



Tipp Monroe Community Services, Inc.
Board of Trustees Meeting Minutes
May 18, 2017

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

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

Staff: Kathy Taylor
Carol English
Darlene Siembida

Guests: Renee Johnson (Lunch On Us)
Phil Cox
Frank Maus
Lisa McGraw - Unity Bank
John Keller-Manning & Assoc.
Olivia Dunn
Amelia Roeth

The meeting was called to order at 6:35pm by Debra Jackson, President.

Debra Jackson asked if there were any changes to the agenda. A motion was made by Joanna Pittenger to change the agenda to reflect that the Treasurers Report is for March & April, seconded by Bill House. All Approved.

Secretary's Report

Debra Jackson asked if there were any additions or corrections. A motion was made to accept the March Secretary's report by Joanna Pittenger, seconded by Bryan Blake. All approved.

Treasurers Report March

Kathy Taylor informed the Board that the 2017 March Profit and Loss statement, is right online. Expenses are up due to the hiring of a new bookkeeper. Contract Services were up due to Camp Kern.

Program supplies increase reflects Camp Kern & Battle of the Badges expenses. Mileage is over, due to Kathy Taylor turning in 3 months of mileage at once. Taxes were paid late, the fine was paid. Kathy Taylor and Darlene Siembida have it on the calendar for future payments. Mackenzie English made a motion to approve the 2017 March Financial Statement, seconded by Bryan Blake. All Approved.

Treasurers Report April

Kathy Taylor informed the Board that TMCS received the Tax Levy money. NFL jerseys were ordered for Flag Football.

Mackenzie English made a motion to approve the 2017 April Financial Statement, seconded by Joanna Pittenger. All Approved

Kathy Taylor asked if Mr. Keller could present the Financial Statements first and answer any questions? All Ok

Mr. Keller presented the TMCS Review for September 1, 2016 – August 31, 2017. He explained key items and answered questions. If anyone should have further inquiries, please feel free to contact him personally.

7pm-Bryan Blake left the meeting.

Advisory Committee Announcements

Township: Phil Cox-The water & sewers are being worked on in the Curtwood development. The Township hired a summer employee. The Township is part of the Miami Valley Regional Planning System. They are working on attracting more traffic on the bike way and expanding possibilities.

Optimists: Debra Jackson-The Optimists gave away two scholarships this year. They will be at this years Canal Fest selling pop and water, stop and see them.

Tipp City Schools: Frank Maus thanked everyone who supported Tipp City Schools by voting for the school levy. He also reported that Cross Country enrollment is up due to the use of the bike path and the overall economic situation.

City: John Kessler No Report.

Tipp City Area Arts Council: Bryan Blake-Canal Fest coming up mid June.

Board Committee Reports:

Corporate: Deborah Faulkner- No Report

Finance: Bryan Blake-No Report

Membership: Mackenzie English- No Report

Public Relations: Amy Blake- No Report

Programs: Bill House- The brochure is being mailed out.

Social Services: Carol Noffsinger-No Report.

Personnel: Joanna Pittenger-Manual should be finalized by mid June.

Directors Report: The brochure is going out this week. Flag football ends this week. The tennis club had 48 players. This was a lot for Bud Schroeder to handle. Next year we will limit the number of participants for the tennis club. The garage sale did well, \$179.00 was made.

President's Comments: Debra Jackson-"The Battle of the Badges was so much fun!" Deb said she would like to do a walk through of the building and see what might need to be gotten rid of and where things are located, she would also be willing to come and help if needed.

New & Old Business

OANO- No Report

Finance- Kathy talked to Deb Jacson and Bryan Blake about the \$57.00 of interest earned on TMCS money. They decided that Kathy should look at several options such as Edward Jones, Thrivent, the banks, CD,s and so on to compare.

7:36pm A motion was made to adjourn the meeting by Joanna Pittenger, seconded by Bill House. All Approved.

Respectfully submitted by
Carol English
TMCS Staff

Tipp Monroe Community Services, Inc.

