



**Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
September 17, 2015**

Officers: Debra Jackson, President
Lesley Evans, Vice President
Bryan Blake, Treasurer
Joanna Pittenger-Secretary

Trustees: Debra Jackson
Carol Noffsinger
Bryan Blake - Absent
Leslie Evans
Steven Van Horn-Absent
Amy Blake-Absent
Debora Faulkner
Joanna Pittenger
Bill House

Staff: Kathy Taylor
Carol English

Guests: Renee Johnson
John Kessler
Ron Thuma

The meeting was called to order at 6:30pm by Debra Jackson, introductions were done. A motion was made by Joanna Pittenger to approve the agenda as presented, seconded by Lesley Evans. All Approved.

Secretary's Report

There was a correction made to last month's secretary's report, Joanna Pittenger was present, had to leave for an emergency call but returned. A motion was made by Lesley Evans to approve the minutes as amended, seconded by Joanna Pittenger. All Approved.

Treasurers Report

Kathy Taylor reviewed the financial report for August. Under profit & loss the Internal Program Fees are up due to the 6X6 event, Children's Art Adventure, Basketball, Flag Football and the Run for the Mums. Some of the income will be moved to reflect it being for the 2015-16 year. Contributions are up due to the Run for the Mums. Program expenses are up due to overcharge from Constant Contact. Administrative expenses are doing well. Utilities had an increase due to dumpster payment. Tax Levy payment went up.

A motion was made by Debora Faulkner to approve the August Financial Statement as presented, seconded by Carol Noffsinger. All approved.

Advisory Committee Announcements

Township: Ron Thuma- Tomorrow is the Open House for the Township Building from 11am-6pm. Floral Acres subdivision paving is all done. Things at the cemetery are busy, they are looking into providing a crematorium.

Tipp City: - John Kessler- The water mains on Walnut Street are being replaced before they resurface the street. Overall the city seems to be operating smooth. Some of the railroad crossings are ready to be redone, which will be happening soon. The city is looking into the cost of care and upkeep of Kyle Park fields.

Park Board: No Report

Tipp City Schools: No Report

Optimists: The Junior Run for the Mums will be held Sunday of the Mum Festival weekend. The Optimists will be helping with the Halloween Parade and Party and the Visit with Santa.

Board Committee Reports:

Social Services: A new Social Service brochure was designed and printed and handed out. The coat drive is going on now and coats will be distributed on November 7th. Applications for Christmas help will be available starting October 19th.

Arts Council: The 6X6 event had 257 entries. There were 144 pieces sold. The Plein Air paint out will be October 10th. Getting ready for a membership drive.

Corporate: No Report.

Finance: No Report.

Membership: No Report.

Public Relations: No Report.

Personnel: Met several times, Kathy is updating the Personnel Manual

Programs: The overall numbers for summer were up. They have met to start planning for the winter program. All info due by November 20th.

Directors Report:

Kathy Taylor updated everyone about the Run for the Mums, she will be sending out an email with Run assignments. The Halloween party is October 19th at Zion Church. NFL Flag Football registration has ended. We are still taking applications for Basketball. Was asked to speak at the Soroptimists meeting.

President's Comments: "Nothing exciting".

Business: New and Old Business

OANA- nothing new at this time.

Committee Assignments need reassigned.

Committee Assignments

Arts Council- *Bryan Blake*

Corporate Committee- *Debora Faulkner(C)*, Steve Van Horn, Debra Jackson and Bill House

Finance Committee- *Bryan Blake(C)*, Debra Jackson

Membership- *Steve Van Horn(C)*, Joanna Pittenger

PR/Media- *Amy Blake(C)*

Personnel- *Debora Faulkner, Joanna Pittenger(C)*, Debra Jackson

Program-*Leslie Evans(C)*, Bill House
Social Services- *Carol Noffsinger(C)*

Three quotes from different accountants were presented to the board. Discussion was had about costs and services.

A motion was made by Joanna Pittenger to hire Manning and Associates to take care of our books and filing taxes, seconded by Carol Noffsinger. All Approved. Kathy said she will call Rick Maines in the morning and inform him of the change.

Holiday hours for TMCS were discussed and a motion was made to accept the hours as follows by Lesley Evans, seconded by Joanna Pittenger. All Approved

December 21-25 the office will be closed.

December 28-31 the office will be open 10a-2p.

A motion was made to not have a TMCS Board of Trustees December meeting unless there was something that needed immediate attention by Joanna Pittenger, seconded by Lesley Evans. All approved.

Discussion was had about the memorandum regarding policies and procedures for activities. John Kessler asked if all accounts would be charged 2%. Kathy explained to him why the change would take place.

A motion was made to table further discussion until the October meeting by Lesley Evans, seconded by Joanna Pittenger. All approved.

A motion was made to accept the Financial Policy, including the 2% fee by Joanna Pittenger, seconded by Debra Faulkner. All Approved.

School facilities were discussed and it was noted that they will be looking at being put on the March ballot. They are looking to build a Pre K through 3rd grade facility. If the levy passes, Broadway/Central will need to be tore down the summer of 2016. TMCS will need to stay on top of this because of the use of gyms for our basketball program. Space will be very limited.

A motion was made by Joanna Pittenger to go into Executive Session to discuss salaries, seconded by Lesley Evans. All approved.

A motion was made by Lesley Evans to go back to regular session, seconded by Bill House. All approved.

Salaries are approved as submitted by the personnel committee. A motion was made to accept the salaries by Lesley Evans, seconded by Debra Faulkner. All approved.

