



**Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
March 17, 2016**

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

Trustees: Deb Faulkner
Bill House
Amy Blake
Carol Noffsinger
Steve Van Horn - Absent

Staff: Kathy Taylor
Sue Roberts

Advisory Members: Dr. Martin English

The meeting was called to order at 6:30 pm by Bryan Blake, Treasurer.

Secretary's Report

Joanne Pittenger made a motion to accept the January 21, 2016 Minutes as presented, seconded by Carol Noffsinger. The motion passed.

Treasurer's Report

Kathy Taylor went through the Profit and Loss Treasurer's Report from January 2016. The highlights were internal program fees, were higher due to Camp Kern and Select Basketball. Contributions: We received \$1,000.00 from Bud Polley which was intended for the gift giving program but since it was late, we were told that it did not have to go for that program. Quarterly we received \$2,500.00 from St. John's Catholic Church for our Community Relief Program. The utilities is our part of the dumpster that we share with Coldwater Café. Amy Blake made a motion to accept the January Financial Statement as presented, seconded by Joanna Pittenger. Motion passed.

February's Profit and Loss highlights were discussed. The Advisory letters were sent and the monies are slowly coming in. Program Expenses included the Arts Council and Destination Imagination. Program Supplies included \$2,400.00 for the Arts Council. The Administrative

Expenses- Office Supplies overage was due to buying a lot of paper. It was a great deal so we stocked up on paper.

Amy Blake made a motion to accept the February Financial statement as presented, seconded by Deb Faulkner. The motion passed.

Advisory Member Updates:

Monroe Township: Dr. Martin English stated the Fire Equipment has gotten a workout in the last couple of weeks (two fires in twp.). The Township plans on combining the Fire and EMS levies for the November 2016 ballot. Kathy Taylor stated that they will come to the April Trustees Meeting to discuss TMCS and the decision behind the levy.

Board Committee Reports:

Arts Council: No Report

Corporate: No Report

Finances: No Report

Membership: Letters have been sent and we are starting to receive donations.

Public Relations: No Report

Program: The committee met on Wednesday, March 16th and discussed the Fall Term Numbers, classes for the summer term and the new Tennis League for 6th, 7th and 8th boys and girls.

Personnel: Joanna Pittenger reported that we will be wrapping up the review on the Personnel Manual

Social Services: No Report

Director's Report: In addition The Purse Auction is this weekend. They would like to see Art Chin do a class on the proper way to clean and prepare fish that are caught in this area. Cinco de Mayo is filling up.

New/Old Business

No updates from OANO, Kathy will call and check on seminars.

The Art's Council formed in 2009 and are strong enough to go out on their own. They should be separate from us by April 1, 2016 and will be taking their funds of \$32,000.00. Memorandum of understanding will be done case by case.

There was a motion to accept the Arts Councils and TMCS Memorandum of Understanding by Deb Faulkner and seconded by Joanne Pittenger. Bill House abstained, due to his involvement with the Tipp City Area Arts Council. Motion passed.

Kathy Taylor explained the difference between the .4 or .5 millage. It has been 24 years since we have had an increase. Kathy Taylor stated that it is impossible to continue on the old levy, we have too many items that need to be replaced, fixed and purchased. Amy Blake made a motion to put a .5 mil replacement levy on the November 8, 2016 ballot, seconded by Joanna Pittenger. The motion passed. A letter will be prepared and sent to the Monroe Township

Trustees asking them to place a .5 mil replacement levy on the November 2016 ballot. Deb Jackson and Kathy Taylor will attend their meeting in April.

Tax Levy Committee: Joanne Pittenger, Chair; Bill House, Treasurer; Stan Evans, Fundraising.

Kathy Taylor reported that the city is planning on replacing the windows; putting a new roof on the building and putting in public restrooms. Kathy Taylor will discuss the schedule and plans with the city.

Motion to adjourn at 7:26pm by Deb Faulkner and seconded by Carol Noffsinger. Motion Passed.

Respectfully submitted by
Sue Roberts

Director's Report

Educational

- The 2016 Winter/Spring Catalog was sent out the last week of January. Registration began 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.
- The Cooking with Art Classes are a hit – The February class had 24 students.
- Another popular program: Couch to 5K – 22 runners
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- We are currently taking registrations 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. The program runs November through March.
- If the School Levy passes this March, the Broadway School will be torn down the Summer of 2016. This will result in us not having the Broadway Gym for two years. We have been researching the use of other gyms in our community. Contacted: Avenue – not available; Schroeder – not available, United Methodist Church – not available; Contacted TC Schools – Gary Pfister, will work on getting us space; Tipp City Nazarene Church – met with Pastor Ron and Brian concerning the use of their facility (promising). Will contact the YMCA, Community Bible.
- On February 12 & 13 - 35 chaperones and 107 children took part in a two day stay at Camp Kern. Biggest issue – cold temperatures. Big thank you to TMCS Rep - Carli Amlin Dean, Nurse - Julie DeCamp, Officer Rittenhouse, Tipp City Schools, Chaperones and the TMCS Staff (Special thanks to Sue Roberts).
- Made phone calls for Purse Auction - Donations

Upcoming Events

March

March 19 It's in the Bag

May

May 7

Community Wide Garage Sale

Tipp City Arts Council:

- Currently working on Art in the Park, Children's Art Adventure, Canal Music Fest, 6 x 6 etc.
- Gave monthly financials to the TCAAC Treasurer
- Working with the TMCS Attorney – rewriting contract between TMCS and TCAAC
- Getting current contracts changed from TMCS to the TCAAC: Contracts to change – 2016 Canal Music Fest, 2017 Canal Music Fest and storage unit rental agreement.

