



# Tipp Monroe Community Services, Inc.

## Board of Trustees Meeting Minutes

August 18, 2022

Officers: Bill House, President  
Mackenzie English, Vice President  
Joanna Pittenger, Treasurer  
Carol Noffsinger, Secretary

Trustees Mackenzie English  
Lesley Evans Hellman  
Bill House  
Carol Noffsinger  
Joanna Pittenger  
Karen Schindler  
Jay McClellan

Staff: Kathy Taylor

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 August 18, 2022 agenda. Jay McClellan made the motion to approve the August Agenda as presented, motion was seconded by Joanna Pittenger. All approved.

During New & Old Business it was discovered that we needed to add 2022-2023 Budget to the agenda. Lesley Evans Hellman made a motion to approve the amended August Agenda to include 2022-2023 TMCS Budget, seconded by Mackenzie English. All approved.

### **Secretary's Report**

President, Bill House asked for a motion to approve the July 21, 2022 minutes. Jay McClellan made a motion to approve the July 21 2022 minutes as presented, motion seconded by Mackenzie English. All approved.

### **Treasurer's Report**

President, Bill House, asked for a motion to approve the July 2022 Financial Statement. The motion to approve was made by Lesley Evans Hellman and seconded by Jay McClellan. All approved.

### **Advisory Committee Reports:**

Monroe Township Trustees: Dr. Martin English reported that all paving jobs are completed.

### **Board Committee Reports**

Corporate: No report.

Finance: No Report

Community Engagement: No report.

Public Relations & Media Relations: No report

Personnel: Discussed hiring a new Administrative Assistant/Events Coordinator – Misty McDowell

Program: No report

Social Services: No report.

### **Director's Report**

- Kathy Taylor thanked the Board for helping with National Night Out.

- Reminded everyone of the Run for the Mums on Saturday, September 24, 6 am at the Roundhouse. Except Bill House, Mackenzie English, Joanna Pittenger and Jay McClellan, please report at 5 am
- Fall brochure will be mailed the week of August 29.
- New Program: 3<sup>rd</sup>-6<sup>th</sup> grade Girls Volleyball.
- Checking into Backpack Program

TMCS Staff Report was sent by email.

### **Old/New Business**

Facilities -on hold

### **Election of Trustees**

The slate of the 3-year term trustees was approved by the TMCS Board: William House, Mackenzie English and Mary Casey. William House and Mackenzie English abstained from the vote.

Partial Term Trustees: Karen Schindler 2 years term, board approved – Karen abstained from the vote.  
Katie Berbach 1 year term was approved by the TMCS Board

See Attached forms

### **Officers:**

Lesley Evans Hellman made a motion to nominate William House as President, seconded by Mackenzie English. All approved. William House abstained from the vote.

Lesley Evans Hellman made a motion to nominate Mackenzie English as the Vice-President, seconded by Karen Schindler. All approved. Mackenzie English abstained from the vote.

Lesley Evans Hellman made a motion to nominate Joanna Pittenger as the Treasurer, seconded by Karen Schindler. All approved. Joanna Pittenger abstained from the vote.

Lesley Evans Hellman made a motion to nominate Carol Noffsinger as Secretary, seconded by Mackenzie English. All approved. Carol Noffsinger abstained from the vote.

**2022-2023 Tipp Monroe Community Services Budget:** Questions: Carol Noffsinger asked why the Maintenance & Repair had the same description. Kathy Taylor explained the difference and will make sure to put more information into the Budget Summary Report. Lesley Evans Hellman made motion to approve the 2022-2023 TMCS Budget, seconded by Mackenzie English. All approved.

Bill House asked for a motion to adjourn at 6:50 pm. Mackenzie English made the motion to adjourn, seconded by Lesley Evans Hellman. All Approved.

