



Tipp Monroe Community Services, Inc.

Board of Trustees Meeting Minutes

September 21, 2023

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

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

Staff: Kathy Taylor

Guest:

The meeting was called to order at 6:31 pm by President, Bill House.

### **Agenda**

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

### **Secretary's Report**

President, Bill House asked for a motion to approve the TMCS Board of Trustees August 17, 2023 Minutes Mackenzie English 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 August 2023 Financial Statement. Katie Berbach made a motion to approve the financial statements as presented, seconded by Mackenzie English. All approved.

### **Advisory Committee Reports: No Report**

### **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 are done. Discussed items that have happened at TMCS. DON'T FORGET THE RUN FOR THE MUM THIS SATURDAY.

### **President's Comments**

Bill House thanked everyone for attending.

### **Old Business**

#### **Election of Office**

Lesley Evans Hellman nominated William to be the Board of Trustees President for 2023-2024, second Katie Berbach. Roll Call taken. All approved - William House abstained

Mackenzie English nominated Lesley Evans Hellman to be the TMCS Board of Trustees Secretary for 2023-2024, seconded by Jay McClellan. Roll Call taken – All approved, Lesley Evans Hellman abstained

Lesley Evans Hellman nominated Joanna Pittenger to be the TMCS Board of Trustees Treasurer for 2023-2024, seconded by Jay McClellan. Roll Call taken – All approved, Joanna Pittenger absent

Lesley Evans Hellman nominated Mackenzie English to be the TMCS Board of Trustees Vice-President for 2023-2024, seconded by Katie Berbach. Roll Call taken – All approved, Mackenzie English abstained

#### **Committee Assignments** - tabled

Facilities -on hold

At 7:10 pm, President Bill House asked for a motion to adjourn the meeting. Mackenzie English made the motion to adjourn, seconded by Lesley Evans Hellman. All approved.

Respectfully submitted,  
Kathryn L. Taylor

# Tipp Monroe Community Services

## Report: Mid-August– Mid-September-2023

### Fall

- Brochure is at printers and will be mailed week of September 4.
- Gearing up for Fall Sports – Flag Football and Volleyball
- 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”. Novocare will be placing small ice packs into the runner bags. Repacorp will be doing stickers for the run. Medal & t-shirt designed.
- Halloween scheduled Monday, October 16; Coloring Contest: November; Visit with Santa. Saturday, December 2.
- Gift Giving start to take applications October 23.

### General

- September 1 – New Fiscal Year
- Working on job descriptions for the TMCS Staff.
- Working on the end of the year 2022-2023 – completed
- Doing payroll/taxes, deposits, payables, taxes, balancing checking account, reports, etc.
- Backpack Program has begun – 10 bags.
- Lunch on Us: Served 8590 meals, approx. 300 Friday Bags and school supplies to local children.
- Working on manuals, Playground (completed), Lunch On Us – Employee Guidelines.
- Working on 2023-2024 TMCS Budget - Approved

### Katie Sonnanstine

#### Marketing

- Constant Contact for
- Youth Sports
- September Classes- Youth
- September Classes, Adult

#### Constant Contact Statistics for past 12 months:

- 125, 836 e-mails sent in last 12 months
- Open rate 47%
- 5% up from prior 12 months  
7% over the industry average

#### Website

- Entered all Fall 2023 Classes

#### Fall Brochure

- Contacted past instructors
- Came up with 8 new classes
- Typed content for Denise to set up for Oregon
- Approved proof, sent directions to Oregon for mail date and quantity

#### Personnel

- Contacted past Building Supervisors
- Sent Help Wanted to Liz Robbins
- Asked Denise to run Help Wanted in the paper
- Interviews scheduled for new Building Supervisors on Sept. 14 & 15

### **Administration**

- Contracts, rosters, sign in-sheets, Evaluations & Sign packet for instructors
- Sent schedules to schools
- Wrote contracts for school use

### **Run for the Mums**

- Typed up roster for Regal Rexnord runners
- Made t-shirt tally
- Help pack bags for runners

### **Meetings**

- August 1, National Night Out
- September 7, 2023 – Met with Kathy and Darrin Knapke to discuss Dayton Metro Basketball

### **Denise Gross**

#### **Continuous Items:**

- Website - make updates and changes to the 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.
- 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 (except summer months). Print and deliver to the board office.
- Forms - update forms as requested.

