



Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
March 16, 2017

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

Trustees: Debra Jackson
Carol Noffsinger
Bryan Blake – Absent
Amy Blake
Deborah Faulkner
Joanna Pittenger
Bill House – Absent
Mackenzie English
Kim Wilson

Staff: Kathy Taylor
Darlene Siembida
Katie Sonnanstine

Guests: Phil Cox - Monroe Township
Frank Maus - Tipp City School Board
John Kessler – City of Tipp City

Meeting was called to order at 6:35 pm by Joanna Pittenger, Secretary.

Joanna Pittenger asked if there were any additions or changes to the agenda. Kathy Taylor asked to add January & February Financial Statements to the agenda. Kim Wilson made the motion to accept the agenda as amended, seconded by Mackenzie English. All approved.

Secretary's Report

Joanna Pittenger asked if there were any additions or corrections to the secretary's report. A motion was made by Kim Wilson to approve the January 19, 2017 minutes as presented, seconded by Mackenzie English. All approved.

Treasurer's Report January 2017

Kathy Taylor reviewed the January 2017 Profit & Loss Statement. Program Expenses Contract Services were up due to \$2820.89 payment for golf carts used in the Mum Festival Parade plus gym rental and payment for referees. Postage & Printing was up due to mailing of the Winter/Spring 2017 Brochure. Administrative Expenses went \$31.14 over budget due to Christmas lunch for employees at Olive Garden. Maintenance & Repairs over \$926.15 for the CITV rug expense that was entered twice. Budget will drop back to \$500 when adjustment is made. Utilities expense for \$501.43 was for dumpster rental. Mackenzie English made a motion to accept the January 2017 Profit & Loss Statement as presented, seconded by Carol Noffsinger. All approved.

Treasurer's Report February 2017

Kathy Taylor reviewed the February 2017 Profit & Loss Statement. Revenues (Other) category should be in line item contributions. This was a contribution from CITV. Administrative Expense (Legal Fees) expense was for the Personnel Manual. Administrative expenses the employee insurance bill was entered twice. Under taxes & licenses, \$9.79 was an expense to the city. Postage & Printing was up due to ad for the bookkeeper. Kim Wilson made a motion to approve the February 2017 Profit & Loss Statement as presented, Deb Jackson seconded. All approved.

Advisory Committees

Monroe Township: Phil Cox reported that the water and sewer district is set up and work has begun in the Country Estates subdivision. It should be completed by September. Salt & maintenance expenses are down due to good weather. The Tipp City Chamber office has been refurbished, new paint and carpet and new storage cabinets. Monroe Township is looking for a seasonal employee for April – September to help with maintenance and mowing. Must be 18 or older and pay would be \$10 - \$13 per hour.

City of Tipp City: John Kessler reported that the public restrooms in the TMCS Building were coming along on schedule. The water tower sight has been decided and will be located on N. Hyatt by the current service center. The 25A project is almost complete. New work will begin this summer between Evanston and Michaels Road. That project should go fairly quickly and will be an asset to the city in the long run. Senior Citizen Center – city may offer some relief for utility bills but now several other 501(c)(3) charities have asked for same utility relief. City to decide on a case by case basis.

Tipp City Schools:

Frank Maus reported that he heard good things about Camp Kern. Reports from MVCTC School indicate that property values in Tipp City are soaring. ACT scores are climbing in the Tipp City schools. Tipp City Schools has a levy on the May ballot. State funding for schools may be changing. Mr. Maus gave the following website to contact our state representatives. They are www.Ohio.Senate.gov and www.Ohio.House.gov. The Stadium and new school building are still on the radar.

Optimist: Debra Jackson reported that the chili cook-off was well attended. She had no report yet on how much was made on the auction.

Board Committee Reports

Cultural: Kathy Taylor stated that she had a meeting with Renee Matsunami of the Tipp City Area Arts Council about doing a Cupcake Wars project in 2018.

Corporate: no report

Finance: no report

Public Relations: no report

Personnel: Debra Jackson, Deb Faulkner and Joanna Pittenger need to meet to finalize the Personnel Manual.

Program Committee: Mackenzie English reported that the program committee met and established basic theme ideas for the 6 week summer camp program.

