



Tipp Monroe Community Services, Inc.

Board of Trustees Meeting Minutes

September 20, 2018

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

Trustees: Linda Ares
Amy Blake
Mackenzie English
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. The Christmas in the Village Memorandum of Understanding was added to new business. President Bill House asked for a motion to approve the agenda with the one change. 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 TMCS Board of Trustees Minutes. Joanna Pittenger made the motion and it was seconded by Carol Noffsinger. All approved.

Treasurer's Report

Kathy Taylor explained the lay-out of the August 2018 P & L Statement.

1. 1st Column is the Spent amount
2. 2nd Column is the Budget Amount)
3. 3rd Column is the actual

Program Expenses are off due to in-kind donations.

President Bill House asked for a motion to approve the Treasurer's Report. Mackenzie English made a motion to approve, seconded by Kim Wilson. All approved.

Advisory Committee Announcements

No report

Board Committee Reports

Corporate: Deb Faulkner stated that she had met with Ms. Taylor and the Operational Procedures are coming along

Finance Report: No report.

Membership: No report.

Public Relations: No report.

Personnel: Joanna Pittenger reported that all job descriptions are complete.

Program: No report

Social Services: No report.

Director's Report

Ms. Taylor distributed Run for the Mum duties to the board members. Bill House and Mackenzie English will arrive at 5:30 am, rest of volunteers and staff should report at 6:00 am.

NFL Flag Football has 115 children with 14 teams.

President's Comments

President Bill House said he is looking forward to a good year.

New Business

Committee Assignments

1. Community Engagement – Chair, Mike Jackson, Members – Kim Wilson
2. Corporate- Chair, Kim Wilson, Members – Deb Faulkner, Joanna Pittenger
3. Finance – Chair, Joanna Pittenger, Members – Carol Noffsinger, Mackenzie English
4. Personnel - Chair, Carol Noffsinger, Members – Joanna Pittenger, Linda Ares
5. Program – Chair, Mackenzie English, Member Amy Blake
6. Public Relations – Chair, Amy Blake, Member – Mike Jackson
7. Social Service – Chair, Deb Faulkner, Member – Linda Ares

Code of Regulations

President Bill House asked for a motion to approve signing of Instructor Contracts by the Director. Motion made by Joanna Pittenger, seconded by Amy Blake. All Approved.

Ms. Taylor had bank signature cards for board members to sign. Signed by Joanna Pittenger, Kim Wilson, Bill House and Mackenzie English.

President Bill House presented the Memorandum of Understanding from the Christmas in the Village Committee. Kim Wilson made a motion to accept the memorandum as presented, seconded by Mackenzie English. All approved.

President Bill House made a request for a motion to dismiss. The motion was made by Kim Wilson and seconded by Amy Blake. All approved.

Meeting dismissed at 7:15 pm.

Respectfully submitted,
Katie Sonnanstine

Staff Report
September 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

- Work has begun on the 40th Annual Run for the Mums. Premier Sponsors: MEIJER, Regal Beloit, Arenstein & Andersen and Abbott. Gold Sponsors: Gibson Law Offices, Dr. Steven Pierson Silver: Pilates. Food will be provided by MEIJER, along with runner bags.
- Registration for the NFL Flag Football league ended on September 14. The season starts October 7, ends November 11. WOW , we have a lot of children that registered – over 100
- 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

September

September 4	Fall Mailer goes out to residents in Tipp City/Monroe Township
September 10	Fall Registration Begins
September 18	Runner Bags stuffed at Meijer
September 20	TMCS Board of Trustees
September 26 & 27	Packet Pickup for Run for the Mums
September 27	NFL Flag Football: Coaches Meeting
September 29	Run for the Mums
September 30	Junior Run for the Mums

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
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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	Visit with Santa
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.
- Personnel – Job Descriptions – Completed/Evaluations
- 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: Load 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.
- 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.

