



# Tipp Monroe Community Services, Inc. Board of Trustees Meeting Minutes February 20, 2020

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

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

**Staff:** Kathy Taylor  
Carol English

The meeting was called to order at 6:32 pm by the President, Bill House.

## **Agenda**

President, Bill House asked for a motion to approve the February 20, 2020 agenda. A motion was made by Leslie Evans-Helman to accept the agenda as written. Carol Noffsinger seconded the motion. All approved.

## **Secretary's Report**

President, Bill House asked for a motion to approve the Jan. 16, 2020 Board of Trustees minutes. Joanna Pittenger made a motion to approve the Secretary's Report, Amy Blake seconded the motion. Mackenzie English abstained. All Approved.

## **Treasurer's Report**

President, Bill House asked for a motion to approve the January 2020 Financial Statement. Mackenzie English made a motion to accept the Financial Statement, seconded by Carol Noffsinger. All Approved.

## **Board Committee Reports**

**Corporate:** No report.

**Finance:** Joanna Pittenger reported that the Finance Committee will meet prior to the March 19, 2020 meeting.

**Community Engagement:** No Report

**Public Relations & Media Relations:** No report.

**Personnel:** No report

**Program:** Met February 3<sup>rd</sup>.

**Social Services: No Report**

After the meeting, we need to set meeting dates.

**Director's Report**

- Camp Kern: A special thank you to Joanna Pittenger for all of her help. We had 97 student go to Camp Kern this year.
- Basketball has 3 more weeks to go until it is done.
- The Tipp City United Way report is finished.
- We are in the midst of changing phone services.
- Computers for the office have been ordered.
- Registration is still going on for flag football.
- Carol Noffsinger discussed cooking classes and the cost of Tipp City vs. other towns. Katie will look into that.

**President's Report**

Bill House thanked everyone who assisted with Camp Kern

**Old or New business**

None

President, Bill House asked for a motion to adjourn the meeting at 6:47pm. A motion was made by Leslie Evans-Hellman to adjourn, seconded by Makenzie English. Motion Passes.

Respectfully Submitted by  
Carol English

**Tipp Monroe Community Services, Inc.  
Staff Report  
February 2020**

**Educational**

- 2020 Winter/Spring Term Mailer went to the printers and will be mailed the week of January 20. Very nice layout.
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. [ksonnanstine@tmcomservices.org](mailto:ksonnanstine@tmcomservices.org)

**Recreational**

- 2020 Youth Basketball Season has begun - January 6 and will run through March 15.
- Flag Football: Registration begins January 13 and will run through March 15. 2020 NFL Flag Football Season will begin mid-April and run through May 24.
- Starting to work on the 42nd Annual Run for the Mums.
- Camp Kern Registration has ended. We have 97 children and 23 chaperones heading to Cap Kern on Friday, February 14 and returning home on Saturday, February 15. Preparing all the necessary paperwork and gathering supplies for the event.
- Assisting with the Purse Auction.

**Upcoming Event**

**February**

February 2	Super Bowl
February 14 & 15	Camp Kern
February 17	TMCS Closed
February 20	TMCS Board of Trustees

**General Information**

- Finance – Investing Policy and Financial Policy passed. Yearend Review started in November.
- Corporate: TMCS Operational Manual, and Annual Report. Working on Better Business Bureau Certification.
- Program: Program Guidelines & Policies, Contracts (Instructor & Independent Contractor), Instructor Guidelines, Code of Conduct – Coaches, Coaches Contract and Facilities. Met with Andrew Stewart and discusses Independent Contract vs Employee.
- Personnel: Working on setting a pay scale for each position at TMCS, Staffing.
- Pulled out the old business plan - updating statistics.
- Ordered Computers/received/install after February 14.
- Met with Mike McFarland – City; Greg Seifring – Township and Anne Zakkour – School Board. Still have to meet with Kathryn Huffman.
- Had locks added to internal rooms at the TMCS site.
- Changed phone companies from Frontier and Verizon to Spectrum – Monthly savings of \$169

## **Staff Reports**

### **Denise Gross**

#### **Continuous:**

- Website – make updates and changes to site.
- 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

#### **Items Completed:**

- Advertising – designed ad for Spring Issue of ‘This Local Life’ Magazine.
- Advertising – Designed and sent ad for March publication of Tipp City Neighbors.
- Purse Auction – designed flyers and table signs. Designed program.
- Office Forms – redesigned several office forms. Designed and printed gift certificate for Schroder Tennis.
- Garage Sale – updated poster and flyers.

