



Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
January 21, 2016

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

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

Staff: Kathy Taylor
Carol English

Guests: Renee Johnson (Lunch On Us)
Martin English, Township

The meeting was called to order at 6:50pm by Lesley Evans, Vice-President. Introductions were done.

Lesley Evans asked if there were any changes to the agenda. A motion was made by Joanna Pittenger to accept the agenda as presented, seconded by Deb Faulkner. All Approved.

Deb Jackson arrived at 6:52pm.

Secretary's Report

A motion was made by Carol Noffsinger, seconded by Joanna Pittenger to change the minutes to reflect under Corporate the name of Deb Faulkner not Deb Strauss.

A motion was made to accept the November Minutes as amended by Joanna Pittenger, seconded by Deb Faulkner. All approved.

Treasurers Report

Kathy Taylor reviewed the November Profit and Loss – Internal Program Fees - informed the Board that in November the select basketball money came in. The Veterans Memorial lawn maintenance fees were paid to Evergreen. Contract Services is over, due to the website. Program supplies are up due to flag football. Overall we are in pretty good shape.

Lesley Evans made a motion to approve the November Financial Report, seconded by Deborah Faulkner. All Approved.

December Financial Report showed revenues are up thanks to a \$4100 donation from the VFW. Camp Kern is reflected in contract services. The Arts council fee for the 501c3 was \$700. Select Basketball uniforms were purchased. Refunds were sent for 7th & 8th grade basketball for girls. Carol Noffsinger made a motion to approve the December Financial Report, seconded by Bill House. All Approved.

Advisory Committee Announcements

Township: Martin English requested that we let the Township know ASAP about the intentions for the levy.

Optimists: Chili cook-off and auction is being planned for March 5th.

Tipp City Schools: No Report.

City: No Report.

Board Committee Reports:

Arts Council: Bryan Blake- Kathy Taylor reported they are moving out and away from TMCS. They have applied for the 501c3. It is now time to meet and decide expectations. Plan to be on their own by April 1st, 2016. Will be at the March meeting to talk with the Board.

Corporate: Debora Faulkner - No Report.

Finance: Bryan Blake - No Report.

Membership: Steve Van Horn – Met with Membership. Asked for new list and letter.

Public Relations: Amy Blake

Personnel: Joanna Pittenger - No Report.

Programs: Lesley Evans - No Report.

Social Services: Carol Noffsinger – Carol English informed the Board about the Purse Auction

Directors Report:

Camp Kern and NFL Flag Football registrations are going well. Basketball Registration is done. Basketball started and has 39 teams. Camp Kern is Feb. 12 & 13. Annual Dinner is our next meeting. See Director's Report.

President's Comments: No real comments.

New & Old Business

OANA- No update.

7:15 pm Lesley Evans made a motion to adjourn the meeting, seconded by Deb Faulkner. All Approved.

Respectfully submitted
Carol English

Director's Report
December 2015/January 2016

Educational

- The 2016 Winter/Spring Catalog will be sent out the last week of January. Registration will begin the January 26th and runs through May. New and exciting programs to be held during the Winter/Spring Term: Cinco De Mayo, Cooking with Art, Couch to 5K, Gardening, Heroin Awareness, How to have a Great Garage, etc.
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- Letters to Santa: 8 were sent
- Visit with Santa: 172 children enjoyed games, crafts, refreshments and a visit with Santa.
- We are currently taking registration for the 2016 Spring NFL Flag Football (K-8th grade). Games began in April and will run through the end of May.
- 3rd-12th grade Youth Basketball: 3rd-4th grade Girls: 3 teams; 3rd-4th grade Boys: 6 teams; 5th & 6th grade Girls: 2 teams; 5th & 6th grade Boys: 6 teams; 7th & 8th grade Boys: 8 teams; 9th-12th grade Boys: 4 teams; Select Teams: 10: 39 teams. Organized the draft, found coaches, developed team rosters, practice and game schedules. Sent all game schedules to referees and coaches. Hired a new photographer for this year.
- Camp Kern- set for February 12 & 13 - packets delivered to the school - buses scheduled - receiving registrations – setting up a committee with Kathy Catrone. Collecting supplies for the trip – boots, coats, gloves, scarves, hats, lip balm, etc. Chaperones are starting to register.