Respectfully submitted,  
Kathryn L. Taylor

## **Tipp Monroe Community Services Staff Report: Mid-July– Mid-August 2022**

### **Fall 2022**

- Work has begun on the 2022 Fall Mailer. The mailer will be sent to the printers by August 19. Registration will begin August 29<sup>th</sup>. We have started to take registrations for: Run for the Mums, TMCS Rec Girls Volleyball (3<sup>rd</sup>-6<sup>th</sup> grade), Youth Basketball, NFL Flag Football and Taekwondo.
- NFL Flag Football starts Sunday, October 9 and will run for 6 weeks.
- Back Pack Program: In 2021-2022, the Nazarene Church delivered 7 backpack filled with food to two different schools. They receive the meals from Shared Harvest and cost \$2.10 per bag. You ordered the bags, the Monday, before the first Thursday and all bags (28) will be delivered one time each month. The bags are delivered every Friday, prior to 12 noon.

### **Summer 2022**

- The week of July 25<sup>th</sup> was the last week of the 2022 Summer Playgrounds. All six session were full. YEA! Katie took the staff out for lunch.
- Popular Classes: Art Camp, Safety City, Summer Playgrounds, Learning to make Smoothies, Medicare, Sneakers (28), Healthy Eating, Babysitting, etc.
- Work has begun on the 2022 Run for the Mums. Secured the Premier Sponsors: Abbott, Arenstein & Andersen, Regal Beloit (New logo) and Meijer. Gold Sponsors are Premier Cardiologists and Joe Gibson. Food secured, runner bags: athletic bag, lip balm, sunscreen, first aid kits, hand sanitizer, drink packets/zone bars from Abbott and items from Meijer. Logo is completed. Ordered t-shirts, medals, mums, etc.
- Lunch on Us: Assisted with getting the LOU operational. Started June 6 – August 12. Rode with the driver and handed out meals to the children. Picked up food from school, Needy Basket, Restaurant Depot and GFS. Averaging: 175 meals per day. Staff: Renee Johnson, Kitchen Manager/Cook; Kim DeBrosse, Asst. Manager and Kelly Gillis, Driver. All sites are pickup only. Tracking in-kind donations.
- Lunch at Liberty: 47 residents participated – We cleaned out the storage room.
- School Supplies: On Friday, August 5, five (5) High School Softball Players will assist in making School supply bags for each grade level. The bags will be delivered the week of August 8<sup>th</sup>. If you know of someone who needs school supplies send them our way, that includes the teachers. Goon Brothers will be helping collect school supplies. On September 6, the Tipp City Schools will be picking up any left over supplies.

### **Winter/Spring 2023**

- Work has begun on the 2023 Purse Auction.
- Camp Kern scheduled for February 17 & 18, 2023
- Working on manuals, Playground (completed), Lunch On Us – Employee Guidelines.

### **General**

- Working on job descriptions for the TMCS Staff.
- Doing payroll, deposits, payables, reports, etc.
- Met with Kim Hagen, Facilities Supervisor to discuss the policy for weather and school closures. We will not have to close, unless all school activities are cancelled at night and/or weekend. Also discussed starting a TMCS Girl's Rec Volleyball.
- Completed Playground Manual and working on contracts for instructors and independent contractors.

- Receiving resumes for Administrative Assistant/Event Coordinator. Listed ads: Dayton Daily, Tipp Gazette, sent out Constant Contact (good response), facebook, Indeed, Zipcruiter, Job & Family Services, etc.
- Premier Health doing Blood Pressure and Glucose once a month at the TMCS office.
- Office Staff: Darlene's last day was scheduled for Tuesday, July 26 – but she was off due to COVID. She came in the office the week of August 1 to continue my training. She is official moving August 18-19. We will truly miss her.
- Denise will be returning to the office mid to late October.
- Katie leaves mid-September and should be back by mid-November.
- Interviews have begun: interviewed 4 people for the Adm. Asst/Event Coordinator; made 4 calls to the Bookkeeper applicants, have not heard back from anyone. Also discussed with Danene, chamber member and has a Bookkeeping Business. She was to send a quote, have not received anything (tried 2).