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

- Run for the Mums - updated 2024 free registration form and printed 10 to place in random SWAG Bags. Uploaded registration form onto the website and created a link. Designed run logo. Designed t-shirt front and back. Ordered shirts. Worked with Gillman Surge to create run medals. Designed and ordered 1-2-3 place stickers for the back of the medals. Designed posters and delivered to local businesses. Designed advertising and scheduled ads in the Tippecanoe Gazette. Designed sponsor poster, ordered and picked up. Posted event on social media. Revised post-event survey and printed. Revised neighborhood letter and printed. Put up window signs. Found running groups and posted information. Visited THS FB Field and decided on set up of post-race set-up. Designed and ordered photo backdrop for use at the run and other events. Designed event sticker and 5K sticker for the SWAG Bag (donated by Repacorp). Redesigned parking permit and printed.
- Tipp City Neighbors Magazine - wrote press releases for inclusion in the October issue of the Tipp City Neighbors Magazine.
- Tipp City Sneakers - purchased Grounds for Pleasure gift card and mug. Picked winner. Posted on Facebook.
- Updated Facebook Events for September/October classes.
- School Flyers - designed a 2-page school flyer for sports and classes/events. Helped Katie print them. Sent to Liz Robbins.
- Volleyball - worked on t-shirt design with Misty. Designed ad and scheduled in Tippecanoe Gazette.
- Advertising - designed and sent ads to This Local Life, Band Invitational, and THS Band Program

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

- Website - working on including Tippecanoe Band on the TMCS website. Website - adding online donations and PDF filler forms.
- TMCS Brochure - update pending
- Newsletter - working on an updated newsletter for the advisory board.
- Sponsorship Levels - working with Kathy to update levels of sponsorship.
- PowerPoint Presentation - updating current Strategic Plan PPT
- FB Events Pages - creating and posting for October.

### **Update the Advisory Member email list**

- Update media information
- Instructor Information - updating folder including several forms.
- Thank You Card - updating calendar/thank you card.
- Welcome Bags - rethinking how/who we give them to.

### **Misty McDowell**

#### **National Night Out**

- Coordinated games and prizes
- Assisted with set-up and played games with the kids
- School Supply Drive
- Collected school supplies and logged in for tax purposes
- Collected information of children from the Lunch on Us team.
- Worked with Gleaner Team to put backpacks together for Lunch on Us kids
- Bought additional items to fill in the donation gaps.
- Coordinated with Liz Robbins to pick up left over donation to be distributed to the schools

#### **Backpack Program**

- It's Back! 9/15/2023
- Bought products for first set of bags.

#### **Run for the Mum**

- Assisted Kathy and Denise with items for the bags.

#### **Upcoming Events**

- Halloween – Coordinated with Octagon Advisor for volunteers
- Christmas – Coordinated with Octagon Advisor for Volunteers
- Purse Auction – Bought Additional Purses
- Volleyball and NFL Flag Football – Started looking for coaches and planning.

#### **Additional Services**

- Assisted with getting programs set up including snack.
- Assisted community member in signing up for program and navigating rec desk.

