



**Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
September 15, 2016**

Officers: Debra Jackson, President
Bill House, Vice President
Bryan Blake, Treasurer-Absent
Joanna Pittenger, Secretary

Trustees: Debra Jackson
Carol Noffsinger
Bryan Blake-Absent
Amy Blake
Deborah Faulkner
Joanna Pittenger
Bill House
Mackenzie English
Kim Wilson (arrived 6:45)

Staff: Kathy Taylor
Carol English

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

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

Debra Jackson asked if there were any changes to the agenda. Deb Jackson requested that at the end of the meeting, the TMCS Board of Trustees would go into Executive Session to discuss Personnel. A motion was made by Joanna Pittenger to amend the agendas requested, seconded by Bill House. All Approved.

Secretary's Report

Debra Jackson asked if there were any additions or corrections. Joanna Pittenger made a motion to accept the August 2016 Minutes as presented, seconded by Bill House. All approved. Mackenzie English abstained.

Treasurers Report

Kathy Taylor reviewed the August 2016 Profit and Loss Statement with the Board of Trustees. She explained that Profit and Loss will be changing due to last year verses this year income and expenses. The wages were close to hourly level. Expenses are up due to Christmas in July, gas cards for the Good Samaritan Fund and school supplies. Administrative Expenses reflect the accounting fees for Year End Review, 990 and quarterly taxes for the year. Other Supplies expense was for paper towels and toilet paper. Joanna Pittenger made a motion to approve the August 2016 Financial Statement as presented, seconded by Bill House. All Approved.

6:45pm Kim Wilson arrived.

Advisory Committee Announcements

Township: Martin English said the Board of Elections was notified the ballot is correct. Kathy proofread it. He suggested that the Township and TMCS could coordinate in passing out literature for the levy. Martin said people enjoyed touring the Township Building during the Secrets Walk.

Optimists: Debra Jackson-Junior Run for the Mums is Sunday of the Mum Festival.

Tip City Schools: Frank Maus: No Report.

City: John Kessler No Report.

Tip City Area Arts Council: Bryan Blake was absent. Kathy reported they held the 6X6 again and had 40 guests. They sold 65 pieces of art.

Board Committee Reports:

Corporate: Deborah Faulkner- No Report

Finance: Bryan Blake-No Report

Membership: Mackenzie English- No Report

Public Relations: Amy Blake- School Student Representative applications will be taken until October 1st. A press release was sent out. Selections will be made soon so the students can get involved.

Personnel: Joanna Pittenger- No Report

Programs: Bill House- New Brochures are out.

Social Services: Carol Noffsinger-Please donate your old coats for the Coat Drive on November 5th.

Directors Report:

NFL Flag Football registrations are done! They start on October 2nd and we have 10 teams. The Run for the Mums t-shirts are ready. We are taking registrations for Recreation Basketball. Thank you for helping with the dinner on Sept. 7th. Don't forget we are all riding in the parade.

President's Comments: Debra Jackson thanked everyone for their help with the dinner. The next dinner is September 28th.

Joanna Pittenger thanked everyone also for helping. Bill House said that the Levy fund has around \$750.

New & Old Business

Kathy Taylor informed the Board that the OANA Committee needs to meet and work on the standards of excellence.

Committee Assignments- *See Committee Assignment Sheet

COMMITTEES:

Cultural: Bryan Blake*, TMCS Rep. and Kathy Taylor**

Corporate: Debora Faulkner (C), Bill House*, Kim Wilson* and Kathy Taylor**.

Finance: Bryan Blake (C), Debra Jackson, Joanna Pittenger and Kathy Taylor**.

Personnel: Joanna Pittenger (C), Debora Faulkner, Debra Jackson and Kathy Taylor**.

Program: Bill House (C), Mackenzie English*, Kathy Catrone, Lexy Nesbitt, Katie Sonnanstine**, Renee Matsunami and Kathy Taylor**.

PR/Marketing: Amy Blake (C), Kim Wilson, Katie Sonnanstine** and Kathy Taylor**.

Membership: Mackenzie English (C), Carol Noffsinger, Joanna Pittenger* and Kathy Taylor**

Social Services: Carol Noffsinger (C), Amy Blake*, Carol English** and Kathy Taylor**.

(C)- Chair * TMCS Board Member ** TMCS Staff

Joanna Pittenger made a motion to have the Board go out of the regular meeting and into Executive Session, seconded by Carol Noffsinger. All Approved

Staff requested to come back into the meeting.

