



Tipp Monroe Community Services, Inc.

Board of Trustees Meeting Minutes

March 15, 2018

Officers: Debra Jackson, President
Bill House, Vice President
Bryan Blake, Treasurer
Joanna Pittenger

Trustees: Bryan Blake
Amy Blake
Bill House
Mackenzie English
Deborah Faulkner
Debra Jackson (arrived late)
Carol Noffsinger (absent)
Joanna Pittenger
Kim Wilson

Staff: Kathy Taylor
Katie Sonnanstine

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

Agenda

Bill House asked if there were any changes to the agenda. Kim Wilson made motion to accept the agenda as submitted, seconded by Joanna Pittenger. All approved.

Secretary's Report

Bill House asked if there were any corrections to the secretary's report. Joanna Pittenger made a motion to accept report as submitted seconded by Bryan Blake. All approved.

Treasurer's Report

January P & L

Kathy Taylor made the following comments about the treasurer's report:

Revenue: \$4900 was Tipp Foundation contribution

Program Expenses –Community Outreach \$ 270.69 spent for lunches for school students

Administrative Expenses – Janitorial was for 2 months

Motion made by MacKenzie English to accept the January treasurer's report, seconded by Kim Wilson. All approved.

February P & L

Ms. Taylor made the following comments about the February treasurer's report:

Contract Services: \$7,227 was for basketball referees.

\$247.50 was for partnership dinner and Christmas party.

Motion made by Kim Wilson to accept February treasurer's report, seconded by Bryan Blake. All approved.

Advisory Committee Announcements

No Reports

New representatives will be Corine Doll, Ron Thuma and John Kessler

Board Committee Reports

Corporate: Manual and Mission statement to be discussed in Old Business

Finance Report: No report.

Membership: MacKenzie English stated that the committee is working on how to get more members and how to keep the ones we have.

Public Relations: No report now that we have a paid employee.

Personnel: No report

Program

Bill House reported that he had a meeting and discussed the Summer Catalogue and discussed website needs.

Social Services: No report

Director's Report

Camp Kern went well. Thank you to Joanna Pittenger and Rebecca Schinaman.

Flag Football registrations are going on now.

Purse Auction coming up on March 17, 2018.

Tennis Club registrations are ongoing till March 20 for 6, 7, and 8th grade

President's Comments - none

Old Business

Deb Faulkner presented the updated Board Manual. Bryan Blake made a motion to accept the board manual as presented, seconded by Kim Wilson. All approved.

Changes to the current Mission Statement were submitted. Bryan Blake suggested that the re-written mission statement submitted by Katie Sonnanstine be accepted with two corrections, (1) to eliminate the word "then" and (2) include the statement "We promote the health, culture, recreational, educational and vocational welfare of our community." Seconded by Bill House. All approved.

The new mission statement will read: The goal of Tipp Monroe Community Services, Inc. is to identify the needs and wants of the community and attempt to find resources to provide them. We promote the health, culture, recreational, educational and vocational welfare of our community."

New Business - none

Bill House made a motion to adjourn the meeting. Deb Jackson seconded. All Approved.

Meeting adjourned at 6:55 p.m.

Respectfully submitted,

Katie Sonnanstine

Tipp Monroe Community Services, Inc.

Staff Report February/March 2018

Educational

- The 2018 Winter/Spring Catalog was sent out the week of January 8th. Registration will begin the January 16th and runs through the end of May.
- Completed the 2017 Fall Term Report.
- Popular Classes: Dog Obedience; Genealogy; Lunch and Learn Miami and Erie Canal; R.A.D.; Veterinary Acupuncture and Chinese Herbal Medicine; Wine & Chocolate; Pilates; Holiday Drink Making; etc.
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- We are currently taking registration for the 2018 Spring NFL Flag Football (K-8th grade). Games began in April and will run through the end of May.
- 3rd-12th grade Youth Basketball: 3rd-4th grade Girls: 1 team; 3rd-4th grade Boys: 4 teams; 5th & 6th grade Girls: 3 teams; 5th & 6th grade Boys: 6 teams; 7th & 8th grade Boys: 6 teams; 9th-12th grade Boys: 8 teams; Select Teams: 8: 36 teams. Organized the draft, found coaches, developed team rosters, practice and game schedules. Sent all game schedules to referees and coaches. Last games will be the weekend of March 17 & 18.
- Camp Kern- set for February 16 & 17 – 109 participants; 26 chaperones; 5 buses and a lot of mud. Special thank you to Joanna Pittenger, Rebecca Schinaman, Cameron, Katie, Denise, Darlene, Carol, Renee and Margaret for all of their help.
- Organizing the Tippecanoe Middle School Tennis Club. Last day to register March 20.
- Safety City: Registration will begin during Kindergarten Roundup – February 22 and 23.
- Purse Auction: Called area businesses for gift cards and/or product: Received from the following businesses: Dairy Queen, O'Reilly's, Great Clips, Classic Cleaners, Dominos, Tipp Florist, McDonald's, City of Tipp City, Schroeder Tennis, Total Image, Musser's, HealthPark, Tippecanoe Gazette, DJ Pizza. New Purses from Soroptimist, Unity Bank, Thrivent, Loraine Smith (2), Regal Beloit and Abbott. Sold tickets, stuffed the small tree purses, etc.