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

Tuesday, August 23	Interviewed for Bookkeeper
Wednesday, August 24	City Meeting – Run*
Wednesday, September 6	Kentner & Sellers
Thursday, September 7	Select Basketball
	Tipp Center Open House*
Monday, September 11	Park Board*: Cancelled
Wednesday, September 13	Mum Festival*
Thursday, September 14	Hobart Service Agency Fair
Wednesday, September 20	Packet Pickup Run*

Thursday, September 21

Packet Pickup Run\*  
TMCS Board of Trustees\*

Saturday, September 23

Run for the Mums\*

Sunday, September 24

Mum Festival\*

\*Afterhours

# BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS

## Corporate Committee

**Mackenzie English\* (C)**

William House\*, Katie Berbach\*, Jay McClellan\* and Kathy Taylor\*\*.

## Finance Committee

**Joanna Pittenger\* (C)**

William House\*, Katie Berbach\*, Jay McClellan\* and Kathy Taylor\*\*.

## Personnel Committee

**Mackenzie English\* (C)**

William House\*, Joanna Pittenger\* and Kathy Taylor\*\*.

## Program Committee

**Lesley Evans Hellman\* (C)**

William House\*, Karen Schindler\*, Katie Sonnanstine\*\* and Kathy Taylor\*\*.

## Community Relations Advisory Committee

**Joanna Pittenger (C)**

William House\*, Katie Sonnanstine\*\*, Denise Gross\*\* and Kathy Taylor\*\*.

## Community Engagement

**Joanna Pittenger\* (C)**

William House\*, Mary Casey\*, Karen Schindler\* and Kathy Taylor\*\*

## Social Services Committee

**(C)**

William House\*, Lesley Evans Hellman\*, Mary Casey\* and Kathy Taylor\*\*.

(C)- Chair \* TMCS Board Member \*\* TMCS Staff

# *Community Engagement Committee Responsibilities*

1. The Committee shall meet a minimum of four (4) times per fiscal year.
2. The chairperson shall complete a brief written summary of the committee meetings and provide it to the Executive Director prior to the next Board of Trustees meeting for inclusion in the meeting packet.
3. The Committee shall determine its yearly committee goals, action plans and timelines by July 1, and provide updates to the Board of Trustees.
4. The Committee shall be responsible for the recruitment and retention of Advisory Members.
5. The Committee shall assist with the distribution of the Advisory Member Packets.
6. The Committee shall assist the Community Relations Committee with the planning and execution of the Appreciation Party held in October/November.
7. The Committee shall establish sub-committees as needed, spelling out objectives and goals of same. A Nominating Committee composed of Advisory Members shall be established as a sub-committee of the Community Engagement Committee in June of each year.
8. The Committee shall comply with the regulations contained in the Articles of Incorporation and Code of Regulations.
9. The Executive Director of Tipp Monroe Community Services shares in the responsibility of preparation, follow up and coordination of all committee activities. It is recommended that the Committee make use of the services of the Executive Director for consultation and advice.

# *Community Engagement Committee*

## *Action Plan*

### **GOAL: Recognize Advisory Members, Volunteers and Instructors**

**ACTION PLAN:** Returning and new members will receive a Membership Packet.

**TIME LINE:** As needed

**ACTION PLAN:** Invite volunteers, instructors and advisory members to our Annual Appreciation Open House.

**TIME LINE:** October/November

### **GOAL: To increase business and organization Advisory Memberships**

**ACTION PLAN:** To increase Advisory Committee Membership by 15%

Director will continue to use sponsorship folders and information to contact new businesses for program/event sponsorship and membership.

**TIME LINE:** As needed

# *Nominating Sub-Committee Responsibilities*

The election of the Board of Trustees shall be held at the annual meeting of the Corporation in August of each year.

1. By July 1, the Membership Committee will appoint an Advisory Member in good standing as chairperson of the Nominating Committee. The chairperson will choose two (2) Advisory Members in good standing to serve on the Nominating Committee.
2. The vacancies on the Board of Trustees shall be publicized in the local newspaper(s) and local cable access channel and other forms of media as appropriate.
3. The Nominating Committee shall review the applications submitted and select the number of individuals needed to fill the 3-year term vacancies.
4. The Nominating Committee shall present its nominations at the annual meeting of the Corporation in August.
5. Other nominations, if any, shall be accepted at the annual meeting from the floor.
6. The election will be conducted by written ballot if there are more nominations than vacancies available.

