



Tipp Monroe Community Services, Inc.

Board of Trustees Meeting Minutes

February 16, 2023

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

Trustees: Katie Berbach
Mary Casey
Mackenzie English: Absent
Lesley Evans Hellman
Bill House
Carol Noffsinger
Joanna Pittenger: Late
Karen Schindler
Jay McClellan: Absent

Staff: Kathy Taylor

Guest: Mike Flora, Monroe Township Trustee, Kathryn Huffman, City of Tipp City

The meeting was called to order at 6:00 pm by President, Bill House.

Agenda

President, Bill House asked for a motion to approve the February agenda. Kathy Taylor asked to add the January financials to the agenda. Lesley Evans Hellman made the motion to accept the agenda as changed, approve the agenda as presented, seconded by Carl Noffsinger. All approved.

Secretary's Report

President, Bill House asked for a motion to approve the TMCS Board of Trustees November 17, 2022 Minutes. Katie Berbach made the motion to approve the minutes as presented, seconded by Lesley Evans Hellman. All approved.

Treasurer's Report

President, Bill House, asked for a motion to approve the November 2022 Financial Statement. Katie Berbach made a motion to approve the financial statements as presented, seconded by Karen Schindler. All approved.

President, Bill House, asked for a motion to approve the December 2022 Financial Statement. Carol Noffsinger made a motion to approve the financial statements as presented, seconded by Karen Schindler. All approved.

President, Bill House, asked for a motion to approve the January 2023 Financial Statement. Karen Schindler made a motion to approve the financial statements as presented, seconded by Lesley Evans Hellman. All approved.

Advisory Committee Reports:

Monroe Township Trustees: Mike Flora reported that the Township is busy cleaning shrubs along Michaels. Also work has begun on Ginghamburg Road.

City of Tipp City: Kathryn Huffman reported the Fire/EMS Committee are working on hiring full-time employees. Discussed the results of the consultant on usage of the Tipp Plaza. Swimming Pool will open as usual this summer. Design work has begun on the interstate exit – landscaping. City is also looking for storage of records.

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

Kathy Taylor stated the following:

- Visit with Santa was a huge success.
- The Christmas Community Band Concert was well attended. Great Job!
- Select & Rec Basketball started: 25 teams
- Camp Kern will happen this weekend: 98 kids and 26 chaperones
- Purse auction coming along nicely.
- Spring Flag Football – taking registrations

President's Comments

President, Bill House thanked everyone for coming.

Old Business

Facilities -on hold

At 6:25 pm, President Bill House asked for a motion to adjourn the meeting. Lesley Evans Hellman made the motion, seconded by Karen Schindler. Motion Passes,

Respectfully submitted,
Kathryn L. Taylor

Tipp Monroe Community Services

Staff Report: Mid-November– Mid-January 2023

Fall 2022

- The 2022 Fall Term has come to a close.

Winter/Spring 2023

- Brochure will be mailed the week of January 9, with registration starting January 16.
- New Programs: Matter of Balance, Tai Chi, Certify Your Habitat, Macrame, Crazy Cupcakes, etc.
- NFL Flag Football registration starts January 16 and ends March 10. Season starts April 2 and ends May 21.
- Middle School Tennis 6th-8th grade: Registration starts January 16 – March 31. Season begins on April 3 and ends in mid to late May.
- Camp Kern: February 17 & 18
- Purse Auction is back – Peace, Love & Purses – Saturday, March 18
- Community Wide Garage Sale – Saturday, May 6

General

- Working on job descriptions for the TMCS Staff.
- Working on the end of the year
- Payroll: Year End
- Doing payroll, deposits, payables, reports, etc.
- Backpack Program – up to 16 bags – every week we have added a person. Sent out Constant Contact and have received tons of food and over \$4000 in donations.
- Gift Giving – 18 families,
- Working on manuals, Playground (completed), Lunch On Us – Employee Guidelines.

Katie Sonnanstine

Marketing

Constant Contact for

Basketball (4 reminders)

January Classes – 47% open rate

Food & Donations for Back Pack program (this brought in several checks and lots of food items)

Website

Entered all Winter/Spring Classes

Events

Visit with Santa – assisted with setup/tear down/got volunteers

Winter/Spring Brochure

Completed brochure (ahead of schedule)

Gave content to Denise to set up for Oregon
Approved proof, sent directions to Oregon for mail date and quantity

Personnel

Sent Sign Up Genius for building supervisors

Administration

Contracts , rosters, sign in-sheets, Evaluations & Sign packet for instructors
Proof read Tipp City Lights addresses
Sent schedules to schools
Wrote contacts for school use

Purse Auction

Begin to look for decorating ideas
Printed labels for invitations

Meetings

November 15, 2022, DTCP Board Meeting
November 30, 2022, Design Committee
*December 7, 2022, attended Chamber Gala (lots of fun)

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 Dec., Jan., and Feb. issues of the Tipp City Neighbors Magazine.
- Tippecanoe Band - designed band program for the community band. Revised 2 others for Troy and Piqua concerts. Printed 3 sets.
- Fall Coloring Contest - designed certificates for each age group. Filled gift bags for winners. Delivered prizes to each school and took photos of each group. Posted winners on Facebook and wrote press release for Gazette and Tipp City Neighbors Magazine. Updated form and printed pages to deliver to schools.
- Closing Notifications - Designed signs, sent press releases, and posted hours on Facebook.
- Visit with Santa - designed and submitted ads for Gazette. Posted event on Facebook. Decorated the Santa area the night before event. Printed directional signs. Took photos of all the children with Santa. Posted photos on Facebook.
- Tipp City lights - designed, printed, and delivered posters to local businesses. Posted event on Facebook and website. Designed, printed and delivered posters to local businesses. Shopped and gathered items for gift basket drawing. Assembled gift basket, called winner, posted winner on Facebook. Took photos of the winning homes.

