



Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
June 20, 2013

In Attendance

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

Trustees: Debra Jackson
Russell Gilmore
Eric Alexander - Absent
Vickie Blakey
Kathy Demers - Absent
Carol Noffsinger
Pat Hodges
Bryan Blake

Staff: Kathy Taylor

Guests: John Kessler , Kate Johnsen, Martin English

The meeting was called to order at 6:32 p.m. by Denise Gross.

Kathy Taylor requested that the March and April treasurers report be deleted from the agenda under Current/Old Business. A motion was made by Pat Hodges to approve the agenda as revised, seconded by Vickie Blakey. All approved.

Secretary's Report

The May minutes were reviewed. A motion was made by Vicki Blakey to accept the minutes, seconded by Debra Jackson. All approved.

Treasurer's Report

The May treasurer's report was reviewed. A motion was made by Pat Hodges to accept the report, seconded by Vickie Blakey. All approved.

Advisory Committee Announcements

Monroe Township: No report.

City of Tipp City: Third St. will be closing soon. Curb is being laid downtown. Dow Street construction has been started. Vectren has been doing some work that the contractor has no control over which has made the project two weeks behind; however, the project should be completed on schedule. South Third Street is being completed. Health insurance is on the coming agenda. Board members expressed their appreciation for the City's assistance with rent forgiveness this year.

Tipp City Schools: Kate Johnsen expressed thanks that the Levy passed. New treasurer hired – Gina Gagliano – was the Assistant Treasurer at Beavercreek - Starting at the beginning of July.

Tipp-Monroe Optimists: Two scholarships were awarded and the student of the year was recognized.

Parks Advisory Board: Parks Board did not meet.

Community Minded Women: No report

Board Committee Reports

Arts Council: Canal Music Fest went well. Liquor sales were down but donations and raffle made up the difference in expected revenue. Additional events scheduled throughout the summer. Fifty-two kids entered in the art contest and are on display at Studio 14. Arts and Artisans is Saturday, June 22 – TCAAC will share a booth with TMCS.

Corporate: No report

Finance: No report.

Media Relations: Report submitted

Membership Committee: No report

Personnel: Will meet next week

Programs: No report

Social Services: Summer lunch program has started. Served 102 meals the first day. Rolling Acres site is poorly attended. All leftover food is taken to Liberty Commons.

Director's Report

The report is attached.

President's Comments

Denise Gross thanked John Kessler and the City for the rent forgiveness. Volunteers at GOBA were thanked. We need current Trustees to let Denise know if they are willing to serve as a Trustee for the next term.

There was some discussion about using a non-board member as the secretary.

Current/Old Business

John Kessler reported that the concert flyers did not include the American Legion logo and requested that in the future, the logo should be on the flyer. These flyers were printed before the liquor permit restrictions were known.

Kathy Taylor has sent out three applications for Trustee candidates. These individuals responded to the article in the newspaper.

Adjournment

A motion was made by Vickie Blakey to adjourn the meeting, seconded by Brian Blake. All approved.

Respectfully submitted,

Russ Gilmore

Director's Report**Educational**

- The 2013 Summer Term has begun and will run through mid-August
- 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 Rain Barrels.
- If you have any program ideas or suggestion, please you're your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- The NFL Flag Football Season has ended
- Work has begun on the 2013 Run for the Mums; Increase fee from \$15 to \$20. Run for the Mum applications have been sent to past participants. Premier Sponsors: IMDA, Meijer, Alvetro and Regal Beloit; Sponsors: Nolan, Gierre CPA, Evans Title, Curves and Kettering Sports Center. Keri Lightle is currently working on door prizes/donations.
- Due to the low number of participants, the Euchre Club will not be holding a party this year.
- Increased playground fees by \$5.00 for residents, \$10.00 for non-residents

Upcoming Events

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
June 22, 2013	Antique & Artisans Show
June 29, 2013	Tipp City Market Place – TMCS
July 13, 2013	Seventh Street Band – Concert in the Park

Social Services

- The 2013 Summer Lunch Program has begun and over 100 meals were served the very first day. WOW
- Background checks still an issue with senior citizens. Working with our attorney to find an alternate solution.

