Tipp Monroe Community Services, Inc.

Board of Trustees Meeting Minutes

October 19, 2023

Officers: Bill House, President

Mackenzie English, Vice President

Joanna Pittenger, Treasurer

Secretary

Trustees: Katie Berbach

Mary Casey

Mackenzie English - Absent

Lesley Evans Hellman

Bill House

Joanna Pittenger

Karen Schindler

Jay McClellan

Staff: Kathy Taylor

Guest: Mike Flora, Monroe Township Trustee; Aaron Moran, Superintendent of the Tipp City Schools

The meeting was called to order at 6:30 pm by President, Bill House.

**Agenda**

President, Bill House asked for a motion to approve the October agenda as presented. Lesley Evans Hellman made the motion to approve the agenda, seconded by Karen Schindler. All approved.

**Secretary’s Report**

President, Bill House asked for a motion to approve the TMCS Board of Trustees September 21, 2023 Minutes. Joanna Pittenger made the motion to approve the minutes as presented, seconded by Jay McClellan. All approved.

**Treasurer’s Report**

President, Bill House, asked for a motion to approve the September 2023 Financial Statement. Jay McClellan made a motion to approve the financial statements as presented, seconded by Karen Schindler. All approved.

**Advisory Committee Reports: No Report**

**Monroe Township Trustee**: Mike Flora reported that they have received $320,00 in funding to work on Neal Pearson Road. City of Tipp City has annexed Tipp Florist and plan on tearing down the building. The land will be available to buy. Having a number of issues with trucks trying to driving down Peters Road.

**Tipp City Exempted Village Public Schools:** Aaron Moran, Superintendent reported that the First Quarter is coming to an end. Tipp City Schools welcomed acclaimed award winning author Brad Kessler. The event was sponsored by Tipp Foundation, Tippecanoe Educational Endowment and WYSO. Sports completed Tennis, Golf and Volleyball. Still playing is the Boys and Girls Soccer teams.

**Board Committee Reports**

Corporate: No report.

Finance: No report

Community Engagement: No report.

Public Relations & Media Relations: No report

Personnel: No report

Program: No Report

Social Services: No report.

**Director’s Report**

The Director thanked all Board members for their participation in the Run for the Mums and Halloween Party.

Volleyball and Flag Football will be in its 3 week of play. Next event – Visit with Santa.

**President’s Comments**

Bill House thanked everyone for attending.

**Old Business**

**Board of trustees**

**Committee Assignments**

**Corporate Committee**

**Joanna Pittenger\* (C)**

William House\*, Katie Berbach\*, Jay McClellan\* and Kathy Taylor\*\*.

**Finance Committee**

**Joanna Pittenger\* (C)**

William House\*, Mackenzie English\*, Jay McClellan\* and Kathy Taylor\*\*.

**Personnel Committee**

**Katie Berbach\* (C)**

William House\*, Joanna Pittenger\*, Mackenzie English\* and Kathy Taylor\*\*.

**Program Committee**

**Lesley Evans Hellman\* (C)**

William House\*, Karen Schindler\*, Mary Casey\*, Katie Sonnanstine\*\* and Kathy Taylor\*\*.

**Community Relations Advisory Committee**

Community Relations Coordinator reports quarterly to the Board of Trustees

**Community Engagement**

**Mackenzie English\* (C)**

William House\*, Jay McClellan\* and Kathy Taylor\*\*

**Social Services Committee**

**Mary Casey\* (C)**

William House\*, Lesley Evans Hellman\*, Karen Schindler\* and Kathy Taylor\*\*.

**Holiday Hours:**

Lesley Evans Hellman made a motion to approve Holiday Hours as presented, second by Katie Berbach. All approved.

TMCS Holiday Christmas Hours

Friday, December 22 – Friday, December 29 – CLOSED

TMCS Office will reopen on Tuesday, January 2, 2024

**Contracts:**

**City of Tipp City:** Lesley Evans Hellman made a motion to approve the City Contract at the amount of $17,700, seconded by Katie Berbach. Roll Call, All Approved – Joanna Pittenger abstained.

