



Tipp Monroe Community Services, Inc. Board of Trustees Meeting Minutes October 20, 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

Staff: Kathy Taylor
Carol English

Guests: Renee Johnson (Lunch On Us)
Frank Maus (arrived at 6:55)

The meeting was called to order at 6:33pm by President, Debra Jackson.

Debra Jackson asked if there were any changes to the agenda. A brief discussion was had about the building of the future football field. A motion was made by Deb Faulkner to add to the agenda the review of the October 6th special meeting minutes, seconded by Joanna Pittenger. All Approved.

Secretary's Report

Debra Jackson asked if there were any additions or corrections. A motion was made to accept the September 15, 2016 Secretary's report by Bill House, seconded by Deb Faulkner. Motion Passes. A motion was made to accept the minutes from the October 6th, 2016 meeting by Bill House, seconded by Amy Blake. Motion Passes. Mackenzie English, Kim Wilson and Joanna Pittenger abstained from voting on the October 6 meeting minutes.

Treasurers Report

Kathy Taylor informed the Board that the Profit and Loss will change some due to last year verses this year's income and expenses. An example of this is the income for the Run for the Mums came in August and will be moved to September. TMCS received 2 grants, one for \$6300 and the other for \$1500. They will help Basketball, Social Services and Camp Kern. Insurance is elevated due to the Data Defender. Mackenzie English made a motion to approve the September 2016 Financial Report, seconded by Kim Wilson. Motion Passes.

Advisory Committee Announcements

Township: No Report

Optimists: Debra Jackson-The Optimists helped with the Halloween Parade and Party. Junior Run for the Mums went real well.

Tipp City Schools: Frank Maus informed TMCS Board that the "Tipp Pride thing is going on". The Ohio School Board Association Conference invited Tipp Schools to have their Board Meeting at the conference. Report cards for the overall functioning of the schools came out and Tipp City Schools look great.

City: John Kessler No Report.

Tipp City Area Arts Council: Bryan Blake-absent.

Board Committee Reports:

Cultural: Bryan Blake – No Report

Corporate: Deborah Faulkner- No Report

Finance: Bryan Blake-No Report

Membership: Mackenzie English- No Report

Public Relations: Amy Blake- No applications

Programs: Bill House- Would like to have some fresh ideas.

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

Personnel: Joanna Pittenger-Manual is at attorneys.

Directors Report:

We are still taking registrations for Recreation Basketball 7th-12th grade through November 21st. The Halloween Party went great. We are getting ready for the Levy and the Holidays.

Old & New Business

Contracts were presented to the TMCS Board of Trustees by Kathy Taylor. A motion was made to approve the City (\$17700) and Township (\$5000) Annual Contracts by Kim Wilson, seconded by Joanna Pittenger. Motion Passes

OANO-Deb Faulkner has been working on committee assignments, but want to review the info before giving to the work to each committee.

Tax Levy: Joanna Pittenger informed the trustees that we will be passing out 6600 flyers for the Tax Levy the week of October 31st. Party for the election will be Thursday November 10th at 6:30 pm at TMCS office.

Discussion was had about having or not having a December Board Meeting. A motion was made by Kim Wilson to not have a meeting unless something comes up that needs handled, seconded by Mackenzie English. Motion Passes.

Holiday Hours were discussed by the Board. A motion was made by Amy Blake to accept the hours that were presented, seconded by Deb Faulkner. Motion Passes.

The Board discussed the "Tipp Pride" group and whether TMCS wanted to be involved or not and how much added responsibility this would put on the office. Kathy Taylor informed the Board that the Tipp Pride Association is working on getting their own 501(c)(3). It was decided that TMCS does not want to get involved in this project.

President's Comments: Debra Jackson-No Comments

7:25pm A made a motion to adjourn the meeting by Amy Blake, seconded by Mackenzie English. All Approved.

Respectfully submitted by
Carol English

Staff Report October 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
- Registration has just begun: Popular Programs: Spa Night (25 participants); Pokemon Meetup; Dog & Puppy Obedience; Holiday Drink Mixing; Wine & Cheese Pairing.

Recreational

- The 2016 Fall NFL Flag Football (K-8th grade) began on October 2 and will run for six weeks. 10 teams/80 participants.
- 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.
- Over 420 runners participated in the 38th Annual Run for the Mums was held Saturday, September 24th. Special thank you to our 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 A BIG THANK YOU to all of our volunteers: TMCS Board of Trustees, Abbott, local residents, TMCS Staff, Tipp City Police, City of Tipp City, Monroe Township, Meijer and High School Cheerleaders.
- 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

October

October 7 Haiku Poetry

October 15 Haiku Day at the Library

October 17 Halloween Parade, Party & Costume Judging

Tipp City Arts Council: Update

- Plein Air – On Friday, October 7, 40 individuals enjoyed a dinner & demo. On Saturday, October 8, 15 area artist enjoyed a day of friendship and painting. Children’s Plein Air had 35 participants.
- The 6 x 6 will become be held every other year.
- 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.
- Tipp Monroe Community Services Board of Trustees, staff, TCEP and volunteers participated in the Tipp City Mum Festival Parade. A BIG THANK YOU TO EVERYONE.

