



**Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
June 18, 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
Amy Blake
Deborah Faulkner-Absent
Joanna Pittenger
Steve Van Horn

Staff: Kathy Taylor
Sue Roberts

Guests: Miami Valley Voice of the Generation-7 teenagers and their adult leader,
Misty Brown

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

Debra Jackson made a change to the agenda to allow the Miami Valley Voice of the Generation to go after the Treasurer's Report so they did not have to stay for the entire meeting. A motion was made by Joanna Pittenger to accept the amendment and was seconded by Bryan Blake. All approved.

Secretary's Report

A motion to accept the May 2015 secretary's report was made by Steve Van Horn and seconded by Bryan Blake. All approved.

Treasurer's Report

Kathy Taylor went through the Profit and Loss May 2015 treasurer's report and noted that the \$29 in External program fees should have been in internal program fees and will make the

correction. PayPal was discussed and Andrew White thinks that PayPal should be a journal entry and all fees should include whether they are paid by PayPal or not. Kathy Taylor and Andrew White will discuss this further at a later date since Kathy was unclear exactly what he wanted. The miscellaneous income of \$1350 was from the Strawberry festival for the use of our soccer fields. Wages and Payroll are looking good. The veteran's memorial money was for lawn maintenance and new flags. There was money spent on driving records for employees of the Lunch on Us Program. A motion was made to approve the June 2015 treasurer's report by Bryan Blake and seconded by Joanna Pittenger. All approved.

New Business

Misty Brown with Miami Valley Voices for the Generation gave a brief overview of their group and what they want to do. Right now this is a writers' group of 12 teens and herself that are meeting at the library. They want to do their own publication as a monthly insert into the Tippecanoe Gazette. Four pages would cost \$800.00/month. They would like us to assist with this project. It was suggested that this is maybe a better fit for the TCAAC by both Andrew White and Bryan Blake and they asked Misty to attend that their meeting on July 14th at 6:30. They then left and Deb Jackson stated that they would discuss the program idea later.

Board Reports

Arts Council: Canal Fest act "Almost Queen" went very well and was almost as big as last year even though the weather did not cooperate earlier in the day.

Corporate: There was no corporate meeting.

Finance: Audit results will be presented next month.

Membership: Keeps slowly coming in.

Personnel: They are meeting Monday at 10:00am and are accepting applications for board positions.

Programs: Lesley Evans is working on the dozens of surveys we have done in the past and realigning them to streamline date and make it more consistent. There is no point in asking questions about things we cannot change such as the areas where classes meet.

Social Services: Carol Noffsinger will remain.

Director's Report

Lunch on Us is off to a good start. We served 399 lunches the first week and this week we served 394 through Thursday. 22 Friday bags went out last week and we have 38 ready for tomorrow. We have lots of good donations this year. Abbott gave us a \$500 gift card to Foodtown. Foodtown donates hotdogs and buns every week along with giving us good deals on needed items. Ahler's Catering is donating meat and fresh produce so they are being very helpful.

Summer term is going well. Art Camp is full. Golf and tennis are having a tough time due to rain. We are working on the Run for the Mums.

June 28th Tipp City United Methodist Church will be donating items for Christmas in July for Liberty Commons.

We are trying to meet with area pastors to form the Fellowship of Churches again by September. Kathy will meet with the pastor from Victory Church tomorrow. We have not heard from Brian Reinicke from the Nazarene Church yet. Carol Noffsinger will get on him.

President's Comments

Debbie Jackson went to the Canal Fest and said the rain was just at the right time for the event to be a success. The Optimists' Club only made \$130.00 since it was not hot, just muggy. She did not think the crowd was as big as last year and it was brought up that the area was expanded from last year so it didn't look as crowded. She was happy to see Sam & Ethel's food truck made their debut.

New & Old Business

The writers group wants us to help with grant writing and keeping track of their money. It was discussed that maybe this should be paid quarterly rather than 6 months or a year. Bryan Blake and Andrew White seem to think this is something that Lynn Shirk will be interested in this and so they will take it from here to the TCAAC.

There was some items that need clarification for the audit. They will come in and meet with Andrew White, Debbie Jackson, Kathy Taylor and possibly Rick Mains.

The dues for the board of trustees were discussed. OANO says that board members should pay or raise \$1,000.00 each. A motion to raise the dues to \$25.00/year starting September 1, 2015 was made by Bryan Blake and seconded by Lesley Evans. All approved.

CITV for 2015 has proposed that they only pay us 15% this year with the changes that Kathy will not have to be there on the day of event to do the credit cards. It was decided that we will not accept the 15% and stand firm on the 20%. A motion was made by Lesley that we accept the change of Kathy not needing to be there but not the 15% and if they do not agree we will no longer be associated with them and seconded by Bryan Blake. All approved. They may still use our walkie-talkies.

There was a motion to adjourn by Steve Van Horn and seconded by Lesley Evans at 7:35pm. All approved.

Respectfully submitted by

Sue Roberts

Director's Report June 2015

Educational

- The 2015 Summer Term Class Catalog has been delivered to Tipp City and Monroe Township residents. Registration has begun
- 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

Recreational

- Work has begun on the 2015 Run for the Mums.
- Updates are being made to the NFL Flag Football and the 3rd-12th grade Youth Basketball registration forms.
- Volunteers have secured 17 moms and 13 dads to be Chaperones this coming February 2016

Upcoming Events

June 8, 2015	Lunch on Us Begins
June, 13, 2015	Canal Music Fest
June 13, 2015	Farmer Markets Begins - DTCP
June 20, 2015	Antique & Artisan Show - DTCP
June 22, 2015	Playgrounds Begin
	Art Camp Begins

Social Services

- The Lunch on Us has started – Carol English – update. Abbott gave a \$500 Gift Card to Foodtown for the Lunch on Us Program
- 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. This month we met with First Baptist Church, Tipp City United Methodist and will be meeting with Victory Church on June 19th.
- Putting together a Christmas in July for the residences at Liberty Commons.

