



**Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
July 18, 2013**

In Attendance

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

Trustees: Deb Jackson
Denise Gross
Pat Hodges
Vickie Blakey
Eric Alexander – Absent
Carol Noffsinger
Russ Gilmore – Absent
Bryan Blake – Absent

Staff: Kathy Taylor
Keri Lightle

Guests: John Kessler, City of Tipp City and Kate Johnsen, Board of Education

The meeting was called to order at 6:38 p.m. by Denise Gross.

Kathy Taylor requested that bi-weekly vs weekly check writing be added to the agenda. Denise Gross made a motion to accept the change to the agenda, seconded by Vickie Blakey. All approved.

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

Secretary's Report

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

Treasurer's Report

Debra Jackson presented the June 2013 Profit & Loss Statement for review. A motion was made by Vickie Blakey to accept the June report, seconded by Vickie Blakey. All approved.

Advisory Committee Announcements

Monroe Township: No Report

City of Tipp City: John Kessler reported that Main Street construction is coming along and they will begin paving very soon. Kathy Taylor reported that an American flag needs to be taken down on Third and Main. John said he would take care of the flag and the weeds around the stump. He also reported that the pool revenues are down, due to the cool weather.

Tipp City Schools: New Treasurer has started. The school calendar is set for 2013-2014 and 2014-2015.

Tipp-Monroe Optimists: Debra Jackson stated that this Saturday morning, Carol English and Renee Johnson will be attending the Optimist meeting to discuss the Summer Lunch and the School Supplies Fund.

Parks Advisory Board: Pat Hodges reported that the Park Advisory Board approved and partially financed a City Park Disc Golf Course. The course will cost over \$15,000 and the committee is working hard to help raise funds for the installation.

Board Committee Reports

Arts Council: On July 10th, the 7th Street Band performed at the 2nd concert of the year. Over 600 people enjoyed the music, delicious food, beverages and wonderful raffle prizes.

Corporate: The committee report is attached.

Finance: Debra Jackson reported that she has reviewed the proposed budget for 2013-2014.

Media Relations: See Attached Report

Membership Committee: No report

Personnel: See Attached Report

Programs: Pat Hodges reported that this is the first session of mailing to Bethel residents and we will continue with this mailing for one year. Vickie Blakey suggested we look into the cost of renting the billboard on 571.

Social Services: In the first four weeks, the Lunch on Us Program has served 1584 meals.

Director's Report

Report Attached

President's Comments

Denise Gross, President handed out the SWOT analysis to each Board member. She request that they be sent to her.

Current/Old Business

Kathy Taylor reported that Kathy Demers has resigned from the Tipp Monroe Community Services Board of Trustees.

Kathy Taylor stated that we have three new applicants and one returning board member. This would give us a total of 4 applicants and 4 available positions. Kathy will email the new applicants to all board member. The Board will vote in August for the four trustees and in September will vote on slate of officers

Denise Gross presented the *Slate of Officers*:

Denise Gross, President

Vickie Blakey, Vice-President

Bryan Blake, Secretary

Treasurer

Kathy Taylor made a request that we change from writing checks bi-weekly back to weekly. After much discussion, Pat Hodges made a motion to go back to writing checks weekly, seconded by Debra Jackson. Vote: 4 to 1(opposed by Vickie Blakey) Motion Passes.

A motion was made by Debra Jackson to adjourn the meeting, seconded by Vickie Blakey. All approved. 7:32pm

Respectfully submitted,

Keri Li Lightle

Secretary

Director's Report
July 2013

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.
- Completed the 2013 Winter/Spring term analysis.
- If you have any program ideas or suggestion, please you're your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- 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: Sterling House of Troy; Nolan, Gierre CPA; Evans Title; Curves and Kettering Sports Center. Total Donations; \$5500. Currently working on door prizes/donations. Starting to receive Run for the Mum applications. Sold 1 mug.
- The Vacation at the Park started out slow with 17 participants, but is now back up to last year's numbers.

