



**Tipp Monroe Community Services, Inc.**  
**Board of Trustees Meeting Minutes**  
**March 19, 2015**

**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  
Amy Blake  
Deborah Faulkner  
Joanna Pittenger  
Steve Van Horn

**Staff:** Kathy Taylor  
Carol English

**Guests:** Renee Johnson (Lunch On Us Chef)  
Ron Thuma

The meeting was called to order at 6:32pm by Debra Jackson. Introductions were done.

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

**Secretary's Report**

A motion was made by Andrew White to approve the January 2015 minutes, seconded by Leslie Evans. All Approved.

**Treasurers Report**

January & February-Revenues Internal Program Fees are down; they will be coming back up during the summer. Contribution letters are going out to the Advisory Committee. Wages and salaries are good. Referee wages are up. Assistance with utilities has been up over the winter due to the cold weather. We will be looking into raising funds for that account. Attorney fees are up due to the meeting last month. New phones were bought, and maintenance & repairs are up due to increase in copies. Motion made by Joanna Pittenger to accept the January Treasurers Report, seconded by Carol Noffsinger. All approved.

Motion made by Deborah Faulkner to accept the February Treasurers Report, seconded by Steve Van Horn. All approved.

### **Advisory Committee Announcements**

**Township:** Ron Thuma- There are a lot of ditch projects and road repairs going on now. The water project will begin in June in the twp. Right now the workers are getting the cemetery ready for the Memorial Day Celebration. The American Legion is looking for a speaker at the celebration.

**Optimists:** Debra reported that the chili cook-off and auction did well. They made over \$4000. They had 16 chili entries.

### **Board Committee Reports:**

**Arts Council:** They are working on the 6X6 Project that will take place in September. They are gearing up for the Student Art Exhibit, Canal Fest and Children's Art Adventure over the summer.

**Corporate:** Deborah-Reviewing Manual at this time. She wants to be able to meet the OANO standards.

**Finance:** Andrew-TMCS Statement of Financial Policies & Guidelines has been updated. One of the changes was adding PayPal and credit cards. All of the funds will be balanced monthly and there was a change with the returned check policy.

A motion was made to update the financial policy by Leslie Evans, seconded by Amy Blake. All Approved.

**Membership:** Steve Van Horn the Advisory Letters are going out.

**Public Relations:** Amy Blake- Met with the focus group of 6<sup>th</sup>-8<sup>th</sup> grade students. They had a lot of great input and ideas. They have been talking about hiring a Media Person but need to find the finances to cover that person's salary.

**Personnel:** Joanna Pittenger- Reviewing the personnel manual and possible changes that could help streamline the office.

**Programs:** Leslie Evans - Summer Program information is due April 3<sup>rd</sup>. There are several new members to the Program Committee, great meeting.

**Social Services:** Carol Noffsinger - Carol English reminded everyone about LOU coming up next and that we need to get the churches involved and informed. Need to visit them all.

### **Directors Report:**

The Winter/Spring session is going well. The Fall numbers were down. NFL Flag Football is doing real well. Rec. Basketball is coming to an end. Camp Kern went well, "thanks to Bryan for going". 3<sup>rd</sup> Annual Purse Auction is coming up March 21<sup>st</sup>. In April there will be the Chamber Expo. Garage Sale is May 2<sup>nd</sup>. The Annual Dinner went well. I will be meeting with United Way and doing a presentation for them. Sent a request for computers to the Miami County Foundation. Requested funds from the Tipp City Foundation for the LOU program. Carol & I met with Spring Meade and they want to help us with food, school supplies and book bags for the LOU Program.

**President's Comments:** "I have none!"

### **New & Old Business**

OANA-We have signed up. Andrew White asked for access to the program. Kathy Taylor will check on that. One of the questions is how long does this take to complete? Carol Noffsinger asked the fee, Kathy Taylor said \$250. Carol Noffsinger asked the application fee and Kathy said she would find out and let them know.

The audit will be after tax deadline. There is a list of items to gather for them and it takes one week to complete it.

Computer proposal from Dell is \$5278.15. Steve Van Horn asked Kathy to find out if a service agreement comes with that or is available? Andrew made a motion to purchase 4 new computers and proceed with the grant request. If the money comes through then reflect that in the books. Carol Noffsinger seconded the motion. Motion Passes

The Canal Music Fest contract is between the City of Tipp City, TMCS & TCAAC. The DTCP has the alcohol permit, we provide the entertainment. Debra Jackson needs to sign this when it is ready. A motion was made by Steve Van Horn to approve the contract, seconded by Joanna Pittenger. Motion Passes

The Levy Committee asked if they could pass out flyers. The board said they do not have a problem with the flyers being passes out at the end of the event.

7:53pm Leslie Evans made a motion to adjourn the meeting, seconded by Deborah Faulkner. Motion passes.

