



Tipp Monroe Community Services, Inc.  
Board of Trustees Meeting Minutes  
August 20, 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  
Joanna Pittenger-Absent  
Steve Van Horn

**Staff:** Kathy Taylor  
Carol English

**Guests:** Renee Johnson (Lunch on Us)  
Ron Thuma-Township

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

Debra asked to make a change to the agenda. A motion was made by Debra Faulkner, seconded by Lesley Evans. All Approved.

**Secretary's Report**

A motion was made to accept the July 16, 2015 Secretary's report by Lesley Evans, seconded by Amy Blake. All approved.

**Treasurers Report**

Kathy Taylor informed the Board that in the July Profit & Loss report, the contributions are off due do to the fact that we have not applied for another Duke Foundation Grant, because we have not used all of the money from the last Duke Grant. Wages and payroll are under budget, the playground staff have all been paid. Contract Services reflects the Safety City payment. Liability Insurance shows payment for liquor license.

Steve Van Horn asked if there is a process in place for a method of calculating the budget for the upcoming year. Kathy explained she looks at each event separately, pulls the actual amount spent for each account and calculates the budget for the next year.

Bryan Blake made a motion to approve the July 2015 Treasurers Report, seconded by Joanna Pittenger. All Approved.

### **Advisory Committee Announcements**

**Township:** Ron Thuma advised that the Senior Citizens Tax Levy will be on the November ballot. On September 18, 2015 there will be an open house at the Township Building celebrating 100 years. The class of 1952 was the last class to graduate from the township building. The Township is looking at putting in a crematorium. The township will be opening a new area at the cemetery next year. They are getting all of the plots in the computer so they are able to be sold.

**Optimists:** No Report.

**Tipp City Schools:** No Report.

**City:** No Report.

### **Board Committee Reports:**

**Arts Council:** Bryan Blake - The 6X6 is Saturday; so far there are 251 pieces and 68 reservations.

**Corporate:** Deborah Faulkner- They will be finishing up reviews.

**Finance:** Kathy said there will be a 2% charge to all accounts for administrative costs. The financial policies are being reviewed.

**Membership:** Steve Van Horn - No Report

**Public Relations:** Amy Blake- Putting out applications for High School students to get them involved in their community. They would be involved with bringing fresh ideas to TMCS and possible help with social media.

**Personnel:** Joanna Pittenger- Going to look at staff evaluations. Reviewing and updating the TMCS Personnel Manual.

**Programs:** Lesley Evans- Meet September 9<sup>th</sup>. Registration starts September 14<sup>th</sup>.

**Social Services:** Carol Noffsinger – Carol English reported that the Lunch on Us program went well serving 5355 meals. School supplies were given out with over 90 book bags and supplies given out.

### **Directors Report:**

The Fall brochure is at the printers.

Mum Festival - Run for Mums is September 26<sup>th</sup>, please be at the roundhouse at 6am.

Playgrounds are done, the numbers were up this year. Matt Buehrer has pledged \$250 a week for 6 weeks for 2016.

We are taking NFL Flag Football & Rec Basketball registrations now.

Two professional saxophones were donated to TMCS. A community band member is interested in selling them for us or purchasing one of them.

Feed Ohio has started and there will be a barrel at the office.

**President's Comments:** "I have enjoyed volunteering at the Lunch On Us program this year."

### **New & Old Business**

OANA- classes will be held in 2016, they did not hold the classes they had scheduled for 2015.

### **Budget**

Debra Jackson asked if the board would add a bookkeeper to the Administrative Salary. The cost would be approx. \$13.50-\$14.00 an hour range, part time (10 hours a week).

Lesley Evans said they will discuss it in the personnel committee.

A motion was made by Bryan Blake to accept the budget, seconded by Steve Van Horn. Approved as submitted.

