



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

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

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

Staff: Kathy Taylor
Carol English

Guests: Renee Johnson (Lunch On Us)
Patrick loas
John Kessler

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

Debra Jackson asked for a change to the agenda to allow Patrick loas from Manning & Associates to present the Audit Report to the Board first. A motion to change the agenda and allow Patrick loas to go first was made by Andrew White, seconded by Lesly Evans. All Approved.

Audit Review

Patrick loas from Manning & Associates reviewed the completed Audit with the Tipp Monroe Community Services Board of Trustees. Good Audit: Two change: 1) Tracking of all in-kind donations. 2) Have the Treasurer sign off on the checking Account Reconciliation.

Secretary's Report

Andrew White made a motion to accept the June 18, 2015 Minutes as presented, seconded by Lesley Evans. All approved.

Treasurers Report

Kathy Taylor informed the Board that in the June 2015 Profit & Loss, the Internal Program Fees were down, we received the refund for the monitors and the tax levy was received earlier than usual. Program Supplies are up due to TCAAC expenses. Program Refunds are up due to Irish /dance

Cancelling. Public Relations bought display boards. Due & Subscriptions are up due to DI Global and office supplies were up due to buying paper and multiple ink cartridges.
Lesley Evans made a motion to approve the June 2015 Treasurers Report, seconded by Carol Noffsinger.
All Approved.

Advisory Committee Announcements

Township: No Report

Optimists: No Report.

Tipp City Schools: No Report.

City: John Kessler said they are looking into changing the drive into Menards into a two way street. Study is being done.

Board Committee Reports:

Arts Council: Bryan Blake/Andrew White - Children's Art Adventure is August 1st, the 6X6 is August 22nd.

Corporate: Deborah Faulkner- No Report

Finance: Kathy Taylor suggested to have a 2% administrative charge to all accounts, all contributions in kind will be added.

Membership: Steve Van Horn - No Report

Public Relations: Amy Blake - Met with Kathy Taylor

Personnel: Joanna Pittenger- Met, Reviewing Personnel Manual, updating changes.

Programs: Lesley Evans - Met Yesterday. Redesigned the class and event survey, discussed new class ideas and new instructors.

Social Services: Carol Noffsinger and Carol English met with the Pastor from the Tipp City Nazarene Church.

Directors Report:

We have been signing people up online since 2010, serving 2075 people or families. In that time we took in \$69,629.00

The Run for the Mums donations are starting to come in.

Playgrounds are going well. Next year, Thrivent wants to help with a weekly Action Team, which will donate \$250.00 each week.

Art Camp went well.

Basketball & Flag Football registration starts next month.

WPTV Radio spot is tomorrow.

President's Comments: Helped with the 4th of July in the Park. Have been volunteering for the LOU program.

New & Old Business

CITV- Will be giving TMCS 20 % of Profits. They want to hold a few classes at Christmas, to go with the theme of plaid. TMCS will participate by have an Ornament Contest and displaying the ornaments at the Will Call area.

The TCAAC wants to serve alcohol at the 6X6 event and will need an F Permit. The servers will be John Roberts and Andrew White. A motion was made by Leslie Evans to allow them to serve alcohol, seconded by Amy Blake. All Approved.

7:47 pm Lesley Evans made a motion to adjourn the meeting, seconded by Andrew White. All Approved.

Respectfully submitted by
Carol English

**Director's Report
July 2015**

Educational

- The 2015 Summer Term Class Catalog has been delivered to Tipp City/Monroe and Bethel Township residents. Classes have begun and will run through August.
- A variety of programs/activities are being offered: 6 weeks of Summer Fun at the Park, Golf , Elder Law, Indoor Cycling, Tree Pruning, Art Camp, Mini Basketball Camp, Fairy Gardening and many more fun and exciting programs.
- Katie Sonnanstine is working on the 2015 Fall Term. If you have any program ideas or suggestion, please send your information directly to Katie Sonnanstine.
ksonnanstine@tmcomservices.org
- DID YOU KNOW! Online Registration: In the winter of 2010, we starting accepting online registration. Since then we have had 2075 people register online and have received \$69629.00 in class fees.