# *Community Relations Advisor (CRA)*

## *Responsibilities*

**The Community Relations Advisor (CRA) shall have the following responsibilities:**

1. The CRA Committee shall meet a minimum of four (4) times per fiscal year with the Community Relations Coordinator (CRC) and provide updates as needed.
2. The CRA shall complete a brief written summary of work completed, and provide it to the Executive Director prior to the next Board of Trustees meeting for inclusion in the meeting packet.
3. The CRC shall determine its yearly committee goals, action plans and timelines by July 1, and provide updates to the Board of Trustees. The CRA will approve plan before submitted.
4. The CRC shall be responsible for informing the public about Tipp Monroe Community Services, creating awareness of its programs and activities.
5. The CRC shall develop, and revise as needed, a marketing plan for Tipp Monroe Community Services.
6. The CRA shall review and provide input on various promotional materials used by Tipp Monroe Community Services such as newsletters, fliers, KIT-TV, etc. as needed.
7. The CRC shall plan the Appreciation Open House held in October of each year with the assistance of the TMCS staff.
8. The CRC shall establish sub-committees as needed, spelling out objectives and goals of same.
9. The CRC shall comply with the regulations contained in the Articles of Incorporation and Code of Regulations.
10. The Executive Director of Tipp Monroe Community Services shares in the responsibility of preparation, follow up and coordination of all community relations activities. It is recommended that the CRC and CRA make use of the services of the Executive Director for consultation and advice.

# *Community Relations Advisor*

## *Action Plan*

**ACTION PLAN:** Signs will be used at all programs, basketball games, outside the office and at community events.

**TIME LINE:** (Continuous)

**ACTION PLAN:** “Welcome Bag” Program as requested.

**TIME LINE:** Continuous

**ACTION PLAN:** Target the right media outlets – update media list and publish updates/press releases/articles/program information to media outlets.

**TIME LINE:** Continuous

**ACTION PLAN:** Develop an elevator speech to be used by TMCS Board of Trustees and TMCS Staff.

**TIME LINE:** 2023-2024

**ACTION PLAN: Explore and use various communication platforms:** Use online platforms such as Website, Facebook, Twitter, You Tube, radio, Dayton Live and Constant Contact (Program Coordinator) for TMCS updates and announcements.

**TIME LINE:** Continuous

**ACTION PLAN: Create PowerPoint presentation about TMCS Programs/Services**

**TIME LINE:** 2023-2024– review yearly

**GOAL: Develop a relationship with Advisory Members**

**ACTION PLAN:** Engage the AM’s to keep them inspired and active in our work by raising awareness of our issues and educating people on our cause (AM Newsletter, website, Facebook, email updates, etc.)

# *Community Relations Advisor*

## *Action Plan*

**TIME LINE:** At the end of each program period (December, April and August); Highlight each month an AM on TMCS website and facebook.

**GOAL: Complete and Implement Communication Plans**

**ACTION PLAN:** Decide strategy overview, communication platforms, messaging, campaigns and activities. Measure results.

**TIME LINE:** Continuous

**ACTION PLAN:** Coordinate message being sent to the public. Publish continuous updates and announcements on the website and follow up with email (constant contact), and other media outlets.