Debra Jackson asked for an increase in hours for Sue Roberts. Steve Van Horn wants to see what line of the budget it will be taken from. Discussion was held. A motion was made to authorize Kathy Taylor to

use up to 40 hours as she feels they are needed over the next year. If she uses them up then she needs to come back to the board for approval for more hours. The money will be taken out of the General fund. Motion seconded by Lesley Evans. After further discuss it was decided to change the motion: Bryan Blake made a motion to stay within budget and use the additional hours, report back to the board on the use, seconded by Andrew White. All approved, except Carol Noffsinger

### **Board of Trustees Elections**

#### **Slate of Trustees**

Trustees: 2018 – three year term

Bryan Blake

Debra Jackson

Carol Noffsinger

Trustee: 2016 – 1 year term – replacing Andrew White

William House

A motion was made to accept the Trustee ballot as presented by Joanna Pittenger, seconded by Lesley Evans. All approved. See Above

#### **Slate of Officers:**

Debra Jackson-President

Lesley Evan-Vice President

Bryan Blake – Treasurer

Joanna Pittenger - Secretary

A motion was made to accept the slate of officers by Deborah Faulkner, seconded by Lesley Evans. All Approved.

7:46pm Bryan Blake made a motion to adjourn the meeting, seconded by Andrew White. All Approved.

Respectfully submitted by  
Carol English

**Director's Report**  
**August 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.
- The 2015 Fall Term Program/Class Catalog has been sent to the printers. If you have any program ideas or suggestion, please send your information directly to Katie Sonnanstine. [ksonnanstine@tmcomservices.org](mailto:ksonnanstine@tmcomservices.org)
- A lot of new and exciting programs will be in the 2015 Fall Term Program/Class Catalog.

**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, ended on August 7. This year the summer playgrounds have seen a 30% increase in attendance from last year. Next year Thrivent will be donating \$250 a week – this will be done through their action plans. Great Job!
- NFL Flag Football registration begins August 10 through September 11. Games will begin October 4 and run through November 1.
- 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball registration begins August 21 and will end October 23 for the 3<sup>rd</sup>-6<sup>th</sup> grade and November 20 for 7<sup>th</sup>-12<sup>th</sup> grade.

**Fall Events:**

**August**

Children's Art Adventure

6 x 6 Reception: August 22

Registration begins for NFL Flag Football and 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball

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

Community Band – 35<sup>th</sup> Birthday Party – August 7<sup>th</sup>, 6-8 pm

**September**

Community Day: Sept. 13 - TMCS will be one of the guest speakers

Mum Festival

Run for the Mums: Pre-Packet Pickup Sept. 23 & 24

Winter Coat Drive – collecting coats/hats/mittens/gloves/scarves

Speaking Engagement - Soroptimist Meeting

## **October**

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

## **November**

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

## **December**

7<sup>th</sup>-12<sup>th</sup> grade Player Draft  
7<sup>th</sup>-12<sup>th</sup> grade Coaches Meeting and Certification  
Visit with Santa  
Ornament Contest  
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, Hickory River 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. Continuing to meet with the Pastors of our local churches
- Held the 2<sup>nd</sup> Annual Christmas in July (July 23) for the residences at Liberty Commons. Received donations from Masonic Lodge & OES (\$1000), United Methodist Church, SpringMeade, Randall and Abbott.

## **Tipp City Arts Council:**

- 6 x 6 Event – over 200 entries – They are fantastic.
- Children's Art Adventure: Held on Saturday August 1<sup>st</sup>, 10-2 pm. TMCS Staff made catapults. What fun! Approximately 200 children participated.

## **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 completed Audit Report with Manning & Associates/Presented at TMCS Board Meeting in July.

- 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
- Completed the Special Project Book: Special thank you to the staff for their hard work.
- Completed the 2015-2016 Budget
- Special Thank you to Bryan Blake, who came and worked on our computers.
- Working on a Memorandum that will be signed by each Program that we administer their funds. Destination Imagination, Select Basketball, Veteran's Memorial, DARE, K-9 and America in Bloom.

## Staff

### Carol English

- The Lunch On Us program has come to an end serving 5355 meals for 2015. Thrivent Financial donated pizza for the last day and Matt Buehrer told me he was enjoying this so much that he wants to make it a tradition every year. We gave away 24 book bags with supplies to the children we deliver food to. We gave away 55 book bags with supplies on the last day and also gave 3 pre k bags and 11 of just supplies. Each child received a toothbrush, paste and floss from Health Park and a bookmark with information about the coat giveaway in November.
- Christmas in July for the residents at Liberty Commons went well. We had a light lunch for the residents, played games, shopped through all of the goodies we had collected, sang songs and ate more food. The residents said they had a great time. They dressed up in their Christmas gear and were excited for a party. Renee brought up meals for each resident to take home for dinner and a slice of pie was donated by Sam & Ethel's. We gave the remainder of the small items to the program director to give out as prizes for bingo. A thank you card was received thanking TMCS for all of the goodies and for the party, they really appreciated it! This will be a great event to hold each year for the residents. We had 27 residents attend.