Upcoming Events

January	Registration for NFL Flag Football
January 9 & 10	3 rd -6 th grade girls and 9 th -12 th grade boys B-Ball – games begin
January 16 & 17	3 rd -8 th grade Boy's Basketball– games begin
January 11	Registration for 2016 Winter/Spring Term Begins
January 30	Deadline for Camp Kern
February	
February 18	Annual Dinner Fine Arts
March	
March 19	It's in the Bag

Tipp City Arts Council:

- Currently working on Membership Drive, Art in the Park, Children's Art Adventure, Fine Art Show, etc.
- Sent monthly financials to the TCAAC Treasurer

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
- In the process of making a TMCS Operational Manual.
- Worked with Manning and Associates on our 2014-2015 Review
- Working on United Way Report – Due January 25.
- Sending a request to Tipp Foundation for the Power Point Projector

Social Services

- Community Relief: 21 families, Rent – Total People living in Households:50
- Eyeglass Program: 1 person
- Diapers & Formula: 2 families
- Good Samaritan: 3 gas cards and lodging
- Thanksgiving Dinner - 8

Gift Giving

- 26 families – 62 children. The generosity of this community is unbelievable.

Staff Reports

Carol English

- Interviewed 27 families for the Gift Giving Program that were in need of assistance with Christmas gifts. Had 25 generous sponsors for the families who needed assistance and the other two were placed on the Gift Giving Tree at Visit with Santa. After receiving all of the gifts I went shopping for clothing items for the children. All of the children got a hat, gloves, scarf and a coat if they needed one. All gifts were picked up or delivered. Many thanks from all of the recipients from our program.
- During the interviewing of the above families, I kept a list of those clients that expressed a difficult time buying food. When Pastor Boggs brought 10 Thanksgiving meals with vouchers for Foodtown, I was elated. All of the meals were distributed and that gesture of kindness from the First Baptist Church made many thankful for a meal they didn't know how they would have the money for.
- Helped plan the Visit with Santa. Gathered supplies needed and helped set up, work and tear down the event. This year we encouraged families that came to bring a can of

food or a toy to donate to needy basket. Barrels were brought in and we collected items for them.

- Made lots of cookies and put together approximately 16 plates, wrapped them up and made them look pretty. Sue delivered them to area businesses and agencies that support us throughout the year. The city and its many departments all receive a plate from us. This is a happy project and they all LOVE to see us coming. The Park Department always brings theirs back to be sure we deliver again next year.
- Designing the Purse Auction invitation and ticket. Will be talking with Characters about the printing. Started getting ready and preparing the decorations and purses for the Auction. Confirmed with Mr. G that he will be our auctioneer again this year. Caterer, location and our auctioneer Mr. G. are confirmed for March 19, 2016.
- Looking ahead for the Lunch On Us program. Confirmed with last year's staff that they were all interested in coming back to work this year. Jackie is having surgery and it will depend on her recovery. Everyone else is on board. Ahler's Catering sent a thank you note for the cookie tray that we took them. In the thank you note they sent us, they pledged their support for the 2016 LOU program. Again this year, they will be purchasing meat for us and providing storage and a freezer for us at their facility. Their donation was over \$1700.00 in meat, fruit and snacks.
- Ordered checks and deposit slips.
- My daily activity, writing checks, paying taxes, making deposits and general duties along with planning the Purse Auction.

Katie Sonnanstine

- Monitor e-mail & website for class registrations
- Enter registration information into rosters, acknowledge receipt, sent forms & any additional information about the class.
- Update website with full & cancelled classes
- Work with Matt on additional forms, changes and information
- Scheduled building supervisors
- Marketing
- December Constant Contact
- Press Releases
- Flyers to school

Visit with Santa

- Purchased craft supplies, gathered supplies for day of event and arranged for delivery. Recruited volunteers.
- Helped set up on Friday night and attended the event on Saturday.

