



## Tipp Monroe Community Services, Inc.

### Board of Trustees Meeting Minutes

February 21, 2019

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

Trustees: Linda Ares (absent)  
Amy Blake (absent)  
Mackenzie English (absent)  
Deborah Faulkner  
Bill House  
Mike Jackson  
Carol Noffsinger  
Joanna Pittenger (absent)  
Kim Wilson

Staff: Kathy Taylor  
Denise Gross

Guests: None

The meeting was called to order at 6:30 pm by the Bill House, President.

#### **Agenda**

President Bill House asked if there were any changes to the agenda. President Bill House asked for a motion to approve the agenda as written. Kim Wilson made a motion to accept the agenda, it was seconded by Carol Noffsinger. All approved.

#### **Secretary's Report**

President Bill House asked for a motion to approve the January 17, 2019 TMCS Board of Trustees Minutes. Kim Wilson made the motion and it was seconded by Carol Noffsinger. All Approved.

#### **Treasurer's Report**

Kathy Taylor asked trustees to review the Profit & Loss Statement and ask any questions.

President Bill House asked for a motion to approve the January 2019 Profit & Loss Statement. Mike Jackson made a motion to approve, seconded by Kim Wilson. All approved.

#### **Advisory Committee Announcements**

Carol Noffsinger updated the board on the Clothesline and answered questions from Kathy Taylor and the board.

#### **Board Committee Reports**

**Corporate:** No report.

**Finance:** Kathy Taylor reported that the committee is working on a special policy for the BBB.

**Community Engagement:** Mike Jackson reported that the staff is working on creating better tools to use while visiting potential sponsors.

**Public Relations & Media Relations:** No report. Meeting on February 26.

**Personnel:** Carol Noffsinger reported that the committee is still working on pay scales and new evaluation forms for the TMCS staff.

**Program:** Kathy Taylor reported that the committee is working on program guidelines and policies.

**Social Services:** No report. Kathy Taylor reported that they are working on a survey for Tippecanoe Middle School and Tippecanoe High School.

### **Director's Report**

Ms. Taylor reported that:

- TMCS and the TC Library have combined resources to buy a book that will be distributed to all of the Tipp City 1<sup>st</sup> graders. Our logo will be in the front of the book.
- Our new website has brought in \$14,000 so far and is working great.
- The Volunteer Fair was held and new time and place (TC Library) are being considered for next year.
- A total of 108 children and 27 chaperones attended Camp Kern. Everything went well except for a few accidents.

### **President's Comments**

No comments.

### **New/Old Business**

Mackenzie English, Kathy Taylor and Walter Burton went to the planning session for school facilities.

Broadway building has to go through auction process. TMCS needs to think about the future of the Recreational Basketball and other programs where we need school space. Have to look at our options:

1. Bid on Broadway
2. Buy a building
3. Build a building

Questions came up as to how we would pay for a building and is it a viable plan?

President Bill House asked for volunteers to serve on the committee. Kim Wilson and Joanna Pittenger volunteered.

Some discussion followed about the stadium and how that funding was handled.

William House, Katie Sonnanstine and Kathy Taylor met with the School Superintendent, Dr. Gretta Kumpf, Gary Pfister and the School Board Treasurer. They discuss the partnership between TMCS and the Tipp City Public Schools.

President Bill House asked for a motion to adjourn the meeting. Motion made by Mike Jackson and seconded by Kim Wilson. All approved. Meeting adjourned at 7:13 pm.

Respectfully submitted,

Denise Gross

## **Tipp Monroe Community Services, Inc.**

### **Staff Report February 2019**

#### **Educational**

- 2019 Winter/Spring Term mailer was sent January 7, registration began January 14.
- Website launched on January 14<sup>th</sup>. It is working!
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. [ksonnanstine@tmcomservices.org](mailto:ksonnanstine@tmcomservices.org)
- Volunteer Fair went great. This was our second time and we learned a lot. We will change the time too 5:30-6:30 pm and we will be holding it at the library.

#### **Recreational**

- 3<sup>rd</sup>-12<sup>th</sup> grade Youth Basketball has begun and will end on March 16 (weather permitting).
- Camp Kern: February 15 & 16, 2019; 108 participants and 27 Chaperones. A lot of work.
- Working on the purse auction – folding purses, donations

#### **Upcoming Events**

##### **February 2019**

|                  |                                |
|------------------|--------------------------------|
| February 4       | Volunteer Fair                 |
| February 15 & 16 | Camp Kern Trip                 |
| February 21      | TMCS Board of Trustees Meeting |

##### **March 2019**

|          |                                |
|----------|--------------------------------|
| March 16 | Purse Auction                  |
| March 17 | Basketball Program Ends        |
| March 21 | TMCS Board of Trustees Meeting |

##### **April 2019**

|          |                                |
|----------|--------------------------------|
| April 1  | Middle School Tennis Begins    |
| April 6  | Ninja Challenge                |
| April 7  | NFL Flag Football Begins       |
| April 15 | TMCS Board of Trustees Meeting |

