



**Tipp Monroe Community Services, Inc.**  
**Board of Trustees Meeting Minutes**  
**April 16, 2015**

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

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

**Staff:** Kathy Taylor  
Carol English

**Guests:** Renee Johnson (Lunch On Us)  
Matthew Buerher  
Frank Maus  
Donnie & Christy Reis  
Michael McDermott

The meeting was called to order at 6:29pm by President, Debra Jackson. Introductions were done.

Debra made a correction to the agenda to move the Miyelo Concert presenters before the Advisory Member Reports & Updates. A motion to accept the agenda as amended was made by Joanna Pittenger, seconded by Bryan Blake. All Approved

**Secretary's Report**

Steve Van Horn asked that the March minutes reflect what line the computers are on in the budget? It was explained to him where the funds are coming from. It was noted that there were no minutes available from the Special Meeting that had been held in February. The February Minutes will be available at the May Meeting.

A motion was made by Steve Van Horn to approve the minutes as amended, seconded by Lesley Evans. All approved, except Bryan who abstained due to absence in March.

**Treasurers Report**

Kathy Taylor reviewed the March financials. Kathy informed the Board that the Community Relief fund is low due to an increase in requests for utility bills. Revenues show that we have contributions coming in. Program Expenses shows that the contract services are up due to Camp Kern. Audit starts next Monday, April 20th. A committee will be formed to review all the TMCS programming and a decision will be made on what stays and what goes.

Motion made by Bryan Blake to accept the March Treasurers Report, seconded by Steve Van Horn. All approved.

### **Advisory Committee Announcements**

**Township:** No Report

**Optimists:** Debra Jackson reported that Fun Fair is April 24<sup>th</sup>. They are giving out 2 scholarships.

**Tipp City Schools:** Frank Maus reported PLEASE vote May 5<sup>th</sup> on the school levy. The school board added 2 student board members to get their input and show them how a board works. The musical is through Sunday...The Little Shop of Horrors.

Matthew Buerher presented TMCS with a check for the Lunch On Us program in the amount of \$5000. Matt handed out information about his business and explained how it all works. He suggested that a link could be put on our site so that contributions can be designate fund go to us. Will be discussed at a later time.

Donnie & Christy Reis and Michael McDermott reintroduced themselves and explained how they were involved with the Miyelo Concert. There will be 3 stages. 20 Acts will be held on various stages in Downtown Tipp City. A secured area with security will be provided.

Bryan Blake asked that TCAAC sponsor the event by pledging \$1500.00 for expenses of the event.

Andrew Stewart looked at the event happenings, TCAAC met and discussed the approval of the sponsorship. Debra asked how we get advertising for our sponsorship. Mike explained it would be on a lot of advertising such as the stage, booth space, tickets they will raffle to generate funds.

Bryan Blake made the motion to approve the \$1500.00 sponsorship, seconded by Steve Van Horn. All Approved.

### **Board Committee Reports:**

**Arts Council:** Bryan- At the end of March the TCAAC Board met and talked about the structure and how they wanted it to go. They would like to have a committee head and then all persons would report to them. The committee head would report to the Board. They did a SWAT analysis and it said there should be 12 members. They currently have 9 and they are choosing to stay with what they have.

**Corporate:** Deborah Faulkner- She wants the information to meet OANO standards. Debra, Andrew, Kathy, Steve and Joanna are going to a Board Seminar next month.

**Finance:** Nothing new, waiting on audit.

**Membership:** Steve Van Horn- Letters out. Money coming in.

**Public Relations:** Amy Blake- Talked with Kate Johnson about getting HS students involved with the school board, met with students, would like to have 2 students join our board.

**Personnel:** Joanna Pittenger-Nothing to report.

**Programs:** Lesley Evans- Nothing to report.

**Social Services:** Carol Noffsinger - Reported on the Purse Auction, still waiting for a couple bills to come in. Looks like we will make around \$6-7000

### **Directors Report:**

Sunrise service on Easter morning was wonderful.