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

Respectfully submitted by
Carol English

**Director's Report
September 2015**

Educational

- The 2015 Fall Term Class Catalog has been delivered to Tipp City/Monroe and Bethel Township residents. Classes have begun and will run through December.
- A variety of programs/activities are being offered: American Girl Doll Crafts; Ballet, Dough Ornaments, Drum Circle, Circle of Giving, Coloring Party, Dog Obedience, Elder Law, Fall Composting and so much more.
- Work has begun on the 2016 Winter/Spring Term Program/Class Catalog. If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org
- Great Job Katie

Recreational

- 2015 Run for the Mums: Premier Sponsors: Meijer, Regal Beloit, Arenstein & Andersen and Abbott. Date: September 26, 2015: Report to the Roundhouse at 6 am.
- NFL Flag Football registration has ended. Games will begin October 4 and run through November 1. Next step will be to find coaches, form teams, develop a schedule, send information to the referees, order uniforms, get the fields painted and start the league.
- 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:

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
Plein Aire Paint Out

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
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 2nd 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:

- Gingerbread House Contest: Sunday, December 6th
- Membership Drive

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.
- 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
- 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

- Finished up the Lunch on Us program, the food left was taken back to Needy Basket, lunch trays were returned to Tipp Middle School supplies were brought back to TMCS and they are all put away for next year. Thank you notes have been sent to all who made donations. Personal thank you notes were also sent to our large donors. School supplies were given out and we have not had any further requests since the first week after school started. All school supplies are put away until next year.
- The Halloween Parade and Party is being planned. Letters were sent out to invite businesses who helped last year to see if they want to join in on the fun again this year?
- Starting to prepare for a new fiscal year. Getting ready for end of year process.
- Coats for the annual coat distribution in November have been coming in. A press release was sent out. A notice will be sent to the schools next month.
- Had lunch with Matt Buehrer. He informed us of the great programs that Thrivent has going and was interested to see how he can partner with us and help us out. We gave him lots of great ideas. He is going to try to get action teams for the Halloween Party, Coat Drive, Gift Giving Program, Visit with Santa and 2016 Playgrounds. I feel very lucky to have him working to help TMCS programs.
- Starting to plan the Visit with Santa event. Looking for games for the kids to play while waiting to see Santa. Sue and I will be working on this together.

Katie Sonnanstine

Most of the last four weeks have been taken up preparing for fall activities and classes.

- Completed 2015 Fall Brochure
- Ordered brochures from Oregon Printing and scheduled mailing
- Monitored progress

- Prepared necessary items for registration
- Ticklers
- Typed Classes in computer for registration
- Registration Check list

- Sent information to Matt for website update
- Selected sliding pictures and wording for front page of website
- Front page schedule/popular classes, etc.
- Sent supply list, vaccination information, etc. to Matt to include with class descriptions

- Interviews and hired new Building Supervisors

- Held orientation and school tour
- Scheduled building supervisors
- September Constant Contact
- Press Releases – new classes, coat collection
- Info for Quick News – ACT
- Sent ACT Test Prep information to surrounding schools
- Flyers to school - September News & Spanish class registration
- Delivered Champion Force flyers – Cheer & Self Defense
- Constant Contact about Basketball & NFL Flag Football Registration
- Facebook – changed picture, added an event (flag football), put Circle of Giving classes on “Give
- Where you Live” Facebook page
- Prepared contracts for instructors, sent out tax forms and background check instructions, W-9
- Ordered Visit with Santa crafts
- Halloween – contacted band, school, church, police, Octagon & Optimists
- Attended 6x6 reception – as a guest, it was a great event.
- Prepared contracts for school usage for Gary Pfister

Meetings

*CMW – September 3

*Select BB Coaches – Aug. 25

Downtown Tipp City Partnership - Aug. 18

DTCP Design Committee – Aug. 26

Building Supervisors Orientation– Sept. 2

Program Committee – Sept. 9

PIE – Sept. 10

Dr. Kumpf – Sept. 10

*Evening Meeting

Sue Roberts

- 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 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 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

Saturday, August 22 nd	6 x 6*
Monday, August 24 th	City Meeting – Run*
Tuesday, August 25 th	Nolan, Giere Staff Meeting
Thursday, August 27 th	TCUM Bill House, Trustee
Monday, August 31 st	Tri-Agency*
Tuesday, September 1 st	Staff Meeting Lunch with Matt Buehrer – Thrivent
Wednesday, September 2 nd	City Manager Building Supervisor Meeting
Friday, September 4 th	Personnel Manual & Evaluations
Tuesday, September 8 th	Personnel Manual
Wednesday, September 9 th	Program Committee Denise Gross – Design Mum Festival*
Thursday, September 10 th	Community Action Council Dr. Kumpf – Superintendent Bryan Blake – Treasurer*
Sunday, September 13 th	Mum Painting – Street* Community Days*
Monday, September 14 th	Personnel Manual Park Board*
Tuesday, September 15 th	Unity Bank – Bryan Blake Meijer – Stuffing Bags
Wednesday, September 16 th	Soroptimist – Speech on TMCS*
Thursday, September 17 th	TMCS Board of Trustees*
Tuesday, September 22 nd	Staff Meeting
Wednesday, September 23 rd	Packet Pick-up Run*
Thursday, September 24 th	Packet Pick-up Run* Duke Foundation Luncheon
Saturday, September 26 th	Run for the Mums*
Sunday, September 27 th	Jr. Run*