



Tipp Monroe Community Services, Inc.

Board of Trustees Meeting Minutes

October 18, 2018

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

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

Staff: Kathy Taylor
Katie Sonnanstine

The meeting was called to order at 6:30 pm by President Bill House. Introductions were made.

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. Joanna Pittenger made a motion to accept the agenda, it was seconded by Kim Wilson. All approved.

Secretary's Report

President Bill House asked for a motion to approve the September 20, 2018 Board of Trustees Minutes. Kim Wilson made the motion and it was seconded by Joanna Pittenger. All approved.

Treasurer's Report

Kathy Taylor asked trustees to review the September 2018 Profit and Loss Statement.

1. Mike Jackson asked if there was insurance to cover theft. Ms. Taylor said yes there was.
2. Administrative reimbursement for \$3,639.64 was for brochure TMCS did for Monroe Township.
3. Website budget - \$10,000 will be discussed in New/Old Business

President Bill House asked for a motion to approve the September 2018 Profit and Loss Statement. Carol Noffsinger made a motion to approve, seconded by Joanna Pittenger. All approved.

Advisory Committee Announcements

Optimist – Joanna Pittenger reported that the Optimist will meet on Saturday, Oct. 20 at Sam & Ethel's at 8:00 am with a board meeting to follow at TMCS. Seven members volunteered for the Halloween Party & Parade.

Board Committee Reports

Corporate: Kim Wilson – no report – Meeting set for Oct. 30

Finance: Joanna Pittenger – no report.

Community Engagement: Mike Jackson – no report.

Public Relations & Media Relations: Amy Blake – no report – Meeting set for Monday, Oct. 22.

Personnel: Carol Noffsinger – no report – Meeting set for Friday, November 2

Program: Mackenzie English – no report - Meeting set for Monday, Oct. 22.

Social Services: Deb Faulkner – committee did meet and will meet again.

Director's Report

Ms. Taylor thanked the trustees for helping with the Run for the Mums. Flag Football has 115 participants with 14 teams. Registration is ongoing for basketball and will continue until November 23. She also thanked the Optimist Club and Trustees who helped with the Halloween Parade & Costume Judging. There were 225 attendees despite the cold weather and wind. Ms. Taylor mentioned that the Appreciation Open House went well.

President's Comments

President Bill House thanked the board for helping with the Run for the Mums and for attending the Appreciation Open House. He stated that the Halloween Parade & Costume Judging was a lot of fun, there was a lot of creativity in the costumes. The cold weather made the costume judging go quickly.

Salvation Army

Mr. Harold Robinson from the Salvation Army spoke about the need for volunteers to ring bells during the Holiday Season. He gave a brief history of the Salvation Army and updated us on times of operation for the Tipp/Troy Unit. It is now open on Tuesdays from 10:30 am - 3:30 pm at the Tipp City Church of the Nazarene. There is no longer a food pantry located at the site. All the money that is raised for the entire year is done by bell ringers during the 6 week holiday period. He asked for a list of non-profit organizations that might be available to help. Ms. Taylor said she had some ideas and they would get together.

New & Old Business

Contract written for the City of Tipp City and Monroe Township. \$17,700 from the city and \$5,000 from the township. President Bill House asked for a motion to allow him to sign the Monroe Township contract. Motion was made by Mike Jackson and seconded by Kim Wilson. All approved. President Bill House asked for a motion to allow him to sign the City of Tipp City contract. Motion made by Joanna Pittenger, seconded by Carol Noffsinger. All approved. President Bill House presented the contract from Manning & Associates. No vote necessary.

Committee Goals – tabled unit next meeting.

Website – Kathy Taylor presented the proposal from RecDesk for the website and online registration to replace our existing website provider. She noted all the advantages it has and the reasonable price compared to other vendors she has researched. Mike Jackson made a motion to contract with RecDesk and it was seconded by Kim Wilson. All approved.

Holiday Hours

Ms. Taylor recommended that the office be closed Dec. 24 – January 1st. Mike Jackson made a motion to approve the hours as recommended, seconded by Kim Wilson. All approved.

December Meeting

Kim Wilson made a motion that the board not meet in December, motion was seconded by Carol Noffsinger. All approved.

Motion was made to go into Executive Session, seconded by Kim Wilson. All approved.

