

**A.C.T. – N.O.W.**  
Advisory Community Team – Neighbors On Watch  
EXECUTIVE BOARD MEETING MINUTES  
SEPTEMBER 4, 2020

Meeting was called to order by Chair John Ellis at 10:04 a.m.

Meeting took place at the Gerrish Twp. outdoor pavilion and COVID-19 social distancing/face mask guidelines were followed.

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, Stanley Baysdell, Officer Eric Muszynski, Chief Brian Hill

Absent: John Ellis Jr., Sharon Zacny, Ralph Rowland

**MINUTES**

- Julie Hill presented the published meeting minutes from the August 7, 2020 Executive Board meeting. Bob Barber made a motion to accept the minutes as published, support by Stanley Baysdell. All in favor, none opposed, motion carried.

**TREASURER’S REPORT**

- Treasurer Bob Barber submitted the following published report for AUGUST 2020 (2<sup>nd</sup> month of the 2020-2021 fiscal year). SEE ATTACHED REPORT:

Checking Acct.	\$ 4,990.74
Savings Acct.	\$ 287.20
MMA	\$14,895.66
<u>Petty Cash</u>	<u>\$ 151.05</u>
TOTAL	\$20,324.65

- Motion by Mike Briggs, support by Eric Muszynski to accept the August 2020 Treasurer’s Report as submitted. All in favor, none opposed, motion carried.
- Bob also presented an updated 2020-2021 Budget Spreadsheet (attached).

**CORRESPONDENCE**

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

- Michigan non-profit annual report due 10/01/2020. Motion by Eric Muszynski, support by John Ellis to pay the \$20.00 filing fee. All in favor, none opposed, motion carried. Julie will process the report and fee on-line same as last year.
- Group e-mail regarding the plaque purchase for two retired board members. Those just arrived today, we will invite John and Kelly to the October ACT NOW board meeting to present those service awards to them.
- Thank you card from Karlee Erickson one of the 2020 Scholarship Award Recipients.
- \$1,000.00 donation check from Fidelity Charitable on behalf of Barry and Lee Ann McGinnis (no fund specified). Julie will send a Thank You/Receipt.
- \$100.00 donation check from Greg Waller (for community projects). Julie will send a Thank You/Receipt.

**OLD BUSINESS**

- SWAC Stuffed Animal Fundraiser Update (Julie) – We are having a great response to selling the Turtles on-line and out of the PD and Twp. Hall. We will continue to sell them, we are out of the large size.

- Glow Golf Fundraiser Event Update (Eric & Julie) – There are 18 teams already pre-registered, we can do a few more than 18 if we have them show up per Brad at Ye Olde CC. Have had a great response on sponsor donations from letters that were mailed out \$2,300.00 so far plus a few others that will pay before the event that we know of. Family Fare in Roscommon will be donating the hot dogs, buns, condiment packets and individual bags of chips. We will wrap the dogs individually in foil and hand out a container with a hot dog, condiments, chip, napkin to each person so there will be no cross contamination with food service. Stan and Dave will do the grilling. Julie will take care of the pop/water, coolers/ice. Ye Olde is donating two gift bags for a first and runner-up prize for the best decorated wagons and will only charge \$10 per person for golfing which gives us \$60.00 profit per 4-person team. Julie will bring the Square Reader for anyone who wants to charge golf fees, 50/50 raffle tickets, etc. Julie will prepare a PPP that can run continuously on the TV at the event with all the sponsor logos in lieu of signs that you will not see in the dark. If you are helping out at the event please be at Ye Olde between 5:30 and 6:00 p.m.
- Fall Road Clean-Up scheduled for 9/8/20 at 4:00 p.m. Already have 14 signed up including a few community members. John Ellis will order 8 pizzas from Country Corners to be picked up on that date at 4:30 p.m.
- We need to continue to look for suggestions for the vacant community Advisory Board Member (non-voting) for the 2020-2021 fiscal year.
- Replacement EZ-Up Canopy for CERT/ACT NOW. Table until next month.
- Resident Welcome Package – Work in progress by Mike.

#### **NEW BUSINESS**

- Discussed Trunk or Treat event and decided to proceed with having the event but it would be a drive-thru possibly at the RAPS complex with the same style traffic pattern used during food distributions. Brian will check with the Superintendent and we will have a committee planning meeting on Friday, September 11<sup>th</sup> at 1:00 p.m. at the PD if you would like to attend.

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

- Bob reported that there were fewer than normal volunteers at the last Food Distribution, five volunteers have signed up for the 09/26/2020 Distribution. The next Food Truck Distribution in October is scheduled for 10/31/2020 which is Halloween (would like to see if organizers could possibly change that date as not to interfere with our Trunk or Treat event planned at the same location).
- Pipeline online Virtual Training on 8/12/2020 went well. Julie printed the 2020 manual and it is at the PD. Bob also provided information to download an app (PAV) to your smart phone and once you launch app you will need to scan a bar code that Brian has to complete the reference material download.
- Need to plan an inventory for the CERT trailer and update batteries, masks, sanitizers, etc. to make sure those items are available if needed for a call-out.

#### **OTHER BUSINESS/ANNOUNCEMENTS**

- Torch Run Virtual Run Week is September 11<sup>th</sup> – 18<sup>th</sup>. You can still go on-line and register for \$30 and receive the actual run shirt (not the gray pre-run shirts) which will be shipped directly to you. You would do your own walking and can take pics to send to LETR Facebook page.

#### **NEXT REGULAR EXECUTIVE BOARD MEETING**

- Next Executive Board Meeting will be inside October 2, 2020 at 10:00 a.m. at the Gerrish Township Hall or the Gerrish PD (All COVID-19 social distancing/face mask guidelines will be in place).

There being no further business to discuss Chair John Ellis adjourned the meeting at 10:58 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary

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