Recreational

- Work has begun on the 2015 Run for the Mums: Premier Sponsors: Meijer, Regal Beloit, Arenstein & Andersen and Abbott. Date: September 26, 2015: Working on door prizes and gathering supplies.
- 2015 Summer Playgrounds began on June 22 and will end August 7. First week 19 children, second week 31 children. Next year Thrivent will be donating \$250 a week – this will be done through their action plans.
- Art Camp: Over fifty children enjoyed a week long art camp. Special thank you to Renee Matsunami and the many volunteers that it took to make this event possible.
- NFL Flag Football registration begins August 10 through September 11. Games will begin October 4 and run through November 1.
- 3rd-12th grade Youth Basketball registration begins August 21 and will end October 23 for the 3rd-6th grade and November 20 for 7th-12th grade.

Fall Events:

August

Children's Art Adventure

6 x 6 Reception

Registration begins for NFL Flag Football and 3rd-12th grade Youth Basketball

End of Summer Lunch Program – Handout of School Supplies – August 14

September

Mum Festival

Run for the Mums

Winter Coat Drive – collecting coats/hats/mittens/gloves/scarves
Speaking Engagement for the Soroptimist Meeting

October

Tipp's Top Secrets Tour – October 3 – Tippecanoe Educational Endowment
Winter Coat Drive – collecting coats/hats/mittens/gloves/scarves
Halloween Parade & Costume Judging
NFL Flag Football Coaches Meeting
NFL Flag Football begins
Gift Giving Program – accepting applications

November

Winter Coat Distribution
3rd-6th grade Player Evaluation
3rd-6th grade Coaches Meeting and Certification
Thanksgiving Coloring Contest

December

7th-12th grade Player Draft
7th-12th grade Coaches Meeting and Certification
Visit with Santa
Christmas in the Village
Gift Giving Program: Distribution of gifts

Social Services

- 2015 Lunch on Us Program: A total of 6 sites: One sit down site (UMC) ; 4 drop-off sites (2 city/2 township); drop off at Liberty Commons.
Special thank you to Tipp Foundation, United Way, Ahler, Foodtown, Bob Evans and Thrivent Financial for their continued support of this program. Total meal count will be presented at the TMCS Board meeting.
- Meeting with the local churches and discussing the programs offered by the church and TMCS. Met with the Nazarene Pastor this past week.
- Putting together a Christmas in July (July 23) for the residences at Liberty Commons. Receiving donations from Masonic Lodge & OES (\$1000), United Methodist Church, SpringMeade, Randall and Abbott.

Tipp City Arts Council:

- 6 x 6 Event is coming along
- Student Art Contest: 84 participants
- 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 putting together a TMCS Operational Manual.
- Started meeting with Committee Chairs to review their 2015-2016 Goals.
- Reviewed Audit Report with Manning & Associates
- Pulled out the old business plan - updating statistic's
- Reviewing the educational resource packets from OANO
- Met with City Manager to discuss what is happening with TMCS
- Received a refund check from Dell for \$588.
- Completed the Special Project Book: Special thanks to the staff for their hard work.
- Worked on 2015-2016 Budget

Staff

Carol English

The Lunch on Us program continues to serve the youth of Tipp City a good, warm, delicious meal daily. Our numbers for the program are as follows...

Week #	# Kids	# Seniors	# Friday Bags	*TWP.	Total Served
1	347	52	27	122	399
2	444	46	34	134	490
3	465	63	29	145	528
4	422	42	33	143	464
5	493	51	33	169	544

*TWP. Is part of the # Kids.

Donations to date are from Abbott who provided us with a \$500 gift card to Foodtown, Thrivent member donated \$250 worth of baggies, TipTop donated sauce, Sam & Ethel's gives us a variety of items which I will receive a list of at the end of the program. Ahler Catering continues to supply us with meat, applesauce, chips, bread, oranges and cereal. Foodtown has supplied us with hot dogs and buns every 2 weeks, JJs Lunchbox gave us pizza supplies, Optimists club gave us sodas and water, and people from our community continue to make donations. We pick up Panera Bread every Thursday every summer on Miller Lane. We are very fortunate that our town supports this program with open arms.

