



**Tipp Monroe Community Services, Inc.  
Board of Trustees Meeting Minutes  
January 19, 2017**

**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-Absent  
Kim Wilson-Absent

**Staff:** Kathy Taylor  
Carol English

**Guests:** Renee Johnson (Lunch On Us)  
Phil Cox

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

Debra Jackson asked if there were any additions or changes to the agenda. A motion was made by Joanna Pittenger to add November and December Financial Statements to the agenda for discussion and approval, seconded by Bill House. Agenda amended. All Approved.

**Secretary's Report**

Debra Jackson asked if there were any additions or corrections. A motion was made to accept the TMCS Board of Trustees November 2016 meeting minutes by Joanna Pittenger, seconded by Bill House. All Approved.

**Treasurers Report November**

Kathy Taylor reviewed the November 2016 Profit and Loss Financial Statement with the TMCS Board of Trustees. Revenues were down. Contributions were up this year. Flag Football, Select Basketball and Recreational Basketball were all down. Everything evens out and is on target. Deb Faulkner made a motion to approve the November 2016 Financial Report, seconded by Carol Noffsinger. All Approved.

**Treasurers Report December**

Kathy Taylor reviewed the December 2016 Profit and Loss Financial Statement with the TMCS Board of Trustees. Contributions are down for gift giving this year. Administrative salaries are ok on average.

We received a bill (over \$1000.00) for the last year from La Quinta for the Good Samaritan Fund. Administrative Expenses reflect a change in Employee Insurance. Adjusting Entries were made for CITV. General Funds show an increase in insurance. Postage and Printing are up due to repeated ads for a bookkeeper.

Deb Faulkner made a motion to approve the December 2016 Financial Statement, seconded by Carol Noffsinger. All Approved.

Board Dues of \$2.00 were paid by:

Debbie Jackson

Deb Faulkner

Bill House

Joanna Pittenger

Carol Noffsinger

Amy Blake-Paid \$1.00 tonight and paid \$1.00 following day.

### **Advisory Committee Announcements**

**Township:** Phil Cox reported that the Township will be opening up Section 8 and putting in a columbarium at Maple Hill Cemetery. The Township Board have been visiting with other Townships to talk about taxes and other similar situations they face. The Chamber and the United Way want to revamp their space. This will take place in February and March. The Township is looking for a seasonal employee for \$10-\$13/hr. Roads are all good because the weather has been mild.

**Optimists:** Debra Jackson-The Optimists will be holding a Chili Cook Off the 1<sup>st</sup> Saturday in March. They welcome donations.

**Tipp City Schools:** No Report

**City:** John Kessler No Report.

**Tipp City Area Arts Council:** Bryan Blake-absent.

### **Board Committee Reports:**

**Corporate:** Deborah Faulkner- Personnel manual needed by the end of the month.

**Finance:** Bryan Blake-No Report

**Membership:** Mackenzie English- Meeting on Monday.

**Public Relations:** Amy Blake- No Report

**Programs:** Bill House- Will schedule next meeting.

**Social Services:** Carol Noffsinger-Carol English informed the board that 10 Thanksgiving meals were given away. TMCS assisted 27 families by providing them with gifts for Christmas. The coat drive was a success.

**Personnel:** Joanna Pittenger- Personnel manual needed by the end of the month.

### **Directors Report:**

The new brochure is out. NFL Flag Football registration is going on right now. Basketball is going well, we had to reschedule photos due to weather. February 17<sup>th</sup> & 18<sup>th</sup> is Camp Kern and Joanna Pittenger has volunteered to go as the camp Paramedic. Construction on the public bathrooms begins in February. We have a new Bookkeeper and her name is Darlene Siembida. Next month's meeting will be the Annual Dinner and it will be held at Zion Church.

**President's Comments:** Debra Jackson-No Comments

**New & Old Business**

OANA-Nothing New

7:08pm A made a motion to adjourn the meeting by Joanna Pittenger, seconded by Bill House. All Approved.

Respectfully submitted by

Carol English

## **Tipp Monroe Community Services, Inc.**

### **Staff Report**

**December 2016/January 2017**

#### **Educational**

- The 2017 Winter/Spring Catalog was sent out the week of January 9th. Registration will begin the January 16<sup>th</sup> and runs through May. New and exciting programs to be held during the Winter/Spring Term: Basic Bike Maintenance, How to Sell Your Home, Port Wine Tasting, Cubing, Senior Scam Luncheon and so much more.
- Working on Past Term Reports
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. [ksonnanstine@tmcomservices.org](mailto:ksonnanstine@tmcomservices.org)

#### **Recreational**

- Visit with Santa: Over 170 children enjoyed games, crafts, refreshments and a visit with Santa.
- We are currently taking registration for the 2017 Spring NFL Flag Football (K-8<sup>th</sup> grade). Games began in April and will run through the end of May.
- 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball: 3<sup>rd</sup>-4<sup>th</sup> grade Girls: 3 teams; 3<sup>rd</sup>-4<sup>th</sup> grade Boys: 6 teams; 5<sup>th</sup> & 6<sup>th</sup> grade Girls: 3 teams; 5<sup>th</sup> & 6<sup>th</sup> grade Boys: 6 teams; 7<sup>th</sup> & 8<sup>th</sup> grade Boys: 7 teams; 9<sup>th</sup>-12<sup>th</sup> grade Boys: 6 teams; Select Teams: 10: 38 teams. Organized the draft, found coaches, developed team rosters, practice and game schedules. Sent all game schedules to referees and coaches.
- Camp Kern- set for February 17 & 18 - packets delivered to the school - buses scheduled - receiving registrations – setting up a committee with Virginia McDermott. Collecting supplies for the trip – boots, coats, gloves, scarves, hats, lip balm, etc. Chaperones are starting to register.
- Organizing the Tippecanoe Middle School Tennis Club. Practice begins April 3<sup>rd</sup>, 5-6:30 pm at the Middle School Tennis Courts (subject to change). Last day to register – March 20<sup>th</sup>
- Safety City: Registration will begin during Kindergarten Roundup – February 22 and 23.