Built catapults at the Children's Art Adventure. Shot marshmallow at the trash can and played with the kids. Had a great time with the kids showing them how to use their catapult. Helped the TCAAC with check in because they seemed a bit frazzled at check in for vendors, they were thankful for an extra set of hands.

Kathy and I met with Manning and Assoc. concerning entering our donations into the computer. There will be an entry that shows in kind donations that came in and where we gave those donations out.

## **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:

Masonic Lodge Thank you  
Thrivent – Thank you

Face Book:

Posted several pictures of camp activities

August Constant Contact:

### **Summer Programs**

Work schedules for staff  
Visits to Roundhouse on regular basis  
Worked on weekly camp programs with Carol  
Confirm presentations & visitor dates for camp  
Make sure Medical Releases & Roster are up to date for campers

Fall Brochure

Contacted former instructors and instructors given to me by program committee, etc.  
Wrote up class description, gathered pictures, schedule facilities  
Sent to Lexy on August 7, got back first proof on August 8,  
Final went to printer on Aug. 11 (ahead of schedule)  
Updated calendar with fall classes  
Prepared and sent school request contracts

### **Other**

\*Helped with Art Adventure – August 1  
Met with Monroe Township regarding programming July 22  
Attended DTCP Meeting – July 21  
Attended DTCP Design Committee – July 29

\*Evening and weekend hours

## **Sue Roberts**

- The Christmas in July party went well and was enjoyed by the senior citizens at Liberty Commons. They sang songs, played games and ate a delicious lunch of pimento cheese or chicken salad sandwiches, pastas salad, fruit salad and cookies. They really enjoyed

the fresh fruit salad. We were able to give them each a \$20 gift card to Foodtown thanks to the Masons and Eastern Star. They appreciated the swag bags of tissues, toilet paper, soap, toothpaste, toothbrushes, mouthwash, wipes and many snacks that everybody got along with the shopping they got to do to pick out other needed items. We took a lot of stuff with us and they took it all.

- I set up the spreadsheet for NFL flag football and started entering those as they come in. I also continued to enter Run for the Mums registrations as we got them.
- I contacted the people at the auction house that specializes in Hummels and sent them pictures. It turns out that our Hummel collection is not very valuable and they are not interested in selling them for us. I got the naked lady alto sax back and contacted several places about selling it. Sotheby's only handles violins so I am still working on that. I have seen them listed on eBay up to \$2,195.00 but one similar sold recently for \$810.00.
- I made 4,000 copies for the Boy Scouts for Mum festival mum painting.
- I researched new backdrops for a Visit with Santa but no decisions have been made yet.
- I inventoried school supplies with Debbie Jackson. I keep track of all in kind donations now so I set up appropriate spread sheets for all programs that get donations.
- I worked the Children's Art Adventure making catapults. It was fun working with the kids and letting them shoot marshmallows at me when we finished the catapult.
- I continue to go to the post office daily, the bank as needed, write all thank you letters, do the filing, answering the phone and assisting people with community relief as needed.

**Monthly Meetings attended by Director:** \*Denotes evening meetings

Tuesday, July 21	Staff Meeting WPTW – Miami County Foundation: Radio Spot
Thursday, July 23	Manning & Associates Quarter Auction*
Tuesday, July 28	Destination Imagination: Pam Staub Staff Meeting
Wednesday, July 29	Nolan, Giere, CPA
Thursday, July 30	Abby Allen – Colored Guard/Dance Select Basketball
Saturday, August 1	Children's Art Adventure*
Tuesday, August 4	Coalition for the Elderly Bryan Blake*
Friday, August 7	Sam & Ethels – Lunch on Us – FUN!!! Community Band*
Monday, August 10	Lunch with Summer Playground Staff – FUN!!!
Wednesday, August 12	Mum Festival*
Friday, August 14	Miami County Continuum of Care
Thursday, August 20	TMCS Board of Trustees*
Saturday, August 22	6 x 6*