Upcoming Events

August 3, 2013 Children's Art Adventure
August 10, 2013 Concert in the Park

Social Services

- The 2013 Summer Lunch Program has begun and over 100 meals were served the very first day. WOW
- Meals served 1584 – 4 weeks
- Gearing up for the distribution of School Supplies

Total served in June

Community Relief: 17 individuals/families; 11-city, 31 HH; 6-township, 16 HH; Eyeglass Program: 2 eye examination/glasses; Good Samaritan: 1 gas card

- Tipp City United Way - \$3000 for community relief and \$1250 for Lunch on Us.
- Telecom - \$1000 for lunch program
- Dole Donation: A young adult (Diana Gibson) sent a letter to Dole requesting their product be donated for the summer lunch program. The donation came through and we are now getting bags of salad. YEA

- Other donations include: Dominos, Hickory River, Green Fire Bistro, Bowman & Landes, Hinders, Tip Top Canning, Foodtown, McDonald's, Sam & Ethel's, Needy Basket, New Path and SpringMeade,

Tipp City Arts Council:

- TMCS & TCAAC continues to work on the remaining 3 concerts for the 2013 season: Held 2nd Saturday in June, July, August and September.
- "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. Auction scheduled for Saturday, August 23, 2014, 6:30-10 pm Cedar Springs Pavilion.
- Children's Art Adventure: Saturday August 3rd, 9-1 pm, held at the Tipp City Market Place.

General Information

- **Construction is in full swing on Main Street from 1st-4th.**
- Disc Golf Course: Working with the Tipp City Park Board, Five Rivers Metro Parks, Dayton Disc Golf Association and a group of young adults trying to get a Disc Golf Course in Tipp City. Rec'd Approval from Park Board, must go to City Council
- 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.
- Met with PR Committee and discussed a few display projects. Website currently being analysis.
- 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: \$3402.00
- Working with Randall Assisted Living on program opportunities
- Working on getting the Director's Job broken down into different sections for cross training of staff.
- Working on a new evaluation form for TMCS Staff
- Request for TMCS to assist with the Disc Golf Course and the Skate Park

Staff

Carol English

- The Lunch on Us program is in full swing entering our 4th week. The lunches are going well with the new areas working well also. On average we have served 100 meals per day. We are still looking for meat donations or special deals. We have had many volunteers come and want to help...we are putting them to good use. Craig Helman and Megan are volunteering every day washing dishes and helping with kitchen duties. They are young and both a great asset to our program.

- I have been looking into fundraising and getting ideas on how to raise money different ways. Kathy and I will be talking about this for the upcoming year and I would like to plan another **fund**raiser and involve the community. Lots of ideas....
- Planned a girls only class for next month making girly items such as a bulletin board, felt flowers, peace rocks, learn to finger knit, and make a sharpie t-shirt. We are all ready and so far we have 3 signed up for the class. I will not cancel this class because the kids had to go buy supplies. Can't Wait...
- I am going to look into putting on a community wide Minute to Win It game at one of the schools in April 2014. Gyms would be available and I think we could raise some money putting on this event. I will get all the info together and present it at a later date.
- Visited the Randall Residence with TMCS staff and we got a full tour. I am going to wait until they are open and running and then go talk to them about having a health fair for Tipp City Residents; again I have many ideas and will keep a folder with info for a later date.

Keri Lightle

- Made calls/appointments/visits for 2013 Run for the Mums donations/sponsorships
- Worked on the website
- Created/Sent Thank you letters for all donations
- Cut Newspapers clippings involving TMCS
- Made calls/appointments for 2013 Lunch on Us donations
- Picked up donations from Tip Top Canning
- Picked up donations from Domino's Pizza
- Picked up donations from Hinders
- Picked up donations from Hickory River
- Picked up donations from Bowman and Landes
- Preparing for Halloween Parade
- Updated our Calendar on the website for July 12, 2013
- Arranged more volunteers for Lunch on Us and Children's Art Adventure
- Registered Run for the Mums race on runnersworld.com
- Reorganized the employee files—purging all files older than 10 years to the locked room upstairs and removing any duplicate folders.
- Filed away employee contracts, applications and background checks
- Posting on Facebook daily and drive interest to our page and website
- Promote our classes and programs through word of mouth and networking
- Took applications for assistance and processed them
- Registered people for classes and programs
- Put out new literature
- 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

Meetings

- Attend weekly meetings for “streetscape” updates
- Attended Downtown Tipp City Partnership Meeting- June 18
- Program Committee – July 10
- Meet with Township regarding Fall programming – July 12

Summer Vacation at the Park

- Purchased supplies and snacks
- Gathered supplies
- Sent reminders and thank you to visitors
- Review upcoming weeks
- Supervise staff and make work schedules
- Visit park and take pictures