### **Director's Meeting**

Wednesday, June 1	Moving supplies to the Church – Lunch on Us
Thursday, June 2	Liberty Commons
Monday, June 6	Rode in LOU Van – Lunch on Us started
Wednesday, June 8	Picked up McDonald Cups Mum Festival* - Tornado
Thursday, June 9	Community Action Council Phone conference – concerning baseball
Tuesday, June 14	Abbott
Wednesday, June 15-17	Rode in LOU Van – delivered meals
Thursday, June 16	TMCS Board Meeting - Cancelled
Monday, June 20	The Job Center
Tuesday, June 28	Lesley Petro – Volleyball: Setup Volleyball League
Wednesday, June 29	Picked up GFS order
Thursday, July 1	Chalk Art*
Monday, July 11	Park Board*
Wednesday, July 13	Mum Festival*
Thursday, July 14	Community Action Council Lunch at Liberty
Thursday, July 21	TMCS Board of Trustees Meeting*
Tuesday, July 26	Interviews (3)
Thursday, July 28	Interview (1)
Friday, August 5	School Supplies – Volleyball Participants Met with Liz Robbins
Monday, August 8	Handout school supplies Drove Lunch Van
Tuesday, August 9	Premier Health Drove Lunch Van Met with Instructor about Pickleball
Wednesday, August 10	Mum Festival* Kiwanis
Thursday, August 11	Community Action Council
Friday, August 12	Lunch on Us - ends

\*Afterhours



## Tipp Monroe Community Services 2022-2023 Ballot

### **Election of Trustees: Select 3**

2022-2025

\_\_\_\_\_ William House

\_\_\_\_\_ Mackenzie English

\_\_\_\_\_ Mary Casey

### **Election of Trustees: Partial Terms**

\_\_\_\_\_ Karen Schindler – 2 year term (2022-2024)

\_\_\_\_\_ Katie Berbach – 1 year term (2022-2023)

**See voting results - above**



## Tipp Monroe Community Services 2022-2023 Ballot

### Slate of Officers: Select 1 Trustee for each position

#### 2021-2022 Current Officers

- \_\_\_\_\_ William House, President
- \_\_\_\_\_ Mackenzie English, Vice-President
- \_\_\_\_\_ Joanna Pittenger, Treasurer
- \_\_\_\_\_ Carol Noffsinger, Secretary

#### Incoming Officers: 2022-2023

_____	_____	_____
	Name	Office
_____	_____	_____
	Name	Office
_____	_____	_____
	Name	Office
_____	_____	_____
	Name	Office

See voting results - above

## Tipp Monroe Community Services 2022-2023 Budget Summary

### **Income Revenues:**

#### **Internal Program Fees**

Youth Basketball, Flag, Community Wide Garage Sale, Purse Auction, etc.

Educational/Recreational Funds: programs/special project fees: Youth Basketball: Open program to non-residents, Playgrounds, Run for the Mums, education programs. NEW PROGRAM: TMCS Girl's 3<sup>rd</sup>-6<sup>th</sup> grade Volleyball (runs Oct-Nov)

#### **Summary**

Increase: \$13,019.00

Program and Public Relations Committees plays an important role in creating new programs and marketing strategies to increase participation. Rec Desk has simplified the registration process.

#### **Administrative Reimbursement**

Educational/Recreational Funds: funds from general public, baseball & soccer (field usage)

General Fund: Copies

#### **Summary**

Increase: \$28.00

#### **City Revenue**

Contract between TMCS & City of Tipp City in the amount of \$17,700.00. Funds are divided between the Educational Fund (\$618.54 monthly journal entry- City) and the Recreational Fund (\$856.56 monthly journal entry – City).

#### **In-kind Donations**

Product and Services provided to TMCS free of charge. In-kind donations are put into quick books for tracking purposes. This account has a debit and credit listed, balancing the accounts to \$0.00

#### **Summary**

Reduction: \$7,400

#### **Township Revenue**

Contract between TMCS & the Monroe Township in the amount of \$5,000.00. Funds are divided between the Educational Fund (\$174.00 monthly journal entry- Twp) and the Recreational Fund (\$242.00 monthly journal entry – Twp)

#### **Contributions: Unrestricted**

General Fund: Advisory Members

Recreational/Educational Funds

#### **Summary**

Increase: \$3,575.00

## Gift Certificates Redeemed

TMCS gift certificates placed in baskets given to clubs and organizations

### Summary

Reduction: \$505.00

## Interest Income

General Fund: Interest from savings and money market fund. The amounts are entered monthly

Looking at other investing options.

### Summary

Reduction: \$26.00

## Membership

Annually dues owed by the TMCS Board of Trustees.

