



Tipp Monroe Community Services, Inc. Board of Trustees Meeting Minutes August 21, 2014

Officers: Denise Gross, President
Debra Jackson, Treasurer
Bryan Blake-Secretary

Trustees: Debra Jackson
Carol Noffsinger
Pat Hodges-Absent
Bryan Blake
Leslie Evans
Andrew White
Denise Gross
Steven Van Horn

Staff: Kathy Taylor
Carol English
Renee Johnson (Lunch On Us)

Guests: Frank Maus

The meeting was called to order at 6:33pm by Denise Gross. Introductions were done.

A motion was made by Debra Jackson to approve the August agenda, seconded by Leslie Evans. All approved.

Secretary's Report

A motion was made by Carol Noffsinger to approve the July minutes, seconded by Steven Van Horn. All Approved.

Treasurers Report

Tax Levy is off because we have received another reduction through the state. Administrative Expenses show the lease for the copier and shelving for the office.

A motion was made by Bryan Blake to approve the July Financial Statements, seconded by Andrew White. All approved.

Advisory Committee Announcements

Township: No Report

Tipp City Schools: Enrollment is up, there are currently more than 2500 enrolled. Students enrolling from other districts are over 125.

Park Board: No Report

City: No Report

Optimists: The optimists are working Saturday and Sunday at the Sweet Corn Festival at Fulton Farms. They will be selling pop and water. The Jr. Run for the Mums is coming up.

Board Committee Reports:

Social Services: Lunch On Us had a successful year.

Arts Council: The Chair Auction is Saturday night. The calendar for next year is done. The Children's Art Adventure had 285 children attend.

Corporate: No Report

Finance: No Report

Membership: No Report

Public Relations: No Report

Personnel: No Report

Programs: No Report

Directors Report:

Everyone had received report by email.

In addition it was reported that the Take a Seat Artist Reception had 40 attend. At the LOU over 140 book bags were given out along with school supplies. Lunch On Us served 5424 meals this summer. Kathy was invited by the Senior Citizens to give a talk about the City Park History.

New and Old Business:

TMCS Christmas in the Village Committee reported that the CITV will pay credit card fees and for copies. TMCS and CITV personnel will count the money on site and issue a receipt. Both TMCS and CITV will sign the receipt.

A motion was made by Bryan Blake to accept the agreement with changes made by the board, seconded by Steve Van Horn. Vote taken, 2 opposed, 5 approved. Motion was approved.

Operational Budget for 2014-2015 discussion was held. There were no questions about the budget. Steve Van Horn suggested that the budget and reports be shown in graph form. Kathy said she would look into that.

A motion was made by Leslie Evans to approve the Operational Budget for 2014-2015, seconded by Bryan Blake. All approved.

The Board of Trustees will meet on September 8th at 6:30pm at TMCS to get together to vote on new board members.

Denise Gross suggested they fill Vickie Blakeys position with Bryan Blake. A motion was made by Steve Van Horn to fill the vacant position with Bryan Blake, seconded by Leslie Evans. All approved.

A motion was made to accept the Slate of Officers for 2014-2015 by Steve Van Horn, seconded by Carol Noffsinger. All approved.

Debra Jackson said a big thank you to Denise for all of her dedication and hard work.

President's Comments: Good Luck To ALL!

7:31pm Leslie Evans made a motion to adjourn the meeting, seconded by Debra Jackson. All Approved.

