

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
**JULY 10, 2020**

Meeting was called to order by Chair John Ellis at 10:08 a.m.  
Meeting took place at the Gerrish Twp. Municipal Center Hall and COVID-19 social distancing/face mask guidelines were followed.

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, John Klein, Stanley Baysdell, Officer Eric Muszynski, Chief Brian Hill  
Absent: John Ellis Jr, Kelly Kirkpatrick, Sharon Zacny

**MINUTES**

- Julie Hill presented the published meeting minutes from the June 5, 2020 Executive Board meeting. Bob Barber made a motion to accept the minutes as published, support by John Klein. All in favor, none opposed, motion carried.

**TREASURER’S REPORT**

- Treasurer Bob Barber submitted the following published report for JUNE 2020 (12<sup>th</sup> month of the 2019-2020 fiscal year). SEE ATTACHED REPORT:

Checking Acct.	\$ 1,758.14
Savings Acct.	\$ 287.20
MMA	\$14,890.64
Petty Cash	\$ 151.05
<u>Pending Deposit (+)</u>	<u>\$ 211.80</u>
TOTAL	\$17,298.83

- Motion by Julie Hill, support by John Ellis to accept the June 2020 Treasurer’s Report as submitted. All in favor, none opposed, motion carried.
- Motion by Eric Muszynski, support by John Klein to accept the 2019-2020 Year End Report as submitted. All in favor, none opposed, motion carried. (See Attached Report)
- Bob also presented an updated 2019-2020 Budget Spreadsheet (attached).

**CORRESPONDENCE**

*(All correspondence was given to Secretary to be attached with meeting minutes or filed)*

- Group e-mail dated 06/17/2020 in support of spending \$15.00 for the MFMF Vendor registration fee for a booth to sell our SWAC Stuffed Animals.
- Roscommon County Community Foundation 2019 Annual Report.

**OLD BUSINESS**

- SWAC Stuffed Animals have been ordered and donated by our angel donor again this year. In light of time restraints, availability and shipping of product, Julie made the decision to go with the alternate animal that Shannon had from last year’s event notes. We went with Tie-Dye Turtles in three colors (blue, green and orange) and in three different sizes (23 inch, 12 inch and 8 inch). A total of 438 turtles will be available to sell at the MFMF booth. We will set a tagging date at our next meeting.
- Chief Hill advised there have been no new nominations for any of the board positions as all but two members currently serving have indicated that they would run again for the 2020-2021 fiscal year. John Klein will be stepping down as the GAP #1 Representative and Kelly

Kirkpatrick (GAP #2 Representative) will be moving and leaving the area in the fall. Officer Muszynski will advise Gerrish officers of the two vacancies and see if they can come up with any potential names for replacements. John Ellis Jr. lives in GAP #1 and there is an option of switching him from Member Chair to GAP #1 Rep. if needed. Elections will take place at the Annual Meeting on July 20, 2020. NO PICNIC this year due to COVID-19 restrictions and the meeting will take place outside at the Gerrish Twp. Municipal Complex pavilion area so that social distancing/face mask guidelines can be followed. Meeting will begin at 6:00 p.m. and in case of bad weather will be moved inside to the Hall. Julie will send out group emails and post on website and Facebook.

- Update on replacement EZ-Up Canopy for CERT/ACT NOW. Kelly researching but is absent at this meeting. We will contact Kelly and see what progress he has made so far and get any contact information for any quotes in the works. Table until next month.
- Resident Welcome Package – Work in progress, Mike has developed an outline, no further update at this time. Table until next month.

### **NEW BUSINESS**

- Discussed upcoming Glow Golf Fundraiser. Will still plan this event as it is outdoors and is scheduled for 9/12/2020 at Ye Olde Country Club. The planning committee members will be Officer Muszynski, Sgt. LaBonte, Officer Wybraniec and John Ellis. Reviewed the flyers from the last Glow Golf, Julie will make updates and print new flyers for the upcoming event. Bob Barber made a motion for ACT NOW to apply for and pay the \$15.00 small raffle license to the State of Michigan for this event. Support by John Ellis, all in favor, none opposed, motion carried. Julie will process the application paperwork. Since this is our only fundraiser this year so far, Julie will work with Officer Muszynski and prepare letters to mail out to community businesses for sponsorship support and then personal contact follow-up after letters have been sent.
- Dave Schwartz who has been providing our annual auditing services for several years is moving out of the area. We thank him for his donated services to ACT NOW and wish him and his wife the best in their new home. We will need to look for a new source to do the 2019-2020 Annual Audit. Chief Hill and Mike Briggs have a couple of ideas and will follow-up with those contacts so that Bob can have the books prepared for the audit within the next few months.

### **CERT UPDATE (Bob Barber)**

- Bob reported that 6 volunteers assisted at the Food Distribution on June 11<sup>th</sup> and 7 volunteers assisted at the July 9<sup>th</sup> Distribution. The next Food Truck is scheduled for August 13<sup>th</sup> and then they will resume their regular last Saturday of the month trucks beginning in September.
- Due to the last minute decision to hold the fireworks in Roscommon, there were not any CERT volunteers available to assist with this event.
- 2020 CORE Pipeline Training will be a Virtual Safety Training that will take about 120 minutes. This will be a webinar on 8/12/2020 (Wednesday) at two different times: 11:30 a.m. and 5:30 p.m. To register/RSVP call (844) 693-7788. Bob will send out a group email to all the CERT members regarding this training and how to register if they would like to attend.
- It was decided to cancel the CERT Skills Training/Poker Run scheduled for 8/22/2020. Mike Briggs and Bob Barber will work on organizing some on-line video training instead.
- The 11/18/2020 Communications Training is still planned at this time.

**OTHER BUSINESS/ANNOUNCEMENTS**

- N/A

**NEXT REGULAR EXECUTIVE BOARD MEETING**

- Next Executive Board Meeting will be August 7, 2020 at 10:00 a.m. at the Gerrish Township Municipal Complex outdoor pavilion area (will move indoors if weather is bad and follow all COVID-19 social distancing/face mask guidelines in place).

There being no further business to discuss Chair John Ellis adjourned the meeting at 11:11 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary

cc/All Executive Board Members and the Gerrish Township Police Department Website