Staff Report April/May 2017

Educational

- Working on Winter/Spring Term Report.
- 2017 Summer Brochure has been sent to the printer. The brochure will be mailed the week of May 15.
- Summer Registration will begin the week of May 22 and will run through the end of August.
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- 2017 Spring NFL Flag Football season has begun and will run through mid-May. 10 teams are playing.
- Organizing the Tippecanoe Middle School Tennis Club (5th -8th grade). Practice began April 3rd, 5-6:30 pm at the Middle School Tennis Courts (subject to change) and will run through mid-May. Due to the high number of participants (47), the group was divided into Varsity and Junior Varsity.
- Community Wide Garage went very well – the weather cooperated.
- Safety City: Registration has begun.
- The Tipp City Police Department and the Tipp City Fire Department Basketball game was a huge success. 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.
- 39th Annual Run for the Mums: Secured Premier Sponsors: MEIJER, Regal Beloit, Abbott, Arenstein & Andersen and Joe Downing Attorney at Law. Gold Sponsors: Upper Valley Cardiologist, Dr. Steven Pierson, Gibson Law Offices and Dr. Steve Ritzi. Silver Sponsors: Peak Personal Pilates. Total Raised: \$6750.00 (working on a few more). Contacted Speedy Feet to confirm their participation; Walter Burton assisting with route, Abbott providing volunteers, Meijers – runner bags/food and water station manned by Cub Scout Troop 395. Working on t-shirt design and mug color. Checking to see if we have a home football game on Friday.
- Working on the Field Use Policies and Guidelines. Met with the Park Board and City Manager and reviewed the Field Use Policy. Meeting with Junior Baseball and Soccer to discuss the Field Usage Policy.

Upcoming Events

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
May 11 Chamber of Commerce Expo
May 12 Miami County Senior Day
May 25 Tippecanoe High School Senior Pride Day

June
June 12 Lunch on Us Begins
June 19 Summer Playgrounds Begin

Tipp City Arts Council:

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

General Information

- Working with the TMCS Committees on a variety of projects. Met with Personnel – working on manual
- Working with Attorney on the Personnel Manual –draft sent to the Personnel Committee
- Used credit card machine/ipad at the Purse Auction. Worked great – just need to get use to the machine.
- 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 – Met with United Way Representative
- New phone installed for Carol's desk.
- Director – Had phone issues – called Vercom – Fixed phone – line was hit. Fixed phone again!
- This year the High School is requiring the Senior Class to volunteer by working in the Community. TMCS is lining up areas that need cleanup, trimmed and weeds pulled. Contacted City, Township, Schools, Downtown Tipp City, Liberty Commons and the Tipp City Public Library.
- Had a High School Senior volunteer 10 hours cleaning up our office.

- Talked with the new Plant Manager for Abbott.
- Attended Historical Society Dinner
- Darlene Siembida, Bookkeeper is working on Direct Deposit for the TMCS Employees
- Also have Jury Duty for the month of May.
- Did a presentation about TMCS with 200 5th graders.

Social Services

- Community Relief:
- Eyeglass Program:

Met with Bill Lutz, New Path Director, concerning the Lunch on Us.

Staff Reports

Carol English

- The 5th annual Purse Auction was held on March 18th at the Tipp City United Methodist Church. The event was a sell out and had 200 ladies in attendance. Lunch was catered by Sam & Ethel's. Mr G. Worked his magic and sold 75 purses at the live auction, 28 were sold at the silent auction. After expenses I estimate we made between \$10,000-11,000. Looking forward to planning next years event.
- Cleaned the social service room and put the Purse Auction items away. Will be getting the Lunch On Us supplies down and taking an inventory of what we have from last year. Thrivent Financial is going to help us with Action Teams spending \$250 per week on food and kitchen items needed. They will also be supplying pizza for the last day pizza party which will be held on August 18th. We will be giving book bags and school supplies out that day also.
- Organized the shoes and socks from Shoes 4 the Shoeless in the SS Room. Contacted TCEP about holding a S4TS giveaway at their facility. They will be getting back with me on this. Spoke with Gretta Kumpf also and the School Board seems to be on board for TMCS helping students who are in need of this service.
- Ordered tickets for the Vera Bradley Outlet Sale. Sue Roberts and I will be going to the sale on Friday April 21st. I would like to thank the Board for allowing us to go to the sale as I feel we can surely make double the money I spend that day if not more. The Vera bags we sold brought in at least twice their amount. I have also found another sale that is held in August, it is in Van Wert and is free to attend. Sue and I are planning to attend.

