



# Tipp Monroe Community Services, Inc.

## Board of Trustees Meeting Minutes

November 16, 2021

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

Trustees: Linda Ares-Absent  
Amy Blake-Absent  
Mackenzie English  
Lesley Evans Hellman  
Bill House  
Carol Noffsinger  
Joanna Pittenger-Absent  
Karen Schindler  
Jay McClellan - Absent

Staff: Kathy Taylor  
Denise Gross

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 November 16, 2021 agenda. Lesley Evans Hellman made the motion to approve the November Agenda as presented, motion was seconded by Mackenzie English. All approved.

### **Secretary's Report**

President, Bill House asked for a motion to approve the October 21, 2021 Minutes. Mackenzie English made the motion to approve, it was seconded by Lesley Evans Hellman. All approved.

### **Treasurer's Report**

President, Bill House, asked for a motion to approve the October 2021 Financial Statement. The motion to approve was made by Mackenzie English and seconded by Carol Noffsinger. All approved.

### **Advisory Committee Reports**

City of Tipp City: Kathryn Huffman reported that the contract was approved and the City want to develop a contract between the City and TMCS for the old Municipal Building.

### **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**

Sent by email

**Old/New Business**

Bill House asked for a motion to approve the 2021-2022 TMCS Board of Trustees Manual. Lesley Evans-Hellman made the motion; it was seconded by Mackenzie English. All approved.

Facilities -on hold

Joanna Pittenger was unable to attend the meeting tonight. She had Kathy Taylor thank the TMCS Board of Trustees, Bill House for taking on the job of treasurer and the many volunteers who delivered flyers and signs.

Bill House asked for a motion to adjourn at 6:45pm. Mackenzie English made the motion to adjourn, seconded by Carol Noffsinger. All Approved.

Respectfully submitted,  
Kathryn L. Taylor

# Tipp Monroe Community Services

## Staff Report: Mid-October – Mid-November

### Winter/Spring

- Work has begun on the 2022 Winter/Spring Term. Registration will take place the week of January 20, with classes beginning the week of January 27.

### Fall

- Preparation has begun for all the activities/events that TMCS holds in the fall: Run for the Mums, Halloween Party & Parade, Visit with Santa, Fall NFL Flag Football, 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball, Select Basketball. Brochure will be mailed the week of September 20. A lot of great classes. Hard to believe that it is November and Christmas is right around the corner.

### Recreation

- NFL Flag Football: 102 participants; We have 4 teams in 3<sup>rd</sup>-5<sup>th</sup> grade and 10 teams for K-2<sup>nd</sup> grade. Starts: Sunday, October 10 and ends November 14.
- Working on Youth Basketball
- Visit with Santa
- Camp Kern: February 18 & 19

### General

- Working on job descriptions for the TMCS Staff
- Assisting with School Supplies
- Working on TMCS participating in the Parade.
- New fiscal year starts September 1 through August 31.
- Annual Review set for week of November 15.
- Committee work will begin January 3.

### Social Service Program

- Christmas in July: Senior Citizens at Liberty Commons – October 22: Attendance: 38
- School supplies are going to each school building.
- Gift Giving: Start taking applications for families in need, on October 25-November 19.

### Important Dates

#### November

Friday, November 19	Gift Giving Application Deadline
Tuesday, November 2	Election Day
Thursday, November 4	Appreciation Party
Friday, November 12	Coloring Pages Due
Tuesday, November 16	Board of trustees Meeting at Frida's Mexican Kitchen
Wednesday, November 24	Basketball Registration Ends
November 25 & 26	TMCS Closed

#### December

Dec 3 – Dec 25	Christmas Light Tour
Saturday, December 4	Visit with Santa

Sunday, December 5	Community Band Concert: Tipp Center 3 pm
Thursday, December 16	Board of Trustees Meeting Cancelled
Friday, Dec 23-Sunday, Jan 2	TMCS Closed
Dec 1 – March 1	Snowman Building Contest

## **Staff Reports**

### **Katie Sonnanstine**

#### **Administration**

Contracts and rosters for instructors  
Writing contracts for school space, library space & township

#### **Marketing**

Constant Contact –3 Basketball Reminders  
Constant Contact – School Activities  
Copied Oct. School flyer for distribution

#### **Winter/Spring Brochure**

Contacted instructors  
Entering classes into Rec Desk  
Writing up class descriptions, time, dates for brochure & website  
Continue to find a location for various classes  
Continue to contact instructors who have missed deadline  
Writing contracts for school space, library space & township

#### **Miscellaneous**

Holiday Gift Giving – taking appointments and interviewing when necessary

#### **Halloween Party & Costume Judging**

Arranged for Broadway parking lot for gathering and Zion Lutheran for event. Procured necessary insurance information.  
Volunteers, tent set up, costume winner certificates & prize bags. Instructions for judges  
Helped bag candy  
Attended event  
Arranged for band, witches, Officer Dan, Ranger Vic and the police escort.