Debra Jackson informed Kathy of the raises that had been approved by the Board. Kathy Taylor reported she had put a 3% increase in the budget for the year. See attached sheet.

Mackenzie English made a motion to accept the wage increase retro to September 1st, seconded by Kim Wilson. Motion Passes. Personnel Committee members Joanna Pittenger, Debra Jackson and Deb Faulkner abstained.

7:42pm Deb Faulkner made a motion to adjourn the meeting, seconded by Bill House. All Approved.

Respectfully Submitted by
Carol English

STAFF REPORT – September 2016**Educational**

- The 2016 Fall Brochure has been sent to every household in Tipp City and Monroe Township. 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

Recreational

- The 2016 Fall NFL Flag Football (K-8th grade) registration begins August 15 and ends September 12. The season begins October 2 and will run for six weeks.
- 3rd-12th grade Youth Basketball registration begins August 15-October 21 for 3rd-6th grade and August 15-November 18 for 7th-12th grade. Preparing for new season: Reviewed and updated the rules and guidelines for each age group.
- 2016 38th Annual Run for the Mums: Saturday, September 24th, 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-Second-Third place runners, have been ordered, along with the mum crowns for the male/female overall winner.

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

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

- The 6 x 6 was held on Saturday, September 10, 2016
- TMCS and the TCAAC will work together to offer Gingerbread House and a Haiku Contest.

General Information

- Working with the TMCS Committees on a variety of projects. Personnel: Manual; Program: Policies; Corporate: By-Laws & Board Manual; 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.
- Have processed 12 Background checks.
- Windows have arrived – work is almost completed
- On Friday, July 8th 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.

Social Services

August

- Community Relief: 4 individuals/families
- Mobile Meals: 3 individuals
- Eyeglasses: 2 individuals
- 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. Yearend numbers will be announced at the meeting.

Staff Reports

Katie Sonnanstine

Marketing

Press Release about upcoming classes each week beginning Sept. 6
Facebook- Pokemon Event

NFL Flag Football & Run for the Mums
September Classes
Created marketing plan schedule
Constant Contact
NFL Flag Football & Run for the Mums
September Classes

Added contacts from Basketball, Flag football and summer registration

Website

Worked with Matt to get all information updated for fall classes and events

Fall Brochure

Met with Lexy for final proof of brochure
Placed print order with Oregon & arranged for mailing

Administrative

Typed up weekly TMCS schedule for schools
Prepared Contracts for Music Boosters, Mum Festival, Jr. Run, Run for the Mums – delivered and picked up from city manager.

Building Supervisors

Interviewed and hired 2016/2017 Building supervisors
Scheduled and held Orientation – September 12, 2016
Made contracts for supervisors, employee jackets, name tags, collected paperwork
Scheduled Building supervisors

Registration

Made ticklers for fall classes
Created Rosters for registration
Created fall check list
Enter registration into rosters, send requests for additional forms and thanks for registering

Halloween

Contacted Octagon club to volunteer,
Contacted TCPD, Broadway, Tippecanoe Band
Arranged to use Zion parking lot

Other

Went with Kathy to measure golf carts for parade
Met with Kathy & Denise regarding signage for golf carts
Got 3 door prizes for run for the mums
Working on arrangements for Pokemon Meet up

Meetings

DTCP Program Committee – August 31, 2016
Met with Katy Barker, new Nevin Coppock principal on Aug. 17
Met with Steve Verhoff, new High School principal on Aug. 18
*Assisted at TMCS dinner at UMC – Sept. 7
Met with city manager regarding Kyle Park fields - Aug. 22

