



Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
November 21, 2013

In Attendance

Officers: Denise Gross, President
Vickie Blakey, Vice President
Debra Jackson, Treasurer
Bryan Blake, Secretary

Trustees: Debra Jackson
Carol Noffsinger-Absent
Pat Hodges
Bryan Blake
Russell Gilmore-Absent
Vickie Blakey
Leslie Evans-Absent
Scott Scharnhorst-Absent
Denise Gross

Staff: Kathy Taylor
Carol English

Guests: Kate Johnson
Mandy Fang
John Kessler

The meeting was called to order at 6:34pm by Denise Gross.

Introductions were made by all.

A motion was made by Debra Jackson to approve the agenda seconded by Pat Hodges. All approved.

There was a motion made to amend the agenda to hold an Executive Session to talk about personnel by Bryan Blake, seconded by Vickie Blakey. All Approved.

Secretary's Report

The October report was reviewed. A motion was made by Debra Jackson to approve the minutes, seconded by Bryan Blake. All Approved.

Treasurers Report: Debra Jackson reported that Profit and Loss, Administrative Expense is down due to one less staff member in the office at this time. Postage and Printing is down, adjustments were made by Rick Mains, CPA to the Program Supplies and Employee Insurance.

Advisory Committee Announcements

Tip City Schools: Kate Johnson reported that Football Team plays regionals tomorrow. Good Luck Tipp! There is going to be a play coming out at the High School. They are looking into a grant for safety training, HUB, bypass 911. There is a facilities meeting coming up about the buildings and K-8th space, what to do with old buildings and how to use them to the best of their ability. There has been positive feedback about Camp Kern. The Honor Band is playing on Saturday.

Park Board: Talked about Disc Golf Course, Turkey Trot Run, 5K, 10K, ½ marathon.

City: John Kessler reported that 3rd street is almost done, 4th street traffic light is coming soon, leaf pick up is going well and Dow Street is now 2 ways again.

Optimists: Debra Jackson reported that they helped at the TMCS Halloween and Parade. They are sponsoring a family for Christmas. They are now working on their Annual Auction for February 25, 2014

Board Committee Reports:

Arts Council: The Charter Member Event was very nice. 2014 Membership and calendar of events are set.

Corporate: No Report

Finance: Kathy Taylor moved the CD to Monroe Federal Bank when it came due. They support different events at TMCS.

Membership: Scott Scharnhorst and Kathy Taylor will be meeting.

Public Relations: Kathy Taylor reported that she spoke with UVCTC and that they do not help with websites. Kathy Taylor did talk with an Edison Community College intern who will be working with Matt Black on certain aspects of the website. The thought is to have him work on the Advisory Members first, history, photos over the decades and see what suggestions he may have for us on ways to improve. The Annual Dinner was discussed and Denise made everyone aware we lose approximately \$500 per year. Vickie stated "it was not necessary, we could have a meeting". A meeting and light snacks were discussed. A motion was made by Bryan Blake that TMCS has an Annual Dinner this year, Pat Hodges seconded the motion.

Personnel: No Report

Programs: Registration numbers are encouraging. The winter/spring brochure will have several new classes. There was discussion about the newspaper and the section Highlights. Pat Hodges asked if we might invite Nancy Bowman to our meetings and Vickie Blakey said no due to her headlines. We may not get the positive outcome we want.

Social Services: No Report

SWOT Analysis: Denise Gross reminded all Board Members she needed the review of the SWOT analysis she had sent out a while back. The intent was to compare views between the staff, the Board and the community. There was very low response from the Board. It was asked to please send her what they feel the strengths and weaknesses are so that she can move forward with this project. You should include what you have heard from the community also.

Directors Report:

Fall class numbers are going well.

High School Basketball Registration continues.

Held a meeting with parents of 5th graders for Camp Kern. Dates are February 14 & 15.

Presidents Comments:

Thanks to the staff for doing a great job shorthanded.

We will wait to do a History on the Board until the New Board Members are here.

We will be doing board training soon.

Mandy Fang has been asked to assist with help in training. She is interested.

A motion was made to adjourn the meeting by Debra Jackson, seconded by Pat Hodges. All Approved
Meeting adjourned at 7:25pm.

A motion was made by Vickie Blakey to move to executive session, seconded by Pat Hodges. All
Approved.