Staff Reports

Carol English

- The Lunch On Us program wrapped up on August 17th with a pizza party and school supply giveaway for all children attending. Mr. & Mrs. Lee sponsored the pizza party with their Thrivent Action Team and came to be part of the event. There were many volunteers to help shut down the LOU program and take the supplies back to where they belong. Others helped greatly with school book bag selection for each child. This year we took orders for the children who attend weekly and it seemed to help streamline the donations. In addition, we allowed the kids to pick out a few items they may like....erasers, extra pencils, pencil sharpener, markers and pencil cases. We had 12 lunch boxes given to us and all of them found a home.
- This year the Lunch On Us program served 6508 meals over 10 weeks. We cooked and served from one main location, the Tipp City United Methodist Church. From there the TC School van is used to deliver hot meals to 4 different locations throughout our community. Meadow Drive, Tweed Woods Park, Cheyenne Drive and Wind Ridge Apartments are the stops where meals are offered to the children. In addition to the hot meals, on Friday a bag of food was given to the families to help them through the weekend. A total of 230 bags were given away. Needy Basket assembles the bags and we

pick them up and give them away. After these stops whatever meals are left are then taken to Liberty Commons Apartments to the residents. They are very thankful for the food that we take them all summer long.

- During the school supply giveaway over 125 book bags with supplies were given away or delivered to the children we deliver meals to. We took orders and Cameron helped by filling the orders as they came in. He also made lists of donations and separated the supplies as needed. Each of the 5 schools were offered supplies and stocked up with items the teachers and students can use. The middle school wanted a set up in the teachers lounge and the high school has an area set up in the library with supplies for the students. Mrs. Wickline, the High School Librarian put up a sign that says the items are donated by TMCS. Two scientific calculators were bought for the High School and will be kept and checked out by the Librarian. They are rechargeable so we do not have to supply batteries.
- Was invited by Alvetro Orthodontics in Tipp City to come up and draw the name for the winner of a laptop...all they had to do was make a school supply donation and their name went in for the drawing. On August 8th at lunchtime they went live on Facebook and I drew the name. They set off firecrackers and silly string. They collected and made a huge donation of supplies for us and 5 boxes of book bags.
- Checked with the nurses at the schools and stocked them with paper products, personal products and some snacks for the diabetics. Started each of the kitchens off with \$40 for lunches for students that do not have money to buy lunch.
- We have one staff member, Lynne McCarty from the Lunch On Us that has put in her resignation. The position was offered to Amy Armentrout and sub position to Tina Greer. They are going to let us know if they are going to accept the positions or not. Amy worked for TMCS this summer as a sub for the LOU and loves the job. Tina works at TMS in the café with Renee Johnson and has good recommendations from both Renee and Café manager Margaret Dorn.
- In kind donations of Friday Bags, business and community food donations and school supply donations were finalized and given to Darlene for entry into Quickbooks. Thank you notes were sent to donors and volunteers.
- Working on finalizing Event information forms for Christmas In July, Lunch On Us and School Supplies.
- Researching a weekend back pack type of program for the Middle School. New Path has decided that they cannot afford the time it takes for the few children they serve and feel that their services are better used at providing a food pantry in Piqua. Will be contacting Rachel at the Nazarene Church to see if they can help in any way. I believe the program that they follow supplies food to children through 5th grade.
- Cleaned out the Social Services Room. Took donation of purses to Goodwill. Have bag of purses to go to the Clothesline. Storing Noodles donated by Meijer at the TMS. They have lots of storage space and do not mind us using some of it. Margaret Dorn from Tipp Middle School Café is checking on prices for lunch trays for us. We want to purchase 96 this year so we have them for the LOU program and for use at the Purse Auction. When we checked last school year they can order them for us approximately \$12-\$15 less per dozen than TMCS can.