Respectfully submitted by
Carol English

Director's Report

Educational

- The 2014 Summer Term Class Catalog has been delivered to Tipp City/Monroe and Bethel Township residents. Classes will begin early June and will run through August.
- A variety of programs/activities are being offered: 6 weeks of Summer Fun at the Park, Wonderful World of Horses, Skateboarding, Mommy & Me Manicure and many more fun and exciting programs.
- Katie Sonnanstine is currently completing the 2014 Fall Term. If you have any program ideas or suggestion, please send your information directly to Katie Sonnanstine.
ksonnanstine@tmcomservices.org

Recreational

- Work has begun on the 2014 Run for the Mums: Premier Sponsors: Meijer, Regal Beloit, Arenstein & Andersen and Abbott. Date: September 27, 2014: Working on door prizes and getting the remainder of supplies gathered.
- 2014 Summer Playgrounds have ended. TMCS took the Summer Playground staff out to lunch. Number of participants: 129
- Art Camp: Over fifty children enjoyed a week long art camp. Special thank you to Renee Matsunami and the many volunteers that it took to make this event possible.
- NFL Flag Football registration begins August 11 through September 12. Games will begin October 4 and run through November 2.
- The Select Basketball is looking for a coordinator for the program.
- 3rd-12th grade Youth Basketball registration has begun and will end October 24 for the 3rd-6th grade and November 21 for 7th-8th grade

Upcoming Events

August 10	Artist Reception
August 23	Take a Seat Auction
September 27	Run for the Mums

Fall Events:

August

Artist Reception

Take A Seat Auction

Registration begins for NFL Flag Football and 3rd-12th grade Youth Basketball

September

Mum Festival

Run for the Mums

Winter Coat Drive – collecting coats/hats/mittens/gloves/scarves

October

Winter Coat Drive – collecting coats/hats/mittens/gloves/scarves

Halloween Parade & Costume Judging

NFL Flag Football Coaches Meeting

NFL Flag Football begins

Gift Giving Program – accepting applications

November

Winter Coat Distribution

3rd-6th grade Player Evaluation

3rd-6th grade Coaches Meeting and Certification

Thanksgiving Coloring Contest

December

7th-12th grade Player Draft

7th-12th grade Coaches Meeting and Certification

Visit with Santa

Christmas in the Village

Gift Giving Program: Distribution of gifts

Social Services

- 2014 Lunch on Us Program: A total of 6 sites: Two sit down sites (UMC and Upper Room; 3 drop-off sites (2 city/1 township); drop off at Liberty Commons. Special thank you to Tipp Foundation, United Way and Thrivent Financial for their continued support of this program. Total meal count will be presented at the TMCS Board meeting.

Last day of the summer lunch program, over 100 children received school supplies and backpacks.

Tipp City Arts Council:

- “Take a Seat” Art Tour & Auction sponsored by TMCS & TCAAC; Chairs removed from businesses. Reception was held on August 10th, 2-4 pm at the United Methodist Church – 39 participants. Auction of the chairs will take place on Saturday, August 23rd, 6:30-10 pm at Cedar Springs.
- Children’s Art Adventure: Saturday August 2nd, 9-1 pm, held at the Tipp City Market Place. Estimated attendance: 285

General Information

- Put together a presentation on the City Parks. This presentation was given on Thursday, May 29th, at the City Park to over 200 second graders and to Senior Citizens on August 14.
- In the process of making a TMCS Operational Manual. Very proud of the staff for working so hard on their job responsibilities.

Staff

Carol English

- The Lunch On Us program continues to grow and serve the youth of Tipp City. We are in the final week and have served over 5000 meals. School supplies were gathered and sorted as donations came in. Supplies will be handed out Friday August 15th. Book bags and supplies were offered to the children that live where our deliveries were made and we gave 31 out so far to them and another 4 to children that have come into the office. I will give the final numbers at the meeting.
- Leslie Evans suggested we look into a letter to Santa fundraiser. I called Santa Claus, Indiana and they sent me information on how to send return mail to the children from their post office. We will be designing and printing our own letters, hand addressing them and signing them then off to Santa to mail for us. Magic! We will charge \$5.00 per letter.
- Working on the Take A Seat Chair Auction, keeping a spreadsheet of who will be attending and keeping Kathy Gilmore updated weekly with the count and amount of donations. Making the clerking tickets for the chairs.
- Participated with Kathy Taylor and Renee' Johnson at the Children's Art Adventure. This is a fun, lively event and everyone there was happy and having a lot of fun. At our booth we made barnyard animals from clothespins that had been painted and then body parts added. Cute! Well worth the value.
- Worked at the Art Camp held at Crossroads Church with Kathy Taylor and the volunteers from the Arts Council. We wove placemats with the younger children and with the older children we made a weaving project out of yarn and popsicle sticks. The kids enjoyed it and so did the parents. Kudos to Renee Matsunami for all of the work and dedication that goes into doing two events so close together and doing such a fabulous job.
- Checked out motorcycle coasters for the Run for the Mums, will order these this week.
- Looked up the website www.createthegood.org. This is a very inspiring website on how to create good things in your community. Looking for different ways for all ages to work together for a common goal. All types of activities are talked about and how others have done them. Make a Change fundraiser can touch many people in different ways. I am currently planning the Make a Change fundraiser for the schools, designing a label for the collection container, and talking about how each school will be involved and what if any "prize" will be given.