Respectfully submitted by

Carol English

**Director's Report
November 2013**

Educational

- The 2013 Fall Term has begun and will run through mid-December.
- A variety of programs/activities are being offered: Eye Health Series, Dog Obedience, Fun with Recycling, Flower Arranging, Legal & Financial Seminars, Cooking Classes, R.A.D., Sketching, Turbo Kick and so much more. Check out the 2013 TMCS Fall Programs and Classes. www.tmcomservices.org
- If you have any program ideas or suggestion, please you're your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- 3rd-6th grade Youth Basketball: Completed the following tasks: entering registration forms, enlisted 30 volunteers as coaches and assistant coaches, held the player evaluation, teams drafted, prepared for the Coaches Meeting (agenda, team roster, complete roster, disciplinary, loss & damaged and accident reports, team practice schedule). 17 teams – 2-3rd-4th grade Girls, 6-3rd-4th grade Boys, 3-5th-6th grade Girls and 6-5th-6th grade Boys
- Currently taking registrations for the 7th-12th grade Youth Basketball Program.
- Camp Kern: Met with close to 60 parents on Monday, November 11th, 6:30 pm at LT Ball.
- The NFL Flag Football Fall Season will run October 6 through November 17. The league has 10 teams: K-2nd-6 teams, 3rd-6th – 4 teams

Upcoming Events

November 11, 2013	Camp Kern Parents Meeting
November 14, 2013	Boards and Commissions – Appreciation Dinner
November 16, 2013	Coaches Certification – Youth Basketball
November 4, 2013	Chamber of Commerce – Christmas Gala
December 7, 2013	Visit with Santa
	Christmas in the Village – Home Tour
December 14, 2013	7 th -12 th grade Youth Basketball Draft
December 17, 2013	7 th -12 th grade Coaches Meeting
December 21, 2013	Coaches Certification

Social Services

- Interviews are being held for the Gift Giving Program
- Working with New Path/American Legion on a winter coat distribution program

Total served in October

Community Relief: 13 individuals/families: 4 -city, 9 HH; 9-township, 18 HH

Eyeglasses: 1

Mobile Meals: 6 individuals – 85 meals served

Good Samaritan: 2 gas cards

Tipp City Arts Council:

- “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.
- Membership Party – Honoring all charter members
- Ohio Arts Council: Submitted the final report for the 2013 Concert in the Park Series.
- Received \$2500 from the Miami County Foundation for the Take a Seat Art Tour & Auction

General Information

- **MAIN STREET IS OPEN**
- Disc Golf Course installed at City Park. Received \$2000 from the Tipp Foundation for signage
- 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.
- Joe Fischer, website Intern from Edison Community College will be assisting with our website.
- 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: \$8005
- Working on getting the Director’s Job broken down into different sections for cross training of staff.
- Make a Change fundraiser scheduled for last two week in January. TMCS will challenge each grade in the Tipp City School District to help raise awareness and money for the TMCS youth programs.

Staff

Carol English

- Met with accountant to get the end of year taxes done. Will meet again with Rick Mains to answer all of the tax questions. Should go much faster this year.
- Went to a Human Trafficking seminar in Piqua. The seminar was very informative and gave a lot of insight in ways to recognize these people.

- Halloween Parade went fine. The games were poorly attended. I think we need to change it up next year and maybe get rid of the games. The attention for what was going on downtown was greater than the interest in games. Everyone seemed to have a good time at the event.
- Had a meeting with a member from Ginghamburg Church and we are going to go together and have a coat drive. They will do the majority of collecting and then the coats will be taken to the American Legion to be sorted into sizes and then on December 9th? We will begin distributing them. More info to come.
- Christmas gift giving program is in full swing. So far I have 15 families that need help. I have sponsors for all of them at this time.
- Met with Rick for the last time and all of the taxes are done. He will be in this week to import changes and talk about the new way he would like us to do things by class.
- Gave Marjorie Anderson Mugs to sell at the Winters Gathering craft sale. Will check to see if she sold any this week.

Katie Sonnanstine

Daily/weekly

Instructor contracts and class rosters

Schedule supervisors/gyms/classrooms

Scheduled building supervisors, prepared paperwork for buildings

Halloween Party

Completed plans for Halloween party

Coordinated with Chamber and DTCP

Organized volunteers

Arranged for Community Band and worked with them on time/music

Gathered items for set-up

Bought prizes/made certificates

Coloring Contest

Planned contest, made copies

Picked up pages

Bought prizes, made certificates, judged pictures and called winner

Publicity/Communication

November flyer to schools & Bethel

November Constant Contact

Home Tour Constant contact (merged e-mail lists and imported into CC)