#### **Items Pending:**

- Purse Auction – designing items for event.
- TMCS Brochure – learning InDesign program to create new TMCS brochure.
- TMCS Signage – working on finding replacement options for large A frame signage.
- Staff t-shirts – took design to printer. Still waiting for quote.
- Tri Fold Board – updating items for board display
- Sponsor Sheets – making corrections to sponsor sheets.
- Thank-you card – updating card.
- Newsletter – updating Winter Advisory Board Member Newsletter

### **Katie Sonnanstine**

#### **Marketing**

- Constant Contact - February
- Constant Contact - Call for purses
- School Newsletters – February

#### **Website**

Update as need arises

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

Met again with Oregon concerning brochure design in accordance with critique received by LERN

#### **Camp Kern**

- Assisted with administrative duties involving pulling data from Website
- Entered parent numbers into One Call Now
- Made name tags
- Kept chaperones and parents updated with emails
- Printed all forms associated with students attending Camp Kern, noted allergies & medications
- Shopped for boots

- Responded to e-mail questions
- \*Worked at check-in – Feb. 15

### **Purse Auction**

- Updated Purse Auction Mailing list
- Called vendors and individuals for donations.
- Assisted with table design conception
- Gathered items from my house to use for Purse Auction table decorations
- Asked local stores if we could borrow items for decorating purposes
- Went with Darlene to UMC to look at stage and facilities
- Accepted donations of purses, noted names of people to thank.
- Sold tickets
- Shopped for items for tables

### **Administration**

- Contracts and rosters for instructors
- Scheduled Building supervisors
- Scheduled gyms and classrooms
- Resolved issues with Select Basketball

### *Meetings*

DTCP Meeting – Jan. 21, 2020

\*Monroe Township Meeting to request use of facilities for Dog Obedience – Jan. 21

DTCP Design Committee Meeting – Jan. 29

\*TMCS Board Meeting – January 16, 2020 - took minutes

Met with Library to discuss summer programming – Feb. 3

Made Valentines for Project Dream- Feb. 7 (make one, take one program with library)n

\*After hours

### **Darlene Siembida**

- Bank statements were balanced for January the first week of each month for all three accounts.
- All normal activities were completed.
- Kentner Sells continues their work on the year-end review. Additional reports were provided and copies were made and sent as requested. Completion of the review is still open to date.
- January is a very busy month. All payroll activities have to be balanced and reports completed. Employee W2's and 1099's were balanced, printed and sent out by January 31th.
- Preparations began for Camp Kern and the Annual Purse Auction. The excitement for both activities is mounting by the day....
- I am continually updating the procedure book for my job.

### **Carol English**

- Purse Auction

**Monthly Meetings attended by Director:**

Thursday, January 16	Senior Citizens – Speaking Engagement
Friday, January 17	Andrew Stewart
Monday, January 20	Closed
Tuesday, January 21	Mike McFarland – City Council Monroe Township Meeting*
Wednesday, January 22	Greg Seifring – Township Staff Meeting
Thursday, January 23	Selection of Superintendent Meeting *
Monday, January 27	Locksmith Andrew Stewart
Wednesday, January 29	Staff Meeting
Monday, February 3	Program Committee*
Wednesday, February 5	Staff Meeting
Thursday, February 6	Switching of Phones Anne Zakkour – School Board
Wednesday, February 12	Staff Meeting Mum Festival Meeting*
Thursday, February 13	Community Action Council
Friday, February 14	Camp Kern
Saturday, February 15	Camp Kern*
Monday, February 17	Closed
Wednesday, February 19	Staff Meeting
Thursday, February 20	TMCS Board of Trustees Meeting*

\*Afterhours