Katie Sonnanstine

Marketing

- April flyer for schools
- April Constant Contact

Press Release

- Delivered coloring pictures to school for contest

Summer Brochure

- Contacted instructors, procured locations
- Wrote class descriptions
- Summer Playgrounds – wrote descriptions
- Recruited visitors for each week
- Selected pictures for brochure
- Sent to Lexy for set up – will proof and have brochure ready to print as scheduled

Administrative

- Scheduled Building Supervisors
- Updated website with closed, full classes
- Contracts and rosters for instructors
- Middle School tennis – maintained roster, copied registration pages for Bud Schroeder.

Purse Auction

- Set up live and silent auction purses
- Helped with morning set up and clean up
- Typed and printed silent auction bid sheets

Attended DTCP – March 21, 2017

After hours events

Purse Auction – March 18

Took board minutes – March 16

Prepared for medical leave

Set up schedules for building supervisors

Typed up all schedules for schools for absent time period

Prepared certificates for Coloring contest winners and left instructions.

Entered Class rosters for summer registration.

Wrote press release for absent time period with directions of when to send.

Sue Roberts

- The purse auction boutique turned out to be a good again this year. I did all of the preparation for the shop including cleaning and packaging the jewelry, set up, display and sales. It made over \$800.00. I volunteered over 6 hours on weekends working on the Purse Auction.
- I have continued to work on NFL Flag Football. I set up all the coaches' packets. I input all Safety City registrations and started the Community Wide Garage Sale.
- I continue to answer phones, help with community relief, write thank you letters, go to the post office, and generally do what is needed in the office. This month hasn't had much out of the norm except the noise and congestion caused by the new bathrooms.

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 loas, to discuss issues encountered and provide my insight into changes that will benefit TMCS.
- I have begun using the A/P and A/R 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 use the Quickbooks software to its fullest 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:

Saturday, March 18	Purse Auction*
Tuesday, March 21	Staff Meeting
Wednesday, March 22	City of Tipp City Field Usage Policy*
	Tony Hunt – NEW Tipp City Park Supervisor*
Wednesday, March 29	United Way - Simon Patry
Thursday, March 30	Randall Residence
	NFL Flag Football Coaches Meeting*
Monday, April 3	City Manager
	Patrick loas – issues with Quickbooks
Tuesday, April 4	Staff Meeting
Friday, April 7	Miami County Senior Day
	Personnel Committee
Saturday, April 8	Police Dept. vs Fire Dept. Basketball Game*
Tuesday, April 11	Staff Meeting
	Meeting with High School Principal
Wednesday, April 12	Mum Festival*
Thursday, April 13	Community Action Council
Tuesday, April 18	Staff Meeting
Thursday, April 20	TMCS Board of Trustees Meeting*
Monday, April 24	Historical Society Dinner*
Tuesday, April 25	Staff Meeting
	Baseball Meeting*
Thursday, April 27	Personnel Meeting
Friday, April 28	Arbor Day
Wednesday, May 3	Personnel Meeting
Thursday, May 4	New Path – Bill Lutz
	Abbott – New Plant Manager

Monday, May 8	Park Board*
Tuesday, May 9	Staff Meeting
	Unity Bank
	Personnel Meeting*
Wednesday, May 10	Mum Festival*
Thursday, May 11	Jury Duty?
	Chamber Expo*
	Setup for Miami County Senior Day*
Friday, May 12	Miami County Senior Day
Monday, May 15	LT Ball – 5 th graders
Tuesday, May 16	Staff Meeting
Thursday, May 18	TMCS Board of Trustees*

*Denotes evening hours