This year we have bought some much needed items to include, scoops, strainers, lids, squeeze bottles, digital thermometer, gloves and oven mitts.

A Press Release was sent out to remind the community that we are serving lunch through August 14th.

School supplies are being collected. A Press Release was sent out, a post was put on Facebook and a message sent by Constant Contact for a call for supplies to be given out the last day of the Lunch on Us program. I have started shopping and organizing for the big day.

Worked on the Summer Playgrounds at the park. Organized crafts, games and activities for each week. Cleaned and organized the craft room for camp to see what supplies we had ahead

of time. Went over each week with Katie and made sure we both felt all of the activities fit the age group. Encouraged the Green Shirts to decorate and make props for the weeks ahead. Suggested that we make signs each week that tell the kids and parents how many spots we have left as an incentive to sign up before they are all full. Been shopping for the supplies we needed and being creative in using up what we have.

Christmas in July for the residents at Liberty Commons is coming along great. We have collected many items, bought some, and had a large donation of items from the Tipp City United Methodist Church. We are waiting to hear back from a few more businesses but we have a good amount of loot for their party. Lunch and pie will be served as well as goodie bags. Sue and I are doing this event together and are organizing the items as they come in.

Getting used to my new computer. It has been great since my email was fixed, it took a while to figure out the problem, or did they? They kind of just made it work...for that I am happy! Thank you.

Katie Sonnanstine

Daily and weekly duties including but not limited to: instructor contracts, checking on class enrollments, preparing packets for instructors. Entering registrations into rosters and sending thank you and requests for medical releases.

Promotions/Advertising

Press Releases:

- Lunch on Us
- School supplies
- Superheroes
- Art week

Face Book:

- Reminder of upcoming classes
- Added photo of Terrarium Garden & Fairy Garden
- Posted picture of Art Week students and thank you

July Constant Contact:

- Taught myself how to import pictures from web to use on CC

Summer Programs

- Work schedules for staff
- Visits to Roundhouse
- Worked on weekly camp programs with Carol
- Put together Diggin Dino's
- Confirm presentations & visitor dates for camp
- Make sure Medical Releases & Roster are up to date for campers

Other

*Helped with Antique & Artisan Show – June 20

*Stuffed bags for Miyelo – July 11

Sue Roberts

- I set up and started to enter as they return the Run for the Mum entries.
- I worked on Christmas in July by making invitations, a sign-up sheet, calling for donations, and gathering and sorting items as they came in. This is going to be a great event for seniors. On my off time, I am dipping Oreos in chocolate so we can give each senior a bag of goodies. I got together several games to play and found someone to accompany us on the organ for some Christmas Carols.
- I made signs for each week of camp to try to get the campers to sign up for the next week's camp. These signs are placed at the park to remind parents to sign up.
- I researched the Hummels and a naked lady sax. These items will be sold eventually at an auction house and online once we have decided and the money come back to our organization.
- I go to the post office daily and the bank as needed.
- I shopped for items needed for the 4th of July booth at the park and updated our tax-exempt paperwork at Menard's.
- I put together a community services goodwill package to be used for the SpringMeade quarter auction.
- I continue to do all thank you letters, filing, answering the phone and assisting people with Community Relief as needed.

Monthly Meetings attended by Director: *Denotes evening meetings

Saturday, June 20	Antique & Artisan – Cancelled*
Monday, June 22	Personnel Committee
Tuesday, June 23	Matt Black – Email Staff Meeting
Thursday, June 25	Public Relations
Sunday, June 28	Speaking Engagement – United Methodist Church
Monday, June 29	Tri-Agency Meeting*
Thursday, July 2	Review Audit – Manning & Associates
Saturday, July 4	175 th Birthday Party
Tuesday, July 7	Staff Meeting
Wednesday, July 8	Nazarene Church Mum Festival*
Monday, July 13	Park Board*
Tuesday, July 14	Staff Meeting
Wednesday, July 15	Program Committee Soroptimist*
Thursday, July 16	TMCS Board of Trustees Meeting*