Social Services: no report

Director's Report

Kathy Taylor reported that the summer brochure was in the works. Basketball would be over on March 19. Thank you Deb Jackson and Joanna Pittenger for attending games. Suggestion that a sign be made at scorer's table stating that "no one is allowed on the courts except players, coaches and referees". Camp Kern went well. There will be some changes made to the medication rules for next year and more boundaries set for discipline. Middle School Tennis is being organized now and will begin in April. Battle of the Badges will take place April 8th. This is a basketball game between the Fire and Police Departments with proceeds to TMCS. The credit card slider does work and will be used at the Purse Auction.

President's Comments

Debra Jackson – no comments

New & Old Business

OANO – no report

Freezer is broken at Tipp City UMC. The freezer is used for the Lunch on Us Program and the church has asked TMCS to pay for a portion of the purchase of a new freezer. Freezer cost is \$3771.97. Kathy Taylor stated we need board approval. Motion was made by Deb Jackson and seconded by Mackenzie English to pay ½ of the freezer cost which would be \$1,886.00. All approved. The board left it to Kathy Taylor to determine which account or accounts the expense would come out of.

Manning & Associates had planned on attending the meeting tonight but was called out of town to visit a client.

Deb Faulkner requested new committee handouts. Kathy Taylor will get them to her.

President Deb Jackson asked for a motion to adjourn. Motion to adjourn was made by Deb Faulker and seconded by Joanna Pittenger. Meeting adjourned at 7:50 pm.

Next meeting will be held April 20, 2017.

Respectfully submitted,

Katie Sonnanstine

Tipp Monroe Community Services, Inc.
Staff Report
February/March 2017

Educational

- The 2017 Winter/Spring Catalog was sent out the week of January 9th. Registration will begin the January 16th 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

Recreational

- We are currently taking registration for the 2017 Spring NFL Flag Football (K-8th grade). Games will begin 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: 3 teams; 5th & 6th grade Boys: 6 teams; 7th & 8th grade Boys: 7 teams; 9th-12th 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 - 104 children and 30 chaperones enjoyed two days in the wild. A special thank you to Joanna Pittenger (Paramedic); Mike McDermott and Adam Blake (TMCS Rep), the many chaperones, Virginia McDermott, school, Katie, Carol, Darlene, Sue, Margaret and Renee for making the event a huge success.
- Organizing the Tippecanoe Middle School Tennis Club. Practice begins April 3rd, 5-6:30 pm at the Middle School Tennis Courts (subject to change). Last day to register – March 20th
- Safety City: Registration will begin during Kindergarten Roundup – February 22 and 23.
- The Tipp City Police Department and the Tipp City Fire Department will be playing against each other on Saturday, April 8, 7pm at the High School. The proceeds from the event will benefit TMCS and Needy Basket. The two groups want to give back to our community, for the support that they receive every day.
- Made calls to local businesses to ask for Gift Cards and product for the Annual Purse Auction.
- Working on the Field Use Policies and Guidelines.

Upcoming Events

March	
March 18	Purse Auction
March 20	Deadline for the Tippecanoe Middle School Tennis
March	Basketball Ends
April	Tippecanoe Middle School Tennis Begins
April 2	NFL Flag Football Begins
April 8	Police Dept. vs Fire Department – money goes to TMCS & Needy Basket
May	
May 6	Community Wide Garage Sale

Tipp City Arts Council:

- Currently working on Art Camp, Art in the Park, Children's Art Adventure, Canal Music Fest, etc.

General Information

- Annual Dinner: 56 individuals enjoyed an evening of learning, fun and good food: Awards: Advisory Member: Tipp Eye Center; Instructor Award: Joe Downing and Volunteer: Karen Smeal; Special thank you to Deb Jackson, Joanna Pittenger, Carol English, Katie Sonnanstine, Sue Roberts and Darlene Siembida for helping and for all the Board Members who attended.
- Working with the TMCS Committees on a variety of projects.
- Rec'd the Laptop
- Hired a Bookkeeper- Started January 23: Darlene Siembida – check signing cards - changed
- Working with Attorney on the Personnel Manual –draft sent to the Personnel Committee
- Meeting with Unity Bank to review how to use the credit card slide with the ipad
- 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 2015-2016 Review
- United Way Grant Request - Completed.
- New phone installed for Carol's desk. She is currently using her ipad.