Grants

- \$6300 from Tipp Foundation
- \$1500 from Miami County Foundation

Social Services

September

- Community Relief: 14 families
- Mobile Meals: 3 individuals
- Eyeglasses: 1 pair
- Winter Coat Distribution – Scheduled for November 5

Staff Reports

Katie Sonnanstine

Marketing

- Weekly Press Releases about upcoming classes
- Sent Information about school related classes for Quick News.
- Facebook- “Did you know” information about TMCS to promote Levy
- October Flyer to school
- Halloween Flyer to schools and downtown businesses
- October Constant Contact
- Coat Collection – Constant Contact

Website

- Update website with full & cancelled classes

Administrative

- Typed up bi-weekly TMCS schedule for schools
- Prepare contracts & rosters for instructors
- Scheduled Building supervisors

Halloween

- Organize volunteers, created event time line
- Pack items
- Purchase costume winner prizes

Run for the Mums

*Worked at packet pickup

Helped decorate golf carts for parade

*Worked Run Event and Parade

Other

KIT TV – with Kathy to talk about programs

Meetings

Attended DTCP meeting – Sept. 20

*Assisted at TMCS dinner at UMC – Sept. 28

*Haiku Day at the Library – October 15

*Pokemon Meetup – Sept. 16

*after hours

Carol English

- Met with the Counselors from each of the Tipp City schools. Gave them information for their age group on ways we can help if a family may be in need of the services TMCS provides. Informed them of upcoming events and encouraged them to pass on the info. During each visit I gave them school supplies for their grades they serve. Several teachers asked for specific items for kids and we were able to supply them too such as rulers, spanish dictionary, spiral notebooks, pencils, markers and crayons.
- Worked with TMS to help a family with lunch money. The family is having medical problems. I was fortunate enough to get to speak with mom and encourage her to let us help her while she is doing chemo. She will be using the Gift Giving Program this year as she is not able to work. She and her family were very appreciative. Provided shoes for 2 different counselors to try on children who complained of painful feet and their shoes being too small.
- Was asked by Mr. Verhoff at THS to help them with pride day where seniors from the High School go out and do projects within the community as a public service. I am looking to find those that need some work done. Do you know a Senior Citizen who needs help with yard work in the spring? Give me their info and I will contact them.
- Getting ready for the Halloween parade and party.

- Started collecting coats for the Coat Drive and giveaway on November 5th at TMCS. I found someone to loan us coat racks so the coats can be hung up instead of piled on top of each other. It will be better to see them and find certain sizes. Set up will be November 4th at TMCS.
- Gift Giving applications officially go out October 19th. I will be interviewing families who are asking for assistance until late November. Letters for sponsors go out October 19th also. I am looking for families, organizations and businesses to sponsor families.
- Changing over files for the new fiscal year. Will be working with accountant soon on end of year taxes.
- Spoke with Linda Poling about the backpack program they provide. The Nazarene Church is willing to do all grades if they get hooked with with Meijer and get the food at a good price. This would enable them to leave Shared Harvest for the backpack program and use Meijer if they are willing to work with them.

Sue Roberts

- It has been a busy time in the office with the Run for the Mums and registrations starting for all the fall programs. I helped stuff the bags for the runners and sorting the bags that came back to the office. I sorted all the shirts for the runners into sizes. I made notations so we were able to get signatures this year for all the runners when they picked up their speedy feet tags.
- I worked on NFL Flag Football by inputting all the registrations that came in. I made the coaches packets that included the roster, schedule, rules, and concussion info copies for the parents. I ordered the jerseys for each team and got them together along with flags and footballs to give the coaches at the coach's meeting.
- I am organizing the Halloween Parade & Party. I have acquired prizes of coupons for food from McDonalds, Burger King, Frisch's and Cassano's Pizza. I have been figuring out the games and snacks for the party. I am currently working on the photo op space with no budget. I filled out the paperwork for my husband, John, to do the Thrivent associate thing and spent the \$250 on prizes and a new game from Oriental Trader along with prizes. Katie used half of it for gift certificates for costume prize winners. Any leftover money was spent on candy.
- I continue to input basketball registrations as received along with my normal duties.

Monthly Meetings attended by Director:

Monday, September 19	Gail Ahmed
Tuesday, September 20	Deb Jackson Staff Meeting
Wednesday, September 21	Packet Pickup
Thursday, September 22	Packet Pickup*
Friday, September 23	Decorating Golf Carts Setup Run
Saturday, September 24	Run for the Mums* Parade*
Sunday, September 25	Jr. Run for the Mums*
September 26 & 27	Off
Wednesday, September 28	Lois & Phil Cox – Health Insurance

Thursday, September 29	Levy Dinner Andrew Stewart – Personnel Manual Flag Football – Coaches Meeting*
Friday, September 30	Gail Ahmed - Chairs Denise Gross
Monday, October 3	Athletic Booster Levy
Tuesday, October 4	Linda Poling/ Backpack Program – no show
Wednesday, October 5	Andrew Stewart
Thursday, October 6	TMCS Meeting* Carrie Arblaster – no show
Monday, October 10	Music Boosters - Levy
Tuesday, October 11	Staff Meeting LT Ball – Levy Linda Poling/Backpack Program
Wednesday, October 12	Mum Festival* Andrew Stewart
Thursday, October 13	KIT TV – TMCS Folding Party
Monday, October 17	Halloween Parade*
Tuesday, October 18	Staff Meeting Abbott: 11:30-1:30 pm & 8-9:30 pm*
Thursday, October 20	TMCS Board of Trustees*

*Denotes evening hours

**Tipp Monroe Community Services
Christmas Hours**

TMCS – Closed

December 22, 23, 26, 27, 28 and January 2

Holiday Hours

December 19-20-21: 8 am – 12 noon and 1 pm – 5 pm

December 29 and 30: 10:00 am – 2:00 pm