**TIME LINE:** Continuous

# *Corporate Committee Responsibilities*

1. The Committee shall meet a minimum of two (2) times per fiscal year.
2. The chairperson shall complete a brief written summary of the committee meetings and provide it to the Executive Director prior to the next Board of Trustees meeting for inclusion in the meeting packet.
3. The Committee shall determine its yearly committee goals, action plans and timelines by July 1 of each year and provide updates to the Board of Trustees.
4. The Committee shall review each of the following at least every three (3) years, or sooner if needed:
  - The Board of Trustees Handbook
  - Tipp Monroe Community Services Code of Regulations
  - TMCS – Continuous of Existence – State of Ohio – Charter:377945 Review Filing 4/2024
5. The Committee shall establish sub-committees, as needed, spelling out objectives and goals of same.
6. The Committee shall ensure that the Board of Trustees and Tipp Monroe Community Services complies with the Articles of Incorporation and Code of Regulations.
7. The Executive Director of Tipp Monroe Community Services shares in the responsibility of preparation, follow up and coordination of all committee activities. It is recommended that the Committee make use of the services of the Executive Director for consultation and advice.

# *Corporate Committee*

## *Action Plan*

### **GOAL: Update TMCS Board Manual / Code of Regulations**

**ACTION PLAN:** Review TMCS Board Manual and Code of Regulations - make necessary updates and corrections.

**TIME LINE:** Every three years (2024, 2027, 2030)

### **GOAL: Update Conflict of Interest Policy, Privacy Policy and Media Release**

**ACTION PLAN:** Review TMCS Conflict of Interest Policy, Privacy Policy and Media Release make necessary updates and corrections.

**TIME LINE:** Every five years (2024, 2029, 2034)

### **GOAL: Update TMCS Mission Statement**

**ACTION PLAN:** Review TMCS Mission Statement to assure statement matches the mission of TMCS.

**TIME LINE:** Every five years (2024, 2029, 2034)

### **GOAL: Oversee develop of an Office Operational Manual for TMCS**

**ACTION PLAN:** Review TMCS Operational Manual and make necessary updates and corrections.

**TIME LINE:** Every four years (2025, 2029, 2033) ongoing process

### **GOAL: Develop Strategic Plan for TMCS: one (1) year and five (5) year plan**

**ACTION PLAN:** Research companies that can assist in developing a strategic plan.

**TIME LINE:** Ongoing Process

# *Finance Committee*

## *Responsibilities*

- 1.** The Treasurer of the Board of Trustees shall be the chairperson of this committee.
- 2.** The Committee shall meet, at minimum, in June and July of each year to prepare the annual budget.
- 3.** The chairperson shall complete a brief written summary of the committee meetings, and provide it to the Executive Director prior to the next Board of Trustees meeting for inclusion in the meeting packet.
- 4.** The Committee shall determine its yearly committee goals, action plans and timelines by July 1 each year, and provide updates to the Board of Trustees.
- 5.** The Committee shall ensure that the annual budget is accurately planned and reflects the growing and changing needs of Tipp Monroe Community Services.
- 6.** The Treasurer shall review the financial status of Tipp Monroe Community Services with the Board of Trustees on a monthly basis. Prior to the TMCS Board of Trustees Meeting, Financial Committee will review in detail the monthly profit & loss financial statement.
- 7.** The Committee shall review all financial policies and guidelines every two (2) years.
- 8.** The Committee shall establish sub-committees as needed, spelling out objectives and goals of same. A Tax Levy Committee shall be established as a sub-committee of the Finance Committee every five (5) years.
- 9.** The Committee shall comply with the regulations contained in the Articles of Incorporation and Code of Regulations.
- 10.** The Executive Director of Tipp Monroe Community Services shares in the responsibility of preparation, follow up and coordination of all committee activities. It is recommended that the Committee make use of the services of the Executive Director for consultation and advice.
- 11.** The Committee shall review the Ohio Attorney General- Charitable Registration and the Federal Tax return (990) yearly in Dec/Jan.

# Finance Committee

## Action Plan

### **GOAL: Explore options for additional long-term funding beyond the levy**

**ACTION PLAN:** Explore Edison Community College Grant database for options

**ACTION PLAN:** Explore State Funding opportunities

**ACTION PLAN:** Explore Local Funding options

**ACTION PLAN:** Evaluation of current and future Program Funding

### **GOAL: Take control of relationships with funding partners**

**ACTION PLAN:** Establish communication of TMCS significant happenings at each Board meeting that can be sent to our funding and community partners to keep them informed. (Tri-Agency Meeting and/or quarterly newsletters.)