Wages

President Bill House asked for a motion to approve wages as submitted for 2018/2019. Motion was made by Kim Wilson, and seconded by Carol Noffsinger. All approved.

A motion was made by Mike Jackson to adjourn the meeting, it was seconded by Amy Blake. All approved.
Meeting was adjourned at 7:30 pm.

Respectfully submitted,

Katie Sonnanstine

**Staff Report
October 2018**

Educational

- 2018 Fall Term mailer was sent September 4, registration begins September 10th.
- Website Design: Have talked with four companies to discuss website. We are looking at going in a whole new direction. Looking at RecDesk and other software companies that can provide what we need for our online registration.
- If you have any program ideas or suggestions, please send your information directly to Katie Sonnanstine. ksonnanstine@tmcomservices.org

Recreational

- The 40th Annual Run for the Mums was held on Saturday, September 29th with 330 participants. Premier Sponsors: MEIJER, Regal Beloit, Arenstein & Andersen and Abbott. Gold Sponsors: Gibson Law Offices, Dr. Steven Pierson, Dr. Steven Ritzi, Upper Valley Cardiology. Silver: Pilates. Food was provided by MEIJER, along with runner bags. A special thank you to the TMCS Board of Trustees, TMCS Staff, Abbott, City of Tipp City, Tipp City Police Department and the many volunteers it takes to put on this event.
- NFL Flag Football League registration ended on September 14. The season started October 7, ends November 11. WOW , we have a lot of children that registered – 115 – 14 teams.
- Currently taking registrations for 3rd-12th grade Youth Basketball. This year we will include non-residents.
- Halloween Party & Parade: October 15
- Visit with Santa: December 1
- Camp Kern: February 15 & 16, 2019

Upcoming Events

October

October 7	NFL Flag Football Season Begins
October 11	Appreciation Party
October 15	Halloween Party & Parade
October 18	TMCS Board of Trustees
October 22	Taking applications for the Gift Giving Program
October 26	3 rd -6 th grade Youth Basketball: Registration Ends
October 29	Tri-Agency Meeting
October 30	Beggar's Night

November

November	Thanksgiving Coloring Contest
November 10	3 rd -6 th grade Player Evaluation
November 14	3 rd -6 th grade Youth Basketball Coaches Meeting
November 15	TMCS Board of Trustees Meeting
November 17	Coaches Certification

December

November 30 Setup for Santa

December 1	Tippecanoe Community Band Concert Visit with Santa CITV – Home Tour
December 8	7 th -12 th grade Player Draft – Coaches ONLY
December 12	7 th -12 th grade Coaches Meeting
December 15	Coaches Certification
December 20	TMCS Board of Trustees Meeting

General Information

- Working with the TMCS Committees on a variety of projects. Updating action plans.
- Personnel – Job Descriptions – Completed/Evaluations - completed
- Finance – Investing Policy/2018-2019 Annual Budget/Online Payment – Financial Policy
- In the process of putting together a TMCS Operational Manual. Met with Deb Faulkner to discuss what has been done and what still needs to be done on the TMCS Operational Manual.
- Pulled out the old business plan - updating statistic's
- 2018-2019 Annual Budget – completed: Loading into QuickBooks
- Called Better Business Bureau about TMCS becoming accredited. Working on Annual Report/Policy - Board
- Website Design: Have talked with four companies to discuss website designer. Quotes are to be turned into TMCS by July 16th. Quotes ran from \$6800- \$20,000. Revisited options – Looking at Rec Software companies to see what is available for us to use for online registration. Reviewing Rec Desk and My Rec
- TMCS Appreciation Open House: October 11, 5:30-7:30 pm at the United Methodist Church. Wonderful event. Great decorations, wonderful food and good company.
- 2017-2018 Financial Review will begin mid-October, to be completed by December.
- We thank the United Methodist Church for using their great hall to serve our Lunch on Us Program. Since the church allows us to use their facility for free, we plan on cleaning the carpet in the great hall. Completed
- Dayton Journal called and they are doing an article about Tipp City. Did an phone interview about TMCS.

