



## **Tipp Monroe Community Services, Inc.**

### **Board of Trustees Meeting Minutes**

#### **May 21, 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-Absent  
Deborah Faulkner  
Joanna Pittenger-Absent  
Steve Van Horn

**Staff:** Kathy Taylor  
Carol English  
Katie Sonnanstine

**Guests:** Renee Johnson (Lunch On Us)

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

Debra made a correction to the agenda, she explained that the Audit is not ready for review and should be ready for our June Meeting. A motion to accept the agenda as amended was made by Lesley Evans, seconded by Andrew White. All Approved.

A motion was made to approve the minutes from the February Special Meeting by Andrew White, seconded by Lesley Evans.

A motion was made to accept the April Minutes by Leslie Evans, seconded by Steve Van Horn. All Approved.

#### **Secretary's Report**

Steve Van Horn asked how amended items to the previous month's minutes show in our records. Kathy explained the changes and amendments show in the current month's minutes.

#### **Treasurers Report**

Kathy Taylor explained to the Board that in the Profit & Loss for April Financial Report, the Internal Program Fees were up due to the use of Pay Pal. Contributions were up due to sending out membership reminders. We received the Tax Levy check. Wages & Payroll expenses were up due to Instructor

wages. Shirts were bought for the Lunch on Us staff. The Veterans Memorial park has Evergreen doing work for the park with some services being done for free. After talking with the new city manager the veterans are now allowed to work in the park again to keep it looking nice. Postage and Printing is up due to the Arts Council doing a lot of printing for their events. Meals and Entertainment is up due to club & organization dinners & events and the school meeting with the kids. The cost of copies & printing were discussed and Bryan suggested to Kathy she contact Loudy who has our copier contract and see if there is a better offer he can make us?

Bryan Blake made a motion to approve the Treasurers Report, seconded by Steve Van Horn. All Approved.

### **Advisory Committee Announcements**

**Township:** No Report

**Optimists:** Debra Jackson reported that they gave out two scholarships.

**Tipp City Schools:** Frank Maus –See Attached Report.

**City:** John Kessler will be sending a replacement to the Board Meetings, he will be back when things settle down again.

### **Board Committee Reports:**

**Arts Council:** Bryan Blake - The Canal Fest is June 13<sup>th</sup>. There will be a student art show at the Randall Residence June 6<sup>th</sup>. The 6X6 is coming.

**Corporate:** Deborah- No Report

**Finance:** Nothing new, waiting on audit. Carol will copy deposits for the month and give to Andrew monthly per his request.

**Membership:** Steve Van Horn – Advisory letters out. Money is coming in.

**Public Relations:** Amy Blake - Met with Kathy about getting HS students involved. Denise Gross is working on PR boards.

**Personnel:** Joanna Pittenger - Will meet to reevaluate book.

**Programs:** Lesley Evans - Brochure went out. The numbers are coming up slowly. Katie Sonnanstine presented the brochure.

**Social Services:** Carol English -Lunch On Us is coming together. Renee has the menu for the first 2 weeks. We are ready for hungry kids.

### **Directors Report:**

Registration is going on now.

Flag football was over last weekend.

We have over \$5000 in donations for the Run for the Mums.

We are updating the Basketball Forms.

Summer staff has been hired.

Memorial Day Parade is Monday at 10am.

**President's Comments:** Thanks to those of you that went to the Foundation seminar. Handouts are available to look at. Edison says that we should have out strategic planning on a 3 year cycle. Review annually using the Pillar Approach. It is broken down by committees. Set goals for 5 years out.

### **New & Old Business**

OANA-Copies are on the table for review. The seminar date will be published soon.

It was asked that the Board please return the self-assessment form back to Kathy ASAP.

Board of Trustees need to determine what their dues will be yearly. It was suggested \$25.00.

We received \$2200 from Christmas in the Village. Bryan asked if it was worth our time.  
We receive 20% of the net income. It works out to be about \$60 per hour for our time.

Bryan Blake made a motion to continue working with the Christmas in the Village, seconded by Andrew White. All Approved.

8:00pm Lesley Evans made a motion to adjourn the meeting, seconded by Andrew White. All Approved.