### Summary

Budget: \$18.00

## Sponsorships

Monies donated directly to an event: Run for the Mums (\$6000), Halloween (\$500), Purse, etc.

Youth Basketball; Visit with Santa; Camp Kern – (\$3200)

### Summary

Increased: \$2,600.00

## Tax Levy

General Fund: Receiving full tax levy. Approximately \$212,000.00 minus the county auditors' fees

2021 Levy passed.

## Thrivent Cards

Tracking the gift cards that we received from Thrivent. The cards are used for supplies for a variety of programs: Lunch On Us, Run, Santa, Halloween and summer playgrounds.

## United Way: Not included in the General, Education or Recreation Accounts

Contract for 2019-2020: Requested and will receive \$1,500.00 for the Community Relief Fund, first payment May 2021

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## Wages & Payroll Taxes

### Administrative Salaries

Moved 5% of salary to Social Services

Salary: Increase 3%

General: Includes Director

### Administrative Office

Salary: Increase 3%

General: Bookkeeper

½ Education and ½ Recreation: Program Coordinator/Community Relations/Adm. Assistant/Event

Social Services: Moved 5% from general and put it into social services.



## Administrative Hourly

Lunch on Us Staff: Salary 2% increase

Office Staff: Increase 3%

## Building Supervisors

Building Supervisors are used to open and close facilities for TMCS Programs/Activities. Minimum Wage:

Currently \$9.30 estimated increase to \$10.00

## Instructor Wages

Program instructors, playground supervisor and aides.

## Recreation Instruction

Playground Staff: Increased Playground Supervisor to \$14.00 per hour; Playground Aides to \$11.00 per hour,

Flag Football

## Payroll Taxes

Employer's FICA, SUTA and Workers Compensation.

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## Program Expenses

### Advertising

Used to advertise (paid ads) the start of registration and other activities provided by TMCS.

#### Summary

Increased: \$475.00

### Bank Charge

Registration takes place online, which includes usage fees and credit card fees. Passed this along to the participant – Convenience Fee

#### Summary

Reduction: \$4,450.00

### Contract Services

Educational/Recreational Fund: Payment for classes, background checks, referees (Rec. & Select basketball), internet, renting of gym space for youth basketball, etc.

#### Summary

Increased: \$2,530.00

### Dues & Registration Fees

Educational/Recreational Funds: Program fees for coaches, registration fees for Fall & Spring Select basketball and Destination Imagination

#### Summary

Reduction: \$550.00

### Gift Certificates

Gift certificates as door prizes for TMCS events – such as a free run for the mum entry, free participation in one of TMCS programs, etc.

#### Summary

Reduction: \$505.00

### In-Kind Donations

Offset of income from In-Kind Donations

### Meals

Yearend party for the playground staff

#### Summary

Increased: \$185.00

### Maintenance & Repair

Rugs for Hallways, maintenance fee for Copies, equipment repair, etc.

#### Summary

Reduction: \$1,165.00

### Marketing

Promotional for educational and recreational programs.

#### Summary

Increased: \$340.00

### Mileage

Rate: .62.5 cents per mile (increased in July by IRS): Removed from budget – put into Adm. Expenses.

#### Summary

Reduction: \$750.00 - \$0.00 in budget

### Postage & Printing

Educational/Recreational Funds: Printing (Run for the Mums, Purse Auction) and mailing of the Program Catalogs (3), newspaper ads, posters, quarterly newsletter, etc.

#### Summary

Reduction: \$1,370.00

### Program Supplies

Educational/Recreational Funds: Supplies for summer playgrounds, Run for the Mums - cancelled, basketball (rec. & select), Santa, Halloween, Purse Auction, etc. Additional cost will be offset by increase in Internal Program Fees.

#### Summary

Increased: \$4,631.00

### Program Refunds

Program refunds for classes that have been cancelled by TMCS or when the participant cancels.

#### Summary

Increased: \$442.00

### Scholarships

Allowing children to participate in TMCS programs at no cost. This year (2018-2019), we received \$800 in scholarship donations.