Upcoming Events

March

March 16	Deadline for NFL Flag Football
March 17	Purse Auction
March 20	Deadline for the Tippecanoe Middle School Tennis

General Information

- Working with the TMCS Committees on a variety of projects.
- In the process of putting together a TMCS Operational Manual.
- Pulled out the old business plan - updating statistic's
- Worked with Manning and Associates on our 2016-2017 Review

- Budget 2017-2018 re-entered into Quickbooks.
- United Way Report – Called United Way – no need to do forms
- School Usage Report: Facilities Committee

Social Services

- Community Relief: January & February: Utilities: 21 families; January: Rent: 1 family
- Good Samaritan: 4 lodging; 2 gas voucher
- Community Outreach: 6

Staff Reports

Carol English

- Started cutting out the paper purses for the Purse Auction. Contacted the women who said they were interested in helping with the auction and wanted to be on the committee. After a few meetings, I am already very grateful for all of their suggestions, guidance and help with all of the details of making it happen. From folding and gluing to putting auction paddles in order...the jobs are getting done! There have been a few changes that we have made for this years auction that I think will lighten our load of hauling. There will not be \$5 purses. Any purse not in the auction will have a fair price but placed in the boutique. We usually take 6-8 bags of purses over when we set up and only sell maybe 5-10 of them. It is not worth the effort of going through them and cleaning them out.
- Picked up the invitations and tickets and with the help of Sue Roberts and Renee Johnson, we had them folded, sealed, stamped, labeled and a St. Patrick's Day sticker on them. They were mailed February 5th. Posters were taken by Cameron to the local businesses and hung.
- Flyers are being placed where women go... Hocks is selling single tickets for us.
- The decorations are being made by the committee. Linens are ordered and the auctioneer has been scheduled. We will be setting up the tables in the great hall at 2-4pm on March 16th. We would appreciate any help at all.
- Started working with the Strategic Committee from the Tipp City BOE to work together to form a 5 year plan for Academic/Student Opportunities. We had our first meeting and I am glad that I am representing TMCS and offering suggestions on how we can work together to provide Student Opportunities. We will meet approximately 5-6 times.
- Glad to have Cameron join the office. He is a pleasant young man and willing to help. I appreciate his help with the purse auction inventory of donations, they just keep coming. The TMCS Board Meeting was great. I miss the meetings and the interaction and discussions. I want to thank you ladies for all of your help folding and gluing and all of your ideas for the purse auction. It means a lot to me.

Cameron Godsey

- Camp Kern registration has started and is being added in as sheets are turned in. Assisted with all aspects of the event: registrations, cabin assignments, supplies, check out/check in, etc.
- Building cleaned up and organized, i.e. tablecloths moved upstairs, back room cleaned up, school supplies returned to inventory.
- Community relief reports up to date (in the case of 17-18) and completed (16-17).
- Class calendars delivered on time and efficiently, as well as additional flyers for activities such as the Volunteer Fair.
- Purse auction inventory being properly documented (according to size, quality, and other notable features) as it is brought in and donated.

- Basketball registration complete.
- Camp Kern inventory documented in system.

Denise Gross

Items Completed:

- Event/Program Flyers and Posters – designed posters for upcoming events/programs for March - June. Cameron delivered to local businesses and schools.
- Press Releases and Photos – continuously writing press releases and taking photos of events/programs each week.
- Calendar of Events – Completed March Calendar of Events poster and (Cameron) delivered to local businesses.
- TMCS Office – worked in the office.
- Purse Auction – Designed posters and sent press releases for the auction. Working on DIY Photo Area with Darlene and more posters and table tents for the event.
- Facebook – Posted events.
- Board Manual – made corrections.
- Thank You Calendar Card – updated and given to Kathy for approval.
- Camp Kern – redesigned the back of the shirt. Assisted on the day of the event with check in and photos. Posted information on Facebook.
- Gift Baskets – made up baskets for Needy Basket Quarter Auction/Optimist.
- Posters – updated bulletin board and window posters.
- Summer Brochure – met with Oregon Printing about design changes.