*Attended Select Basketball Kick off meeting – August 25

Carol English

- The Lunch On Us program finished on August 19th with total was 7256 meals served. All supplies were returned to their resting place until next year. Food was returned to Needy Basket, food trays taken back to Tipp Middle School and the rest to TMCS. The freezer and refrigerator at the Middle School were cleaned out and reorganized for the school year. This year we had a lot of new volunteers work the program. Tipp City School Board office staff and principles scooped, served, sliced and diced....they volunteered for the day and had a great time. It was a GREAT day! The program ran smooth and we met a lot of new people both clients and volunteers.
- On the last day of the LOU program we had a huge pizza party compliments of Thrivent Financial and Matt Buehrer. He provided 40 pizzas and enough helpers to feed everyone that day. TMCS gave away over 100 book bags and school supplies during the last week and on the last day. No child should have to go without supplies, our community has been very generous.
- In all we gave away 151 book bags filled with supplies.
- Cleaned out my Social Services room at the office and organized it for the next big event...
- Met with Broadway, Nevin Coppock, High School, Middle School and LTBall Librarians and Councilors and informed them that I have a lot of school supplies and asked them if they would like to have a box of supplies that they can offer to students who may need them. All of them were interested. So far I have met with 3 of 6 to inform them of all of our programs and what TMCS is all about. I have been welcomed with open arms into the schools, they are glad to have the extra supplies and the information as most of them are new to Tipp City Schools within the last year. I am looking forward to working with them this coming year.
- Took a box of school supplies to the Tipp City Library for students who come in there and also ask for supplies while using the library. They too were very thankful.
- Went to the Tipp City Foundation dinner and had a great time. It was nice to go and see everyone from Tipp City and see the different ways use their money to make our town a great place to live.
- Getting ready for the end of year for the taxes. Changing files over for 2016-2017.
- Helping plan for the Halloween get together. Looking for businesses that want to provide a game or want to offer assistance in any way.

Sue Roberts

- This month I started working on Halloween Party & Parade. I sent donation request letters and started contacting people about helping out with a game. McDonald's responded immediately with a great donation of coupons for fries, dessert or ice cream cones.
- The school supplies are finally under control. We had so many that it took a lot of moving and stacking to actually get them organized and put away. We all worked hard

on getting the entire office cleaned and organized again and we were inspired by the new windows.

- I continue to collect items for Christmas in July and stash it away.
- I am daily keeping track of registrations for the Run for the Mums, NFL Flag Football and basketball. I have the coaches' packets ready for NFL Flag Football.
- I made a couple of trips to have keys made. They didn't have enough in stock the first time, so I had to go back.
- I continue to keep track of all donations made at our office of items.
- Things are really starting to pick up in the office with fall being here. I continue to do all the daily things as needed.

Monthly Meetings attended by Director:

Monday, August 22	Trustee – Mackenzie English Abbott
Tuesday, August 23	Golf Carts – Measuring Staff Meeting City Mangers – Ball Fields
Wednesday, August 24	Glenn Sharp
Thursday, August 25	OANO
Monday, August 29	Tri-Agency*
Tuesday, August 30	Staff Meeting
Thursday, September 1	Preparing for Tipp Top Secrets Afterhours – Unity Bank
Friday, September 2	Trustee – Kim Wilson Carol Noffsinger and Linda Poling – Friday Bags
Tuesday, September 6	Staff Meeting
Wednesday, September 7	Rotary
Monday, September 12	Building Supervisor Meeting Park Board Meeting*
Tuesday, September 13	Staff Meeting
Wednesday, September 14	Mum Festival*
Thursday, September 15	TMCS Board of Trustees*
Tuesday, September 20	Staff Meeting Run for the Mums – Bag Stuffing
Wednesday, September 21	Run for the Mums Packet Pick-Up*
Thursday, September 22	Run for the Mums Packet Pick-up*
Saturday, September 24	Mum Festival – Run for the Mums* Parade*
Sunday, September 25	Jr. Run for the Mums*
Wednesday, September 28	TCUMC Dinner

*Denotes evening hours



August 10, 2016

To: Personnel Committee

From: Kathryn Taylor
Executive Director

Employee Raises: 2016-2017 TMCS budget - up to a 3% raise

Program Coordinator

Katie Sonnanstine: Current 630.19: 2% increase: \$642.79 Increase \$12.60 per week or \$655.20 yearly

Bookkeeper/Social Services: 15 hours per week

Carol English: \$10.83 per hour up to \$11.15: 3% increase .32 per hour

Administrative Assistant: Fall-Spring 15-25 hours per week; Summer 25 hours per week

Sue Roberts: \$9.18 per hour up to \$9.55: 2% increase

Lunch on Us

Kitchen Manager/Chef

Renee Johnson: 5 years: 2.5% - .39 cent increase: \$15.84

Driver, Dishwasher, Assist. Cook

Current wage: \$8.10

One Employee – 4 years of service: Dawn Reigelsperger : \$8.50

One Employee – 2 years of service: Lynn McCarty: \$8.25

One Employee – 1 year of service: Kim DeBrosse: \$8.10

2nd year of employment increase salary by 2% each year.

Executive Director: Last year – Determined by Personnel Committee: Increase 3% for 2016

Kathryn I. Taylor: Current \$839.68; increase 3.5%: \$839.68; Increase \$28.39 per week or \$1476.28 yearly