Other

- July Constant Contact
- Sent surveys (Survey Monkey) regarding Summer Vacation in the Park
- Sent letter to instructors regarding Fall classes/begin to plan fall activities

Monthly Meetings attended by Director:

Saturday, June 22 nd	Antique & Artisans*
Monday, June 24 th	Staff Meeting
Thursday, June 27 th	Randall – Tour
Friday, June 28 th	Home Tour
	Personnel Meeting
Monday, July 1 st	Staff Meeting
	Take a Seat: Auction*
Tuesday, July 2 nd	Finances – TCAAC*
Thursday, July 4 th	Closed
Monday, July 8 th	Staff Meeting
	Core Committee – Take a Seat
	Randall – Ribbon Cutting*
	Home Tour*
	Park Board Meeting*
Tuesday, July 9 th	Children’s Art Adventure
	Arts Council Meeting*
Wednesday, July 10 th	Mum Festival*
	Learn to Read
Thursday, July 11 th	Community Action Council

Friday, July 12 th	Personnel Hock's Ribbon Cutting Home Tour - Heather
Saturday, July 13 th	Concert in the Park*
Monday, July 15 th	Staff Meeting
Tuesday, July 16 th	Lexy Nesbitt Debra Jackson
Wednesday, July 17 th	Randall Take a Seat - Core
Thursday, July 18 th	TMCS Board of Trustees Troy Country Club

*Denotes evening meetings

**Tipp Monroe Community Services, Inc.
Program Committee**

The "program committee" did meet on Wednesday, July 10th at 11:00 am in the TMCS conference room. In attendance were Katie Sonnanstine, Kathy Taylor and Dr. Patrick Hodges. The items discussed included but were not limited to:

1. Winter/Spring numbers were discussed related to classes, special projects and social services. The class numbers were down by 32%, mainly due to a significant decrease in the adult enrollment figures. However, the special project numbers increased by 479 (as compared with the 2012 numbers) which resulted in a 310 over-all increase.....congratulations to Kathy, Katie, Carol and Keri.
2. Summer program numbers are solid thus far with the "summer camp" programs making a strong showing
3. Bethel residents that signed up for Summer totaled 17, plus a flag football team in the Fall and we are once again going to "go" for the numbers for the Bethel residents for our Fall registration.
4. Fall program classes were discussed with many good ideas identified, including youth golf classes (pin high) for grades 1-6).

It was decided our next meeting would be September 18th, same place and time. The meeting was adjourned at 11:55

**TMCS Personnel Meeting Minutes
June 28 and July 12**

June 28, 2013

Items discussed:

- Office Hours - Disparity between posted door hours and web site (correct web site to reflect hours)
- Staff Parking – Park in Zion or Methodist Church lots to allow room for patrons to park
- Cross-training – Confirming that it is occurring between staff
- Volunteer Management – Discussed future goals of this role
- Meeting Minutes – Confirmed utilizing Kerri for meeting minutes at monthly TMCS meetings (she will leave early on Thursdays so TMCS will not incur any additional expense).

Kathy distributed staff evaluations for review by Personnel committee. These will be discussed at July 12th meeting.

July 12, 2013

Items discussed:

- Staff evaluations
 - Recommended using Kathy's version (of evaluation) for all staff
 - Discussed any concerns from reviews with Kathy
- Discussed merit increase for staff (Kathy is e-mailing 5 year pay history for staff)

Committee Report
TMCS PR/Media Relations Committee
June/July 2013

The PR / Media Relations Committee met on June 25, 2013. (Denise Gross and Kathy Taylor)

- ✓ **Website:** We have our critiques finished and will meet this month to discuss. I completed a redesign of the donation form to be used on the website. Still working on updated sponsorship lists for the site. Waiting on logos and websites.
- ✓ **Run for the Mums Map:** working on route change for the map.
- ✓ **Display Boards:** Still working on updated trifold display boards. Waiting on photos.
- ✓ **Marketing Plan:** Distributed a SWOT Analysis to the staff and board members. Waiting on the completed forms to be returned to me so we can begin reviewing them and completing the analysis.
- ✓ **QR Codes:** Still working on these.

- ✓ **June: Volunteer Hours:** 12 hours 10 minutes

Submitted (July 18, 2013) by:

Denise Gross
Committee Chair