



Tipp Monroe Community Services, Inc.

Board of Trustees Meeting Minutes

February 17, 2022

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

Trustees: Amy Blake-Absent  
Mackenzie English  
Lesley Evans Hellman - Absent  
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 February 17, 2022 agenda. Mackenzie English pointed out that he is the new Corporate Committee chair and asked to change committee chair listed on the agenda. Joanna Pittenger made the motion to approve the changes to the February Agenda as presented, motion was seconded by Jay McClellan. All approved.

### **Secretary's Report**

President, Bill House asked for a motion to approve the January 20, 2022 minutes. Carol Noffsinger made a motion to approve the January 20, 2022 minutes as presented, motion seconded by Karen Schindler. All approved.

### **Treasurer's Report**

President, Bill House, asked for a motion to approve the January 2022 Financial Statement. The motion to approve was made by Karen Schindler and seconded by Mackenzie English. All approved.

### **Advisory Committee Reports: No Reports**

### **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. Director stated very busy.

**Old/New Business**

Facilities -on hold

Bill House asked for a motion to adjourn at 6:50 pm. Jay McClellan made the motion to adjourn, seconded by Karen Schindler. All Approved.

Respectfully submitted,  
Kathryn L. Taylor

# Tipp Monroe Community Services

## Staff Report: Mid-January– Mid-February

### Winter/Spring

- The 2022 Winter/Spring mailer has been sent to all the residents of Tipp City and Monroe Township. Registration for classes will begin January 17, 2022.
- Popular Classes

### Winter/Spring

- Registration for the 3rd-12th grade Youth Rec Basketball ended on December 7. We have 19 Rec. Basketball Teams and 13 2nd-6th grade Select Basketball Teams. Select Basketball started games in December and should finish late February, beginning of March. The Rec Basketball Teams started practicing January 2, with games starting January 22. The Rec League runs from January to late March. Well, COVID got us again. The Tipp City Schools announced remote learning starting Jan 3 – 24, which means TMCS cannot be in the buildings. Week of January 24 – office closed – no basketball, Feb 5 & 6 SNOW. Games finally started on Feb 12 & 13. Will makeup games through doubleheaders and extended the season 1 week.
- Camp Kern will be held on Friday, Feb 18 and Saturday, Feb 19. 83 participants: 50 boys and 33 girls. 21 Chaperones need at least 4 more.
- Purse Auction will not be held this year.
- Rec Desk: Added classes, sent refunds, switched people from one class to the other, etc.
- Spring Break Specials: During the week of Spring Break, TMCS has planned a fun and exciting week.

### Summer

- Starting to work on summer playgrounds and programs.

### General

- Working on job descriptions for the TMCS Staff.
- New fiscal year starts September 1 through August 31.
- Committee work will begin January 3.
- Now is the time to review what everyone does and reorganize the job description for each position.

### Social Service Program

- Community Relief

### Staff Reports

#### Carol English

- Assisted students at the Tipp Middle School with clothing, food, hygiene products, school supplies, eyeglasses and referred counselors to other agencies for shoes & band instrument. Shopped as needed for items. Talked with new counselor Mr. Cahill at TMS and told him I will bring him a folder with all of the services we offer and sit down to talk with him. Gave the nurse at TMS 50 Meijer water bottles for students who forget or lose theirs.
- Talked about having a live purse auction with Kathy and we feel it is not safe enough to have due to the circumstances. A virtual auction would not bring in enough profit for the work that needs to be done. Spoke with auctioneer about ways we can hold the auction and live is not an option. We are going to hold off until 2023 and hope we can have another sold out event!
- Finished up the pricing of the Gift Giving program for each sponsored family and for all of the other gifts that come into the office. A total of over \$16,141.00 donated in gifts, gift cards and food for the families that were

sponsored. This year I collected items for the Family Abuse Shelter and my husband and I took them up before Christmas. Next year I would like to ask the Mens Shelter if they have needs.

- Working with the Kiwanis on ideas for fundraising and getting their club in motion.
- Helping look for ideas such as crafts and games for summer camp and classes for summer and fall since Katie is out from surgery.
- Worked in the office as requested by Kathy. Cleaned out files, straightened the Social Services room up from the holidays, waited on customers. Recorded intake of donated items for pricing gifts in kind.
- Spoke with Tipp City United Methodist Church about the LOU program and it was suggested we hold a drive thru donation drive one day and have the Youth Group collect the items and bring them in to be recorded and sorted. Talked to Renee Johnson the cook for LOU and she is getting a current list of the items she will need and would be good to donate including gift cards. Updating forms for upcoming year to make it easier for everyone's needs.

### **Darlene Siembida**

- January bank statements were balanced 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.
- The annual review was begun on November 15th by Kentner Sellers. They were in the office for three days. The Holidays have made the progress slow and is still in progress.
- 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**

- **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.
- **School Flyers** - design school flyers each month.

### **Items Completed:**

- **Tipp City Neighbors Magazine** – wrote press releases for inclusion in the February and March issues of the Tipp City Neighbors Magazine.
- **School Flyers** - updated school flyers to be sent to the schools for January and February.
- **Tipp City Tennis** - Working with Bud on t-shirts. Designed half-page flyer.
- **Camp Kern** - designed half-page flyer.
- **Puzzle Contest** - working with Drew at the library on Puzzle Contest to be held at the Senior Center in April. Too late for activities calendar but we will put registration on recdesk and I will advertise on social media and website. I also offered to design poster.
- **Programs** - made corrections on recdesk registration: Tipp City Sneakers, Medicare, Dog Obedience, tennis...
- **WACO Lunch and Learn** - took registrations via phone for event, printed roster, made sign-up sheets, coordinated with WACO director, attended event, set up welcome table at WACO, took payments, introduced speaker, made announcements and thanked participants and speaker at the end, collected feedback forms and picked 2 winners (prize: TMCS goody bag), tallied results of the feedback forms and gave a copy to WACO

director, took contract and W-9 back to WACO to be signed, took photos, posted photos on Facebook, coordinated with StoryPoint to bring lunches, returned cooler bags to StoryPoint.

- **Closures/Cancellations** - kept social media and website updated on office closures and cancellations.
- **Basketball** - sent emails to basketball participants for Kathy while she was out with COVID, sent t-shirt art to Kathy.
- **Feedback Form** - created new feedback form for programs.
- **Summer Camp** - began researching ideas for summer camp.

#### Items Pending:

- **TMCS Brochure** – update pending
- **TMCS Signage** – working on finding replacement options for large A frame signage, event signage.
- **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.
- **Press Releases for April and May**
- **FB Events Pages** – design and post for winter/spring
- **“Best in Snow” Snowman Building Contest** - Tracking entries, will pick winners and present gift bag and post on social media.
- **Valentine’s Day Decorating Contest** - tracking entries, will pick winner, present prize and post on social media.

#### Miscellaneous Pending:

- Complete **Facebook Event Pages**
- Update **Advisory Member email list**
- Update **media information**
- Update **Elevator Speech**
- Website – add **online donations**

#### Director’s Meeting

Jan 18 – Jan 31	Out with COVID
Jan 24-29	TMCS Closed – Answered 77 Phone Calls
Thursday, January 20	Board of Trustees Meeting
Wednesday, February 2	Staff Meeting
Wednesday, February 9	Staff Meeting
	Mum Festival Meeting*
Thursday, February 10	CAC Meeting
Wednesday, February 16	Staff Meeting
Thursday, February 17	Board Meeting*
Fri., Feb 18 & Satur., Feb 19	Camp Kern*
Monday, February 21	President’s Day – TMCS Closed

\*Afterhours