Completed 2016 Winter/Spring brochure

- Sent to graphic artist for layout, checked & corrected drafts, selected pictures for inside and for front cover.
- Arranged for mailing with Oregon

- Secured locations for classes and prepared paperwork for Library and for Township

After Hour Meetings

- *Attended Chamber Gala - Dec. 2
- *Set up for Visit with Santa – Dec. 4
- *Worked at Visit with Santa event – Dec.

Mid December 2015 –mid January 2016

- Registration Preparation
- Ticklers
- Classes in Computer
- Class Checklist

Marketing

- January/February flyer to schools (to be delivered week of Jan 11)
- January/February Constant Contact (to be completed week of Jan. 11)
- Press Releases

January 7

- Upcoming registration and Classes
- Info on Purse Auction and request for purses
- ACT Test Prep Flyer to Tipp Schools and surrounding school districts
- Press Release about Purse Auction to Unity for February Newsletter
- Press Release to Newspapers for Camp Kern

January 11

- Dog Obedience Press Release
- Quick news to Tipp School re: upcoming youth classes

Getting ready to go out for surgery

- Typed all press releases & Quick News through end of February
- Mailed W9 and tax papers to all instructors for the semester
- Typed all contracts for instructors through end of February
- Typed up instructions for jobs to be done while I am out (ie building papers, access Select BB Calendar)
- Typed and copied Safety City Papers for Kindergarten Roundup (Feb. 17 & 18) and delivered to Nevin Coppock for packets.
- Scheduled Building supervisors for Jan 18 – Jan. 31
- Updated School schedules through end of February

Sue Roberts

- November and December were a very busy time.

- There was basketball for grades 3-12 to set up with coaches packets that include roster, rules, concussion papers, practice schedules, game schedules and coaches meetings. Inputting all the data for all the teams and honoring any special requests is a time consuming project by itself.
- A Visit with Santa was held December. I ordered and picked up the refreshments. I arranged all the games and prizes for them. I set up the background for Santa and spent some time figuring out how to do that. It was a successful event that served the children of this community.
- The gift giving program kept me busy for several days. Organizing and checking what was donated to get an accurate inventory while making sure the families got what they needed took a lot of time. The people of this town are very charitable especially at Christmas. I tried to keep an accurate inventory of what was donated.
- I made cookies at home for the plates of cookies that I took around town to the schools and city workers. We all made cookies so the plates were very nice and tasty.
- I ran copies of papers that needed to go to the school.
- I started excel sheets for Camp Kern and Safety City so they can be easily input when they start coming in.
- I wrote thank you notes for all the gifts given to our office throughout the holiday season. I also wrote all the thank you notes to end our year of donations.

Monthly Meetings attended by Director:

Monday, November 30	Morgan English – Computers Tri-Agency Meeting*
Tuesday, December 1	Staff Meeting Advisory Committee *
Wednesday, December 2	Chamber of Commerce*
Friday, December 4	Visit with Santa – Setup* Community Band Concert*
Saturday, December 5	Visit with Santa*
Monday, December 7	Morgan English – Computers City Meeting*
Tuesday, December 8	Staff Meeting
Thursday, December 10	Community Action Council
Saturday, December 12	7 th -12 th grade Player Draft*
Tuesday, December 15	Staff Meeting
Wednesday, December 16	Coaches Meeting*
Saturday, December 19	Coaches Certification*
Tuesday, January 5	Staff Meeting
Wednesday, January 6	Woodhull – Copier ProSource – Copier
Thursday, January 7	Steve Van Horn - Membership TCAAC & TMCS
Sunday, January 10	High School Basketball *
Monday, January 9	Park Board Meeting*

Tuesday, January 12	Staff Meeting
	Pro-Source
Wednesday, January 13	Mum Festival*
Monday, January 18	CLOSED
Tuesday, January 19	Staff Meeting
Wednesday, January 20	Soroptimist*
Thursday, January 21	TMCS Board of Trustees Meeting*

*Denotes evening hours