#### **General Information**

- Social Services sending survey to the teachers at each school. This information will help us improve our services to our youth and possible their parents.
- Finance – Investing Policy, Financial Policy
- Corporate: Privacy Policy, TMCS Operational Manual, Annual Report.
- Program: Program Guidelines and Facilities
- Community Engagement: Designing a donation sheet for each of our activities.
- Personnel: Working on setting a pay scale for each position at TMCS, New Evaluation Sheet for Staff
- PR Committee: Had to reschedule the meeting, due to weather.
- Pulled out the old business plan - updating statistic's

- Called Better Business Bureau about TMCS becoming accredited. Working on Annual Report/Policy - Board
- Website: Completed: Take a moment and look at the new website. GREAT JOB - Katie and Denise
- 2017-2018 Financial Review: Completed

### **Staff Reports**

#### **Carol English**

- Purse Auction
- Social Service Committee
- Snack Pack Program

#### **Cameron Godsey**

- Assisted with Camp Kern supplies and inventory, namely tracking what was and was not present since last year's trip. All items were counted, with expired items being properly disposed of.
- Gave community relief assistance as needed. Larger influx of individuals due to a recent change to TC Utility's policy, wherein they warn the individuals twice and have no promissory notes or further warnings, resulting in a larger number of turn-offs and shut downs.
- Acquired control of TMCS's "Google listing" from former employee Sue Roberts. Listing allows us to view statistics of website and Google traffic at our convenience. Additionally allows us to update our information on Google, such as special hours or closings, events, general information, and so on. Could be extremely helpful going forward with finding out how successful the website is and how to further expand our business.
- Worked alongside Carol English to prepare for the purse auction by receiving and documenting purses, sorting through décor, and putting up posters.

#### **Denise Gross**

##### **Items Completed:**

- Website – designed website with Katie S.
- Event/Program Flyers and Posters – designed posters for upcoming events/programs for the Winter Brochure. Delivered to local businesses and schools.
- Press Releases and Photos – continuously writing press releases and taking photos of events/programs each week.
- TMCS Office – worked in the office.
- ABM Newsletter – Fall/Winter Newsletter completed waiting for proof corrections.
- Event Project Evaluations – Completed pre and post evaluations.
- Volunteer Fair – Designed posters, wrote press releases, updated website, posted on facebook, help set up, took photos and attended event.
- Purse Auction – designed tickets, posters, invitations, wrote press releases.
- Camp Kern – Updated t shirt design

##### **Items Pending:**

- Photos – Continuously taking and gathering photos to display on digital photo frame at various events and to use in publicity.
- Facebook –Posting photos from events and programs regularly.
- Purse Auction – Designing signage for the event.
- Volunteer Opportunities – Redesigned volunteer form.

- Event/Program Flyers and Posters – Designing posters for upcoming classes.
- Sponsorship Information – Working with Kathy on creating tools to use while seeking sponsors for various events.

**Katie Sonnanstine**

- 2019 Winter/Spring Classes
- Camp Kern

**Darlene Siembida**

- I balanced both Operating and Money Market bank statements for January.
- Payroll issues for the year-end were completed. W-2'S were completed and mailed to all employees. All payroll tax reports were completed and mailed.
- My computer was upgraded and is working very smoothly.
- I tried to give all the moral support to those employees who were working to complete the new TMCS web site. Many hours and lots thought went into the design and execution of this project, which was scheduled for release on January 14<sup>th</sup>. Good Job!!!!
- The new website will be credit card only. Learning a new process of reporting and input of cash receipts into our QuickBooks software this month will be more efficient.
- Now begins the preparation for the big Purse Auction benefiting the summer Lunch On Us.
- I am continually updating the procedure book for my job.

**Monthly Meetings attended by Director:**

|                        |   |
|------------------------|---|
| Thursday, January 17   | Warehouse on Park Avenue  |
| Wednesday, January 23  | Staff Meeting   |
| Tuesday, January 29    | Social Service Meeting  |
| Wednesday, January 30  | PR Meeting – Rescheduled  |
| Thursday, January 31   | Afterhours – Gazette*   |
| Friday, February 1     | Corporate Meeting   |
| Monday, February 4     | Volunteer Fair  |
| Tuesday, February 5    | Coalition for the Elderly<br>PR Meeting; Rescheduled<br>Broadway Building Usage*                                |
| Wednesday, February 6  | Staff Meeting   |
| Thursday, February 7   | Karate Instructor   |
| Monday, February 11    | Program Committee: Sub-committee Facilities*<br>Social Services: Survey and 2017-2018 Report on Social Services |
| Wednesday, February 13 | Board of Education Meeting<br>Mum Festival*<br>Staff Meeting  |
| Thursday, February 14  | Community Action Council  |
| Friday, February 15    | Camp Kern   |
| Saturday, February 16  | Camp Kern*  |
| Monday, February 18    | CLOSED  |
| Wednesday, February 20 | Staff Meeting   |
| Thursday, February 21  | TMCS Board of Trustees*   |
| Friday, February 22    | City Manager  |

\*Afterhours

