



**Tipp Monroe Community Services, Inc.  
Board of Trustees Meeting Minutes  
October 16, 2014**

**Officers:** Debra Jackson, President  
Lesley Evans, Vice-President  
Andrew White, Treasurer  
Bryan Blake-Secretary-Absent

**Trustees:** Debra Jackson  
Carol Noffsinger  
Bryan Blake-Absent  
Leslie Evans  
Andrew White  
Steven Van Horn  
Amy Blake  
Deborah Faulkner  
Joanna Pittenger

**Staff:** Kathy Taylor  
Carol English

**Guests:** Renee Johnson (Lunch On Us Chef)  
Phil Cox  
Denise Gross

The meeting was called to order at 6:30pm by President, Debra Jackson. Introductions were done.

A motion was made by Leslie Evans to accept the agenda, seconded by Andrew White. All Approved.

**Secretary's Report**

A motion was made by Carol Noffsinger to approve the September 18<sup>th</sup> minutes, seconded by Andrew White. All Approved.

**Treasurers Report**

Andrew White reported that the tax levy money was received in October, not in September as budgeted. Would like to see a balance sheet with account listings.

Debra Jackson explained to the board that we have enough tax money in reserve to operate for 1 year. A motion was made by Leslie Evans to approve the September Financial Statements, seconded by Joanna Pittenger. All approved.

**Advisory Committee Announcements**

**Township:** Phil Cox reported that they have taken 20 trees down that have the Emerald Ash Borer in Deer Dale Park and several in the cemetery. There are 3 vacancies in the Township Building. The DTCP is moving so there will be a space on the 2<sup>nd</sup> floor. There is a severe salt shortage this year. The price

has doubled and it just not available so they are going to be using sand. The Senior Citizens want to build a new facility and have the township as their taxing agent.

**Tipp City Schools:** No Report

**Park Board:**No Report

**City:** No Report

**Optimists:** Debra Jackson reported they had the Junior Run for the Mums, it went well. They are having a fundraiser at Bob Evans this weekend. The Optimists & Octagon group are sponsoring the football toss game at the Halloween Parade this year and helping with the event. Watch for the Chili Cook-off and Auction in February.

### **Board Committee Reports:**

**Social Services:** Taking coats for the Coat Drive now until November 5<sup>th</sup>, distribution will be Nov. 8<sup>th</sup>.

**Arts Council:** Arts Council is going to do a 6X6 event (more info to come). January 24 is a membership kick off at the Roller Mill. They are having a Queen theme in honor of the Almost Queen Tribute band coming this summer.

Andrew White asked the board permission to serve alcohol at the January 24<sup>th</sup> event. Leslie Evans made a motion to authorize Tipp Monroe Community Services to obtain a liquor permit for the Tipp City Area Arts Council Membership Event, seconded by Amy Blake. All Approved.

The Plein Air event had 6 participants and 20 youth.

Andrew White reported the Arts Council is looking for young Board Members.

**Corporate:** No Report

**Finance:** Kathy Taylor and Andrew White met and reviewed the financial reports

**Membership:** No Report

**Public Relations:** Kathy Taylor and Amy Blake briefly discussed the Public Relations Committee. Would like to get a group of youths opinions.

**Personnel:** Katie Sonnanstine will be back November 3<sup>rd</sup>, with Carol English leaving December 1<sup>st</sup>.

**Programs:** Meeting November 12<sup>th</sup>.

### **Directors Report:**

The Run for the Mums went very well.

Volunteers worked the concessions stand for pee wee football October 11<sup>th</sup>.

Basketball evaluations are coming up soon.

Coat Distribution will be at the American Legion November 8<sup>th</sup> from 9am-1pm.

**President's Comments:** Debra Jackson thanked everyone who worked the concession stand. Reminded everyone that the Code of Regulations states - that board member are required to pay a \$2 yearly dues. Asked about the CITV agreement and if it was signed? Andrew stated "we weren't going to get it signed". Kathy Taylor stated she needed a copy for the files. Lesley Evans said she had emailed a copy to her and for Kathy to check and let her know.

It was decided that the December 18<sup>th</sup> meeting would be held only if there was a need to meet. Lesley Evans made a motion to have a press release in the paper to inform the public about the cancellation of the December Board Meeting, seconded by Carol Noffsinger. All Approved.

There was a discussion about TMCS Christmas hours. It was decided that TMCS would be closed the week of Christmas. The following week will be reduced hours from 10am-2pm. Deborah Faulkner made a motion to approve the holiday hours, seconded by Andrew White. All Approved.

Kathy presented the information about the City and Township contracts, \$17,700 from the City and \$5,000 from the Township. She asked the board for approval of the contracts. A motion as made by Amy Blake to accept contracts as presented, seconded by Leslie Evans. All Approved.

The new banking cards were signed by the President, Debra Jackson. Kathy Taylor informed the Board that the cards would be filed with Unity Bank on Monday and that the new officers can start signing checks the week of October 27<sup>th</sup>.

7:27pm Leslie Evans made a motion to adjourn the meeting, seconded by Carol Noffsinger. All Approved.