Tipp City Arts Council:

- TCAAC Concert for the 2015 season: Almost Queen: Held June 13, 2015
- 6 x 6 Event is coming along
- Student Art Contest
- Poetry Contest
- Children's Art Adventure: Saturday August 1st , 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.
- Started meeting with Committee Chairs to review their 2015-2016 Goals.
- Continuing to provide information to the Auditors.
- Pulled out the old business plan updating statistic's
- Attended the Principles of Fundraising
- Reviewing the educational resource packets from OANO
- Meeting with City Manager to discuss TMCS
- Will be receiving a refund check from Dell for \$588.

Staff

Carol English

- The Lunch On Us program is in full swing as of June 8th. A sit down meal is served at Tipp City United Methodist Church M-F 11:30am-12:30pm. There are 5 delivery spots located throughout the township & city. Our deliveries are at Meadow Drive off of Ginghamburg-Fredrick Rd, Tweed Woods Park, Redbud & Lilac Lane, Belleview Apartments and Liberty Commons. During the first week 399 meals were served. There were 26 Friday bags given out to needy families. Friday bags consist of peanut butter, jelly, ravioli, granola bars, fruit, pudding cups, cookies, crackers, soup, and other items that are kid friendly and easy to fix and eat.
- Flyers were passed out to all of the areas that we service with delivery meals. Flyers also went to areas that we do not deliver to just to let them know of the sit down location.
- So far we have picked up chuck roast, ground chuck, pork loins, apples & apple sauce cups from Ahler's Catering. They are happy to order anything we feel we need for the program.
- Dawn has been picking up the bread from Panera Bread on Miller Lane. This helps the program in many ways. The bread is used for butter bread, grilled cheese, croutons and such. Renee turns the bagels and flat breads into pizzas. The sweet bagels go to the families on Friday. All of the sweets and sweet bagels are bagged up and given away on Friday to the families.

- Still meeting with Pastors. Going slow but so far those we have spoken to are interested in getting together as a whole and discussing how we can all work better together.
- Helping with putting the program for summer camps together. Making crafts as demos for the kids and gathering supplies. I have the first 2 weeks ready. We have been cleaning out the supply cabinets and seeing what we have that we don't have to buy. Waiting until closer to make copies.
- Getting ready for Christmas in July at Liberty Commons. A fun day with the residents to have a party and give them goodies such as ensure, dry goods, snacks, soups, and other items....

Katie Sonnanstine

Daily and weekly duties including but not limited to: instructor contracts, checking on class enrollments, preparing packets for instructors.

Promotions/Advertising

Press Releases:

Lunch on Us
Announce Registration and upcoming classes
"Frozen" & TMCS Vacation at the Park
Basketball Camp with pictures

Face Book:

Upcoming classes
Frozen Countdown (very cute picture if I do say so myself)
Basketball Camp & photos

End of year newsletter to schools

Posters advertising camp to several churches

June Constant Contact

Used new template compatible for phones and tablets
Designed new e-mail to improve open rates using suggestions from Constant Contact website. Taught myself how to link CC e-mails to the website
Sent postcards and e-mails to last year camp attendees

Summer Brochure

Brochure was mailed week of May 11
Registration began May 18

Summer Programs

Hired summer staff
Conducted Orientation June 9
Prepared contracts and paperwork
Ordered t-shirts
Work schedules

Other

Program Committee – May 13

Assisted with Safety City Registration – June 12

Met with Lesley Evans to discuss surveys for events/programs

Met with Denise Gross to discuss new table top signage

Sue Roberts

- This month I worked on One Call and getting it updated by deleting old rosters and adding all current people. I also added Safety City rosters so they could be called as needed. Then I set up all the one calls for all three sessions of safety city to remind them of the time and dates they signed up for since a lot had registered a long time ago.
- I caught up on clipping all newspaper articles that pertain to TMCS from local newspapers.
- I worked on getting some activities for senior citizens for next month for Christmas in July.
- Run for the Mums started getting some returns from last month's mail out. I made a spreadsheet and started inputting responses as they came in.
- I am currently working on signs for upcoming weeks of summer camp so the campers will get a view of what is coming up next week.
- I continue to go to the post office daily and do all the daily work needed at TMCS.

Monthly Meetings attended by Director: *Denotes evening meetings

Friday, May 22	Principles of Fundraising
Tuesday, June 2	Abbott Staff Meeting
Wednesday, June 3	First Baptist Church
Thursday, June 4	Tipp City United Methodist Church
Monday, June 8	Program Committee – Survey Board of Education*
Tuesday, June 9	Tipp City United Methodist Church Playground Orientation
Wednesday, June 10	Denise Gross – layout of display board Mum Festival*
Thursday, June 11	Community Action Council
Tuesday, June 16	City Manager Staff Meeting
Wednesday, June 17	Soroptimist*
Thursday, June 18	Met with CITV and Arts Council Committee* TMCS Board of Trustees Meeting*
Friday, June 19	Victory Church
Saturday, June 20 th	Antique & Artisans*
Sunday, June 28	Tipp City United Methodist Church*