



**Tipp Monroe Community Services, Inc.**  
**Board of Trustees Meeting Minutes**  
**May 16, 2013**

**In Attendance**

**Officers:** Denise Gross, President - absent  
Vickie Blakey, Vice President  
Deb Jackson, Treasurer  
Russ Gilmore, Secretary

**Trustees:** Deb Jackson  
Russell Gilmore  
Eric Alexander - absent  
Vickie Blakey  
Kathy Demers - absent  
Carol Noffsinger  
Pat Hodges  
Bryan Blake - absent

**Staff:** Kathy Taylor, Katie Sonnanstine

**Guests:** John Kessler

The meeting was called to order at 6:31 p.m. by Vickie Blakey.

Kathy Taylor requested that background checks be added to the agenda under Current/Old Business. A motion was made by Deb Jackson to approve the agenda as revised, seconded by Carol Noffsinger. All approved.

A motion was made by Pat Hodges to approve the agenda, seconded by Vickie Blakey. All approved.

**Secretary's Report**

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

**Treasurer's Report**

Motion to move the March treasurers report off the table. A motion was made by Carol Noffsinger to take the March report off the table, seconded by Deb Jackson. All approved

The March and April treasurer's report was reviewed. A motion was made by Pat Hodges to accept the March report, seconded by Carol Noffsinger. All approved. A motion was made by Russ Gilmore to accept the April report, seconded by Carol Noffsinger. All approved.

**Advisory Committee Announcements**

*Monroe Township:* No report.

*City of Tipp City:* TMCS will be at the Monday meeting to discuss funding – John will make the request to make the funding request retroactive to the first of the year. Reports have been submitted to the City. Main Street is coming along with a delay regarding the gas line installation. Project is not staying with the original schedule due to changes requested by Vectren. Current Main Street construction should be done by the end of July. Third Street construction is on schedule.

*Tipp City Schools:* No report.

*Tipp-Monroe Optimists:* Auction netted nearly \$5,700. Two scholarship winners of \$1,000 each will be announced by the Octagon Club.

*Parks Advisory Board:* A potential golf disk course will be presented for discussion next month. Proposal for half court basketball at one of the parks was discussed.

*Community Minded Women:* No report

### **Board Committee Reports**

*Arts Council:* No report.

*Corporate:* No report.

*Finance:* No report.

*Media Relations:* No report.

*Membership Committee:* No report.

*Personnel:* No report.

*Programs:* Prices for non-residents has increased by \$10.00. Catalog was mailed to Bethel Twp. – several Bethel residents have signed up. Lot's of new classes are offered this term for both adults and youth. New addition will be a three-day art camp that will promote messiness while making art. Registration started Monday and is slow now but expected to pick up after school is out. Downtown Partnership has offered a booth at the first Farmer's Market. Keri has picked up the social media responsibility and has significantly grown that area. Still have a few issues with the website: too many drop down boxes, website seems confusing at times, needs to be cleaned up and updated, photos not being updated promptly – we need to have the ability to do more updating ourselves. Media Relations will work on the website project. Katie will work up a flyer specifically for the Bethel Schools and for Tipp Schools. Summer staff has been hired. Carol Noffsonger will work with JVS and Wright State to determine if a student can be helpful to us to advance the website project.

*Social Services:* No report

### **Director's Report**

The report is attached. Donations of \$5,250 so far have been received for the Run. Fund in memory of the Chief continues to grow. Discussion about the community garage sale and how we might enhance the importance of TMCS to those who attend and sell at the garage sale. GOBA volunteer assignments will be sent to Board members by Carol English.

### **President's Comments**

No report.

### **Current/Old Business**

Background checks: It has always been the TMCS policy to background check anyone working with seniors or children. Question: Do we need background checks for Arts Council volunteers for a one-day event where all are in

sight of each other during the event that will be taking place on Third Street. Precedent has been set because of other such events where volunteers have not been required for background checks.

**Adjournment**

A motion was made by Deb Jackson to adjourn the meeting, seconded by Carol Noffsonger. All approved. Meeting was adjourned at 7:46 PM

Respectfully submitted,

Russ Gilmore  
Secretary

**Director's Report****Educational**

- The 2013 Summer Term Class Catalog has been delivered to Tipp City/Monroe and Bethel Township residents. Classes will begin early June.
- A variety of programs/activities are being offered: 6 weeks of Summer Fun at the Park, Financial Seminars, R.A.D. (Rape Awareness Defense for Women), and
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. [ksonnanstine@tmcomservices.org](mailto:ksonnanstine@tmcomservices.org)

