



Tipp Monroe Community Services, Inc.

## Board of Trustees Meeting Minutes

June 15, 2023

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

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

Staff: Kathy Taylor

Guest: Mike Flora, Monroe Township Trustees; Kathryn Huffman, Tipp City Council

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 June 15, 2023 agenda. Jay McClellan made the motion to approve the agenda as presented, seconded by Mackenzie English. All approved.

### **Secretary's Report**

President, Bill House asked for a motion to approve the TMCS Board of Trustees May 18, 2023 Minutes. Katie Berbach made the motion to approve the minutes as presented, seconded by Joanna Pittenger. All approved.

### **Treasurer's Report**

President, Bill House, asked for a motion to approve the May 2023 Financial Statement. Jay McClellan made a motion to approve the financial statements as presented, seconded by Mackenzie English. All approved.

### **Advisory Committee Reports**

**Tipp City Council:** Kathryn Huffman reported the following: new addition at the government center is coming along. Received approval from ODOT for improving Tipp City exit; hired two Resource Officers; Hiring Fire & EMS Staff. loss 8 part-time staff in two weeks; Current staffing – 35 for Fire & EMS; possibility of three more gas stations. Very busy time at the City.

**Monroe Township Trustee:** Mike Flora reported Memorial Day was a huge success. Made improvements to the Monroe Township Building: lighting, replaced air conditioner and roof repairs.

### **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 that everything is running great. Playgrounds and Lunch on Us have started. See report.

### **President's Comments**

Bill House thanked everyone for attending.

### **Old Business**

At the last meeting, we discuss the possibility of investing money into cd's, bonds, etc. Kathy Taylor approached Jay McClellan and asked for help in determining where to put the \$30,000. Jay McClellan said he would be happy to help and would not charge Tipp Monroe Community Services. Jay McClellan asked if it would be a conflict of interest. The Board discussed the issue and determined since there is no charge, it is not a conflict of interest. Joanna Pittenger made a motion for Jay McClellan to assist with investing the \$30,000 dollars and that he will not charge TMCS, seconded by Katie Berbach. Roll Call was taken all approved, Jay McClellan as abstained.

Facilities -on hold

At 7:20 pm, President Bill House asked for a motion to adjourned the meeting. Jay McClellan made the motion to adjourn, seconded by Katie Berbach. All approved.

Respectfully submitted,  
Kathryn L. Taylor

# **Tipp Monroe Community Services**

## **Staff Report: Mid-April – Mid-June 2023**

### **Summer Term**

- New and exciting programs for the Summer: Lacrosse, Edible Food Art, Dipping Food, Art Camps, Safety, Summer Playgrounds, Writing Camp for 3<sup>rd</sup>-6<sup>th</sup> grade and 7<sup>th</sup> & 8<sup>th</sup> grade, Smoothies, etc.
- Lunch on Us Program began June 12 thru August 18, 11:30-12:30 pm pickup only at the Tipp City United Methodist Church and 7 drop off locations. Working on donations.
- Run for the Mums: Premier Sponsors are returning: Meijer, Abbott, Arenstein & Andersen and Regal Rexnord. Waiting to hear back from Cardiologist of Troy. Have our logo “Here Comes the Run”

### **General**

- Working on job descriptions for the TMCS Staff.
- Working on the end of the year
- Doing payroll, deposits, payables, taxes, balancing checking account, reports, etc.
- Backpack Program – up to 20 bags – has ended for the 2022-2023 school year. 960 food items go out every month or 7680 food items per year.
- Working on manuals, Playground (completed), Lunch On Us – Employee Guidelines.
- Filed the Miami County United Way Request forms. Requested \$2500, received \$5000.00
- Requested \$3600 from Tipp Foundation. Received
- T.I.P.P. Leadership Program through the Chamber of Commerce – received \$500 for Lunch on Us, \$500.00 Community Relief.

