



# Tipp Monroe Community Services, Inc.

## Board of Trustees Meeting Minutes

July 21, 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: Absent  
Jay McClellan

Visitors: Kathryn Huffman, City of Tipp City  
Dr. Martin English, Monroe Township Trustees  
Katie Berbach, Guest

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 July 21, 2022 agenda. Lesley Evans Hellman made the motion to approve the July Agenda as presented, motion was seconded by Jay McClellan. All approved.

### **Secretary's Report**

President, Bill House asked for a motion to approve the May 19, 2022 minutes. Jay McClellan made a motion to approve the May 2022 minutes as presented, motion seconded by Joanna Pittenger. All approved.

### **Treasurer's Report**

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

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

### **Advisory Committee Reports:**

City of Tipp City: Kathryn Huffman reported that the city council are reviewing bids for trash removal. The hot topic is alley trash pickup. It was also stated that the city is looking for citizen representatives to sit on the Fire and EMS committee.

Monroe Township Trustees: Dr. Martin English reported that they repairing and asphaltting a number of roads.

### **Board Committee Reports**

Corporate: No report.

Finance: Joanna Pittenger reported that the Finance Committee will review the budget.

Community Engagement: No report.

Public Relations & Media Relations: No report

Personnel: Mackenzie English reported that we will be looking for an Administrative Assistant/Event Coordinator and Bookkeeper.

Program: No report

Social Services: No report.

### **Director's Report**

Kathy Taylor presented the 2022 run for the Mums logo and medal design. Trustee signup sheets for National Night Out, Run for the Mums, Halloween and Santa were passed for board assistance with each event. Also discussed summer programs, playgrounds, Lunch on Us, Lunch at Liberty and the upcoming fall. Don't forget next month you vote on trustees and officers.

### **Old/New Business**

Facilities -on hold

TMCS Office Staffing: Slowly getting resumes for each of the positions opened.

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

Respectfully submitted,  
Kathryn L. Taylor

# Tipp Monroe Community Services

## Staff Report: Mid-April– Mid-July 2022

### Summer

- The 2022 Summer mailer has been sent to the printer, will be mailed week of May 15. Registration for classes will begin May 23, 2022.
- Summer Playgrounds are doing very well.
- 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.
- 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.
- Met with Liberty Commons to discuss Christmas in July, name changed - Lunch at Liberty. So far, we have 47 registered.
- Playground Staff: Certified in CPR & First Aid.
- Work has begun on the 2023 Purse Auction.
- Taking inventory on school supplies and purses
- Goon Brothers will be helping collect school supplies.
- Working on manuals, Playground (completed), Lunch On Us – Employee Guidelines.

### General

- Working on job descriptions for the TMCS Staff.
- Now is the time to review what everyone does and reorganize the job description for each position.
- Met with Kim Hagen, Facilities Supervisor to discuss the policy for weather and school closures. 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.

### Staff Reports

#### Katie Sonnanstine

##### Website

Update as needed

Added Run for the Mums registration

##### Summer Programs

All camp weeks are planned. All camps full to capacity with waiting lists.

Summer Programs are doing well with most classes a go.

Popular Youth classes : Smoothie Time, Babysitting, Home Alone, Writers Camp, Art Camp, Taekwondo.

Popular Adult Classes: Elder Law, Essential Legal Documents, Medicare, Whole Life Health  
Visit camp once or twice a week to check on how things are going.  
Met Kathy's goal for me to come up with 5 new classes or the summer term.

### **Personnel**

Summer counselors took CPR Class and received their Certification Cards  
Will begin search for Fall building supervisors

### **Marketing**

Constant Contact announcing July & August Classes  
Constant Contact requesting food and donations for Lunch on Us (the same day, 3 people came in and gave us monetary donations totaling \$300)  
Constant Contact announcing registration for Run for the Mums  
Constant Contact for Help Wanted

### **Administration**

Contracts, rosters, sign in-sheets & feedback forms.  
Request checks for instructors.  
Thank you letters to donors  
Asked for and received 50 toothbrushes & toothpaste for Lunch at Liberty (formerly Christmas in July)  
Solicited help from camp counselors to load and unload supplies for event and help with activities for day of.

### **Fall Brochure**

Sent e-mail to former instructors  
Will pursue new contacts and make calls. Information for brochure due to me by August 1 and first proof due to Oregon August 22, Mailing August 29 with registration beginning same day.  
Registration for some programs (Flag Football, Volleyball & Basketball with begin August 1)

### **Purse Auction**

Created an excel spreadsheet for purse inventory and began entering data (this will make creating bid sheets and Auction Booklet easier to create when the time comes)  
Worked with Kathy and Denise about table decorations and theme.

