



Tipp Monroe Community Services, Inc.

Board of Trustees Meeting Minutes

June 15, 2017

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

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

Staff: Kathy Taylor
Katie Sonnanstine

Visitors: None

The meeting was called to order at 6:35 pm by Vice President, Bill House.

Agenda

Bill House asked if there were any changes to the agenda. Motion was made by Mackenzie English to approve the agenda, seconded by Deb Faulkner. All approved.

Secretary's Report May

Bill House asked if there were additions or corrections to the secretary's report. A motion was made by Deb Faulkner to accept the May 18, 2017 secretary's report and seconded by Bill House. All approved.

Treasurer's Report May

Kathy Taylor reported that \$4,200 was transferred from PayPal (online registrations) to our account.

Administration Expenses:

Janitorial Fees up (\$514.00) due to window washing and office floor cleaning. These expenses will be added to budget for next year.

Mileage expenses up due to the way the pay period ended with 2 mileage reimbursements in the same month.

Postage & Printing up due to purchase of 10 rolls of stamps.

Overall we are ahead of projection.

Motion made by Mackenzie English to approve the Treasurer's report, seconded by Carol Noffsinger. All approved.

Advisory Committee Announcements

None

Board Committee Reports

Cultural: Bryan Blake – Art in the Park, July 15, 2017

Corporate: Deborah Faulkner

Would like to modify TMCS Mission Statement to read; "It is the goal of Tipp Monroe Community Services, Inc. to identify by whatever means, the needs and desires of the community and then attempt to find the resources which can provide those needs and desires." (adding *and desires* to end of sentence). A discussion followed that the board should be asked for suggestions before a decision be made. Modifications will be tabled at this time and put on the July agenda for board input and further discussion.

Deb Faulkner requested that OANO be added to July agenda to make a decision on how to proceed. A discussion followed concerning weighing the benefits of membership versus added reporting and change in board selection process. Perhaps there are alternatives to joining OANO, i.e. Better Business Bureau or other non-profit associations. OANO membership to be placed on July agenda for discussion.

Finance Report: Bryan Blake reported that the Committee would be meeting on June 19 with Matt Buehrer of Thrivent to learn about investment opportunities. Committee will be meeting with Neil Nehring of Edward Jones as well as representatives of Unity Bank.

Membership: Mackenzie English met with Kathy Taylor and discussed ideas to make it easier to donate to TMCS through the website. Bryan Blake suggested we think of an incentive plan for donors. The Membership Committee looked at donations from 2001 to 2016 and decided to include in-kind donations as well as cash donations. This would bring donors such as Meijer up from a \$1500 cash donation to an \$8000 donor when in-kind donations were included. This gives a better perspective on what we actually receive in donations.

Public Relations: Amy Blake reported that she met with Katie Sonnanstine, Kathy Taylor and a potential part time Public Relations Coordinator candidate, Denise Gross. The committee discussed some of the duties that the new staff member would do, which included; wrapping up projects with thank you's, news releases and evaluations, Facebook, photographing events and classes and sending quarterly newsletters. Bryan Blake suggested we contact Christina Brownlee if current plans do not work.

Programs: Bill House met with Kathy Taylor and Katie Sonnanstine. Discussed getting better feedback on classes & events. One idea was to use the back page of the brochure for a community survey. Discussed review of programs and goals for 2017/2018.

Social Services: Carol Noffsinger reported that the Back Pack Program will be picked up by New Path and Lunch on Us is going well. Reviewed all the Social Service Programs. Added two programs; Shoes for the Shoeless and Community Outreach. Community Outreach will fill in the gaps that are left from our current social service programs. An account has been set up at the Middle School and we hope to expand to the other schools this fall.

Personnel: Joanna Pittenger – Personnel Manual

Director’s Report

Kathy Taylor reported she is re-working Basketball Rules. Field Use Policy has been updated and sent to Park Board for review. Safety City is in full swing. Kathy Taylor thanked all the board members for having committee meetings this month. United Way donated \$1500 for Community Relief and \$1000 for Lunch on Us. The Personnel Manual is at Andrew Stewart’s for a final review.

Katie Sonnanstine reported that playgrounds will begin week of June 19 and has hired a great group of Playground Aides. She noted some classes that were very popular this term.

President’s Comments

None

Old & New Business

OANO –on agenda for July

TMCS Mission Statement – on agenda for July

Motion made by Mackenzie English to adjourn the meeting, seconded by Amy Blake. Motion carried.

Meeting adjourned at 7:20 by Bill House.

Respectfully submitted,

Katie Sonnanstine

JUNE STAFF REPORT

Educational

- Working on Winter/Spring Term Report.
- 2017 Summer Brochure has been delivered to every household in Tipp City and Monroe Township.
- Summer Registration will begin the week of May 22 and will run through the end of August.
- New and popular programs: Cooking with Art: Stir Fry; Gentle Chair Yoga; Fairy Garden; Budget vs. Money Flow; Weed Id; Septic Systems; Summer Playgrounds – six different weeks.
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- Safety City: Registration has begun.
- 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.
- Worked on the Field Use Policies and Guidelines. Met with the Park Board and City Manager and reviewed the Field Use Policy. Met with Junior Baseball to discuss the Field Usage Policy. Final draft sent to Park Board and City Manager.
- Reworking the 3rd-12th grade basketball rules.

