



Tipp Monroe Community Services, Inc.

Board of Trustees Meeting Minutes

January 20, 2022

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

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

Staff: Kathy Taylor - Absent

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 January 22, 2022 agenda. Lesley Evans Hellman made the motion to approve the January Agenda as presented, motion was seconded by Joanna Pittenger. All approved.

Secretary's Report

President, Bill House asked for a motion to approve the November 18, 2021 Minutes. Lesley Evans Hellman made the motion to approve, it was seconded by Mackenzie English. All approved.

Treasurer's Report

President, Bill House, asked for a motion to approve the November 2021 Financial Statement. The motion to approve was made by Joanna Pittenger and seconded by Karen Schindler. All approved.

President, Bill House, asked for a motion to approve the December 2021 Financial Statement. The motion to approve was made by Joanna Pittenger and seconded by Karen Schindler. 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: Discussed hiring part-time help

Program: No report

Social Services: No report.

Director's Report

Sent by email

Old/New Business

Facilities -on hold

Mackenzie English will be the new Corporate Chair, replacing Linda Ares who resigned from the Board.

Bill House asked for a motion to adjourn at 7:02 pm. Lesley Evans Hellman made the motion to adjourn, seconded by Mackenzie English. All Approved.

Respectfully submitted,
Kathryn L. Taylor

Tipp Monroe Community Services Staff Report: Mid-November – Mid-January

Winter/Spring

- The 2022 Winter/Spring mailer has been sent to the printers and will be on Wednesday, January 12th. Registration for classes will begin January 17, 2022.

Fall

- Visit with Santa was held on Dec 4 and had over 250 children participant in crafts, snacks, games and a visit with Jolly Ole St. Nick. A special thank you to the Optimists, Octagon and Abbott for providing Santa's Helpers. Sponsors: Thrivent Action Team, Abbott, Tippecanoe Masonic Lodge and Meijer.
- Tipp City Light Tour went very well – 25 homes participated.
- Held the November Coloring Contest – over 260 participants

Christmas Break

- During December 23-January 2: Received 88 calls, assisted 5 people needing rent/utilities, answered numerous emails for basketball, deposits, questions about winter registration, etc.

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. If we get back into the gyms, we will have double headers to make up for the games cancelled. Pray for no SNOW.
- Camp Kern will be held on Friday, Feb 18 and Saturday, Feb 19. Received a call from the YMCA and they are having trouble finding employees. I will be checking with them next week to see how it is going. We may or may not have Camp Kern.
- We are changing the format again for the Purse Auction. Looking at have gathering parties at different locations. Still working out the bugs.
- 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.
- Investigating hiring another person to work in the office. Now is the time to review what everyone does and reorganize the job description for each position.

Social Service Program

- Gift Giving: Start taking applications for families in need, on October 25-November 19.

Important Dates

January

January-February 7, 2022	Valentine Porch Decorating
January-March 3, 2022	Snowman Building Contest
Saturday, January 1, 2022	Happy New Year – TMCS Closed
Monday, January 3, 2022	3rd-12th grade Basketball starts practicing
Monday, January 17, 2022	Martin Luther King – TMCS Closed Winter/Spring Registration Begins
Thursday, January 20, 2022	TMCS Board of Trustees

February

Thursday, February 17, 2022	TMCS Board of Trustees Meeting
Fri. & Saturday, Feb 18 & 19	Camp Kern
Monday, February 21, 2022	President's Day – TMCS Closed

Staff Reports

Carol English

Interviewed clients for the Gift Giving program. Twelve families needed assistance this year with gifts for their children for Christmas. They were also offered a Thanksgiving meal purchased with a gift card from a Thrivent Action Team. I took the Thrivent Member shopping and bought the food, came back to the office and bagged up the food according to family size. Sponsors were so plentiful that I gave them ideas for items that the Family Abuse Shelter needs all year long such as sheets, blankets, pillows, household items, children's PJ's, underwear, socks and toys for Christmas. My husband and I loaded my car with the items for the Family Abuse Shelter and delivered them. One sponsor purchased popcorn tins for each family that TMCS had sponsored. All items that were brought in were checked and a list kept for In Kind donations for the bookkeeper. Pick up of the gifts was done the same as last year, they were notified that their gifts had arrived and were ready for pick up. A pick-up appointment was made and clients were asked to come to the side door and call us, we would then bring them their gifts for them to load in their car. All gifts were picked up on time and this method seems to work best during Covid as we have less traffic through the building. In the middle of collecting gifts, a request for assistance for the tornado victims was made for toys, hygiene items and blankets. Since our community is so generous, there was more than enough for TMCS to lend a hand by donating items to the cause. Information was shared with other programs in the county so that requests and services are not duplicated.