Staff Reports

Carol English

- Fall is here and it is time to clean up the Social Services room. A thorough job of purging was done to make room for the Gift Giving Program that will be happening soon. Updated Christmas forms and have them printed and ready to go when clients start coming in to request assistance. Letter for sponsors are printed and addressed and ready to be mailed in 2 weeks. Press release information was sent to Denise so she can get it ready to be sent out.
- Went to the new store in town called Connections. It is for youth that are of middle school ages to go and have a safe and friendly atmosphere where they can be with friends. Introduced myself and explained what TMCS does and offered to work together and get the word out to the kids of what we have to offer. Looking forward to planning an event or program with her.
- THS called and asked if TMCS could supply some food for a young lady who comes to school hungry all of the time. Explained how we can help with lunches at school and we can also provide food for over the weekend. Spoke with Mr. Southers at the TMS about if he thought if there were children there that could benefit from a Friday bag? He said that several children in 6th grade go bags at LT Ball but they do not get them this year because he has not had anyone come in offering to provide bags. I

called New Path who was suppose to be providing bags and they do not wish to participate this year as they are starting a new food pantry in Piqua and want to concentrate on that. I talked to Linda Poling at the Nazarene Church that runs the Shared Harvest Program for kids K-5th grade. They provide food for the weekend to approximately 35 children at the 3 elementary schools. Shared Harvest does not offer food to children 6-12th grades. Linda was nice enough to share all of her forms, explain where she gets food donations and gave me a tour of her facility. After talking she offered to share the space with me for storage if I would be willing to buy the shelving units to store the food on. She said I could bring in a table and chair along with some office items (papers, file box, pens, etc). Met with Pastor Rachel and the Church Secretary and they welcome TMCS and want to help in any way they can. Since they do the Salvation Army there I will take them more of the Social Service brochures and business cards. Typed up a TMCS version of paperwork for the program and presented it to Kathy for review.

- Informed Kathy that Lynne McCarty will not be returning to the Lou program in 2019. Offered the position to Amy Armentrout and she wants to stay as a sub. Offered the position to Tina from the Middle School café and she accepted.
- Received donation of purses, went through them and donated what we cannot use for the Purse Auction. There is just not enough room to keep them all until it is time for the auction to decide. Donations were taken to Goodwill.
- Approached by the American Legion Auxiliary about hosting a quarter auction the month of November. Kathy said we can do the auction and the profits can go towards the Social Service programs. Started gathering items we can sell. Gave everyone in the office the information about the auction and sent it to Denise for press release.
- Some of the ways we helped residents in Tipp City are....eyeglasses at Nevin Coppock, shoes at Broadway, Clarinet at the TMS, 4 Friday bags to THS, sports bra at TMS and rent and utilities.
- Made arrangements to clean the carpet in the Great Room at the Tipp City United Methodist Church. This is the first that they have had time since the Lunch On Us program ended to be able to clean the carpet. Carpets are done and payment has been made. TCUMC is very pleased.

Cameron Godsey

- Flag Football registration ended as of September 14, and the season is in full swing. 115 children signed up with enough coaches to make 8 K-2nd teams and 6 3rd-5th teams. Games and practices are going as well as can be expected and everyone is having a great time. Trash has been left behind, but actions have been taken so as to encourage participants to keep the area clean. A portable bathroom has been requested to be present at future games, per the requests of coaches and parents.
- Run for the Mums is over and went over well with no problems. Every staff member did well and what was expected of them per Kathy Taylor's directions. All in all it was a good time for the runners and the staff!
- Basketball registration is going slow but steady. Participants are signing up at a steady rate, with most registration expected to come within a week of the deadline, as was the case with Flag Football this season. Forms have been printed and sent to the local schools, so as to encourage individuals to turn them in as soon as possible.
- Community relief has been at a higher rate than usual, both with calls asking if we are able to help and physical walk-ins requesting assistance. Could partially be due to the fall season, but is more than likely the result of a lack of funding at other major organizations. The 3 times in one life rule is still being applied however, as per protocol.
- Despite her medical absence, Denise Gross has begun to produce posters once more, which are being put up as soon as possible so as to make the public aware of classes.

Denise Gross

Items Completed:

- **Event/Program Flyers and Posters** – designed posters for upcoming events/programs for October and November. Delivered to local businesses. Designed posters for November and December.
- **Press Releases and Photos** – continuously writing press releases and taking photos of events/programs each week.
- **TMCS Office** – worked in the office, updating registration forms, creating new forms, answering phones, etc....
- **Facebook** – Posted events.
- **Posters** – updated bulletin board and window posters.
- **Quarter Auction** – designed poster
- **Run for the Mums** – took photos at event and posted on FB
- **Appreciation Open House** – organized event (posters, invitations, venue, food, decoration...)

