



**Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
January, 15, 2015**

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

Trustees: Debra Jackson
Carol Noffsinger
Bryan Blake
Lesley Evans
Andrew White
Steven Van Horn - Absent
Amy Blake
Debora Faulkner
Joanna Pittenger – Absent

Staff: Kathy Taylor, Director
Katie Sonnanstine, Program Coordinator

Guests: Ron Thuma
John Kessler

Meeting called to order at 6:35 by Debra Jackson, President.

Meeting Agenda:

Motion to approve the agenda as presented was made by Amy Blake, seconded by Lesley Evans. Motion carried.

Secretary's Report:

Motion to approve the November 2014 minutes was made by Andrew White, seconded by Carol Noffsinger. Motion carried.

Treasurer's Report: Comments made by Kathy Taylor

Internal Program fees down

Select Basketball fees recorded in October

Tax Levy \$9500 received

Contract services fees up due to - Website expenses and Select Basketball.

Motion to approve the November Financial reports was made by Bryan Blake, seconded by Carol Noffsinger. Motion carried.

Motion to approve the December Financial Reports was made by Bryan Blake, seconded by Lesley Evans. Motion carried.

Advisory Member Announcements:

Monroe Township – Ron Thuma

Another section of the Maple Hill cemetery is opening up

Advised what levies will be coming up

Senior Citizens Center – Fall 2015

2016 – Fire & EMS

2016 - TMCS advised to review time frame because presidential elections bring better turnouts.

City of Tipp City - John Kessler

Fourth Street now open

Electric Center plans underway

Lower gas prices may allow more asphalt street repair

Tree program – many trees have been taken down due to the ash borer plus a disease that is hitting maple trees. By end of 2016, the city will have lost approximately 800-1000 trees.

Mr. Kessler and the Legion would like to expand their existing Thanksgiving dinner to include needy families. He will be discussing details with Kathy Taylor.

Council Chamber is being updated to include a new sound system.

Optimist - Andrew White reported

February 24, Silent Auction & Chili Cook-off, 6:30 pm at Twp Building; Cost: \$5.00 child, \$15 per family. This is to replace auction on KIT TV. Cook-off entry fee - \$15 individual, \$25 companies
Soliciting now for auction items

Committee Reports

Corporate – Deb Faulkner

No report

Scheduling a meeting

Finance – Andrew White

No report

Scheduling a meeting

Public Relations – Amy Blake reported

Contacted Tipp Middle School regarding the focus group and she has 7 students interested. Kathy Taylor went to Tipp High School meeting of Student Senate. Students are interested in a focus group.

Kathy Taylor asked for help with student surveys and Deb Faulkner volunteered.

Moving forward on Focus Groups and possible student representative to TMCS Board meetings.

Personnel – Deb Jackson & Kathy Taylor reported

Joanna Pittenger has agreed to assist with the review of Personnel Manual.

Program – Lesley Evans reported

Program Committee met on January 14. Reviewed 2015 Winter/Spring Brochure.

Katie Sonnanstine highlighted a few of the new classes – Fraud Defense for Senior Citizens, Beginner Ukulele, Homeopathy, and Gluten free cooking.

Board members reminded of Purse Auction.

Social Service – Carol Noffsinger

No report

Scheduling a meeting

Debbie Jackson reported that she helped the office with the Holiday Gift Giving Program and was very impressed with the generosity of the community and the enormity of the program.

Complimented staff on their good team work and a job well done. Mentioned Roseanne Eggleston and what a great volunteer she had been.

Director's Report – Kathy Taylor reported (see attached report for details)

Reminded board members of the Annual Dinner on Feb. 19 at 6:00 pm at the Legion. Theme is "Building a better community". Looking for Legos for use as decorations.

Letters to Santa went well. – will advertise more for next year.

Camp Kern – Bryan Blake going as TMCS representative.

President's Comments

Debbie Jackson had reported earlier on Gift Giving

Old Business

CITV - Debbie Jackson reported that CITV money was not distributed as yet. Committee is still working on balancing ticket sales with the online vendor that sold tickets.

Kathy Taylor added that TMCS spent approximately 34 hours selling tickets and answering phone calls and questions.

Public Relations – discussed hiring of a PR person for 5 hours a week to Face book, Twitter, take pictures and make flyers. Committee needs to determine exactly what is needed and proceed.

New Business

Kathy Taylor reported that Matt Buehrer of Thrivent Financial has requested a banner with link to their website be added to the front of our website. Discussion followed. It was determined that putting only Thrivent information on the website was not fair to the other Platinum sponsors. A decision was made to meet with Matt Black to discuss possible ways to add these sponsors with links or logos.

Next meeting:

Annual Dinner on February 19.

Meeting adjourned at 7:45 pm

Motion made by Lesley Evans, seconded by Bryan Blake. Motion carried.

Respectfully submitted:

Katie Sonnanstine

Director’s Report

December 2014/January 2015

Educational

- The 2015 Winter/Spring Catalog will be sent out the last week of January. Registration will begin the January 26th and run through May. Programs: Dog Obedience (New Instructor), Fraud for Seniors – through the TCPD, Introduction to Ukulele, ACT, RAD, LinkedIn, Ohio Concealed Carry Class, etc.
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- Letters to Santa went well for the first year.
- Visit with Santa: 210 children enjoyed games, crafts, refreshments and a visit with Santa.
- We are currently taking registration for the 2015 Spring NFL Flag Football (K-8th grade). Games began in April and will run through the end of May.
- 3rd-12th grade Youth Basketball: 3rd-4th grade Girls: 2 teams; 3rd-4th grade Boys: 6 teams; 5th & 6th grade Girls: 4 teams; 5th & 6th grade Boys: 6 teams; 7th & 8th grade Boys: 6 teams; 9th-12th grade Boys: 6 teams; Select Teams: 10: 40 teams. Organized the draft, found coaches, developed team rosters, practice and game schedules. Working on Picture Day Schedules
- Indoor walking at the High School will begin February 2. See Catalog
- Camp Kern- set for February 13 & 14 - packets delivered to the school - buses scheduled - receiving registrations – setting up a committee with Rebecca Schinaman and Dianna Featherstone. Collecting supplies for the trip – boots, coats, gloves, scarves, hats, lip balm, etc.