**Recreational**

- The NFL Flag Football Season has begun and will run from April 14<sup>th</sup> - May 26<sup>th</sup>  
Total of 12 teams: K-6<sup>th</sup>
- Work has begun on the 2013 Run for the Mums; Increase fee from \$15 to \$20
- Euchre Club will be holding their annual party in June
- Annual Community Wide Garage Sale saw over 200 garage sales take place in Tipp City and Monroe Township.
- Summer employees have been hired.
- Increased playground fees by \$5.00 for residents, \$10.00 for non-residents

**Upcoming Events**

May 2, 2013	Chamber of Commerce Expo
May 4, 2013	Community Wide Garage Sale
May 17, 2013	Miami County Senior Citizen Day
May 26, 2013	Dedication of the Veteran's Memorial
May 27, 2013	Memorial Day Parade
June 8, 2013	Canal Music Fest
June 16, 2013	GOBA

**Social Services**

- Work has begun on the 2013 Summer Lunch Program – Lunch on Us
- Funding has been secured for the 2013 Summer Lunch Program

**Total served in April**

Community Relief: 12 individuals/families; 4-city, 9 HH; 7-township, 28 HH; 1-bethel, 7 HH (HH-household)  
Diaper Fund: 1 family

**Tipp City Arts Council:**

- TMCS & TCAAC working on 4 concerts for the 2013 season: Held 2<sup>nd</sup> Saturday in June, July, August and September.
- Winning Poems for the Poetry Contest have been selected
- "Take a Seat" Art Tour & Auction sponsored by TMCS & TCAAC. Committees are beginning to form and set meeting dates.
- Children's Art Adventure: Saturday August 3<sup>rd</sup>, 9-1 pm, held at the Tipp City Market Place.

## General Information

- **Construction is in full swing on Main Street from 1<sup>st</sup>-3<sup>rd</sup>.**
- **Setup a fund for DARE in honor of Chief Tom Davidson**
- Went to bi-weekly paychecks – updated financial policy
- Volunteer and Board – Tracking of volunteer hours
- Working with the TMCS Committees on a variety of projects.
- America in Bloom Committee is working with the City on replacing the Tipp City sign at the East entrance to our town.
- Great Ohio Bicycle Adventure (GOBA), in cooperation with TMCS will be having a food stop in Tipp City on June 16<sup>th</sup>
- Attended the Chamber Expo – Excellent attendance: Made contacts with Abbott,

## Staff

### Carol English

- Guess what time it is? Garage sale time! We had 118 participate in the garage sale this year. The price of participating went to \$10 and you received an 18 X 24 corex sign to put in your yard. Those who signed up seemed to be very pleased to be getting a sign. We had one sponsor this year, it was McDonalds, and for that they were able to put a coupon on the map. We will be looking for more businesses to sponsor the garage sale next year to help cover the costs. We purchased enough signs to have what we need for next year.
- Lunch on Us is in its 4<sup>th</sup> year. I can't believe it! Letters were sent to area churches and I have 2 weeks covered so far. Calls will be made to get area churches to sign up for their week to work. We will be serving our second location at Upper Room Worship Center and in addition we will be having two drop off locations. The drop off locations will be Tweed Woods Park and Willow Glen at Rolling Acres. I am currently visiting area businesses asking for donations of many kinds from to go containers to food. We already have donations coming in. Today I meet with Needy Basket John to give him a list of what we have to buy. He wants to try to help us out as much as he can. All locations will be serving for the full 10 weeks and we will be dropping off meals at Liberty Commons again. I am looking into having some more signs made that let people know that this will be a drop off location for pick up. All 3 of my Lunch on Us Employees will be returning and I have asked a new person to join our team for the delivery to the drop off locations. Melinda Seale will be joining us and she currently works for Tipp City Schools as a lunch lady and a special needs assistant. I feel Melinda will be an asset to our team. Food License Request Exemption Requests have been filed with the Health Department for all locations. Flyers have been made for the LOU program and will be passed out to target areas.
- Renee Johnson and I went to Spotlight on Tipp Middle School on April 25<sup>th</sup>. I made a flyer with the LOU info on the front and some of the classes that would be of interest to TMS age group. Renee handed out pencils and the kids loved them. She told them they should take a pencil because it had all the right answers in it. A few of the Teachers were very interested in our flyers. Mrs. Amy Armentrout asked for us to take her pic and then she said we could put it on facebook.... It was cool. She then asked me to make out flyers that she can pass out to all the kids about lunch. We made copies and she made sure the kids got them in every class. I am thankful for a contact that supports us!
- Met with Keri Lightle before she was hired and I am very excited to start working with her....she has been with us for a few weeks and I am so happy to say she is a HUGE asset to the office. I am also glad she is a hometown girl. I really feel this makes a difference. She loves Tipp City!
- I have been working to arrange the Great Ohio Bike Adventure food stop June 16<sup>th</sup>. TMCS will be hosting the PM Food Stop for GOBA as a fundraiser. The menu is set and we are currently looking into seeing how we can get donations.
- My usual office duties that include thank you letters, deposits, ordering supplies, payroll and paying bills and general office duties.