Items Pending:

Continuous:

- **TMCS Brochure** – Working on final draft of brochure
- **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.
- **Press Releases and Photos** – continuously writing press releases and taking photos of events/programs each week.
- **Forms** – updating various forms for the office.
- **Halloween Parade and Costume Judging** – helping Katie with posters, fb posts, press releases)

Katie Sonnanstine

Registration

- Instructor Contracts, prepared rosters and gathered medical releases

Personnel

- Held second orientation for new building supervisor on Sept. 21
- Collecting new hire materials
- Making sure background checks are being completed for instructors
- Scheduled Building Supervisors

Schools

- TMCS Calendars of upcoming classes

Flag Football

- Assisted one million people with flag football

Mum Festival

- Assisted two million people with questions about their mum being painted and mum festival t-shirts.

Run for the Mums

- Completed data entry of runners to send to Speedy feet, shirt count and Regal Beloit billing.
- *Worked Packet Pick up – Thursday, Sept. 27 5-7:30 pm
- *Worked on Event day (helped set up registration area in the Round House, door prizes, mingled amongst the people. Run for the Mums

Volunteer Appreciation

- Assisted with planning, coordinating meeting place, food selections, decoration

Meetings

*Board Meeting - Sept.20, 2018

DTCP – Sept. 18, 2018

Design Committee – Sept. 26, 2018

Darlene Siembida

- I balanced both Operating and Money Market bank statements in September.
- We are continuing to work on the new process of entering in-kind donations as they occur instead of waiting till the end of the year. This process hit a snag this month. The kinks were able to be hammered out with the input of all activity with Lunch on Us.
- We also began the process of streamlining the Green Book (hand record) to integrate it with QB. Patrick had the General Ledger frozen for several weeks slowing down the year-end process. The changes went well and seem to be working without any problems. The balance sheet accounts are still being reviewed for any inaccuracies and then made changes as needed.
- The Review date is quickly coming up.
- The restructure of the departments within TMCS has been completed. September reports will be the first month to show the new program changes.
- The list of outstanding checks to send out letters is still in the queue waiting on time to complete.
- I am continually updating the procedure book for my job.

Monthly Meetings attended by Director:

Wednesday, September 25	Staff Meeting Run for the Mums: Packet Pickup*
Thursday, September 26	NFL Flag Football Meeting* Run for the Mums: Packet Pickup*
Saturday, September 29	Run for the Mums*
Sunday, September 30	Junior Run for the Mums*
Wednesday, October 3	Staff Meeting
Thursday, October 4	Dayton Journal
Wednesday, October 10	Staff Meeting
Thursday, October 11	Appreciation Party*
Monday, October 15	Halloween Party*
Wednesday, October 17	Mum Festival Wrap-Up Party*
Thursday, October 18	TMCS Board of Trustees Meeting*

*Denotes evening hours

**Tipp Monroe Community Services, Inc.
Website for TMCS**

Description	Rec Desk: Software	My Rec: Software
Online Registration	X	X
Resident/Non-Resident Fees	X	
Flex Forms	X	X
Master Calendar	X	X
Membership	X	X
Membership Management	X	X
Program Management	X	X
Facility Scheduling	X	X
Facility Check-In	X	X
Financial System Integration	X	X
Billing & Invoice	X	X
Full Website Design	X	X
Online Reservations	X	X
League Management	X	X
Drop In Program Support	X	X
Point of Sale: ticket sales	X	X
Cost	\$3,900.00 per year \$1,200.00 one-time fee Res/non-res fees	\$3,595.00 per year
Website Design Companies	Cost to build site	Yearly Maintenance
Bash Foo Cost: Uses Word Press	\$18,000.00 website (add-ons)	\$2,280.00
Bit Storm: Uses Word Press	\$6,750.00 website	\$1,400.00
Artistic Inspiration	\$16,825.00 website	\$3,120.00
Must build the system with all the checked items above.		
Additional Cost		
Email Hosting: Host My Site		
Credit Card setup/reg. at Counter/computer		

Tipp Monroe Community Services

Holiday Office Hours

Closed

December 24 – January 1, 2019

Re-opens January, 2, 2019



We will be closed on Dec. 24 & 25,
just adding four more days – Dec 26,
27, 28 and 31.

We will advertise the dates, put
posters on our doors.