



**Tipp Monroe Community Services, Inc.  
Board of Trustees Meeting Minutes  
August 18, 2016**

**Officers:** Debra Jackson, President- Late (arrived at 6:52pm)  
Lesley Evans, Vice President  
Bryan Blake, Treasurer-Late (arrived 6:33pm)  
Joanna Pittenger, Secretary

**Trustees:** Debra Jackson-Late  
Carol Noffsinger  
Bryan Blake  
Lesley Evans  
Amy Blake  
Deborah Faulkner  
Joanna Pittenger  
Steve Van Horn-Late (arrived 6:34pm)  
Bill House

**Staff:** Kathy Taylor  
Carol English

**Guests:** Renee Johnson (Lunch On Us)  
Martin English-Township-Late (arrived 6:33pm)

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

Lesley Evans asked if there were any changes to the agenda. Kathy Taylor asked that discussion about changing the meeting time be added to the agenda. A motion was made by Joanna Pittenger to add the item requested, seconded by Bill House. All Approved.

**Secretary's Report**

A motion was made to accept the July 2016 Secretary's report by Joanna Pittenger, seconded by Carol Noffsinger. All approved.

**Treasurers Report**

Kathy Taylor informed the Board that on Profit and Loss you will notice a contribution of \$5000. That was a donation for the Community Band to buy chairs. Contract Services is up due to paying the instructors. Postage and printing reflect a sports ad that was purchased. Administrative Expense is up due to the copier lease. Dues & Subscriptions shows OANA seminar. The Accountant had not billed us for the year and sent us a bill for \$7700.00.

Bill House made a motion to approve the July 2016 Treasurers Report, seconded by Bryan Blake. All Approved.

**Advisory Committee Announcements**

**Township:** Martin English had nothing to share.

**Optimists:** Debra Jackson-Not at meeting yet.

**Tipp City Schools:** Frank Maus: No Report.

**City of Tipp City:** John Kessler: No Report.

**Tipp City Area Arts Council:** Bryan Blake had nothing to report. Kathy reported that she had visited the TCAAC meeting and reviewed the rules for using our building and supplies. Kathy Taylor also discussed with them about TMCS selling tickets and becoming an Advisory Member.

### **Board Committee Reports:**

**Corporate:** Deborah Faulkner- No Report

**Finance:** Bryan Blake-No Report

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

**Public Relations:** Amy Blake- School Student Representative, has 1 application

**Personnel:** Joanna Pittenger- No Report

**Programs:** Lesley Evans- No Report

**Social Services:** Carol Noffsinger-Discussed the Backpack Program and how it is currently being done. Steve Van Horn wants a proposal for the next meeting.

### **Directors Report:**

The registration forms are all being sent through email. NFL Flag Football registrations are coming in. The Run for the Mums is coming along great. Pre –Packet pick up for Run for the Mums will be September 21<sup>st</sup> & 22<sup>nd</sup>. We will be getting our new windows put in next week. The bathroom for the public will begin construction in October. TMCS Data Defender & LOU Van insurance was updated by Stan Evans. Background checks have been set up.

**President's Comments:** Debra Jackson thanked Steve Van Horn and Lesley Evans for their service to TMCS. Thanks were given to Carol English and Renee Johnson for their work on the Lunch On Us program.

### **New & Old Business**

Kathy Taylor informed the Board that the OANA Committee met and worked for 2 hours assigning areas that need work among committee members. They have requested educational packets for each area. Deb Jackson reminded everyone she would like for them to participate in the Mum Festival parade by riding in a golf cart supporting TMCS.

Joanna Pittenger shared the schedule for preparing the dinner September 7<sup>th</sup>. She will need a lot of help.

A collection for the Starting of the Levy Fund was taken. \$105 was collected and given to Bill House.

### **Board Elections**

There were 3 applicants for the Board. The applicants are Kim Wilson, Mackenzie English and Bill House, each will serve a three year term. Discussion was had and a motion was made by Joanna Pittenger to accept of slate of trustees as presented, seconded by Lesley Evans. All Approved. The Outgoing members are Leslie Evans and Steve Van Horn.