Total served in May

Community Relief: 17 individuals/families; 14-city, 36 HH; 3-township, 9 HH; 1

Eyeglass Program: 1 eye examination/glasses

- Tipp City United Way - \$3000 for community relief and \$1250 for Lunch on Us.
- Telecom - \$1000 for lunch program

Tipp City Arts Council:

- On Saturday, June 8th, over 1500 individuals enjoyed the concert by Broken Lights and Phil Dirt & the Dozers.

- TMCS & TCAAC continues to work on the remaining 3 concerts for the 2013 season: Held 2nd Saturday in June, July, August and September.
- Held annual Children's Art Contest: 52 entries
- Digital Photography class is full for the third straight year.
- "Take a Seat" Art Tour & Auction sponsored by TMCS & TCAAC. Committees are meeting monthly to prepare of the upcoming 2014 Take a Seat Art Tour & Auction event.
- Children's Art Adventure: Saturday August 3rd, 9-1 pm, held at the Tipp City Market Place.

General Information

- **The City of Tipp City has waived our rent of \$10,000 for the next three years. THANK YOU!**
- **Construction is in full swing on Main Street from 1st-3rd.**
- **Working on the 2013-2014 TMCS Budget.**
- Received a truck load of miscellaneous food items from Meijer: Brownies, mustard, cake mix, grape crush, etc.
- 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.
- On Saturday, June 16th, 2400 GOBA participants came through Tipp City and enjoyed a nutritional snack provided by TMCS.
- Met with PR Committee and discussed a few display projects.
- Discussed Cobra with Ceridian, it is the company that works with our insurance company.
- In the 2013 Fall Catalog we will be advertising that TMCS has partnered with Thrivent Financial in hopes of getting additional donations to our agency. Current amount donated by Thrivent members: \$2853.00

Staff

Carol English

- Planned for GOBA (Great Ohio Bike Adventure) PM Food Snack stop at the Tipp City Park. The event started rainy but ended up sunny. Overall the event went without problems, we made approx. \$700. The food that is left over will be stored at the school and used for the Lunch On Us program. I will determine how much \$ was donated and will be used for the LOU program.
- Met with John at Needy Basket, Pick up was June 10 & 12.
- Lunch on us starts June 17th, today! We have already had 53 kids served. Great start for the first day. We will be continuing the 2 churches serving meals and will have 2 drop off areas. Liberty Commons will take all of the lunches we have left. Linda and Melinda will coordinate and meet at LC to take the meals to them.
- Shopped for the playgrounds while out shopping for the other programs. Helped Katie get ready for playgrounds by planning and cutting out some of the crafts.
- Office duties...paying bills biweekly, deposits, taxes, report new hires and usual duties.
- Busy Month!

Keri Lightle

- Finished NFL Flag Football Season—sent out emails to all the coaches about end of season, 2013 Fall NFL Flag Football and Survey Monkey.
- Prepared forms for 2013 Fall NFL Flag Football and 2014 Basketball
- Made an updated Medical Release Form with TMCS Creed for parents to sign
- Made calls/appointments/visits for 2013 Run for the Mums donations/sponsorships
- Worked on the website with Matt Black

- Created/Sent Thank you letters for all donations
- Cut Newspapers clippings involving TMCS
- Made labels, envelopes and mailed out registration forms for Run for the Mums (539)
- Made calls/appointments/visits for 2013 GOBA donations
- Made calls/appointments for 2013 Lunch on Us donations
- Created signage for 2013 GOBA
- Filed away employee contracts, applications and background checks
- Prepared paperwork/list and made calls for Safety City Session 1 and 2 for week 1
- Discussed two fundraising ideas with Office (Dinner with Us and Zombie Prom) and started budget and planning for those
- Contacted HH Gregg and Target about possible donation for Fantasy Football League
- Try to post on Face book daily and drive interest to our page and website
- Promote our classes and programs through word of mouth and networking
- Concluded the 2012-13 Euchre Club and started preparing for 2013-14 Euchre Club
- Assisted Kathy, Katie and Carol with any errands, calls or work needing to be done

Katie Sonnanstine

Daily and weekly duties including but not limited to:

- Instructor contracts/rosters
- Communicate with instructors about classes and special needs
- Manage online registrations
- Keep website updated with full and cancelled classes
- Press releases to newspapers/KIT TV/Quick News
- Send e-mails to online registrants to collect money and medical release forms

Website

- Sent Summer 2013 updates and pictures for Matt
- Arranged for Lexy to send class updates
- Completed a detailed review of website and suggested ideas and changes