Delivered yard signs to winners and the Classic Holiday Home sign to the Smiths. Wrote and submitted press release and photos to local media. (Winners ran in the Gazette and TCN)

- Activities Calendar - designed winter/spring calendar and sent to Oregon Printing.
- Website - submitted PDF of new activities calendar and basketball information to RecDesk to update website home page. Updated items on website, downloaded various forms.
- School Flyer - designed winter/spring flyer (2 pages) and sent to Liz Robbins to distribute. Printed copies to take to library and Topsy Turvy.
- Garage Sale - updated and printed poster, sign up form and office signs for the garage sale. Attended Merchant's Meeting in January and asked for map sponsors (advertising).

Social Services Items Completed:

- Gift Giving Program - revised existing forms, letter and calendar. Made a poster for Dollar General (they held a toy drive for us). Went to pick up items with Misty. Took photo and posted on Facebook.
- Purse Auction - worked with staff to determine event theme, venue, etc. Wrote press release. Created Event on Facebook.

Recreation Items Completed:

- Tipp City Sneakers - Ordered and picked up new shirts. Put together gift basket for winner. Posted winner on Facebook and notified by phone. Added program to website announcements.
- Basketball - updated rules for each of the age groups. Updated schedules and rosters for each age group. Put updated Information Packets on the website with links. Ordered t-shirts. Worked on separate Facebook page for basketball.
- Camp Kern - Updated forms for 2023. Updated flyer and sent to Liz Robbins and Mike Vagades to distribute. Wrote and submitted press release to local media.

Items Pending:

- 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 March, April, and May
- FB Events Pages – design and post for Winter/Spring
- Camp Kern - order shirts and print name tags. Take photos and help get kids on the bus. Go to Camp Kern and take photos. Post photos on Facebook and write press release.
- Tipp City Middle School Tennis - work with Bud to design t-shirt. Order t-shirts.
- Purse Auction - design invitations, posters, flyers, advertising for event. Visit Prime Time Party Rentals to pick out table cloths and napkins. Work with Event Coordinator to pick caterer. Help staff plan the event. Attend the event and take photos. Help set up and tear down. Post photos on website and Facebook. Write and submit post event press release.

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

Misty McDowell

Backpack Program

- Collaborated with Liz Robbins at the school to ensure children had extra food for the holiday break.
- Organized and Recorded Donations from community

- Provided 16 bags of food containing at least 12 items weekly
- Scouted the best deals on needed food for the program. Shopped for item then organized them in our storage area.
- Cleaned and organized storage area for food.
- Educated many inquiring community members about the program. To enable them to make good donation purchases.

Gift Giving

- Provided information to community regarding the program. In hopes of getting appropriate sponsors and families for the program
- Interviewed perspective families regarding need for the gift giving program
- Coordinated with sponsors to provide them with information on family's needs. At the same time keeping the families identity private.
- Received gifts from sponsors, logging gifts with value for tax purposes.
- Contacted and coordinated with families to receive gifts.
- Coordinated with Upper Room Church, General Dollar and Trophy Nut. All three organizations provided additional gifts for the gift giving program. Logged gifts and distributed to our families in need.
- Coordinated with a private community member who wanted to gift someone a PlayStation 5. Gift was given to Tipp City Middle School for a new after school gaming program.

Breakfast with Santa

- Picked up Donuts for event
- Set up event
- Family donated our spin art machine and supplies for the event.
- Purchased and coordinated crafts.
- Made Reindeer food, enough left over for next year.
- Tear down at the end of the day.

Purse Auction

- Beginning to make plans for purse auction regarding: food, gifts, decorations
- Camp Kern
- Communicated with Christine Bathgate who will be the parent connection for this year's program.
- Meeting on what is need for the program.

Basketball

- Coach Meeting to observe draft
- Pre-pared and Provided coaches with paperwork on players
- Communicated with coaches after meeting to ensure that they do concussion training and background check.
- Made team rosters and provided information to parents and coaches. This included schedules, rules and concussion information.
- Contacted 7 and 8 grade girls and high school boys to inform them that we had to cancel their age group due to not enough players.

Additional Services

- Assisted with getting programs set up including snack or lunch.
- Assisted community member in signing up for program and navigating rec desk.
- Assisted many community member with assistance on utilities and rent. Including helping one member navigate confusion between utility company and consumer to return services. Community member needed an advocate.
- Sold tickets for the home tour.

Director's Meeting

December

Decorate/tear down Christmas tree at park

Friday, December 2

Visit with Santa Setup

Sunday, December 4	Community Band Concert
Tuesday, December 6	Interview Judy Purvis – Bookkeeper
Thursday, December 8	CAC Meeting
Monday, December 12	Delivered Board Presents
Thursday, December 15	Delivered Ho Hos and Ding Dongs
	Coaches Meeting
Thursday, January 5	New Cleaner/ last cleaner passed away
	Intuit – Quickbooks
Monday, January 9	Park Board*
Wednesday, January 11	Mum Festival*
Thursday, January 12	CAC Meeting
Monday, January 16	TMCS Closed
Thursday, January 19	TMCS Board Meeting*
*Afterhours	