Respectfully submitted by  
Carol English

**Director's Report  
May 2015**

**Educational**

- The 2015 Summer Term Class Catalog has been delivered to Tipp City and Monroe Township residents. Classes will begin early June.
- A variety of programs/activities are being offered: 6 weeks of Summer Fun at the Park, Golf Lessons, Cooking Classes, Basketball Mini Clinic, ACT, Art Camp, R.A.D. (Rape Awareness Defense for Women) and many more fun and exciting programs. Great Job - Katie
- 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 NFL Flag Football Season has begun and will run from April 12<sup>th</sup> - May 24<sup>th</sup>  
Total of 8 teams: K-5<sup>th</sup>
- Work has begun on the 2015 Run for the Mums
- Updates are being made to the NFL Flag Football and the 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball registration forms.
- Annual Community Wide Garage Sale saw 100's of garage sales take place in Tipp City and Monroe Township. 120 registered; many that didn't register
- Hiring of Summer employees has begun

**Upcoming Events**

May 2, 2015	Community Wide Garage Sale
May 15, 2015	Miami County Senior Citizen Day
May 16, 2015	Aullwood – booth space
May 25, 2015	Memorial Day Parade
June 8, 2015	Lunch on Us Begins
June, 13, 2015	Canal Music Fest
June 22, 2015	Playgrounds Begin

**Social Services**

- Work has begun on the 2015 Summer Lunch Program – Lunch on Us

- Funding has been secured for the 2015 Summer Lunch Program
- Meeting with the local churches and discussing the programs offered by the church and TMCS.

### **Tipp City Arts Council:**

- TCAAC working on concert for the 2015 season: Almost Queen
- 6 x 6 Event is coming along
- Student Art Contest
- Park Contract for Canal Music Fest - Worked on the contract with City, DTCP and our Attorney.
- Poetry Contest
- Children's Art Adventure: Saturday August 1<sup>st</sup> , 10-2 pm

### **General Information**

- Working with the TMCS Committees on a variety of projects.
- In the process of making a TMCS Operational Manual. Very proud of the staff for working so hard on their job responsibilities.
- We have received our computers. YEA!!!!

### **Staff**

#### **Carol English**

- The Garage Sale for 2015 was held on May 2nd. We had 120 participants, 90 of them were \$10 and 30 of them were \$15. Again this year we sold a small space on the second sheet for anyone or any business who wanted to list items, post coupons or sales they have that day. We also put information about some of the programs that will be held during the summer. Summer Camp info was also put on the back of the map to inform everyone about the upcoming programs. Printed 3500 maps. We placed signs and/or maps at the following places ...
- Speedway-both stores
- Burger King
- McDonalds
- Tipp of the Town
- Library
- Sam & Ethels
- Tip Top Canning
- Board of Education and all of the schools
- TCEP
- Police Station
- Government Center
- Unity Bank
- Tipp City United Methodist Church

- Over the last month Kathy and I have met with 3 Pastors from Tipp City and have learned a lot from them and them from us. We informed them of services we offer and invited them to a meeting in the future to reestablish the Fellowship of Churches or something like that so everyone can stay informed. It will also be good for the Lunch On Us Program so that we can get more churches involved with it. Visited Crossroads Church and met a contact for the LOU program, took information to her so she can get her church ladies involved.
- Planning for Lunch On Us, met with Jim Harvey and he is going to buy our red meat for us. Also he will buy fruit and veggies that are fresh and also bread if we need it. He set up two freezers at his place of business and will allow us access any day we need supplies. Sent requests for donations from businesses that have helped in previous years. Met with Angela Doerr from Abbott and they are going to do a food drive for us. They will also do a jean Friday and collect money to purchase a gift card to Foodtown for supplies we need that are perishable. Filed for our exempt food permit with Miami County Health Department. Hired 2 new helpers for the kitchen, one of them will work with Renee to prepare the food and the other will help with clean up, dishes and errands as needed.