### **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 - usually about 15/month.
- 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 (approx. 30/month) for inclusion in the July issue of the Tipp City Neighbors Magazine.
- Playground Manual – Updated and printed Counselor Manual. Put together bags for the counselors. Took photos of CPR class for use on social media.
- Tippecanoe Band - Wrote and sent press release for July 16 concert.
- Gift Basket – Put together gift basket for the Optimists Quarter Auction in June.

- Tipp City Sneakers – Shopped for and put together gift bag for prize drawing. Contacted rep at NovaCare – donating ice/heat packs for the Sneakers’ bags.
- Tipp City Map – Designed and sent ad to printer for Tipp City Map Update.
- Staff T-Shirts – Ordered and picked up shirts for LOU staff and camp counselors.
- Closed Zip Recruiter account.
- Updated Facebook Events for June and July classes.
- Signed up for InDesign classes.

#### **Misc. Items Pending:**

- Tippecanoe Band - Working with Gail Ahmed on upcoming band concert in July. Designing flyer/poster. Post info on social media and website. Print posters and distribute to local businesses.
- Purse Auction - Working on the theme and decorations with Misty.
- Website - Met via ZOOM with RecDesk 2<sup>nd</sup> time. Discussed website update. Working on updates. Working on including Tippecanoe Band on the TMCS website.
- 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 - I am completing sections as they happen.
- Press releases for August
- Run For the Mums - working on logo design
- FB Events Pages - design and post for Summer

#### **Complete Facebook Event Pages**

Update Advisory Member email list

- Update media information
- Website – add online donations
- Instructor Information - updating folder including several forms.
- Thank You Card - updating calendar/thank you card.
- Forms - updating several forms for office use including: scholarship, sponsorship class information, and LOU forms.
- Website - upload contracts, tax forms, instructor information
- Welcome Bags - rethinking welcome bags - continue to give Borchers items to fill their own bags but also send letter to new home buyers (listed in TCN) welcoming them to the community and offering a welcome bag.
- Website - upload class registration form on to RecDesk

#### **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 19 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. Used up stock of food for the end of school year.
- Educated many inquiring community members about the program. To enable them to make good donation purchases.

##### **Summer Camp**

- Made contacts for people to guest star at the camp
- Purchased activities for the camps
- Assisted with initial organization of camps

### **Additional Services**

- Assisted with getting programs set up including snack.
- Assisted community member in signing up for program and navigating rec desk.
- Communicated with each school to see what was needed in the nurses' office. Shopped and delivered items.
- Participated in the Library Kick-Off.

### **Katie Sonnanstine**

#### **Marketing**

- Constant Contact for
- Summer Classes
- Lunch on Us needs

#### **Website**

- Entered all Summer classes

#### **Personnel**

- Sent Sign Up Genius for building supervisors for summer classes

#### **Summer Camp**

- Planned 6 weeks of summer camp
- Planned crafts and games to coordinate with weekly themes
- Ordered supplies
- Ordered and picked up 6 weeks of snacks
- Set up program book, registration book and forms

#### **Personnel**

- Interviewed playground staff
- Ran orientation
- Scheduled CPR Class
- Made Schedules
- Contracts
- Gathered employment paperwork

#### **Administration**

- Contracts , rosters, sign in-sheets, Evaluations & Sign packet for instructors

#### Meetings

May 15, 2023, DTCP Board Meeting

May 30, 2023, DTCP Design Committee

June 20, 2023, DTCP Board Meeting

\*June 5, 2023, Library Reading Program Kick off

\*June 9, 2023, Jeep Cruise In – DTCP (fundraiser for LOU)

\*After Hours

#### **Director's Meetings**

Monday, June 5

Library Event\*

Tuesday, June 6

Playground Staff

United Way Meeting

Thursday, June 8

Community Services, phone interview

Friday, June 9

T.I.P.P Leadership grant

Monday, June 12

TC Library Birthday Party\*

Tuesday, June 13

Community Meeting -Schools

Wednesday, June 14

Mum Festival\*

Thursday, June 15	TMCS Board of Trustees*
Tuesday, June 20	Community Meeting – School Facilities*
Thursday, June 22	Chamber of Commerce

\*Afterhours