#### Summary

Remained the same: \$500.00

## Technology

Yearly updates: RecDesk, Design, Zoom

### Summary

Increased: \$2,205.00

## Telephone: Cell

Education and Recreation receive ½ each of the monthly cell phone bill for the Program Coordinator

### Summary

Remained the same: \$168.00

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## Administrative Expenses

### Advertising

Ads for general purpose: new trustees, advertising what is happening at TMCS, signage, etc.

### Summary

Reduction: \$1,650

### Appreciation Party

Appreciation Party for Advisory members, volunteers, trustees, etc.

### Summary

CANCELLED

### Accounting Fees

Accountant fees for annual review, quarterly payroll taxes and filing of the 990.

### Summary

Increased: \$1,071

### Bank Charges

Fees charged by the bank for direct deposit.

### Summary

Reduction: \$20.00

### Charitable Foundation

Yearly Charitable fee sent to the Ohio Attorney General.

### Summary

Budget Amount: \$200.00 Change of \$100.00

### Conference & Training

Staff training

### Summary

Increased: \$100.00

### Contract Services:

Internet

### Summary

Reduction: \$250.00

### County Auditor's Fees

The County Auditor collects the property tax (tax levy) and removes their fees before sending the money to the Monroe Township. The Monroe Township then sends the money to TMCS.

## Dues & Subscriptions

Membership fees, newspaper subscriptions, OANO, and Quick Books.

### Summary

Increased: \$31.00

## Employee Insurance

Employee Insurance for 2 full-time employees.

One employee's insurance is secondary – reduced cost

Based off of last year's actual cost – increased by 20%

### Summary

Increase: \$4,915.00

## Equipment Lease

General Fund: lease on copier

### Summary

No Change: \$159.00 per month

## Equipment Replacement

General Fund: Replace computers

### Summary

Budget: \$0.00

## Janitorial Services

TMCS Offices are cleaned weekly.

### Summary

Increased: \$600.00

## Insurance General

Liability Insurance (equipment, building, theft, etc.) and Director & Officer Liability Policy. Added Data Defender; increased criminal theft from \$2,000.00 to \$15,000.00, Auto Coverage to cover School Van \$40,000; increasing General Liability coverage from \$1,000,000 to \$2,000,000; increase coverage on offsite storage (school and storage unit) from \$20,000 to \$80,000.

### Summary

Increase: \$1,224

## Interest Expenses

Late Fees

### Summary

Reduction: \$50.00

## Legal Fees

Consulting TMCS's Attorney – Reviewing a number of documents – Personnel Manual, Client Intake Form, general releases on all registration forms.

### Summary

Reduction: \$1,250.00

## Maintenance & Repair

Rugs for Hallways, maintenance fee for Copies, equipment repair, etc.

### Summary

Increased: \$550.00

### Marketing

Promotional materials, posters, brochures, etc.

#### **Summary**

Reduction: \$511.00

### Meals

Food for meetings, dinners, Playground Staff and Summer Lunch on Us Staff year end party, etc.

#### **Summary**

Increased: \$35.00

### Mileage Reimbursement

Rate: .62.6 cents per mile Raised in July 2022

#### **Summary**

Reduction: \$816.00

### Office Supplies

Paper, ink, file folders, etc.

#### **Summary**

Increased: \$900.00

### Other Supplies

Cleaning supplies, toilet paper, paper towels

#### **Summary**

Reduction: \$200.00

### Postage & Printing

Mailings, bills, ads in area papers, etc.

#### **Summary**

Reduction: \$650.00

### Rent Expenses

Waived by the City of Tipp City \$10,000.00

### Retirement Expenses

All staff members who have worked for TMCS for one year and have made \$5000 in that year qualifies for our retirement program. Employees can contribute as much as they want and the agency will match up to 3%.

### Technology

Yearly updates: Carbonite, AVG, QuickBooks, Host Monster, etc.

#### **Summary**

Reduction: \$227.00

### Telephone Expense

Includes monthly service (3 lines), long distance and 2 new cell phones (data plan).

#### **Summary**

Increased: \$48.00

## Utilities

Utilities (in-kind), trash hauling – shared with Cairns Toys and Coldwater. Pay quarterly

### Summary

No Change

## Miscellaneous Expense

### Summary

Reduction: \$100.00

06/28/2022

**Attached 2022-2023 Budget Separately – Excel File**