Cameron Godsey

- Flag Football Registration has wrapped and is a success with 80+ participants entered into the system.
- Basketball registration is slow, but will likely pick up as the period ends, which is in beginning to mid-November. As of the writing of this report, 6 participants are signed up for it.
- Form entry process is going smoothly, and new more comprehensive forms are being created for sports activities and registration.
- Program ideas are being stockpiled for future periods and are being planned and put together accordingly.

- Flag football and basketball packets are being created for coaches so as to provide them with the forms they need and require.
- Office school supplies have been cleaned up following the school supply drive's close. Additionally, organization around the office is being prioritized so that forms and paperwork is easier to find and locate as opposed to fumbling around for them.

Denise Gross

Items Completed:

- Press Releases and Photos – wrote press releases for September programs.
- Event/Program Flyers and Posters – Designed basketball, flag football and Halloween posters.
- Facebook – posted upcoming programs.
- Run For The Mums - Designed shirt back and sponsor poster.
- Forms – Revised basketball, football, and tennis registration forms.

Items Pending:

Continuous:

- 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.
- Event/Program Flyers and Posters – Designing posters for upcoming events in September.
- Press Releases and Photos – continuously writing press releases and taking photos of events/programs each week.
- Calendar of Events – designing calendar for September to deliver to local businesses.

New:

- Advisory Member Newsletter – writing newsletter for summer.
- Run for the Mums – working with Darlene on the door prizes.
- Forms – updating various forms for the office.

Katie Sonnanstine

Fall Brochure

- Completed content
- Sent fall brochure content to Oregon – Sept. 20. (on schedule)
- Received proof (2) and approved for printing on Sept. 29
- Arranged for mailing

Website

- Typed up corrections and additions for website.
- Selected photos for sliding pictures and pictures for collage

Registration

- Prepared rosters in excel
- Typed up ticklers
- Prepared Registration book
- Class Checklist and list of classes by type

Marketing

- September flyers to schools
- September Constant Contact

Personnel

- Interviewed for building supervisors
- Hired 9 new building supervisors
- Sent employee packets
- Typed contracts and made employee folders
- Scheduled & held orientation

Schools

- Typed up contracts for use of schools
- Typed up TMCS schedule for schools

Other

- Worked with Oregon on mailing of Monroe Messenger
- Updated One call now for Community Band

Meetings

DTCP –August 21, 2018

Design Committee –August 29, 2018

Darlene Siembida

- I balanced both Operating and Money Market bank statements in August.
- I worked with Patrick from Manning and Associates to complete preparations for a New Year end. All prior year Tax reports are completed and filed.
- 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. 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 in Aug. and into Sept. slowing down the year-end process.
- A review date has been set for Oct 18th & 19th.
- We also are working on restructuring departments with TMCS programs in order to align costs directly to all programs.
- The list of outstanding checks to send is still in the queue waiting on time to complete.
- The Community Band records are up to date with both QB's and the hard copy of Community Band Books
- The annual meeting with Edward Jones Simple IRA program is set for Sept 12.
- I am continually updating the procedure book for my job.
- The Lunch on Us program went smoothly for July. The new reporting reports worked well and has turned in timely. Great job from the staff. Still working the bugs out on the new posting process to QB.

Monthly Meetings attended by Director:

Wednesday, August 22	City Meeting – Run for the Mums*
Thursday, August 23	Manning
Monday, August 27	Deb Faulkner – Corporate
Wednesday, August 29	Staff Meeting
Monday, September 3	CLOSED – Happy Labor Day
Wednesday, September 5	Staff Meeting
Thursday, September 6	Advertising Opportunity
Monday, September 10	Parks Board Meeting*
Tuesday, September 11	Royal Crest Agency
Wednesday, September 12	Staff Meeting
	Edward Jones

Thursday, September 13	Mum Festival* Community Action Council Personnel
Tuesday, September 18	Stuffing Bags at MEIJER
Thursday, September 20	TMCS Board of Trustees*
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*

*Denotes evening hours