### **Meetings, etc.**

June 21, 2022 -DTCP Board Meeting  
June 30, 2022 – attended training for DTCP (this was a very informative training session, reviewed how boards should function, forming committees and establishing work plans for every event.)  
\*July 1, 2022 – Did Chalk Art as part of the First Friday family Game night (the event was not as well attended as the year before but well worth the time spent with the community)

### **Darlene Siembida**

- May & June bank statements were balanced for all 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.
- A small draw against the Money Market Account was approved by Kathy via phone.
- Second Quarter Payroll Tax appointment is scheduled. Kentner & Sellers will prepare the reports on July 20<sup>th</sup> and mail all reports.
- Luncheon meeting was scheduled with Kentner & Sellers to review Bookkeeper job description and informed them of my retirement.
- 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 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.
- Tipp City Merchant's / DTCP Promotions Meeting – attend meeting each month.
- Welcome Bags - put together welcome bags as requested by Borchers and others. Continuously collect items from local businesses.
- School Flyers - design school flyers each month. Print and deliver to board office.
- Forms - update forms as requested.

### **Community Relations Items Completed:**

- Tipp City Neighbors Magazine – wrote press releases for inclusion in the August issue of the Tipp City Neighbors Magazine.
- Summer Camp - Tried to visit camp 2x per week to take pictures and post on Facebook page. Bought 2 fans at Menards for Round House.
- Tippecanoe Band - posted July concert on Facebook and website.
- Run for the Mums - updated the following items: registration form, resident letter, free registration form, post-race survey. Worked with Gilman Surge to design medals and t-shirts. Sent out press releases.
- Marketing Items - ordered promotional items for TMCS: nail files, pens, runner with logo, table cloths, Chapstick, fans. Items will be used for the run SWAG bags and leftover will be used for misc. events.
- Tipp City Sneakers - talked to Award 1 about printing logo on bags found in the office. Received quote. Waiting for sponsorship to print those and more t-shirts.

Abbott - accompanied director to a meeting at Abbott to discuss in-kind donations for the run and other programs.

National Night Out - made bean bags for the bean bag toss.

Lunch On Us - printed flyers for Director, posted items needed on Merchant's Facebook page, and Parents of Tipp City Facebook page

### **Social Services Items Completed:**

Lunch at Liberty - Purchased items to fill the bags for participants. Filled 49 bags with purchased items and items from TMCS inventory. Went to Needy Basket with director to pick up car load of donated food items. Sorted in-house items for Bingo prizes and Liberty Dollar Store. Logged items donated by Zion Lutheran Church.

Organization: organized and purged items in "Carol's" storage room.

Purse Auction - recruited volunteer to come to TMCS and help sort and inventory purses. Cleaned up and organized purses. Began taking photos of purses to create inventory book. Researched possible themes and décor for event.

School Supply Drive - designed and delivered posters to businesses downtown. Handed out flyers at the Merchant's Meeting. Delivered tubs to State Farm, Topsy Turvey Toys. Program coordinator delivered to Library. Took book bag and supplies to Topsy Turvey Toys for a window display. Email Goon Brothers poster JPEG for their social media.

### **Misc. Items Completed:**

Email - set up new generic g-mail for TMCS: [tmcommunityservices@gmail.com](mailto:tmcommunityservices@gmail.com). We are using this email for employment sites and general office use.

Employment Ads - Set up accounts with ZipRecruiter, Indeed, LinkedIn. Monitored incoming resumes while director was on vacation, printed resumes of potential hires. Had telephone meeting with ZipRecruiter rep.

### **Items Pending:**

Summer Camp - will update and submit weekly press release, attend camp at various times to take and post photos on social media.

TMCS Brochure – update pending

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 August

FB Events Pages – design and post for Fall

Purse Auction - design poster, invitation, ticket, order decorations, get committee to fill purses and design set up.

National Night Out - attend and work event.

Run for the Mums - get sponsor posters printed, design back of shirt (sponsors)

Activities Calendar - design fall calendar and send to Oregon Printing.

School Supply Drive

### **Miscellaneous Pending:**

- Complete Facebook Event Pages
- Update Advisory Member email list
- Update media information
- Update Elevator Speech
- Website – add online donations
- Website - upload contracts, tax forms, instructor information

### **Director's Meeting**

Thursday, May 19	TMCS Board of Trustees* Finance Committee*
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
Monday, July 18	Starting to interview
Thursday, July 21	TMCS Board of Trustees Meeting*

\*Afterhours