

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
**FEBRUARY 5, 2021**

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

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

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, Sharon Zacny (via TX), Ralph Rowland, Stanley Baysdell, Officer Eric Muszynski, Mary Link, Chief Brian Hill

Absent: John Ellis Jr.

**MINUTES**

- Julie Hill presented the published meeting minutes from the January 8, 2021 Executive Board meeting. Bob Barber made a motion to accept the minutes as published, support by Ralph Rowland. All in favor, none opposed, motion carried.

**TREASURER’S REPORT**

- Treasurer Bob Barber submitted the following published report for JANUARY 2021 (7<sup>th</sup> month of the 2020-2021 fiscal year). SEE ATTACHED REPORT:

Checking Acct.	\$ 6,518.89
Savings Acct.	\$ 287.38
MMA	\$19,911.83
<u>Petty Cash</u>	<u>\$ 182.95</u>
TOTAL	\$26,901.05

- Motion by Mike Briggs, support by Eric Muszynski to accept the January 2021 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)*

- Thank You letter from NMCAC for our \$500 donation last month.

**OLD BUSINESS**

- Chief Hill and Eric Muszynski handed out spec and price information for purchase of new utility trailer for ACT NOW. Specs were for both a 14-foot and 16-foot trailer with only approximately \$100 difference in price. Specs are from USA Trailer Sales in Grayling, MI. After some discussion and review of the specs, John Ellis made a motion that ACT NOW purchase a H&H aluminum utility trailer Model H8216TRSAV-070, 82” x 16’ per spec sheet from USA Trailer Sales in Grayling, MI for \$5,509.00 per Quote dated 01/22/2021. Support by Mike Briggs, all in favor, none opposed, motion carried. Officer Muszynski will work with Lt. Patchin on getting the trailer ordered right away.
- John Ellis made a motion that ACT NOW pay up to \$250 to get the trailer registered/plate and any other processing fees involved. Support by Mike Briggs, all in favor, none opposed, motion carried.
- Julie Hill made a motion for Treasurer to transfer \$1,000 from the ACT NOW General Fund to the ACT NOW Public Safety Fund to cover the full purchase amount of the new trailer. Support by Mike Briggs, all in favor, none opposed, motion carried.

- Julie Hill made a motion to accept a \$300 offer from Stanley Baysdell for the sale of the old ACT NOW utility trailer. Support by Mike Briggs, all in favor, none opposed, motion carried. This transaction will take place once the new trailer arrives and is put into service.
- John Ellis made a motion to spend up to \$100 to replace the top vent cap that was damaged on the CERT trailer last year and to get it replaced before the CERT trailer is moved to outside storage. Support by Ralph Rowland, all in favor, none opposed, motion carried. Officer Muszynski will purchase a new shatter-proof vent cover for the CERT Trailer.
- Julie is still in the process of researching a new canopy for a spring purchase. Tabled until next month.
- Resident Welcome Package – Table as an on-going project by Mike.

## **NEW BUSINESS**

- Discussed having an expiration or deadline date to claim or have scholarship funds released along with an option for the recipient to rescind if their college plans change after the award has been presented. John Ellis made a motion that beginning with the 2021 Scholarship Awards that it is stated to the recipient that they have one year from the date of presentation to claim the funds. Support by Ralph Rowland, all in favor, none opposed, motion carried. Julie will make sure that instruction sheet that is presented with the scholarship award certificate is updated to reflect this information.
- Discussed the 2020 Scholarship Award recipient that has not claimed the \$1,000 in her name. Recipient changed colleges from the time of application/award and due to COVID-19 has been attending on-line courses. The recipient is receiving quite a bit of funds from the new college due to financial need and the college has stated that any funds that are sent on her behalf as an “award” would jeopardize her current funding from the college. John Ellis made a motion to have a check written directly to the recipient Bailey Warson so that she can apply it to her college tuition balance due to the hardship that our normal process would cause for her, with a stipulation that she will need to provide a receipt or a copy of her account showing the \$1,000 was applied. Support by Ralph Rowland, all in favor, none opposed, motion carried.
- Due to COVID-19 and state health requirements, the 2021 planning for ACT NOW events and fundraisers will be tabled until we know what annual events we can proceed with.

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

- Bob reported that there were 7 volunteers at the January Food Distribution. The next Food Truck Distributions will be on 02/27/2021, 03/27/2021 and 04/24/2021.
- Bob has list of CERT members that would like to receive the COVID-19 vaccine in their first responder roles. Brian will assist Bob with following up with MDHHS to see if and when that can happen during the current phase of vaccinations.
- Planned CERT trainings have been added to the ACT NOW 2021 calendar. Julie will add the upcoming Virtual Pipeline training and add all Food Truck Distributions through 2021 to the calendar.
- Pipeline Virtual annual training program will be held on March 16, 2021 with two time slots available, 11:30 a.m. and 6:00 p.m. Let Bob know if you would like to attend and which time slot you would like.
- There will be a safety planning meeting coming in the near future for the June Sunrise Run which has been turned over from the Roscommon Rotary to NMCAC as a fundraiser for their organization.

## **OTHER BUSINESS/ANNOUNCEMENTS**

N/A

**NEXT REGULAR EXECUTIVE BOARD MEETING**

- Next Executive Board Meeting will be March 5, 2021 at 10:00 a.m. at the Gerrish Township PD (All COVID-19 social distancing/face mask guidelines will be in place).

There being no further business to discuss Eric Muszynski made a motion to adjourn with support from Mike Briggs. Chair John Ellis adjourned the meeting at 11:18 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary

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