Helped student at Tipp Middle School with hygiene supplies, laundry supplies and food.

Donated all of the instruments from the Loan Instrument Program to the Tipp City Schools. Mr. Parks will distribute them as needed.

Joined Kiwanis as a representative from TMCS. They have started a group in Tipp City and I feel it will be a good partnership.

Looking at the upcoming Purse Auction and ways to improvise. More info to come...

Darlene Siembida

- November bank statements were balanced on December 3rd for both accounts.
- December bank statements were balanced on January 4th 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.
- Funds have been slow to come in. November was better due to the Select Basketball cash receipts. December funds were very slow creating a need to draw funds from the Money Market Fund.
- 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.

- November and December had lots of Programs and events that we participated in with and for the Tipp City Community.
- 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.

School Flyers - updated school flyers to be sent to the schools for December.

Items Completed:

- Advertising - Designed and submitted ads for: Tipp City lights and Santa.
- Tipp City Neighbors Magazine – wrote press releases for inclusion in the January and February issues of the Tipp City Neighbors Magazine (usually spread over 2 pages).
- School Flyers - updated school flyers to be sent to the schools for December.
- Gift Giving Program – helped hand out gifts to families at the office.
- Rec Basketball - designed and placed ads in the Tippecanoe Gazette. Sent press release, posted on social media, put on website, included on school flyer.
- TC Sneakers Program - Updated all promotions (social media, press releases, posters, brochure).
- Window Signs - Designed, ordered, picked up and delivered Visit with Santa, Tipp City Lights signs.
- Winter Activities Calendar – designed new calendar, submitted to Oregon.
- Visit with Santa - Made two trips to the Tipp Center. Wrote press releases and posted on FB, and website. Sent releases to Tipp City Neighbors Magazine and Tipp Gazette. Included on school flyer for October/November/December. Took photos at the event, designed poster, flyer and window signs. Delivered posters to local businesses. Designed and printed directional signs. Made multiple event signs: donations, games, Santa, snacks, crafts, restrooms. Shopped for items needed. Wrapped gifts and designed photo area with bookkeeper. Set up event the night prior with volunteers and staff. Posted event photos on social media. Wrote and sent post press release and photos to Tippecanoe Gazette.
- Community Band - Wrote and submitted press release. Designed Christmas Program flyer for 3 venues.
- Snowflake Extravaganza - Posted on Facebook. Wrote and sent press release.
- “Best in Snow” Snowman Building Contest - Updated information from last year (rules, flyer) submitted to Program Coordinator and uploaded onto website forms. Posted on social media. Created FB Events page. Put together bags for the top three winners.
- Board Gifts - Bought candy for candy jars. Bagged and tagged each gift.
- Community Gifts - Bought candy, hot chocolate, ribbon, tissue paper, and baskets. Coordinated with Director to purchase other food items online. Put baskets together Wrote Christmas cards for each basket. Delivered baskets to community members. Bought Doug Arnold a gift card and gave him a RFTM mug filled with candy. Bagged and tagged.
- Tipp City Lights – Updated rules, posters and flyers. Uploaded information to Website Forms. Designed new winner's signs. Made official tour map with addresses. Tallied votes on cell phone. Determined winners and took photos of top three. Announced winners on Facebook. Delivered signs. Wrote press release and sent to

Tippcanoe Gazette. Placed map links on Facebook and website. Created Google map link for all of the participants.

- THS Yearbook Ad – designed and submitted ad for yearbook

Items Pending:

- TMCS Brochure – update pending
- TMCS Signage – working on finding replacement options for large A frame signage, event signage (Santa and Halloween).
- 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 Winter – write and submit press releases for March, April, May
- FB Events Pages – design and post for winter/spring

Miscellaneous Pending:

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

Director's Meeting

Tuesday, November 22	Tipp Center
Nov 25-26	Thanksgiving - Closed
Friday, December 3	Visit with Santa Setup*
Saturday, December 4	Visit with Santa*
Thursday, December 9	CAC
Wednesday, December 15	3rd-12th grade Player Draft*
Dec 20-23	Everyone took turns covering the office
Dec 25-January 2	TMCS Closed
Wednesday, January 12	Mum Festival*
Thursday, January 20	Board of Trustees Meeting

*Afterhours