to note that the adult head count grew by 59.
2. Class visitations will begin in January and will be conducted by members of the program committee and TMCS staff. Each visitation will include the newly developed "community survey" and hopefully, while we are there, the surveys will be completed by all class members providing' valuable feedback for programming.
3. Recently developed instructor packets will be given to all instructors with a cover letter of explanation followed by a "program/instructor evaluation", facility evaluation and the newly developed TMCS "health and illness policy".
4. The new "WINTER/SPRING" classes for 2010 were discussed and it included an impressive list of offerings with 15 new adult classes, 6 new youth classes and 4 new family type classes. Some of the "newbees" include: jewelry making, green gardening, healthy cooking, Mexican cooking, skin care wellness, Fancy Nancy 2, bicycle rodeo and an exciting "family readiness exercise program".

The meeting was adjourned at 12:20 pm

The minutes were respectively submitted by Patrick Hodges and all errors and/or omissions were either unintentional....or due to me not paying attention....or related to an "age" factor..