A motion was made by Steve Van Horn to accept the presented Slate of Officers, seconded by Lesley Evans. All Approved. After voting for the slate, it was decided to vote by individual office.

A vote was taken by the Board for each officer's position.

Debra Jackson, President-All Approved

Debra Jackson abstained.

Bill House, Vice President-All Approved

Bill House abstained.

Bryan Blake, Treasurer-All Approved

Bryan Blake abstained.

Joanna Pittenger, Secretary-All Approved

Joanna Pittenger abstained.

Deb Jackson asked if the meeting time could be changed to accommodate her work schedule. After a brief discussion, it was decided to keep the meeting at the 6:30 pm time frame.

Bob the new K9 dog is coming to Tipp City this fall FYI.  
Martin English left at 7:40pm

Budget presented. Bill House asked about income, contribution unrestricted. Kathy Taylor said she will be asking for grants to fulfill that line. Motion was made by Bryan Blake to accept the 2016-2017 TMCS Budget as presented, seconded by Joanna Pittenger. All Approved

7:45pm Lesley Evans made a motion to adjourn the meeting, seconded by Bryan Blake. All Approved.

Respectfully submitted by

Carol English

**Staff Report  
August 2016**

**Educational**

- The 2016 Summer Catalog was sent out the second week of May. Registration began May 16<sup>th</sup> and runs through August. New and exciting programs to be held during the Summer Term: Dad & Daughter Hair Care, Fraud Protection (Including skimming), Herb Gardening, Heroin Awareness, Reducing Sodium, Running a 5K, Tree Pruning, Basketball Mini Clinic and Children's Drawing. Popular Classes: Mini Basketball Camp – 50, Writing: 7, Drawing: 10
- The 2016 Fall Brochure is currently at the printers. If you have any program ideas or suggestions for the 2017 Winter/Spring Term, please send your information directly to Katie Sonnanstine. [ksonnanstine@tmcomservices.org](mailto:ksonnanstine@tmcomservices.org)

**Recreational**

- 2016 Vacation at the Park: The program runs for 6 weeks, each week has a different theme; Weekly Themes: Jedi Boot Camp(31), Dinosaur Alley(20); Minion Mania(27); Splash it Up(26); Critter Cruise-In (22) and TMCA Olympics(17). First week started June 20 and the program runs through August 5. Thrivent will be providing 6 Action Teams (\$250 per team) for our summer playgrounds. Each Friday of the playgrounds, Thrivent has provided pizza for all of the participants and their parents. Thank you Thrivent. PLAYGROUNDS ARE DONE! Attendance: 149 children
- The 2016 Fall NFL Flag Football (K-8<sup>th</sup> grade) registration begins August 15 and ends September 12. The season begins October 2 and will run for six weeks. Registered with the league.
- 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball registration will begin August 15-October 21 for 3<sup>rd</sup>-6<sup>th</sup> grade and August 15-November 18 for 7<sup>th</sup>-12<sup>th</sup> grade. Preparing for new season: Reviewed and update the rules and guidelines for each age group.
- 2016 38<sup>th</sup> Annual Run for the Mums: Saturday, September 24<sup>th</sup>, 8 am at the Tipp City Park. Premier Sponsors: MEIJER, Regal Beloit, Arenstein & Andersen, Abbott, Tipp City Mum Festival; Gold Sponsors: Steven Ritzi, DDS, Gibson Law Offices, Steven Pierson, DDS, Upper Valley Cardiologists; Silver Sponsors: Evans Title and Peak Personal Fitness. Currently at \$8000.00  
Meijer will be providing the runner bags, food and water. Work has begun – The Meijer Crew will bring the runner bags, food and water to the park on Saturday, the Varsity Cheerleaders will be along the course to cheer on the runners, Cub Scouts will man water station, Abbott will provide volunteers, have a few road guards already and of course the TMCS Board of Trustees will be there that morning to help with the setup and tear down.  
T-Shirt design is done and the mugs this year will be white and black. The mums for First place runners, have been ordered, along with the mum crowns.  
Stuffing the runner bags will take place on Tuesday, September 20, 1 pm at the Meijers Distribution Center. If you are available, please let me know.