Respectfully submitted by

Carol English

**Director's Report  
February/March 2015**

**Educational**

- The 2015 Winter/Spring Catalog will be sent out the last week of January. Registration will begin the January 26<sup>th</sup> 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](mailto:ksonnanstine@tmcomservices.org)

**Recreational**

- We are currently taking registration for the 2015 Spring NFL Flag Football (K-8<sup>th</sup> grade). Games began in April and will run through the end of May.
- 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball will end on March 22<sup>nd</sup>. Due to the weather this year, we had to cancel a number of practices, but only cancel one day of Saturday and Sunday games.
- Indoor walking at the High School will begin February 2. See Catalog
- February 13<sup>th</sup> & 14<sup>th</sup>: CAMP KERN - On February 13<sup>th</sup>, 96 children and 22 chaperones arrived at Camp Kern. That weekend was very cold, but the children and chaperones had a blast. The children enjoyed visiting a one room school house, meeting pioneers from the 1800's, participating in team building activities, good food and friendship. SPECIAL THANKS TO BRYAN BLAKE – TMCS REPRESENTATIVE AND JOY DEARTH – NURSE.

**Upcoming Events**

March	
March 21	Purse Auction
April	Coloring Contest
April 30	Tipp City Chamber Business Expo
May	
May 2	Community Wide Garage Sale

### **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.
- Working on the Fund Balance book – Community Relief and Community Development Programs
- Annual Dinner: We ended up with 65 people registered for the Annual Dinner. Excellent job by Debra Jackson, Katie Sonnanstine, Carol English, Sue Roberts and Denise Gross.

### **Grant Requests and Donations**

- Finished two 2015 requests for the Tipp City Area United Way: Community Relief and Lunch on Us
- Sent a request to Miami County Foundation: computers
- Sent request to the Tipp Foundation for the Lunch on Us Program
- Thrivent: \$5000 for the Lunch on Us and \$5000 for Canal Music Fest.

### **Social Services**

- Community Relief: Reduced the amount we can help to \$75.00 per person. It will stay at this amount until we secure more funding. Families Assisted: 32
- Lunch on Us: School supplies will be handled by SpringMeade. SpringMeade also plans to provide the food for one meal a month and the volunteers to help with that day.
- Working on a Christmas in July for the Senior Citizens at Liberty Commons.

### **Staff Reports**

#### **Carol English**

- Preparing for the 3<sup>rd</sup> Annual Purse Auction
- We are ready for the Annual Community Wide Garage Sale. Cost this year is \$10 and with that you will receive a yard sign to put in your yard the day of the sale. It says Garage Sale 9am-4pm, Sponsored by Tipp Monroe Community Services. Deadline for sign up is April 24<sup>th</sup>. Maps will be available April 30<sup>th</sup>

#### **Katie Sonnanstine**

- **Daily/weekly/monthly duties**
- Instructor rosters/contracts
- Communicate with instructors about classes, special needs, etc.
- Manage online registrations
- Keep website updated with full and cancelled classes

- Put information on Face book
- Typed and copied April newsletters and delivered to schools
- Typed and sent April Constant Contact
- Sent Constant Contact garage sale information.

### **Summer Classes & Activity Catalogue (Community Connection)**

- Developing 6 weeks of camp programs
- Typed Catalogue
- Checked class location availability

### **Sue Roberts**

- Assisted with Camp Kern – data entry, bus assignments, general info, etc.
- Community Relief – data entry
- Flag Football: data entry
- Thanks for donations
- Assisted with the Purse Auction

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

Monday, January 19 <sup>th</sup>	TMCS Closed
Tuesday, January 20 <sup>th</sup>	Meeting with Memory Walk Committee Staff Meeting
Wednesday, January 21 <sup>st</sup>	Soroptimist*
Thursday, January 22 <sup>nd</sup>	Camp Kern Meeting*
Thursday, January 29 <sup>th</sup>	Finance Committee*
Friday, January 30 <sup>th</sup>	175 <sup>th</sup> Birthday – Tipp City
Saturday, January 31 <sup>st</sup>	Andrew White – Treasurer*
Tuesday, February 3 <sup>rd</sup>	Staff Meeting
Friday, February 6 <sup>th</sup>	Andrew Stewart
Saturday, February 7 <sup>th</sup>	Art for the Heart*
Tuesday, February 10 <sup>th</sup>	Staff Meeting
Wednesday, February 11 <sup>th</sup>	Annual Dinner: Denise Gross Camp Kern: Dianna Featherstone & Rebecca Schinaman Mum Festival*
Thursday, February 12 <sup>th</sup>	Business Afterhours*
Saturday, February 14 <sup>th</sup>	Camp Kern*
Monday, February 16 <sup>th</sup>	TMCS Closed
Tuesday, February 17 <sup>th</sup>	Staff Meeting
Thursday, February 19 <sup>th</sup>	Annual Dinner*
Tuesday, February 24 <sup>th</sup>	Staff Meeting
Thursday, February 26 <sup>th</sup>	Robin Shafer – SpringMeade

Tuesday, March 4 <sup>th</sup>	Senor Citizens
Monday, March 9 <sup>th</sup>	Staff Meeting
	Business Advisory Meeting – School Board*
	Park Board Meeting*
Tuesday, March 10 <sup>th</sup>	Staff Meeting
	Matt Caldwell – Select Basketball
Wednesday, March 11 <sup>th</sup>	City Manager
	Mum Festival*
Thursday, March 12 <sup>th</sup>	Community Action Council
	Finance – Arts Council
Tuesday, March 16 <sup>th</sup>	Staff Meeting
Wednesday, March 18 <sup>th</sup>	Soroptimist*
Thursday, March 19 <sup>th</sup>	TMCS Board of Trustees*
Saturday, March 21 <sup>st</sup>	Purse Auction*

\*Denotes evening hours