**ACTION PLAN:** Send monthly minutes/financials to representative

**ACTION PLAN:** Identify TMCS Board members to attend community meetings with regularity to represent TMCS initiatives.

### **GOAL: Financial and Investment Policy**

**ACTION PLAN:** Committee will review financial and investment policy

**TIME LINE:** Every 2 years (2024, 2026, 2028)

### **GOAL: Evaluate Accountant**

**ACTION PLAN:** Review the job of the current Accountant

**TIME LINE:** Every three years (2025, 2028, 2031)

### **GOAL: Identify potential income generating opportunities**

**ACTION PLAN:** Review how other organizations are currently raising funds and brainstorm new ways for fund generation

**TIMELINE:** 2024

# *Tax Levy Committee Responsibilities 2026-2027*

## MARCH

1. TMCS Executive Director contacts the Miami County Auditor regarding tax levy options.
2. TMCS Board of Trustees determines which option best meets the financial needs of TMCS – a decrease, renewal or a replacement tax levy.
3. TMCS Board of Trustees vote to approve the levy.

## MAY

1. Letter from the TMCS Board President to the Monroe Township Trustees requesting for the TMCS Levy to be placed on the ballot.
2. Resolution by the Monroe Township Trustees for placement of the TMCS tax Levy on the November ballot.
3. Monroe Township Trustees sends request to the Board of Elections

## JUNE

1. The Finance Committee will conduct a search for a chairperson and treasurer to serve on the TMCS Tax Levy Committee
2. The Chairperson of the Tax Levy Committee will recruit members to serve on the Committee.
3. The Committee solicits donations, determines advertising, recruits volunteers to distribute fliers and yard signs and obtains endorsements from various community organizations.
4. TMCS is supported by public funds and cannot pay it employees to work on, support or otherwise promote the passage of a tax levy. TMCS funds may not be used to publish, distribute or communicate information on the tax levy (i.e. newspaper ads, fliers, etc.) However, TMCS employees may voluntarily, on their own time and without compensation, be involved in activities that support the tax levy campaign.

# *Tax Levy Committee Action Plan 2026/2027*

## JUNE

Form Tax Levy Committee

## JULY

Committee Chair and members meet

## AUGUST

Place tax levy ad into the TMCS Program Catalog

## SEPTEMBER

Start fundraising campaign

Start weekly newspaper articles

Brochures and handouts designed

Seek Tipp City School Board endorsement

## OCTOBER

Seek Tipp City Council endorsement

Weekly newspaper articles detailing TMCS services

Begin speaker's bureau campaign to local clubs and organizations

Seek local organizations endorsements

Place yard signs

Deliver first flier

## NOVEMBER

Deliver second flier

Election Day

# *Personnel Committee*

## *Responsibilities*

1. The Committee shall meet a minimum of two (2) times per fiscal year.
2. The chairperson shall complete a brief written summary of the committee meetings and provide it to the Executive Director prior to the next Board of Trustees meeting for inclusion in the meeting packet.
3. The Committee shall determine its yearly committee goals, action plans and timelines by July 1 each year, and provide updates to the Board of Trustees.
4. The Committee shall review the job description of the Tipp Monroe Community Services Executive Director on a yearly basis.
5. The Committee shall review personnel policies and practices every three years (3) and recommend any necessary revisions.
6. The Committee shall complete a yearly performance appraisal of the Executive Director by June 1 each year.
7. The Committee shall review the yearly performance appraisals of the Tipp Monroe Community Services staff as completed by the Executive Director.
8. The Committee shall determine and recommend salary adjustments and employee benefits for all TMCS staff to the Finance Committee by June 10 for inclusion in the proposed annual budget.
9. The Committee shall establish sub-committees as needed, spelling out objectives and goals of same.
10. The Committee shall comply with the regulations contained in the Articles of Incorporation and Code of Regulations.
11. The Executive Director of Tipp Monroe Community Services shares in the responsibility of preparation, follow up and coordination of all committee activities. It is recommended that the Committee make use of the services of the Director for consultation and advice.