The pre-packet pickup is set for Wednesday, September 21 and Thursday, September 22, 8:30 am – 7:30 pm at the TMCS Building.

Need to go out and pick up a few door prizes and supplies. Looking good.

- Camp Kern: Set for February 17 & 18, TMCS Rep. Adam Blake and/or Mike McDermott. The Parent Volunteer, Virginia McDermott will help get chaperones, donations and supplies.  
Currently looking for a Nurse.

### **Upcoming Events**

August

August 6 Children's Art Adventure

August 15 Registration begins for 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball and NFL Flag Football

August 19 School Supplies

September

September Fall Registration Begins

September 7 TCUMC Dinner

September 10 Tipp Top Secrets

September 21 & 22 Run for the Mums Packet Pickup

September 24 Run for the Mums  
Parade – TMCS in Parade

September 28 TCUMC Dinner

### **Tipp City Arts Council: Update**

- Currently working on 6 x 6 etc.
- TMCS and the TCAAC worked together to offer the Art Camp, Writing Class and Digital Photography Program.

### **General Information**

- Working with the TMCS Committees on a variety of projects. Personnel: Manual; Program: Policies; Corporate: By-Laws & Board Manual; PR: Updating Media Kit – Completed; Program: Update procedures for class selection.
- In the process of putting together a TMCS Operational Manual.
- Pulled out the old business plan - updating statistic's
- Working with our Attorney on the Personnel Manual.
- Protect Youth Sport – Background Check Company. We are set and ready to go.
- Windows have arrived – work should begin the week of August 22.
- On Friday, July 8<sup>th</sup> I talked with Melissa Price, Director of the Tipp City Enrichment Program, about our two agencies working together to build a structure that would house both groups. Informed Melissa, that I would discuss it with the Board to see if they are interested.
- Attended the OANO Seminars – First step toward the accreditation of our agency.

- Met with Stan Evans and reviewed our current insurance policies. Policies have been updates: Increased Theft from \$2000 to \$10000; Increased General Liability from \$1 million to \$2 million and added Cyber or Data Defender – protects against hackers.

## **Social Services**

### **July**

- Community Relief: Assisted 6 families
- Diapers: 1 family
- Mobile Meals: 3
- Eyeglasses: 1 individual
- Lunch on Us: Free Lunch for all Tipp City/Monroe Township children will be served this summer at the following locations: Monday through Friday, 11:30 am-12:30 pm at the Tipp City United Methodist Church. Drop-off sites: Meadow Drive, Tweed Woods, Bellview Apartments and Elas Court. Approximately 30-40 Friday bags will be given out weekly. This year, Needy Basket has volunteered to put the Friday Bags together. Thrivent provided 13 Action Teams (\$250 per Team) to assist with the Lunch on Us Program. NEW: The Tipp City Schools will allow us to use a school van to deliver the meals and Friday bags. This is at no charge, but we must have a school employee drive the van. Lunch on Us began the week of June 6 and will end August 19. When the program began in 2010, the first day we served 6 meals, this year we served 131 meals. Way to go ladies.
- Christmas in July: Financial Support: Thrivent Action Team \$250.00; Masonic Lodge: \$500; 32 participants

## **Staff Reports**

### **Katie Sonnanstine**

#### **Marketing**

Press Releases for upcoming classes

Facebook- Weekly about camps

School supplies

#### **Website**

Update full and cancelled programs

Sent all corrections for website to Matt Black for Fall 2016 to be updated by Sept. 6 (sent before due date, I told Matt he could get an early start on this part of the website)

Selected sliding pictures and the classes to highlight

#### **Summer Programs**

Continue to purchase craft supplies

Assist with craft instructions, templates

See that camp counselors have put together each day's supplies, crafts examples

#### **Fall Brochure**

Met with Township regarding summer programs (July 13)