#### **Employees**

Hired 5 building supervisors.  
Held two orientations.  
Scheduling building supervisors for school events and basketball  
Schedules to schools

#### **Meetings**

\*Oct. 6, Met with Program Committee  
Oct. 12 – DTCP meeting  
\*Oct. 18- Halloween Parade Event  
\*Oct. 21–took minutes at Board Meeting

### **Carol English**

- The Christmas in July party was held on October 18th at Liberty Commons for 38 residents who live there. The residents played games to win prizes, had a delicious lunch, got to talk to other residents who they hadn't seen in a while and went home with a bag full of goodies. This party was the first one they had since Covid and they were ready to have some fun. Hugs were plentiful and when you leave you feel appreciated by each one of them. The bags they receive have toiletries, food items, cleaning supplies and miscellaneous items they have chosen along with a \$10 CVS gift card. At the end of the event, the food that was left was packed up and given to the residents to take home and have for later.
- My volunteers were Renee Johnson who helped with ordering the food from GFS, securing permission to use the TMS Café to prepare the food and bake the cookies the morning of the event since school was not in session that day and helping at the event. Sue Roberts helped me with purchasing the products for the bags, filling each bag with the orders from the residents and helping serve food and with the games at the event. I also had contacted the Octagon Club to offer volunteer hours and had 3 young ladies show up to help. Their help was

priceless and the residents really enjoyed having conversations with them. The students really enjoyed working with the seniors and told me they would help me next July just because they had a good time with the residents.

- Helped set up and work the Halloween parade and party. The Octagon Club students helped with set up, working and tear down...we couldn't do such a great job without them!
- A donation of \$500 was received for Thanksgiving Meals. I was also offered a Thrivent Action Team donation for Christmas Meals....since Needy Basket gives them a box of food, we thought about buying meat which prices are soaring and thought this might help over the holidays with everyone home.
- Letters for Gift Giving Sponsors went out this month. Sponsors are rolling in but the clients are a little slow right now. It is a little early for moms to start thinking about Christmas. So far I have 7 families that are sponsored and the information has been sent to the sponsor. Spoke with the director at the Family Abuse Shelter to see if they might also have a Tipp City family or could they use certain items? We worked a list out and I am working on getting someone to sponsor some of these everyday items...pajamas, underwear, T-shirts, socks, toiletries and toys. Most of these families come to the shelter with the clothes on their backs and have to start all over. The basic supplies become priceless to those who don't have them. Working toward the Annual Purse Auction which is scheduled on March 12, 2022 at the Tipp City United Methodist Church. Location has been reserved for Friday and Saturday.

### **Darlene Siembida**

- October bank statements were balanced on Monday 11/8 for both accounts.
- All Payables were received, coded and entered into the computer in preparation to pay when due. Checks are written and signed by Joanna on Friday's. All funds received were processed and deposited to the appropriate accounts. Deposits are plentiful now that sports and back on the agenda.
- The Third Quarter Payroll taxes were prepared by Kentner & Sellers. Payments were sent timely and reports mailed.
- Rec Desk says they have resolved their bank charge issue that has been affecting our bank deposits. But we are still seeing small issued to date.
- A review of all activities since the year end has intensified for the year end 2021. The August is here in three weeks. Year-end review will be here soon.
- October reports are prepared and reviewed before presentation to the Board members. The following items are continuing:
  - Reviewing the current requirements of the job description.
  - Review of procedures for the job description and update as needed.
  - Reviewing Cashflow daily and reporting to the Director.

### **Denise Gross**

#### **Continuous Items:**

- Website – make updates and changes to 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 3 days per week.
- Facebook –post photos from events and programs regularly.
- Instagram – post items regularly.
- Evaluations - complete after each program/event with staff involved.
- Tipp City Merchant's / DTCP Promotions Meeting – attend meeting each month.
- Welcome Bags - put together welcome bags as requested by Borchers and others.