Upcoming Events

January	Registration for NFL Flag Football
January 10 & 11	3 rd -6 th grade girls and 9 th -12 th grade boys B-Ball – games begin
January 17 & 18	3 rd -8 th grade boy’s basketball– games begin
January 26	Registration for 2015 Winter/Spring Term Begins
January 30	Deadline for Camp Kern

February	
February 2	Walking Club
February 7	Art for the Heart
February 19	Annual Dinner

March	
March 21	It’s in the Bag

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.
- Attend the Tipp City Players meeting. Discussed the possibility of the Tipp City Players folding or going under another organization. The Tipp city Players Board decided to continue with the help of the community.
- Working with Rick Mains on the 2013-2014 Review. Breakdown of PayPal, checking account/savings/cds – final numbers
- Breakdown PayPal/expenses for PayPal and credit card
- Balanced checking account, paid taxes/referees
- Working on United Way Report – Due January 31.
- Sending a request to Miami County Foundation

Social Services

- Community Relief: Utilities - 12 families, Rent – 6 families, Prescriptions – 1 person
- Eyeglass Program: 4 person
- Good Samaritan: 2 gas cards and lodging
- Thanksgiving Dinner - 6

Gift Giving

- 26 families – 62 children. The generosity of this community is unbelievable. One lady bought 25 - \$25 gift cards from Foodtown and then Foodtown added an additional \$5, Bud Polley donated \$1600 and 35 delicious pastries, Thrivent bought beds and bedding, VFW gave \$1500, etc.
- A special thank you to Debra Jackson – shopper extraordinaire and Rosanne Eggleston (City Manager's wife)

Staff Reports

Carol English

Medical leave – returning January 20, 2015

Katie Sonnanstine

Visit with Santa

Organized Visit with Santa

Got volunteers for decorating and day of event

Gathered supplies, made signage

*Set up for Santa – Dec. 5

*Worked day of event & cleaned up afterward– Dec. 6

Winter/Spring 2015 Community Connection

Sent letters to former instructors

Gathered information for the brochure

Made inquiries and requests for instructors

Obtained locations for classes

Typed up content of Brochure and sent to Lexy

Daily and weekly duties including but not limited to:

Instructor contracts/rosters

Press Releases sent to the newspapers.

Keep website updated with closed and cancelled classes

Send e-mails to online registrants to collect money and medical release forms

Meetings

Attended DTCP meeting - Nov. 25

Program Committee Meeting – Nov. 12

Attended November PIE meeting – Nov. 13

Attended Design Committee meeting for DTCP – Nov. 19

Met with Jim Salyer and Matt Caldwell regarding Select basketball scheduling

Admin.

Prepared and delivered November and December flyers for schools

December Constant Contact

Schedule building supervisors, sent timeline to schools

Made sure all Select Coaches had background checks

Sold Christmas in the Village Tickets and answered questions

*Evening hours

Sue Roberts

- This was a busy season for the end of the year. I made necessary copies of applications and input all the basketball participants, arranged them into teams, and added them to One Call so we could easily reach them if there are weather or other closings.
- Christmas with Santa was a big success. We had 210 children sit on Santa's lap. They had a wonderful time playing Christmas bingo, ice fishing, making several crafts and enjoyed the refreshments and reindeer food that was sent home with them. People also took items from the giving tree and brought them back for our gift giving program.
- The gift giving program took a lot of time but it was such a pleasure to have Debra Jackson and Roseanne Eggleston helping so much with the shopping and organizing the families. I was and am amazed by the generosity of the people of Tipp City.

- I paid bills, wrote paychecks and made deposits while Carol was out for her surgery. I am starting to get comfortable with that so Carol will be returning next week.
- I did the bulletin board with what was happening for December to make that up to date from football season.
- I got the packets ready for the fifth graders to go to Camp Kern. I am inputting them as they come in and adding them to one call as we go so that we will be able to use that service when needed for Camp Kern.
- I handed out several Thanksgiving dinners that came in late and had no designated recipients. They were well received and appreciated.
- In addition, I also handled the everyday responsibilities of the office such as Community Relief and answering phone calls and emails.

Monthly Meetings attended by Director:

Monday, December 1	City Meeting – Work Study*
Tuesday, December 2	Coalition for the Elderly Staff meeting
Wednesday, December 3	Chamber Dinner*
Friday, December 5	Santa Setup* Community Band Concert*
Saturday, December 6	Visit with Santa* Home Tour*
Wednesday, December 10	Burges & Burges
Thursday, December 11	Community Action Council Health Partners
Saturday, December 13	7 th -12 th grade Basketball Draft*
Monday, December 15	Township Meeting*
Tuesday, December 16	Coaches Meeting*
Saturday, December 27	Coaches Certification*
Tuesday, January 6	Tipp City Players*
Monday, January 12	Tipp City Park*
Tuesday, January 13	Arts Council*
Wednesday, January 14	Mum Festival* Program Committee
Thursday, January 15	TMCS Board of Trustees*
Monday, January 19	TMCS Closed

*Denotes evening hours

ATTACHMENT 2

Board of Trustees Meeting Minutes – January 15, 2015