**President's Comments:** No Comment

**New & Old Business**

OANA-Marie is working with TMCS. The next step is a 2 day workshop in July that Kathy needs to attend. The locations are Cleveland or Cincinnati. This certification is repeated in 3 years, an additional 3 years, and then every 5 years.

Bryan asked how it would be recognized by the public?

7:40pm Bryan Blake made a motion to adjourn the meeting, seconded by Andrew White. All Approved.

Respectfully submitted by  
Carol English

## Director's Report

### Educational

- 2014 Winter/Spring Classes
- The 2015 Summer Term Class Catalog will be sent to the printers the week of May 2<sup>nd</sup> and will be delivered late May to Tipp City/Monroe and Bethel Township residents. Classes will begin mid- June.
- A variety of programs/activities are being offered: 6 weeks of Summer Fun at the Park, Financial Seminars, R.A.D. (Rape Awareness Defense for Women, an
- If you have any program ideas or suggestion, please you're your information directly to Katie Sonnanstine. [ksonnanstine@tmcomservices.org](mailto:ksonnanstine@tmcomservices.org)

### Recreational

- The 2014 Spring NFL Flag Football (K-5<sup>th</sup> grade). Games began April 12<sup>th</sup> and will run through May 24<sup>th</sup>. 9 Teams (Corrected registration form, sent to past participants, found coaches, formed teams, schedule, coaches' packets and coaches meeting.)
- Purse Auction went very well. Over 165 ladies enjoyed an afternoon of games, food and the best thing of all – buying purses.
- 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball: 3<sup>rd</sup>-4<sup>th</sup> grade Boys: 6 teams; 3<sup>rd</sup>-4<sup>th</sup> grade Girls: 2 teams; 5<sup>th</sup> & 6<sup>th</sup> grade Girls: 4 teams; 5<sup>th</sup> & 6<sup>th</sup> grade Boys: 5 teams; 7<sup>th</sup> & 8<sup>th</sup> grade Boys: 6 teams; 9<sup>th</sup>-12<sup>th</sup> grade Boys: 6 teams; Select Teams: 10; 39 teams: BASKETBALL IS DONE!!!! Registration will begin in August.
- Work has begun on the 2015 Run for the Mums. T-shirt Design Contest will be sent to the schools and newspapers in May
- Annual Community Wide Garage Sale will be held May 2.
- In the process for hiring summer staff.

### Upcoming Events

April 25, 2015	YMCA – Health/Safety
April 30, 2015	Business Expo
May 2, 2015	Community Wide Garage Sale
May 15, 2015	Miami County Senior Citizen Day
May 16, 2015	Farm Babies
May 25, 2015	Memorial Day Parade
June, 13, 2015	Canal Music Fest
June 20, 2015	Antique & Artisan

### Tipp City Arts Council:

- TCAAC working on Canal Music Fest: Almost Queen will be performing.

- “Children’s Art Adventure: Saturday August 1<sup>st</sup>, 9-1 pm, held at the Tipp City Market Place.
- 6x6 – have received a couple of entries

### **General Information**

- Working with the TMCS Committees on a variety of projects.
- Updating Special Project Book
- Breakdown of all Social Service Programs
- In the process of developing a TMCS Operational Manual.
- Working on the Fund Balance book – Community Relief and Community Development Programs

### **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: Received \$4000
- 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.
- Work has begun on the 2015 Lunch on Us - Carol English will explain about Ahler’s donation.
- Working on a Christmas in July for the Senior Citizens at Liberty Commons.

### **Staff**

#### **Carol English**

- The 3<sup>rd</sup> Annual Purse Auction took place on March 21<sup>st</sup> at the Tipp City United Methodist Church. We had a couple new things this year like the Silent Auction and a Quilt Raffle. Everything went well. We had a few suggestions from workers for next year’s auction to smooth the rough spots out. All in all it was a great event, can’t wait to do it all again next year.
- Started working on the Annual Garage Sale selling ads for our map. Going to area businesses and offering space for a coupon on the map for \$15.00. Would like to sell enough ads to pay for the signs and paper used for this project.
- Lunch On Us planning has started. Renee and I visited Ahlers Catering on Lightner Blvd. last week. Met Jim Harvey and his daughter Jamie. They want to help us with meat and supplies that Needy Basket cannot supply us. Elvia Berrios Laudermilk gave us this contact and had talked to him about how good our program is. They want to give back to our community in some way and they want to help us!