# *Personnel Committee*

## *Action Plan*

### **GOAL: Review Board of Trustees Manual and TMCS Staff (Personnel) Manual**

**ACTION PLAN:** Review TMCS Personnel Manual and make necessary updates and corrections.  
**TIME LINE:** Every three years (2024, 2027, 2030)

### **GOAL: To address the need for proper office and program staffing.**

**ACTION PLAN:** Review current and forecasted budget:  
**TIME LINE:** Ongoing

### **GOAL: Update Personnel Job Description and duties performed.**

**ACTION PLAN:** Review Job Descriptions and duties for all Administrative Staff  
**TIME LINE:** Every three years (2023, 2026, 2029)

### **GOAL: Update materials for Instructor's, volunteers and coaches**

**ACTION PLAN:** Review Instructor Guidelines, Contracts for instructors, independent contractors, volunteers and Code of Conduct for volunteers.  
**TIME LINE:** Every 3 years (2023, 2026, 2029)

### **GOAL: Evaluate the Director and Office Staff yearly**

**ACTION PLAN:** Give evaluation forms to each Administrative staff member;  
Completed staff evaluation forms will be given to the Director for review with employee; and presented to the Personnel Committee for final review.  
**TIME LINE:** June 2024

### **GOAL: Set Pay Scale for Office Staff**

**ACTION PLAN:** Develop appropriate pay scale for each Office Position  
**TIME LINE:** 2024

# *Program Committee Responsibilities*

**The Program Committee shall have the following responsibilities:**

1. The Committee shall meet a minimum of four (4) times a year.
2. The chairperson shall complete a brief written summary of the committee meetings and provide it to the Executive Director prior to the next Board of Trustees meeting for inclusion in the meeting packet.
3. The chairperson shall brief the Board of Trustees at the Board meeting about each committee meeting.
4. The Committee shall determine its yearly committee goals, action plan and timeline by July 1, and provide updates to the Board of Trustees.
5. The Committee shall review the current educational and recreational programs being offered by Tipp Monroe Community Services and make recommendations as necessary.
6. The Committee shall evaluate the results of surveys to ascertain the educational and recreational needs of the community, and plan improvements based on feedback from the community and program participants.
7. The Committee shall assist with the development of new programs and activities in conjunction with the Program Coordinator and Executive Director of Tipp Monroe Community Services.
8. The Committee shall establish sub-committees as needed. Furthermore, the Committee shall spell out the objectives and goals of such sub-committees.
9. The Committee shall comply with the regulations contained in the Articles of Incorporation and Code of Regulations.
10. The Executive Director of Tipp Monroe Community Services shares in the responsibility of preparation, follow up and coordination of all committee activities. It is recommended that the Committee make use of the services of the Executive Director for consultation and advice.

# *Program Committee*

## *Action Plan*

### **GOAL: Conduct a comprehensive overview of all programs currently offered**

**ACTION PLAN:** Statistically analyze the success/failure rate of the adult and youth programs as well as total programming and related activities.

**TIME LINE:** Done at the end of each session/term (fall, winter/spring, summer) and at the end of the fiscal year based on the combined number of all sessions.

### **GOAL: Determine which TMCS programs, activities or events meet success criteria**

**ACTION PLAN:** Review and statistically analyze specific program criteria such as number of classes held and cancelled, number of participants per class and percentage of city vs. township enrollment.