- After the above inspiration, I was searching other sites and came across ways to save nonprofits money. I found that one organization gives a receipt with the company logo, tax ID# , a line to write what was donated, the date, a signature and the website. I made one up for our agency and presented it at the staff meeting. Everyone looked at it and told me what they liked and didn't like, changed it and printed them. We are using them to replace all of the numerous thank you letters we send for school supplies, toys, coats, purses, or any someone donates. Businesses will be sent a thank you letter as usual on letterhead. This will save money on copies, paper, envelopes, postage and time.
- Spoke with John Kessler from the Frank E. Robinson American Legion Post 586 if TMCS could hold the 2nd Annual Coat Drive on November 8th. He checked the schedule at the Post and said he could make that happen. A flyer was made and is ready to go out to the kids at school when the time is right. We will be putting out a call for coats soon, watch your emails.

Katie Sonnanstine

Daily and weekly duties

Instructor rosters/contracts

Communicate with instructors about classes, special needs, etc.

Manage online registrations

Keep website updated with full and cancelled classes

August Constant Comment

School Supply request on Constant Comment

Art Supply request on Constant Comment

Entered names for Community Band/Art Contest for One Call Now

Facebook – announcements with pictures

Weekly press releases

Summer Programs

Supervise & schedule summer workers

Oversaw planning of daily games & activities

Put posters all around town including day cares

E-mailed former summer participants to remind them to register for summer camp

Other

Worked with Renee Matsunami on Art Camp/administrative

Sent letters to former building supervisors and camp workers for fall jobs

Scheduled orientation for Sept. 15

Begin arrangements for Halloween Party and Parade/Visit with Santa

Fall Classes & Activity Catalogue (Community Connection)

Sent letters to former instructors for fall classes

Planned classes and arranged for instructors & class locations.

Typed copy for Lexy for Aug 18 delivery

Designed front cover idea and took pictures
Inside photos
Talked with Yeck about deleting Bethel Township

Meetings & Outside activities

- *Worked at Farmers Market at TMCS table – July 12
- *Participated in Children’s Art Adventure on Aug 2
- Attended DTCP – July 15
- Met with Township regarding fall programming – Aug. 1
- *Shopped and prepared food/decorated and hosted Artist’s Reception

Monthly Meetings attended by Director:

Tuesday, July 22	Art Camp
Wednesday, July 23	Cedar Springs – Take a Seat
Thursday, July 24	Christmas in the Village Committee
Saturday, August 2	Children’s Art Adventure
Monday, August 4	Auction Committee*
Tuesday, August 5	Creative Design
Friday, August 8	Lunch on Us – lunch for staff
Sunday, August 10	Artist Reception*
Monday, August 11	Master Plan- School*
Tuesday, August 12	Facilities – School Plan*
	Arts Council*
Wednesday, August 13	Mum Festival*
Thursday, August 14	Senior Citizens – Park Speech
Monday, August 18	LT Ball – Open House*
Thursday, August 21	TMCS Board Meeting*
Saturday, August 23	Take a Seat*

*Denotes evening meetings