Meetings

Met with Tipp City Partnership for monthly meeting

Met with Monroe Township regarding winter/spring classes (Nov. 15)

*Camp Kern meeting at LT Ball

*Attended CMW meeting and made candy

*Attended Children's Art Adventure meeting (Nov. 14)

Program Committee (invited possible new member)

Other

Merged several contact lists for "Take a Seat" in preparation for a mailing/added e-mails to Constant contact

Name tags for Arts Council open house

*Evenings/weekends

Monthly Meetings attended by Director:

Monday, October 21, 2013	Home Tour Meeting*
Thursday, October 24, 2013	Career Builders Take a Seat*
Saturday, October 26, 2013	Main Street Opening/Halloween Parade*
Sunday, October 27, 2013	Mum Festival*
Saturday, November 2, 2013	3 rd -6 th grade Player Evaluation*
Monday, November 4, 2013	Home Tour*
Tuesday, November 5, 2013	Coalition for the Elderly Joe Fischer – Edison State
Wednesday, November 6, 2013	Public Relations Yard signs for Home Tour
Thursday, November 7, 2013	Coat Drive Lights at ball field – Jack Coaches Meeting*
Sunday, November 10, 2013	Lights at Kyle Park*
Monday, November 11, 2013	Camp Kern*
Tuesday, November 12, 2013	Home Tour Arts Council*
Wednesday, November 13, 2013	Nancy Bowman Mum Festival Meeting*
Thursday, November 14, 2013	Community Action Council Take A Seat City Appreciation Dinner*
Saturday, November 16, 2013	Coaches Certification*
Monday, November 18, 2013	Home Tour*
Wednesday, November 20, 2013	Soroptimist*
Thursday, November 21, 2013	TMCS Board Meeting*

*Denotes evening meetings

**Program Committee
November 6, 2013**

The "Program Committee" did meet on Wednesday, November 6th at 9:00 am in the TMCS conference room (the "watch your step" room). In attendance were Katie Sonnanstine, Lesley McCue, Renee Matsunami and Patrick Hodges (chair). The discussion included (but were not limited to) the following:

1. A review of the Fall registration revealed the enrollment numbers from this year are almost identical to the last (2012) numbers with 36 classes offered and 9 being cancelled (not counting a fitness series of classes) for a "go" rate of a strong 75%. Also, based on a late registration problem, it was decided that for future classes, the last day to register would be on the same day the class starts, unless otherwise noted.
2. It was agreed that inviting Nancy Bowman (reporter for the Tipp Gazette) to future "board meeting" was a good idea since it would provide "free PR" and keep the community more informed about the multi-faceted involvement that TMCS has in the Tipp community. I agreed to make that recommendation to the board at the next meeting.
3. Multiple "holiday" events were discussed including the Christmas holiday show....the Christmas in the village holiday home tour.....and the Yuletide Winters gathering...all involving TMCS.....and a busy "holiday season" it shall be !
4. Winter/Spring scheduling ideas were discussed with lots of great program suggestions being discussed, such as : quilting, a "gluten free" session, couponing, cooking for tots, dining etiquette for all ages, (especially the high school group) and a wine tasting class (to be held at our local wine store) . If you have any suggestions, give Katie a call before Nov. 22nd.
5. The concern about flag football running into the first 2 weeks of November was discussed with the problem being twofold,.....an October change of time, which means the last game finishes in the dark....and the uncomfortable "cold" that normally starts in November. Kathy agreed and said she would address the issue next fall....and a suggestion was made to start the Sunday sessions on September 14th (2014) which means they would end on October 26th,

It was decided our next meeting would be on Tuesday, January 14th at 9:00 am in the TMCS conference room....and a hearty HO-HO-HO to all !

Committee Report
TMCS PR/Media Relations Committee
November 2013

The **PR / Media Relations Committee** met on November 8, 2013. (Denise Gross, Kathy Taylor and Katie Sonnastine)

- ✓ **Website:**We will be 'hiring' an intern, Joseph Fisher, to help with a portion of the Website. He will be working on the Sponsor and Volunteer pages. He is going to work with Matt Black.
- ✓ **SWOT Analysis:**Resending to the Board.
- ✓ **Display Boards:** Still working on updated trifold display boards.
- ✓ **QR Codes:** Still working on these.
- ✓ **Calendar Cards:** Kathy will be updating these.
- ✓ **Annual Dinner:** Need to vote at the November Board Meeting on whether or not to have one.

- ✓ **November: Volunteer Hours:**11 hours

Submitted (November 19, 2013) by:

Denise Gross
Committee Chair