**Monroe Township Contract**: Katie Berbach made a motion to approve the Monroe Township Contract at the amount of $5000, seconded by Lesley Evans Hellman. Roll Call, All Approved

**Board Meetings**: November & December - Cancelled

Facilities -on hold

At 7:10 pm, President Bill House asked for a motion to adjourned the meeting. Lesley Evans Hellman made the motion to adjourn, seconded by Katie Berbach. All approved.

Respectfully submitted,

Kathryn L. Taylor

ATTACHMENT 1

**Board of Trustees Meeting Minutes October 19, 2023**

**Tipp Monroe Community Services**

**Report: Mid-September– Mid-October 2023**

**Fall**

* Brochure is at printers and will be mailed week of September 4.
* Gearing up for Fall Sports – Flag Football (15 teams) and Volleyball (15 teams)
* Run for the Mums: Held September 23, 269 runners. Everything went well, have a few things to change for next year.
* Halloween scheduled Monday, October 16; Coloring Contest: November; Visit with Santa. Saturday, December 2.
* Gift Giving start to take applications October 23.

**General**

* September 1 – New Fiscal Year
* Working on job descriptions for the TMCS Staff.
* **Most exciting item: Hired a new bookkeeper Karie Meyers – She is doing an excellent job.**
* Backpack Program has begun – 18 bags. Receiving Action Teams from Thrivent, to help with the costs of the program. Local organization that wants to help with providing food items for the backpacks.
* Lunch on Us: Served 8590 meals, approx. 300 Friday Bags and school supplies to local children.
* Working on manuals, Playground (completed), Lunch On Us – Employee Guidelines.

**Katie Sonnanstine**

**Marketing**

* Constant Contact for
* October Flyer
* Run for Mum reminder
* Backpack program request for donations
* Run for Mums Survey

**Constant Contact Statistics for this month**

* Contacts 5556, open rate 46%, growth 61
* Industry standard open rate 39% , TMCS open rate 41%

**Website**

Kept classes up to date

**Personnel**

* Interviewed and hired 11 applicants
* Conducted 2 orientations for building supervisors, Oct. 4 & Oct. 11
* Prepared new hire paperwork, contracts

**Administration**

* Contracts, rosters, sign in-sheets, Evaluations & Sign packet for instructors
* Sent schedules to schools
* Wrote contracts for school use
* Purchased water and cookies for Lunch & Learn, Sept. 29 & Oct. 13, stayed for programs

**Run for the Mums**

* Typed up roster for Regel Rexnord runners
* Made t-shirt tally
* Help pack bags for runners
* Early package pick up \*
* Attended event\*

**Select Basketball**

* Met with Darrin & coaches regarding coverage of LT Ball & Nevin for practices and games\*
* Delivered Select Basketball information about tryouts
* Entered Select registration information in Rec Desk

**Meetings**

* October 9, 2023 – volunteered at the DTCP Beer Crawl\*
* September 20, 2023 – DTCP Board Meeting

After Hours\*

**Denise Gross**

**Continuous Items:**

* Website - make updates and changes to the site regularly.
* Event/Program Flyers and Posters - design posters/calendars for upcoming events/programs. Deliver to local businesses.
* Press Releases and Photos - Write press releases and take photos of events/programs each week.
* TMCS Office - work in the office 5 days per week - 29 hours.
* Facebook - post photos from events and programs regularly.
* Instagram - post items regularly.
* Evaluations - complete after each program/event with staff involved.
* Welcome Bags - put together welcome bags as requested by Borchers and others. Continuously collect items from local businesses - usually about 15/month.
* School Flyers - design school flyers each month (except summer months). Print and deliver to the board office.
* Forms - update forms as requested.