## **Keri Lightle**

- My first day was April 15, 2013. Even though I'm only here 5 hours a day; I really enjoy my time spent here at the office.
- Since starting I've been working on NFL Flag Football (which had actually already started). I've organized the files, updated the excel files for the teams, helped pick out a medals and sort the medals to be passed out to the teams and I've ensured that all the coaches and assistant coaches have submitted their background checks and completed any necessary seminars. I've also had the time to go out to Kyle Park on Sunday to take pictures of the kids playing Flag Football. I posted these pictures onto our Facebook page.
- I've also been working on expanding our social networking. I've been posting everything on Facebook; events, programs, announcements and pictures. We did a drawing on May 6<sup>th</sup>, giving a Facebook fan a \$25 Gift Certificate good towards any of our classes/programs. I hope to double our Facebook Fan base by August 30, 2013. I believe that the social networking will help draw awareness to our community and bring people together.
- I've also been trying to be more involved with our Community Relief program. I am learning how to handle each case; I've been entering them into our system and filing them correctly.
- I'm also researching some new events or programs that Tipp Monroe Community Services could do to reach the community and raise money for our current programs such as NFL Flag Football and Summer Camp. My goal is to have these worked out (budgets, plans and layout of event) and ready to share with Kathy by June 28<sup>th</sup>.
- I make myself available daily to Kathy, Katie and Carol; assisting them with phone calls, making copies, computer information and errands.

## **Katie Sonnanstine**

### **Daily and weekly duties** including but not limited to:

- Instructor rosters/contracts
- Communicate with instructors about classes, special needs, etc.
- Manage online registrations
- Keep website updated with full and cancelled classes
- Had Matt put garage sale map on website
- Press releases to newspapers/KIT TV/Quick News

### **Summer Classes & Activity Catalogue (Community Connection)**

- Developed 6 weeks of camp programs
- Completed catalogue process/ proofread & okayed for final printing (before deadline)
- Picked out photos for catalogue
- Spoke with Yeck Bros. about adding Bethel to mailing
- Met with Program committee/made price adjustment for non-residents based on committee recommendation.

### **Website**

- Checked website information for accuracy and sent Matt the corrections
- (Organizations & TMCS Events)

### **Registration**

- Put registration pages into Excel
- Made ticklers & table of contents
- Made corrections to Camp handout
- Typed up new registration cards for camp

### **Summer Employees**

- Collected applications
- Decided on employees
- Updated job description

## Other

- Prepared May Constant contact to send week of May 6 (adult classes & upcoming events) – Children’s programs will go separately (prepared byLexy)

## Meetings

- Program Committee – April 10
- DTCP – April 16
- Streetscape update meeting – May 2
- \*Taste of Tipp – May 2

\*Evening meetings

### **Monthly Meetings attended by Director:**

Saturday, April 20 <sup>th</sup>	Tipp Pride Day* Soroptimist Fashion Show*
Monday, April 22 <sup>nd</sup>	Creative Display*
Tuesday, April 23 <sup>rd</sup>	Call to Artist*
Wednesday, April 24 <sup>th</sup>	Plein Air*
Monday, April 29 <sup>th</sup>	Tri-Agency Meeting*
Thursday, May 2 <sup>nd</sup>	TC Chamber of Commerce Expo*
Tuesday, May 7 <sup>th</sup>	Coalition for the Elderly Children’s Art Adventure*
Wednesday, May 8 <sup>th</sup>	Mum Festival*
Thursday, May 9 <sup>th</sup>	Community Action Council Call to Artists
Monday, May 13 <sup>th</sup>	Park Board*
Tuesday, May 14 <sup>th</sup>	Arts Council*
Wednesday, May 15 <sup>th</sup>	AIB Soroptimist* S & K Mold
Thursday, May 16 <sup>th</sup>	Setup for Miami County Senior Day TMCS Board of Trustees*
Friday, May 17 <sup>th</sup>	Miami County Senior Day
Monday, May 20 <sup>th</sup>	Auction Committee* City – Study Session*
Thursday, May 23 <sup>th</sup>	Take a Seat*
Sunday, May 26 <sup>th</sup>	Dedication of Memorial Statue*

\*Denotes evening meetings