Meetings

- Attend weekly meetings for “streetscape” updates.
- *Attended Chamber of Commerce open house at Cedar Springs (mainly to look over site for future use)
- Attended Downtown Tipp City Partnership Meeting
- *Worked at TMCS booth for Tipp City Marketplace

Summer Help

- Hired summer program staff
- Conducted Orientation (June10)
- Typed staff Contracts
- Staff Manual
- Made schedule for first two weeks of summer camp programs

Summer vacation at the Park

- Gathered supplies
- Also had volunteer help gathering supplies and making sample crafts

Other

- End of school flyer for schools – reminder of summer camp
- Sent summer information to Bethel schools for Face book
- Sent out June Constant Contact
- Sent out Constant Contact asking for Lunch on Us volunteers

- Requested schools to send out e-mail about us needing LOU volunteers
- Added e-mail addresses from last two semesters to Constant Contact list
- Added e-mail address from summer 2012 and 2012 registrants for camp and sent e-mail reminding them to sign up

*Evening/weekend activities

Monthly Meetings attended by Director:

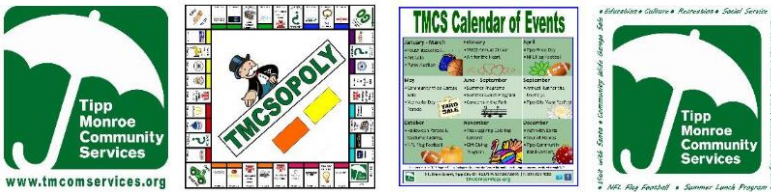
Friday, May 17 th	Miami County Senior Citizens Day
Monday, May 20 th	City Meeting – Study Session* Auction Committee*
Tuesday, May 21 th	DTCP - Tara
Thursday, May 23 th	Take a Seat*
Sunday, May 26 th	Dedication of Memorial Statue*
Monday, May 27 th	TMCS Closed
Wednesday, May 29 th	Auction Committee*
Thursday, May 30 th	Arts Council*
Saturday, June 1 st	Tipp City Market Place – Katie & Keri
Monday, June 3 rd	Business Advisory Board*
Tuesday, June 4 th	Tipp City United Way Creative Display Committee*
Wednesday, June 5 th	Cedar Springs
Saturday, June 8 th	Canal Music Fest*
Monday, June 10 th	Playground Staff Orientation Staff Meeting Home Tour*
Tuesday, June 11 th	Arts Council*
Wednesday, June 12 th	Mum Festival*
Saturday, June 15 th	Food Preparation for GOBA*
Sunday, June 16 th	GOBA*
Monday, June 17 th	Staff Meeting Children’s Art Adventure*
Tuesday, June 18 th	Cobra
Wednesday, June 19 th	AIB Soroptimists*
Thursday, June 20 th	TMCS Board of Trustees*
Saturday, June 22 nd	Antique & Artisans*

*Denotes evening meetings

**TMCS PR/Media Relations Committee
May/June 2013**

The PR / Media Relations Committee met on May 23, 2013. (Denise Gross, Katie Sonnanstine and Kathy Taylor)

- ✓ Run for the Mums Registration Form:
- ✓ Website: There are several issues that we are concerned about. We are critiquing the website and will present our report to Matt Black. We are discussing our options concerning the site.
- ✓ Signs: We discussed the need to update signs/display boards to be used at various programs/events:
 - Table Top Sign: (19x20) TMCS logo and website on foam board
 - Monopoly Board: (12.5x12.5) Printed the Monopoly Board used at the Annual Dinner
 - Calendar of Events: (12x12) Enlarged the calendar used on the Thank You Cards
 - Canvas Poster: (3x3) Researching cost of having a canvas poster printed to use at events. It will be light weight and easy to carry.



- ✓ Display Boards: Began designing two updated tri-fold display boards.
- ✓ Marketing Plan: Began working on the Marketing Plan again. Distributed a SWOT Analysis to the staff. Will distribute to board members at the June meeting.
- ✓ QR Codes: Discussed the idea of using more QR Codes. I have been working on the design. We can customize these codes to give information about specific events and they will be able to send the info directly to their calendars using a smartphone. We are already using one in the Calendar that sends them to the website. We need to use them on more things. These are a couple of design ideas:



- ✓ May Volunteer Hours: 8 hours 20 minutes

Submitted by:
Denise Gross
Committee Chair