Items Pending:

- TMCS Brochure – Working on final draft of brochure
- Media List – Updating the media contact/deadline list.
- 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.
- Board Manual – Made corrections on the current proof of the manual. Waiting for corrections from board.
- Marketing Report – Writing a marketing report for the last year.
- Volunteer Opportunities – Designing posters for middle and high schools requesting volunteers. Taking flyers and poster to Middle School and High School for the Guidance Counselors to hand out.
- Event/Program Flyers and Posters – Designing program calendar for April.
- Summer Brochure – helping Katie with design and class ideas for the Summer Brochure.

Darlene Siembida

- After the whirl wind of November and December, January has been a relative quiet month.
- Yearend payroll and tax activities began with a fever. Employee W2's are printed and mailed. Completed by the January 31 deadline. The vendor file was reviewed and found (12) business that required 1099's. They were calculated, processed and mailed with the help of Manning & Associates.
- Preparation of the payroll year end reporting is complete, signed and mailed.
- The scheduled meeting with the new accountant on Jan 29th began the work for the yearend review. A completion date within 60 days was set. Manning & Associates filed an extension for the Federal 990 Report.

- The budget was work on and worked on multiple times. After the third time of rekeying the problem was resolved. Hopefully the software issue will not pop-up again. .
- Projects on my list are slowly being crossed off.
- A follow-up call was made to Manning and Associates to see if we are still on schedule for completion within the 60 day deadline. They said we were on schedule.

Katie Sonnanstine

Registration

- Prepared items for registration
- Entered information in Class Rosters
- Sent medical releases & acknowledgements for online orders

Volunteer Fair

- Sent invitations to groups and organizations
- Purchased food and supplies
- Set up and cleaned up after event
- Sent thank you notes to organizations that attended
- 8 volunteer groups attended the Fair with over 35 attendees

Design Thinking Class

- Met with Mr. Bonifas from Tipp Middle School to discuss TMCS participation at his class.
- Gathered information to share with students

*Presented program at 2 classes (7:30 am and 10 am)

Program Committee

Critique on 2018 Winter/Spring mailer

Gathering ideas for summer

Establishing a timeline for production

Will schedule a meeting with Oregon in March

Usual office duties

Rosters, contracts, flyers, scheduling building supervisors

Meetings

DTCP –Jan. 16, 2018

Design Committee – Jan. 31, 2018

Program Committee – Feb. 5, 2018

*Volunteer Fair – Feb. 5, 2018

*TMCS Board of Trustees Meeting –March 15

*After Hours

Monthly Meetings attended by Director:

Wednesday, January 24	Staff Meeting
Saturday, January 27	Referee Issues*
Sunday, January 28	5 th & 6 th and 9 th -12 th grade*
Monday, January 29	Tri-Agency*
Wednesday, January 31	Staff Meeting
	Board of Education: facilities*
Friday, February 2	Junior Baseball

Monday, February 5	Program Committee
	Volunteer Fair*
	Monroe Township Party*
Tuesday, February 6	Dale Bonifas – Middle School Teacher
Wednesday, February 7	Staff Meeting
	America in Bloom
Thursday, February 8	Middle School – two classes: Katie & Carol
	Community Action Council
	Corporate Committee*
	Facilities Meeting*
Friday, February 9	Manning & Associates
Monday, February 12	West Milton Rotary – Dr. Steve Pierson
Tuesday, February 13	Gail Ahmed – Community Band: Order Stand
	Joellen Heatherly – Board of Education
Wednesday, February 14	Staff Meeting
	Mum Festival* - Cancelled
Thursday, February 15	Board of Trustees Meeting* - Cancelled
Friday, February 16	Camp Kern
	New City Council Member
Saturday, February 17	Camp Kern*
Monday, February 19	TMCS Closed
Tuesday, February 20	Facilities Engagement*
Wednesday, February 21	Staff Meeting
	Logan Rogers – City Council
Thursday, February 22	Facilities Meeting*
Saturday, February 24	3 rd & 4 th grade Youth Basketball*
Monday, February 26	Membership Meeting
Tuesday, February 27	Mike Curtis: T-Shirt Rep
Wednesday, February 28	Staff Meeting
Thursday, March 1	Advisory Meeting*
	Facilities Meeting*
Tuesday, March 6	Virtual Merchant – Joel Lyman – Unity Bank
Wednesday, March 7	Staff Meeting
Thursday, March 8	Community Action Council
	Corine Doll – Board of Education: Rescheduled
Monday, March 12	Program Committee
	Middle School: Mr. Southers
	High School: Mr. Verhoff
	Park Board*
Wednesday, March 14	Staff Meeting
	Mum Festival*
Thursday, March 15	TMCS Board Meeting*
	Corine Doll – School Board
Saturday, March 17	Purse Auction*

*Denotes evening hours