### **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 upcoming classes & garage sale  
 May newsletter to schools  
 May Constant Contact  
 Took summer program brochure to TMS for new students  
 Promoted Charitable Giving Class with non-profits via face book

### **Summer Brochure**

Met with Township regarding summer programs  
 Made follow up calls to instructors  
 Completed typing brochure content  
 Checked availability of facilities  
 Selected photos for brochure  
 Contacted Oregon printing to verify mailing dates and printing quantity  
 Proof read first draft & returned to Lexy for final for Oregon (on schedule)  
 Made follow-up call to check progress of printing and mailing

Met with Program Committee (May 13)

### **Website**

Sent updated information to Matt

Sent pictures for front page of website with wording

Followed up with Matt on progress

### **Summer Programs – staff**

Began interviewing for summer employment

### **Garage Sale**

Took garage sale data base and created listing by zone to fit on page

Helped deliver maps signs to businesses

Assisted customers

### **Coloring pages**

Collected coloring pages

Judged pages, made winner's certificate, bought gift cards

Called winners, delivered certificates and gift cards to schools

Sent press releases to local papers and for Quick News

### **Summer Registration**

Entered registration rosters for classes in computer

Made up registration notebook

Ticklers

Registration forms for Summer Vacation at the Park

Parents Information for Summer Vacation at the park

### **Other**

Made name tags and cookies for Senior Tea (CMW)

\*Attended CMW meeting

\*Attended Chamber of Commerce *Taste of Tipp Expo*

\*Attended Matt Buehrer's class on Charitable Giving

Typed up time lines for: Community Connection, Registration and TMCS Vacation at the Park

\*Evening and Weekend hours

### **Sue Roberts**

#### **Flag Football**

- Input all registration forms on a database created with Access
- Make coach and team assignments considering special requests
- Created coaches bags with all the needed forms and rosters
- Hold a coaches meeting

- Answer all emails regarding Flag Football from parents and coaches
- Make a notebook with all forms filed by team and coach

### **Safety City**

- Input all registration forms on a database created with Access  
Assign session
- File in notebook by session

### **Background Checks**

- Input all background checks into computer
- Coordinate with the Board of Education on getting them done
- File them in the paper room

### **Garage Sale**

- Input all data for maps including zone

### **Thank You Notes**

- Write, sign and get ready to mail all thank you notes for all things given to TMCS including both monetary gifts and items donated. Look up addresses if not provided.

### **Community Relief**

- Help people who come in with what they need.
- Check to see if we have helped them before.
- Notify the agency that we have pledged payment for the client.
- Input info into computer about the amount given and put a client number on request.
- File the papers in the cabinet.

### **Summer Programs**

- Gathered crafts and activities for camp



## Senior Citizens Day

- Made signs for all participants

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

Friday, April 17	New Path Director – Bill Lutz Super Saver
Monday, April 20	Audit Begins
Tuesday, April 21	Staff Meeting
Wednesday, April 22	Lunch on Us Meeting United Way*
Thursday, April 23	United Methodist Church
Friday, April 24	Arbor Day
Saturday, April 25	YMCA – Safety Day*
Tuesday, April 28	Non-Profits – Harrisons Abbott
Thursday, April 30	Chamber of Commerce Expo*
Friday, May 1	Miami County Foundation
Monday, May 4	Zion Lutheran Church
Tuesday, May 5	Coalition for the Elderly
Monday, May 11	Park Board*
Tuesday, May 12	Staff Meeting Denise Gross
Wednesday, May 13	Program Committee Mum Festival*
Thursday, May 14	Set-up Senior Day*
Friday, May 15	Senior Day
Monday, May 18	Dr. Kronour Retirement*
Tuesday, May 19	Staff Meeting
Wednesday, May 20	Edison State Seminar
Thursday, May 21	TMCS Board Meeting*
Friday, May 22	Principles of Fundraising

\*Denotes evening meetings

**Submitted by Frank Maus**

- 1. Thanked everyone for the recent levy passing.**
- 2. Looks like we will be losing our treasurer, and starting a new search for a qualified person.**
- 3. Our number came up with the state for new facilities, so that is in the plan – very quickly.**
- 4. We just celebrated Dr. Kronour's retirement. Dr. Kumpf will be the new superintendent.**
- 5. Graduation is this weekend.**