Upcoming Events

June

June 12 Lunch on Us Begins: First day Mac & Cheese

June 19 Summer Playgrounds Begin

Tipp City Arts Council:

- Currently working on 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 items.
- Working with Attorney on the Personnel Manual –draft sent to the Personnel Committee
- In the process of putting together a TMCS Operational Manual.
- Pulled out the old business plan – Corporate Committee - Reworking
- United Way Grant Request – Completed – Met with United Way Representative: Received \$1500 Community Relief and \$1000 for the LOU

- Darlene Siembida, Bookkeeper is working on Direct Deposit for the TMCS Employees

Social Services

Community Relief: Assisted 12 families/35 individuals living in household

Staff Reports

Carol English

LUNCH ON US!!

Katie Sonnanstine

Marketing

- May flyer for schools
- May Constant Contact
- Press Releases

Website

- Sent updated information to Matt for Website.
- Selected Sliding pictures, popular classes
- Updated full and cancelled classes

Summer Registration

- Rosters in Computer
- Ticklers
- Summer Registration form, Parents Manual for playgrounds
- Registration Notebook

Summer Playgrounds

- Created daily schedules for 3 weeks of playgrounds, found crafts and games to correspond to weekly themes.
- Begin to gather materials & shop for supplies
- Recruited visitors for each week
- Applied for Thrivent Action Teams
- Met with Matt Buehrer about Pizza Fridays
- Hired summer employees, scheduled orientation (June12), wrote contracts, sent tax paperwork & updated staff manual

Administrative

- Scheduled Building Supervisors
- Contracts and rosters for instructors

Meetings

- Met with Program Committee (May 25) to review & update goals
- Met with Public Relations Committee to review goals and discuss hiring of Public Relations person.

Other

- Met with DTCP Design Committee (May 31)
- Assisted with United Way Breakfast (June 9)
- Coordinated with the Tip City Police Dept. for a Heroin Awareness Class to be held on July 18.
- This class was requested by a Mother’s Group here in Tipp City. The TCPD her to call TMCS
- and we would arrange something. Sent Press Release, made flyers for volunteer from Mom’s
- group to distribute to churches, etc.

Darlene Siembida

- I have become more familiar with the different aspect of the TMCS QuickBooks setup.
- Changes to the payroll master file is complete for the office staff.
- I now use the A/P and A/R moguls of QuickBooks. Updating these files with pertinent data has made data entry of these processes much quicker, is still an ongoing process.
- I have completed setup of two online venders that I can now pay directly online. Allowing us to use our funds in-house longer.
- I have delved into the balance sheet accounts and found multiple issues. All the cash accounts have been balanced and match the financials.
- I have balanced more of the Community Development class accounts. It is important to have accurate reports with accountability when using other people’s funds.
- The ACH process for payroll is on its way. It is scheduled to go live with the office staff payroll on June 15th.
- I have sent out letters to get responses for about 20 outstanding checks and have received responses from about half. We will replace due to non-receipt to clear the bank statement.

Sue Roberts

- The highlight of the month was a great vacation to Pagosa Springs, Colorado.
- This month I worked on One Call by adding Safety City rosters so they could be called as needed. I set up all the one calls for all three sessions of safety city to remind them of the time and dates they signed up for since a lot had registered a long time ago. I also updated all the subgroups for One Call while I was working on that.
- I caught up on clipping all newspaper articles that pertain to TMCS from local newspapers.
- I worked on Christmas in July for Liberty Commons for next month. I have contacted the women’s groups at the churches that support us to get donated items again this year. I made the signs and sign-up sheet. I am working on several games and ideas for the party.
- I made all the needed copies for Safety City. That was somewhere close to 3,000 copies with the rosters and registrations included.
- I made raffle baskets for Fun Fair & Alumni and the certificates to go inside of the baskets.
- I am currently working on the employees’ bulletin board to bring it up to date.
- I updated the basketball rules for all the age groups so that is ready for the next season.
- I continue to go to the post office daily and do all the daily work as needed at TMCS.

Monthly Meetings attended by Director:

Monday, May 22 nd	Membership Committee – Mackenzie English Hotel Gallery
Tuesday, May 23 rd	Staff Meeting Scheduled dates for Camp Kern
Wednesday, May 24 th	Junior Baseball*

Thursday, May 25 th	Program Committee – Bill House Tippecanoe High School – Senior Cleanup
Monday, June 5 th	Valley Storm – Jim Salyer Social Services – Carol Noffsinger Personnel – Deb Jackson, Deb Faulkner Corporate – Bill House and Deb Faulkner*
Tuesday, June 6 th	Media Committee – Amy Blake
Wednesday, June 7 th	Thrivent – LOU/Playgrounds Adam Southers
Thursday, June 8 th	Tipp City United Way Unity – Direct Deposit Jim McKee: 5K Run Chamber of Commerce Open House*
Monday, June 12 th	Financial Meeting* Lunch on Us
Tuesday, June 13 th	Staff Meeting
Thursday, June 15 th	TMCS Board of Trustees*

*Denotes evening hours