#### **Upcoming Events**

January	Registration for NFL Flag Football
January 7	9 <sup>th</sup> -12 <sup>th</sup> grade boys B-Ball – games begin
January 14 & 15	3 <sup>rd</sup> -8 <sup>th</sup> grade Basketball– games begin
January 14	Basketball Photos
January 16	Registration for 2016 Winter/Spring Term Begins

February  
February 1                      Deadline for Camp Kern  
February 18                     Annual Dinner

March  
March 18                        Purse Auction  
March 20                        Deadline for the Tippecanoe Middle School Tennis

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

- Currently working on Membership Drive, Art in the Park, Children's Art Adventure, Fine Art Show, etc.

### **General Information**

- Working with the TMCS Committees on a variety of projects.
- Ordered laptop
- Interviewing for a Bookkeeper.
- Working with Attorney on the Personnel Manual
- 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
- Worked with Manning and Associates on our 2015-2016 Review
- Working on United Way Report – Due January 25.
- Organizing the Annual Dinner for February.

### **Social Services**

- Community Relief: 9 families, Rent – Total People living in Households:20
- Mobile Meals: 4 person
- Diapers & Formula: 2 families
- Good Samaritan: 10 Families - lodging
- Thanksgiving Dinner - 8

### **Gift Giving**

- 27 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 24 generous sponsors for the families who needed assistance and

the other three were placed on the Gift Giving Tree at Visit with Santa. I shopped for items needed for the remaining families.

- The new Pastor from the First Baptist Church brought 10 Thanksgiving meals with vouchers for Foodtown to give to families in need of a meal. All of the meals were distributed and it helped all have a good holiday.
- Helped plan the Visit with Santa. Gathered supplies needed and helped set up, work and tear down the event. All of the gift tags were taken off of the gift giving tree.
- Made lots of cookies and put together approximately 18 plates, wrapped them up and made them look pretty. They were delivered to area businesses and agencies that support us throughout the year. The city and its many departments all receive a plate from us.
- 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 18, 2017.
- Spoke with the school nurse about a young man who needed clothing. I purchased him a few outfits and he was very thankful for them. He has worn one of them each day to school. Also put money on the school lunch account so that no child goes without a hot meal for the day.
- Working with the school nurse trying to identify some of her needs in the school system that may not be readily available for her. She is getting a list together and will get with me soon.
- My daily activity, writing checks, paying taxes, making deposits and general duties along with planning the Purse Auction.

### **Katie Sonnanstine**

#### **Registration Preparation**

- Ticklers
- Classes in Computer
- Class Checklist
- Finalized brochure for printing

#### **Marketing**

- January flyer to schools delivered Jan. 3
- January Constant Contact - e-mailed on Jan. 6 (received several responses about classes)
- Press Releases
- January 9
- Upcoming registration and Classes
- ACT Test Prep Flyer to Tipp Schools and surrounding school districts
- Quick news to Tipp School re: upcoming youth classes

Enter registration information into rosters, acknowledge receipt, sent forms & any additional information about the class.

## Website

- Updated **website** information for Matt
- Sent Pictures for front
- Work with Matt on additional forms, changes and information
- Wrote up front page article

## Building Supervisors

- Restructured schedule so that it can be sent via email

## Meetings

- Attended DTCP - Dec. 20

## Sue Roberts

- This was a busy season for the end of the year. I made necessary copies of applications and input all the basketball participants, arranged them into teams, and added them to One Call so we could easily reach them if there are weather or other closings.
- A Visit with Santa was a big success. We had 172 children sit on Santa's lap. They had a wonderful time making several crafts and enjoyed the refreshments and reindeer food that was sent home with them. People also took items from the giving tree and brought them back for our gift giving program.
- The gift giving program took a lot of time but it was such a pleasure to serve 26 families this year. I am amazed by the generosity of the people of Tipp City.
- I handed out ten Thanksgiving dinners that came in. They were well received and appreciated.
- In addition, I also handled the everyday responsibilities of the office such as Community Relief and answering phone calls and emails.

## Monthly Meetings attended by Director:

Saturday, November 19	Coaches Certification*
Monday, November 22	Gitta's Retirement Party*
Saturday, December 3	Visit With Santa*
Tuesday, December 6	Staff Meeting
Wednesday, December 7	Chamber of Commerce Dinner*
Thursday, December 8	Community Action Council Carrie Arblaster
Saturday, December 10	7 <sup>th</sup> -12 <sup>th</sup> grade – Player Draft*
Tuesday, December 13	Staff Meeting Bookkeeper – Interview
Wednesday, December 14	Bookkeeper – Interview Coaches Meeting*
	City Manager
Saturday, December 17	Coaches Certification*

Tuesday, January 3	Staff Meeting
Monday, January 9	Andrew Stewart
	Park Board*
Tuesday, January 10	Staff Meeting
Wednesday, January 11	America in Bloom
	City – Restrooms
	Mum Festival*
Thursday, January 12	Community Action Council

\*Denotes evening hours