**Community Relations Items Completed:**

* Run for the Mums - took photos at the event and posted them on FaceBook the day of the event. Helped with set-up at the football field prior to the awards presentation. Wrote post-event press release and sent to the Tippecanoe Gazette. Helped with the tear-down of the event. Designed 5K stickers and RFTM stickers. Acted as liaison with Repacorp. Designed sponsor signs for NovaCare, ordered and picked up. Completed evaluation form with staff.
* Tipp City Neighbors Magazine - wrote press releases for inclusion in the November issue of the Tipp City Neighbors Magazine.
* Tipp City Sneakers - printed more brochures. Created an Event page on FaceBook. Picked the winner for the Summer session. Contacted winner and took a photo for social media post.
* Updated Facebook Events for November classes.
* School Flyers - designed a 2-page school flyer for sports and classes/events for November and December. Sent to Liz Robbins.
* Volleyball - coordinated with t-shirt printer and picked up t-shirts when they were done. Helped Misty fill the coach's bags. Created team rosters and schedules, printed, and uploaded onto the website and Volleyball Facebook page.
* Advertising - designed and sent an ad for Flag Football, Basketball, and Halloween Parade to the Tippecanoe Gazette. Designed and submitted ads for the THS yearbook, Band Invitational, and Sports program.
* Halloween Parade - wrote a press release and sent it to local news outlets. Printed posters and delivered to local businesses. Designed and printed winner certificates. Designed and printed judging sheets and sign-in sheets. Uploaded poster onto website home page. Updated FaceBook banner with Halloween photo.
* Basketball - updated rules - gave to Kathy to proof (10/11).
* Tippecanoe Community Band - worked with Gail Ahmed on the Fall Concert. Designed poster and concert program. Delivered posters to local businesses. Sent info to Tipp Center and posted on Social Media and website.
* Flag Football - designed ad for Tippecanoe Gazette. Posted info on social media and website. Designed rosters and game schedules. Posted game schedule on Flag Football and TMCS Facebook pages.
* Coloring Contest - updated back page of coloring pages for Fall Contest.

**Misc. Items Pending:**

* Website - working on including Tippecanoe Band on the TMCS website. Website - adding online donations and PDF filler forms.
* Coloring Contest - put together 9 winner's bags for the coloring contest. Deliver the bags and take them to each school. Take photos and send press release to schools and newspapers.
* Visit with Santa - working with Misty on event details. Design ad for local newspaper, website, and Facebook.
* TMCS Brochure - update pending
* Newsletter - working on an updated newsletter for the advisory board.
* Sponsorship Levels - working with Kathy to update levels of sponsorship.
* PowerPoint Presentation - updating current Strategic Plan PPT
* FB Events Pages - creating and posting for November/December.
* Update the Advisory Member email list
* Update media information
* Thank You Card - updating calendar/thank you card.
* Welcome Bags - rethinking how/who we give them to.
* InDesign - take class.

**Misty McDowell**

**Backpack Program**

* Collaborated with Liz Robbins at the school to start program for the year
* Organized and Recorded Donations from community
* Provided 17 bags of food containing at least 12 items weekly
* Scouted the best deals on needed food for the program. Shopped for item then organized them in our storage area.
* Cleaned and organized storage are for food.
* Educated many inquiring community members about the program. To enable them to make good donation purchases.

**Flag Football**

* Insured that we had building supervisors for the field.
* Fielded questions from the coaches, coaches meeting
* Made Teams
* Found Coaches
* Made Schedule
* Ordered Jerseys

**Volleyball**

* Fielded questions from the coaches, coaches meeting
* Made Teams
* Found Coaches
* Made Schedule
* Ordered T-Shirts

**Run for the Mum**

* Assisted day of the mum
* Packet Pick-up
* Counted shirts
* Assembled items for the packet

**Additional Services**

* Assisted with getting programs set up including snack.
* Assisted community member in signing up for program and navigating rec desk.
* Communicated with each school to see what was needed in the nurses’ office. Shopped and delivered items.

**Halloween Parade**

* Purchased Items for the event.
* Coordinated Volunteers
* Planned event including layout and entertainment
* Prepared games
* Contacted to Police to remind them of the parade

**Director’s Meetings**

Tuesday, August 23 Interviewed for Bookkeeper

Wednesday, September 20 Packet Pickup Run\*

Thursday, September 21 Packet Pickup Run\*

TMCS Board of Trustees\*

Saturday, September 23 Run for the Mums\*

Sunday, September 24 Mum Festival\*

Monday, October 2 Volleyball Meeting\*

Select Basketball\*

Bookkeeper Started!!!!!!

Wednesday, October 4 Training of Building Supervisor Staff

Wednesday, October 11 Mum Festival Meeting\*

Monday, October 16 Halloween Party\*

Wednesday, October 18 Quarterly Payroll Taxes

Thursday, October 19 TMCS Board of Trustees Meeting\*

\*Afterhours