



Tipp Monroe Community Services, Inc.

Board of Trustees Meeting Minutes

May 19, 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 May 19, 2022 agenda. Joanna Pittenger made the motion to approve the May Agenda as presented, motion was seconded by Mackenzie English. All approved.

Secretary's Report

President, Bill House asked for a motion to approve the April 21, 2022 minutes. Jay McClellan made a motion to approve the April 2022 minutes as presented, motion seconded by Lesley Evans Hellman. All approved.

Treasurer's Report

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

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

Advisory Committee Reports:

Monroe Township Trustees: Dr. Martin English reported that they are preparing the cemetery for Memorial Day.

Board Committee Reports

Corporate: No report.

Finance: Joanna Pittenger reported that the Finance Committee reviewed the budget and confirmed we need to fill the two positions at the office. Bookkeeper: \$15-17 per hour and the Administrative Assistant/Event Coordinator: \$13-15.

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 reminded the Board that they have two open trustee spots.
The TMCS Staff Report was sent by email.

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 Lesley Evans Hellman. All Approved.

Respectfully submitted,
Kathryn L. Taylor

Tipp Monroe Community Services Staff Report: Mid-April– Mid-May

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: WACO Air Museum & Learning Center, GreatDogs Begins With You, Elder Law, Paint Like Bob Ross, Understanding Medicare, Watercolors for Children and Adults, Gardening Classes, ACT, Side by Side Music Class, etc.
- 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. Three of the programs were held.
- NFL Flag Football: 70 participants; 9 teams: Starts April 10 – May 22 (no games April 17)

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.
- Preparing for the Lunch on Us: June 6 – August 12

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.
- Chamber of Commerce Expo – Thursday, April 7, 4-7:30 pm at the Avenue (Ginghamsburg Church)
- Met with Kim Hagen, Facilities Supervisor to discuss the policy for weather and school closures.
- Completed Instructor's Guide and redoing the contracts for instructors and independent contractors.
- Worked on Instructor's Manual, Social Service Brochure, Playground, Lunch On Us – Employee Guidelines.
- Working on the 2022 Run for the Mums. All Premier Sponsors have confirmed.

Staff Reports

Katie Sonnanstine

Marketing

Constant Contact for
Request for LOU food items
Summer 2022 activities

Website

Entered all summer classes & pictures

Events

Attended Jigsaw puzzle contest at Sr. Center - April 28.

Summer Brochure

Completed brochure (ahead of schedule)
Gave content to Denise to set up for Oregon

Sent proof, approved proof, sent directions to Oregon for mail date and quantity

Summer Camp

Completed camp plans for guests and speakers
Begin work on weekly schedules and crafts
Spoke with Tony about condition of Roundhouse

Personnel

Wrote up employment ad
Sent second request for summer employees (to past employees)
Sent "want ad" to Marilyn at High School
Writing daily checklist for camp supervisor/counselors
Beginning interviews

Sponsorship

Sent thank you to Lewis at Monroe Federal

Administration

Contracts , rosters, sign in-sheets, Evaluations & Sign packet for instructors
Entered garage sale addresses & descriptions into spreadsheet

Meetings

April 19 2022-DTCP Board Meeting
April 27, 2022-Design Committee
*May 4, 2022 - ran Zoom class for Gardening

Darlene Siembida

- April bank statements were balanced on Monday May 9th for all accounts.
- Kentner Sellers request a lunch meeting at Freida's on April 22nd. A very nice lunch was had by all. Several topics were discussed. Next year will be a review again. The 990 Report was review and signed off on. Finalized 990 Report was the filed.
- 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 were shy this month due to the sports wrapping up for the season. A small draw against the Money Market account was completed on April 12th.
- The First Quarter Payroll tax reports were completed on April 15th, file and mail.

- A tentative time was scheduled for late April or early May to review the files for the August 2022 Year-end.
- 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 - design school flyers each month. Printed and delivered to board office.

Items Completed:

- Tipp City Neighbors Magazine – wrote press releases for inclusion in the June issues of the Tipp City Neighbors Magazine.
- Puzzle Contest - took photos at event and sent to the library for news release. Designed ad for newspapers and online.
- Garage Sale - Collected logos and designed ads for map. Inserted addresses in zones on map. Printed map. Delivered maps and signs to the library, Road Dog, Greenville Bank, McDonalds. Uploaded map to website and Facebook.
- Welcome Bags - Gathered information from local businesses. Assembled bags for Borchers and the office. Regularly request information on social media and at Merchant's Meetings.
- Tipp City Sneakers - Purchased and put together prize basket for April winner. Updated and printed brochure. Uploaded brochure to website. Posted drawing on Facebook and notified winner.
- Summer Camp - Researched camp ideas (crafts, activities, etc.) and gave to PC. Designed employment ad for Camp Counselor and submitted to newspapers, FB and website.
- Office Forms - updated several forms for the office. (check request, scholarship form, etc.)
- Social Services Brochure - updated brochure. Ordered and picked up from the printer.
- Summer Activities Calendar - Designed Summer calendar.
- Instructor Information - compiling information/forms for instructors.
- Coloring Contest - Designed and printed certificates for winners, put together prizes, went to each school and took photos of the winners, posted pictures on social media and wrote press release for Tippecanoe Gazette.
- Purse Auction - printed 2 free admission tickets for Kiwanis gift basket.
- Gift Basket - put together gift basket for Kiwanis gift basket (mug, basket, Purse Auction tickets, marketing items.)
- Lunch On Us - updated flyer and press releases. Sent releases to Tippecanoe Gazette and Tipp City Neighbors Magazine.
- Tippecanoe Band - posted May concert on Facebook, added to website, created FB event page, wrote press release, designed poster.

Items Pending:

- Camp Counselor Manual - Gathering and compiling information to distribute Summer Camp Counselors.
- Summer Camp - Will design posters and flyers, deliver poster and flyers to local businesses, create Facebook Event pages for each week, update and submit weekly press release, attend camp at various times to take and post photos.
- Canvas Bags - researching options for canvas bags for instructors and other use.
- Backpacks - researching options for nylon backpacks for various uses.
- 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 June, July, August
- FB Events Pages – design and post for Summer
- Employment Ads - Bookeeper, dishwasher, office help

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, March 17	TMCS Board of Trustees Meeting* Finance Meeting*
Monday, March 21	Joy Waibel – Community Minded Women
Wednesday, March 23	Board of Education – Kim Hagen Tornado Warning – what a day Richard Heitkamp – Children's Fair Program Committee*
Tuesday, April 5	Flag Football Coaches Meeting* IT - Doug Ritcher
Thursday, April 7	Chamber Expo*
Monday, April 11	Rick Heitkamp: reschedules
Wednesday, April 13	Mum Festival*
Thursday, April 14	Community Action Council
Friday, April 15	TMCS Closed
Wednesday, April 20	Moved Golf Cart to storage unit
Thursday, April 21	TMCS Board of Trustees Meeting*
Friday, April 22	Met with Accountants
Saturday, April 30	Healthy Kids Fair*
Sunday, May 1	Community Band Concert*
Tuesday, May 3	3rd grade Historic Tour – about 200 children went through the bldg.
Monday, May 9	Park Board*
Wednesday, May 11	Mum Festival*
Thursday, May 12	CAC Meeting
Thursday, May 19	TMCS Board of Trustees Meeting*

*Afterhours