General Information

- The TMCS Annual Dinner was held on Thursday, February 18th – 45 in attendance. A big thank you to Deb Faulkner, Deb Jackson and Joanna Pittenger.
- Working with the TMCS Committees on a variety of projects.
- In the process of putting together a TMCS Operational Manual.
- Pulled out the old business plan - updating statistic's
- Reviewing the educational resource packets from OANO
- Worked with Manning and Associates on our 2014-2015 Review
- Sent a request to Tipp Foundation for the Power Point Projector
- Getting bids on leasing a new copier – Expires June 2016
- Performed the duties of the Program Coordinator for the last four weeks (January 18-February 19)
- Performed the duties of the Bookkeeper for one week.

Social Services

- Community Relief: 13 families,
- Eyeglass Program: 1 person
- Good Samaritan: 6 lodging
- Purchased a coat for a gentleman in Tipp City
- Purchased shoes for a Kindergarten – shoes too small – called by the School Counselor

Staff Reports

Carol English

- 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

Out on Medical Leave January 18- February 22, 2016

Marketing

March flyer for schools

March Constant Contact

Last call for purses (Constant Contact)

Delivered flyers to pre-schools

Press Release

Purse Auction; NFL Flag Football; Dog Obedience; Annual Dinner (picture of Ahler's); Gardening

Purse Auction

Called for donations (* received donation)

*POSH; *Merchant 31; *Pampered Paws; *Broadway Hair Studio; Total Image; *Harrison's; *3 G Tactical; *Greenfire Bistro; *Place on Main; *Pretty Nails; *Great Clips; *Superwash; *Coldwater *TCAAC; *Cairns Toys; *Browse a while; *Hapinstance; Christy's; Ground for Pleasure

Administrative

Scheduled Building Supervisors

Updated website with closed, full classes

Contracts and rosters for instructors

Spring Break Camp

Planned activities & crafts

Hired staff

Summer Brochure

Started planning for summer camps

Sent letters to all prior instructors

Sue Roberts

- The duties I performed this time were a bit different than usual. Since Katie was out, I input classes into the computer that normally she does. I kept track of all information for Camp Kern, the Annual dinner, Safety City, NFL Flag Football and class registrations.
- I created a gift certificate that we can use when we are asked for a donation by groups in the community such as PIE or Optimists.
- I ordered and separated for distribution the medals that we give to basketball players.

- I folded napkins and wrapped all the mugs that were given away at the annual dinner. I returned all the dirty linen that was rented for the annual dinner. I made the certificates of appreciation that were handed out at the annual dinner.
- For Camp Kern, I determined the sizes and number of T-shirts and hoodies that were needed. I shopped for first aid kits, gluten free snacks, medical supplies, hand warmers, candy, toothpaste and other sundries needed. I made backpacks for each cabin chaperone that had their roster, necessary medical info, tissues, flashlights, name tags and first aid kit. I made an entire roster and master control book for Carli Dean since she was our representative. I made lists and copies for the nurse so she would have all necessary medical info for all campers.
- I delivered rosters to people who were teaching evening classes and bought snacks we were to provide.
- I picked up donations for the Purse Auction. I have also donated 14 hours of time to help with the purse auction by making and gluing owls. I have entered so much into In Kind Donations with the Camp Kern and the Purse Auction because the people in our community are very generous.
- I ordered a 3XLTall jacket for a man in town that needed one and gave that to him. I bought tennis shoes for a kindergartener at Nevin Coppock that the guidance counselor called and said were needed.
- I continued to go to the mail box and do my regular obligations.

Monthly Meetings attended by Director:

Monday, January 25	Unity National – Mary Clevenger
Tuesday, January 26	Staff Meeting
Saturday, January 30	Basketball*
Sunday, January 31	Basketball*
Monday, February 1	Abbott
Tuesday, February 2	Staff Meeting
Wednesday, February 3	Children’s Art Adventure
Thursday, February 4	Denise Gross – Public Relations
Saturday, February 6	Basketball*
Sunday, February 7	Basketball*
Tuesday, February 9	Staff Meeting
Wednesday, February 10	Loudy – Copier Mum Festival*
Friday, February 12	Camp Kern
Saturday, February 13	Camp Kern* Basketball*
Sunday, February 14	Basketball*
Tuesday, February 16	Staff Meeting
Wednesday, February 17	Soroptimist*
Thursday, February 18	Annual Dinner*
Saturday, February 20	Basketball*
Sunday, February 21	Basketball*
Monday, February 29	Tri-Agency*
Tuesday, March 1	Senior Day Staff Meeting

	Woodhull
	Andrew Stewart
Wednesday, March 2	Arts Council
Tuesday, March 8	Staff Meeting
	Andrew Stewart
Wednesday, March 9	County Auditor's office
	Board of Elections
	Mum Festival*
Thursday, March 10	Community Action Council
	Met with Bud Schroeder – Tennis Middle School
Monday, March 14	Park Board*
Tuesday, March 15	Staff Meeting
Wednesday, March 16	City Meeting*
	Program Committee
Thursday, March 17	Board of Trustees*
Saturday, March 19	Purse Auction*

*Denotes evening hours