Respectfully submitted by  
Carol English

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

- The 2014 Fall Term Class Catalog was delivered the week of September 15<sup>th</sup>. Classes will began late September and will run through early December.
- A variety of programs/activities are being offered: Dog Obedience, Computer Training, Violin , Witches' Tea & Warlocks, many more fun and exciting programs.
- If you have any program ideas or suggestion, please send your information directly to Katie Sonnanstine. [ksonnanstine@tmcomservices.org](mailto:ksonnanstine@tmcomservices.org)

**Recreational**

- The 36<sup>th</sup> Annual Run for the Mums was held on Saturday, September 27<sup>th</sup>, 450 runners enjoyed a beautiful day. Special Thank You to our sponsors: Premier Sponsors: Meijer, Regal Beloit, Arenstein & Andersen and Abbott. Sponsors: Dr. Steve Ritzi, Brookdale-Sterling House of Troy, Alvetro, Gibson Law Offices, Upper Valley Cardiology, Nolan, Giere CPA and Evans Title. Planning for the 37<sup>th</sup> Annual Run/Walk for the Mums will begin in January.
- NFL Flag Football registration ends on September 12<sup>th</sup>. Season begins October 5<sup>th</sup> through November 2<sup>nd</sup>, 10 teams and 97 participants
- 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball: Registration for 3<sup>rd</sup>-6<sup>th</sup> grade will end October 24 and 7<sup>th</sup>-12<sup>th</sup> grade registration will end November 21.
- Halloween Parade & Party: Monday, October 27<sup>th</sup>, lineup for parade: 5:30 pm at the Broadway Elementary School (Dow Street), parade starts at 6 pm and will be led by the High School Marching Band. Party will be held in the Zion Lutheran Church Parking Lot. BIG CHANGES THIS YEAR.

**Upcoming Events**

October 5	NFL Flag Football Begins
October 11	TMCS working concessions – Pee Wee Football Plein Air Art Event
October 24	3 <sup>rd</sup> -6 <sup>th</sup> grade Basketball – end of registration
October 27	Halloween Parade
November	Coloring Contest
November 8	3 <sup>rd</sup> -6 <sup>th</sup> grade Basketball Evaluation Winter Coat Distribution
November 15	Coaches Certification

## **Social Services**

- Winter Coat Drive: We will be accepting winter coats (Adult & Children sizes), gloves, scarves, boots, thermals and snow suits at the TMCS Office until November 5<sup>th</sup>. Distribution will take place on Saturday, November 8<sup>th</sup>, 9 am – 1 pm at the American Legion. A man and wife dropped off 12 new coats - WOW
- Gift Giving Program: The week of October 27<sup>th</sup> we will start taking applications for the Christmas Program. If you would like to adopt a family, please call the TMCS office at 667-8631.
- Emergency Fund: To date: 4 water heaters and 1 furnace

## **Tipp City Arts Council:**

- Currently working on a 6x6 fundraising art project, short story contest, Canal Music Fest, Membership Drive and Paint Out.
- Sent monthly financials to the TCAAC Treasurer

## **General Information**

- In the process of making a TMCS Operational Manual.
- Sent final grant reports to McDonalds and Miami Foundation
- Entered 2014-2015 Budget into the Quick Books

## **Staff**

### **Carol English**

- Collecting coats for the coat drive to be held on November 8<sup>th</sup> at the American Legion. Information went to the schools and in quick news. We have approximately 75 coats that have been donated so far.
- Letters for the Gift Giving Program went out to area businesses and agencies for those that wish to sponsor a family this Christmas. Started interviewing clients and giving out papers to clients.
- The Halloween party is going to be a smash this year! Associated Staffing and Liberty Tax are setting up a ring toss booth. Alvetro is bringing 2 games for the kids to play. There will be a candy guessing game, Optimists football throw, popcorn and goodies, a parade, costume judging, a photo op and more. We hope to see you all there with your costumes on. Bring your favorite nonhuman dressed for the occasion. We have prizes for them too! Making decorations and securing everyone and their needs for our party.
- Run for the Mums went off without a hitch again.
- Preparing for end of year with Rick Mains.

### **Katie Sonnanstine**

**Prepared for being out of the office for 3 weeks. October 3 - ?**

### **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

### **Promotion/Advertising**

October Constant Contact

Press Releases

Info for Quick News

Sent ACT Test Prep information to surrounding schools

October Flyer to schools

Created special flyers for

1. Rec. Basketball & Flag Football
2. Select basketball
3. Winter Coat Drive

### **Evening Meeting**

Run for the Mums Packet handout.

### **Sue Roberts**

#### **General Office Duties**

Answering phones and greeting customers

Filing background checks, tax papers, etc.

Copies: School Flyers

#### **Social Services**

Data entry – Community Relief

#### **Programs**

Youth Basketball: Entering the registration forms for each participant

Run for the Mums: data entry – runners

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

Monday, September 22<sup>nd</sup> Run Preparation

Tuesday, September 23<sup>rd</sup> Living Dayton

Wednesday, September 24<sup>th</sup> Run for the Mums – Packet Pickup

Thursday, September 25<sup>th</sup> Run for the Mums – Packet Pickup\*

Friday, September 26<sup>th</sup> Mum Festival\*

Saturday, September 27<sup>th</sup> Run for the Mums\*

Sunday, September 28<sup>th</sup> Mum Festival\*

Thursday, October 2<sup>nd</sup> NFL Flag Football\*

Friday, October 3<sup>rd</sup> Andrew White – Bank

Wednesday, October 8<sup>th</sup> Mum Festival\*

Saturday, October 11 <sup>th</sup>	Plein Air*
	Concession – Pee Wee Football*
Monday, October 13 <sup>th</sup>	TMCS Closed
Tuesday, October 14 <sup>th</sup>	Arts Council*
Wednesday, October 15 <sup>th</sup>	Soroptimist*
Thursday, October 16 <sup>th</sup>	TMCS Board of Trustees*

\*Denotes evening meetings

***Currently handling the responsibilities of the Program Coordinator.***