Made follow up calls & e-mailed instructors

Wrote descriptions and typed brochure content  
Checked availability of facilities  
Selected photos for brochure  
Contacted facilities for class locations  
Sent to Lexy for brochure set up - August 5 (before due date)

### **Administrative**

Schedule Camp Counselors, website class updates  
Contracts and rosters for instructors  
Keep camp rosters and medical releases accurate  
Regular camp visits for photos and to check on how things are running  
Attend on days that there are programs or visitors  
Assist on Thrivent Pizza Day  
Set up notebook for Art Camp with rosters and medical releases

### **Registration**

Enter registration into rosters, send requests for additional forms and thanks for registering

### **Meetings**

Attended DTCP – July 19, 2016  
Attended ribbon cutting for Bodega – August 4  
Program Committee – July 13, 2016  
Monroe Township Meeting for EPA Education in Fall Brochure – July 13, 2016  
\*Helped with Art Adventure at TMCS table – August 6, 2016

### **Special Notes**

Vacation at the Park is very well attended  
First week of Camp – Jedi Boot Camp 29 campers  
Second Week – Dinosaur Alley –  
Third Week – Minion Mania – 27  
Fourth Week – Splash it up – 27  
Fifth Week – Critter Cruise in – 26  
Sixth Week – TMCS Olympics – 18  
Receiving positive comments on surveys  
R.A.D. had 22 students

38 classes scheduled, 24 went (63%)

Running a 5K cancelled – too hot and only 2 of 7 people who signed up came

Wine & Cheese Tasting cancelled – Bodega not ready – rescheduled for Oct. 8

Dr. Wade – ACT Test prep teacher retired after 14 years, I was able to find a replacement with a contact from Greta Kumpf. TMCS and the high school will be working with Dave Dobos in the coming months.

\*After Hours

### Carol English

- The Lunch On Us program continues to grow. To date 8/7/16 we have served 5850 meals. The van usage has made this year run so much smoother and lessened the trips back to TCUMC to refill on meals. Thrivent has completed their 11 weeks of Action Teams and will host a pizza party on the last day along with buying \$250 worth of school supplies. Donations of school supplies are coming in. This year I will be able to give each middle school student a calculator that needs one, we had over 40 donated. The high school librarian requested some school supplies and since then I have spoken with the Middle School librarian and she is also interested. We will work together to make them available to those students who do not have one.
- This year I am going to meet with all of the counselors at the schools and inform them of all of the programs that TMCS has to offer. Staff changes every year and I want them to be informed so we can work together to make our community a better place. From Loan Instrument Program to Lunch On Us, we need their support and they need ours. The staff that knows about LOU is excited about the program. Many of our volunteers are teachers and their families.
- School supply packages for each grade have been premade and ready for distribution. TCEP children in need of supplies will have them delivered to TCEP, arrangements have been made and flyers passed out. TCEP did a one call to inform any parents in need to fill out and return the supply form. They have around 60 school age children. We have had requests from 8 families for supplies that have come into our TMCS office and asked.
- Volunteered at the Children's Art Adventure.
- Thinking ahead and planning for the Halloween Party and parade, Coat Drive, Visit with Santa and Gift Giving. Looking forward to growing our programs to better serve our community.

### Monthly Meetings attended by Director:

Tuesday, July 26	Staff Meeting
Thursday, July 28	City Manager
Monday, August 1	Back the Blue Event
Tuesday, August 2	Coalition for the Elderly Meijer Dairy Plant – Stephanie Miller
Friday, August 5	Playground Luncheon
Saturday, August 6	Children's Art Adventure*
Monday, August 8	OANO Committee Randall Residence
Tuesday, August 9	Staff Meeting Arts Council*
Wednesday, August 10	Mum Festival*
Thursday, August 11	Community Action Council
Tuesday, August 16	Staff Meeting CareSource
Wednesday, August 17	City Meeting – Run for the Mums* Nevin Coppock Principal: Katy Barker



Thursday, August 18

TMCS Board of Trustees\*  
High School Principal: Steve Verhoff

\*Denotes evening hours