### **Katie Sonnanstine**

**Daily and weekly duties** including but not limited to: building papers, instructor contracts, scheduling building supervisors, scheduling gyms and classrooms, checking on class enrollments, preparing packets for instructors.

### **Promotions/Advertising**

Press Releases about classes sent to the newspapers, KIT TV & Quick News  
Face Book - weekly or bi weekly news about purse auction, upcoming classes  
April newsletter to schools  
April Constant Contact  
Constant Contact re: Bob Evans Fundraiser  
Prepared Advisory Committee letters

### **Summer Brochure**

Held program committee meeting  
Contacted past instructors  
Contacted instructors suggested by Program Committee  
Begin typing information & working out details for classes  
Developed six weeks of camp themes, contacted possible visitors

### **Summer Programs – staff**

Sent letters to former employees regarding summer employment

### **Arts Council**

Prepared bulk mailing paperwork  
Updated mailing list

### **Purse Auction**

Set up stage for live auction  
Prepared silent auction bid sheets  
Helped coordinate purses/jewelry, scarves etc. for auction information sheet  
\*Assisted at auction, helped clean up & pack items to bring back to office

### **Other**

\*Attended CMW meeting  
Attended Training Session given by the Chamber of Commerce for Taste of Tipp Expo

\*Evening and Weekend hours

### **Sue Roberts**

- Went through PayPal entries to categorize what the money was earned from.
- Stuffed envelopes for advisory board members mailing, stamped and took to post office.
- Input all registrations for NFL flag football and Safety City.

- Made copies and set up coaches packets for flag football.
- Spent a lot of time off the clock making decorations for the purse auction. Made cake plates for the purse auction and shopped off the clock at thrift stores to get the dishes to make the cake plates. Acted as a mediator between the church and Carol on several issues. Set up, worked purse auction and tore down. Took scarves home to wash them.
- Wrote thank you notes to basketball coaches and took them to the post office.
- Put away all the stuff that came back from Camp Kern.
- Put away all the stuff left over from the Annual Dinner.
- All the normal stuff of answering the phone, community relief, etc.

**Monthly Meetings attended by Director:**

Saturday, March 21 <sup>st</sup>	Purse Auction*
Monday, March 23 <sup>rd</sup> -29 <sup>th</sup>	Vacation
Monday, March 30 <sup>th</sup>	Tri-Agency*
Tuesday, March 31 <sup>st</sup>	Staff Meeting
Wednesday, April 1 <sup>st</sup>	Soroptimist*
Thursday, April 2 <sup>nd</sup>	Finance Committee – TCAAC*
Friday, April 3 <sup>rd</sup>	Lunch on Us Program
Sunday, April 5 <sup>th</sup>	HAPPY EASTER – Attended Sunrise Service*
Tuesday, April 7 <sup>th</sup>	Staff Meeting
Wednesday, April 8 <sup>th</sup>	Mum Festival*
Thursday, April 9 <sup>th</sup>	Community Action Council
	NFL Flag Football – Coaches Meeting*
Saturday, April 11 <sup>th</sup>	Fashion Show*
Wednesday, April 15 <sup>th</sup>	Soroptimist*
Thursday, April 16 <sup>th</sup>	TMCS Board of Trustees Meeting*
Monday, April 20 <sup>th</sup>	Historical Society Dinner*
Wednesday, April 22 <sup>nd</sup>	United Way Review*
Saturday, April 25 <sup>th</sup>	YMCA*: Annual Healthy Kids Day*
Thursday, April 30 <sup>th</sup>	TCACC Business Expo*

\*Denotes evening meetings