**TIME LINE:** This will again be done at the end of each session/term and at the end of each fiscal year.

### **GOAL: Conduct a program survey**

**ACTION PLAN:** Update the current survey being used for programs and give to each participant who attends the class.

**TIME LINE:** Ongoing

### **GOAL: TMCS will adjust or amend their programs, activities and events to accommodate significant changes to its client base**

**ACTION PLAN:** Based on the results of the first two numbers 1 & 2 (above), classes/activities not producing adequate numbers or with high cancellation rates will be eliminated and replaced with new classes/activities. In addition, based on the results of the community survey and with the collected data from online surveys, this will assist in determining the need for change related to the client base and programming direction/emphasis.

**TIME LINE:** This is an on-going endeavor and will be addressed/completed at the end of each session/term and at the end of the fiscal year.

# *Program Committee*

## *Action Plan*

### *Continued*

**GOAL: TMCS will address the challenge of maintaining current facilities and finding new facilities as new programs are introduced.**

**ACTION PLAN:** 1. Compile an inventory of all facilities used by TMCS and determine availability. 2. Constant search for prospective facilities to accommodate programming 3. Review the possibility of building or purchasing a large building to be used to construct two gymnasiums, including exercise areas and classrooms.

**TIME LINE:** Ongoing

**GOAL: TMCS instructors/volunteers/employees**

**ACTION PLAN:** All employees shall wear green t-shirts when working TMCS classes, meetings or volunteering at special events. Instructors and volunteers will receive a name tag to be worn during TMCS activities.

**TIME LINE:** Continuously

**GOAL: Review Policies – refund; fee structure**

**ACTION PLAN:** Review Refund/Registration Policies, Class Guidelines and Program/Activity Fee Structure

**TIME LINE:** Every 3 years (2023, 2026, 2029)

# *Social Services Committee*

## *Responsibilities*

### **The Social Services Committee shall have the following responsibilities:**

1. The Committee shall meet a minimum of four (4) times per fiscal year.
2. The chairperson shall complete a brief written summary of the committee meetings and provide it to the Executive Director prior to the next Board of Trustees meeting for inclusion in the meeting packet.
3. The Committee shall determine its yearly committee goals, action plans and timelines by July 1, and provide updates to the Board of Trustees.
4. The Committee shall review on a yearly basis the current social service programs offered by Tipp Monroe Community Services.
5. The Committee shall evaluate the social service needs of the community to determine what new programs, if any, could be offered by Tipp Monroe Community Services to help meet those needs.
6. To avoid duplication of services, the Committee shall be informed by Tipp Monroe Community Services staff about governmental, health and social service programs available to the community.
7. The Committee shall recommend to the Board of Trustees any new social services programs to be offered to the community and current programs to be discontinued.
8. The Committee shall establish sub-committees as needed, spelling out objectives and goals of same.
9. The Committee shall comply with the regulations contained in the Articles of Incorporation and Code of Regulations.
10. The Executive Director of Tipp Monroe Community Services shares in the responsibility of preparation, follow up and coordination of all committee activities. It is recommended that the Committee make use of the services of the Executive Director for consultation and advice.

# *Social Service Committee*

## *Action Plan*

### **GOAL: Determine how TMCS will act as an agent of change on behalf of the Community**

**ACTION PLAN:** Continuing working with the area churches, school leaders and social service agencies that serve our community.

**TIME LINE:** Ongoing

### **GOAL: Evaluate all social service programs to determine their effectiveness, make changes to better serve the community**

**ACTION PLAN:** Review programs; Implement any changes to existing programs; work to add/eliminate programs annually.

**TIMELINE:** November

### **GOAL: Update Programs/Brochure**

**ACTION PLAN:** Work with Community Relations Coordinator to update current brochure.

**TIMELINE:** When Necessary

### **GOAL: Annually review cost vs. income vs. benefit to our community**

**ACTION PLAN:** Work with the Finance Committee and bookkeeper to review costs incurred and revenues generated with regard to Social Services programs

**TIMELINE:** Ongoing

### **GOAL: Identify potential income generating opportunities**

**ACTION PLAN:** Review how other organizations are currently raising funds and brainstorm new ways for fund generation

**TIMELINE:** 2023