Social Services

- Community Relief: 11 Families
- Eyeglass Program: 3 individuals

Staff Reports

Carol English

- Met with Kathy and discussed my new job of Social Service Coordinator. She gave me an outline of her ideas and what she would like to see done first. I had ideas also and together we have a good plan.
- Met with Kris from Shoes 4 the Shoeless (S4TS) along with other women from Tipp City. It was decided that TMCS would have a smaller closet (42 pair of shoes) for Tipp City and Monroe Twp. and the group that will serve Miami County will be housed at That Place On Main. I went and picked up the shoes and will soon be ready to go. Spoke with Gretta Kumpf and she is excited about the program. Will get more involved with this after I get the closet set up.
- Planning the Purse Auction and cutting out the paper purses On the Cricut machine. Designed, ordered and picked up the invitations and tickets. Got the mailing out 2/10 and reordered more invites after merging 3 lists together. Met with Nancy Bowman and did a little PR with her about the Auction and how it serves the Lunch On Us Program.
- Helped with Camp Kern, made the luggage tags for the kids and helped get them on the bus.
- Purchased items for the School Nurses to use in the clinics as needed. Helped 3 children with clothes or shoes that were referred to me by a School Nurse. Gave the TMS 15 containers of Clorox Sanitizing Wipes when they had the flu outbreak last month.
- Helped set up for the Annual Dinner. It was another nice evening by TMCS.
- Helped Darlene as she has needed or answered questions when she has them.

Katie Sonnanstine

Marketing

- Feb. & March flyers for schools
- Feb. & March Constant Contact (new format with less wording, moving graphics)
- Request for Purses (Constant Contact)
- Press Releases for upcoming classes, i.e.
- Purse Auction
- NFL Flag Football
- Dog Obedience
- Cubing

Delivered Valentines to Liberty Commons

Updated, printed and delivered Safety City registrations to Nevin Coppock

Purse Auction

Called for donations (* received donation)

*POSH

*Merchant 31

*Broadway Hair Studio

*Harrison's

*3 G Tactical

*Place on Main

Pretty Nails

*Coldwater

TCAAC

*Cairns Toys

Hapinstance

*Grounds for Pleasure

Administrative

- Scheduled Building Supervisors
- Updated website with closed, full classes
- Contracts and rosters for instructors
- Name tags for annual dinner and Camp Kern

Summer Brochure

- Started planning for summer camps
- Sent letters to all prior instructors
- Hired Camp Supervisor, begin recruiting for camp counselors

*Attended Annual Dinner (Feb. 16)

*Attended DTC Awards banquet (Feb. 23)

Met with Design Committee for DTC (Feb. 22)

Met with Program Committee (Feb. 13)

*Vintage Valentines with Library (Feb. 4)

Darlene Siembida

- As a new employee, I have gained a new appreciation for the services provided by the TMCS staff and the work that goes into the preparation for the programs offered.
- Learning the procedures for the accounting processes has consumed most of the time to date. Thus giving me many questions to ask.... I have met with our accountant, Patrick Ions, to discuss issues encountered and provide my insight into charges that will benefit TMCS.
- I have begun using the A/P and A/R module of Quickbooks. I created a customized invoice for billing.
- I have delved into the balance sheet and found multiple issues and begun to balance and correct the accounts.
- My goal is to update the Quickbooks software to utilize its full potential. (Presently TMCS is at about 30% usage). I have begun a list of future research items that seems to grow daily.

Monthly Meetings attended by Director:

Monday, January 23	Mackenzie English – Membership
Tuesday, January 24	Staff Meeting
Thursday, January 26	Edward Jones Business Afterhours – Thrivent*
Monday, January 30	Tri-Agency*
Tuesday, January 31	Staff Meeting
Wednesday, February 1	Andrew Stewart
Friday, February 3	Denise Gross – Annual Dinner Invitations
Tuesday, February 7	Coalition for the Elderly Staff Meeting
Wednesday, February 8	Mum Festival*
Thursday, February 9	Community Action Council
Tuesday, February 21	Staff Meeting
Thursday, February 23	Mike McDermott – Chaperone Camp Kern Ginghamsburg Church – Bill Lutz/Senior Pastor Downtown Tipp City Partnership *
Friday, February 24	Phone Installation
Monday, February 27	Patrick Ions – Manning & Associates
Tuesday, February 28	Staff Meeting
Wednesday, March 1	Purse Auction – Interview: Nancy Bowman
Tuesday, March 7	Staff Meeting
Wednesday, March 8	Mum Festival*
Thursday, March 9	Community Action Council High School Job Fair
Friday, March 10	Credit Card tutorial
Monday, March 13	Unity Bank – Credit Card Park Board*
Tuesday, March 14	Staff Meeting
Thursday, March 16	TMCS Board of Trustees*
Saturday, March 18	Purse Auction*

*Denotes evening hours