#### **Items Completed:**

- Advertising - Designed and submitted ads for: THS Band Brochure, This Local Life, and Gazette (Run), Open House, basketball, Tipp City Lights, Santa.
- TC Sneakers Program - Put together goody bag for participants that already have a t-shirt. Updated the brochure/mileage log.

- Tipp City Neighbors Magazine – wrote press releases for inclusion in the Oct./Nov./Dec. Tipp City Neighbors Magazine (usually spread over 2 pages).
- Run for the Mums - designed and worked with printer on logo and t-shirt design. Worked with company to develop new medals. Designed, ordered and printed sponsor signs. Researched, designed and ordered cooling towels for Runner Bags. Designed, ordered and picked up window signs (6). Designed and delivered event posters. Posted run on FB and website. Attended event and took photos. Developed post event survey, designed, and printed. Completed event evaluation with the staff. Posted run results and pictures on FB. Wrote post event press release for Gazette.
- Mum Festival Parade - designed signs for golf cart (8 per cart). Picked up signs and decorated the carts with Darlene S.
- Halloween Parade - Responsibilities included: made social media posts - before and after event, Wrote and sent press releases - pre and post event, took photos at the event, designed poster, flyer and window signs. Designed sponsor card to insert into candy bags. Designed, ordered and picked up: game signs (5) for tents; 2 new TMCS signs for tents; vinyl signs for A-Frame (2); misc. event signs (5); decorated golf cart.
- Flag Football - designed, ordered, and picked up FFB yard signs.
- Sponsorship Flyer - designed flyer with sponsorship opportunities listed.
- Appreciation Open House - Responsibilities included: design invitation post cards, order and pick up post cards, purchasing/ordering/picking up food and beverages, developing theme, decorating, setting up marketing information, preparing food, taking photos at event, cleaning up after event. Writing post event press release.
- Fall Activities Calendar - designed 4 page layout to submit to Oregon Printing. Ended up designing the entire calendar due to mix up with Oregon.
- School Flyers - updated school flyers to be sent to the schools for Oct. and Nov.
- Gift Giving Program – revised letter and designed art for letter being sent out by Carol. Posted on FB and Website. Wrote and sent out press release.
- Visit with Santa - Made two trips to the Tipp Center. Wrote press releases and posted on FB, and website. Sent to Tipp City Neighbors Magazine and Tipp Gazette. Included on school flyer for October and November.
- Rec Basketball - designed, ordered, and picked up window signs for rec basketball.

#### **Items Pending:**

- Window Signs - Visit with Santa, Tipp City Lights
- TMCS Brochure – update pending
- TMCS Signage – working on finding replacement options for large A frame signage, event signage (Santa and Halloween). Working on signs for the windows for the Run, Santa, Halloween, Basketball, and Flag football.
- Newsletter – working on updated newsletter for advisory board.
- Sponsorship Levels – working with Kathy to update levels of sponsorship.
- PowerPoint Presentation – updating current Strategic Plan PPT
- Procedure Manual – working on manual for the Community Relations Coordinator Position.
- Santa - Responsibilities will include: design photo area with Darlene, set up event, social media posts - before and after, Write and send press releases, take photos at the event, design poster, flyer and window signs.
- THS Yearbook Ad – design and submit ad for yearbook
- “Best In Snow” Snowman Building Contest - Update information, post on social media
- Tipp City Lights – update all info and design new signs. Make map. Take photos. Tally votes sent to my cell phone. Announce winners, deliver signs.
- Winter Activities Calendar – design new calendar, submit to Oregon.
- Press Releases for Winter – write and submit press releases
- FB Events Pages – design and post for winter

#### **Miscellaneous Pending:**

- Check with Characters about labels for prize buckets
- Complete Facebook Event Pages
- Update Advisory Member email list
- Update media information
- Elevator Speech

- Website – add online donations

**Director’s Meeting**

Monday, October 18	Halloween Parade/Party*
Thursday, October 21	TMCS Board of Trustees Meeting*
Friday, October 22	Christmas in July/October
Tuesday, October 26	Main Street Pre-School Trick or Treat
Wednesday, October 27	Staff Meeting
Wednesday, November 3	Staff Meeting
Thursday, November 4	Appreciation Day*
Monday, November 8	Park Board*
Tuesday, November 9	Building Supervisors – Guided Tour
Wednesday, November 10	Staff Meeting
Thursday, November 11	CAC
Monday, November 15	TMCS Review Begins
Tuesday, November 16	TMCS Board of Trustees Meeting*

\*Afterhours