

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
JUNE 4, 2021

Meeting was called to order by Co-Chair Mike Briggs at 10:02 a.m.

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

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

MINUTES

- Julie Hill presented the published meeting minutes from the May 7, 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 MAY 2021 (11th month of the 2020-2021 fiscal year). SEE ATTACHED REPORT:

Checking Acct.	\$ 7,113.14
Savings Acct.	\$ 287.47
MMA	\$19,924.89
Petty Cash	\$ 182.95
<u>Spartan Charge (-)</u>	<u>\$ 46.96</u>
TOTAL	\$27,461.49

- Motion by Julie Hill to accept the May 2021 Treasurer’s Report as submitted, support by Stanley Baysdell. 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)

- RCCF Invite Summer BBQ Bash “Not Attending” Fundraiser
- KCC Acceptance Letter for 2021 Scholarship Recipient Ashton McDaniels (Bob has prepared \$1,000 check and Julie will forward to college with a cover letter)
- WMU Acceptance Letter for 2021 Scholarship Recipient Seth Patchin (Bob has prepared \$1,000 check and Julie will forward to university with a cover letter)

OLD BUSINESS

- Utility Trailer Purchase – Back up on delivery of trailer due to company issues with materials, labor, etc. Was going to arrive in June, will be later in the summer now.
- Sunrise Run Update – All safety partners met to go over planning for route participant and vehicle safety. Max participants allowed is 250 per State Park mandate on outdoor planned events. Stan and Dave will man the ACT NOW aid station by FD on Cottage Street. There is a briefing planned at the Gerrish PD at 0630 on the morning of the event (June 19, 2021) for all partners. Bob has 5 volunteers from the Gerrish CERT team signed up to help, has not heard from the Crawford CERT team. Julie can help wherever needed.

- Discussed the Annual Golf Outing – Decided to YES go ahead and have the event even if we need to change things up a bit. This is an outdoor event and would like to still have a Chinese Raffle (no auction), some type of boxed pre-packaged lunch instead of the buffet meal afterwards, maybe hand those out on the turn in lieu of hot dogs. Will verify with Redwood Golf Course on cost, if we need to obtain food from an outside source and if we can set up our tent and PA system outside the club house. Officer Muszynski will meet with owner and discuss these items along with possible cancellation procedures if pandemic has a second-round spike. Julie will create an event on Facebook, post on website, prepare flyers, brochures and get advertising going. Will also mail solicitation letters to local businesses/organizations for hole sponsorships/prizes and contact previous participants. Officer Muszynski will contact one of the local auto dealers to see if they will sponsor a “Hole in One – Win a Car” prize. Event will begin at 9:00 a.m. on Saturday, August 14, 2021 with registration starting at 8:00 a.m. Bob Barber would like to ask Sandi Klein if she would be available to help with the registration process. Can also see if John Klein is willing to solicit some prizes for the Chinese Raffle.
 - Motion by Bob Barber, support by Officer Muszynski that ACT NOW pay the \$15 application fee to the State of Michigan for a 50/50 Raffle License for the event. All in favor, none opposed, motion carried. Julie will process application.
 - Motion by Officer Muszynski, support by Mike Briggs for ACT NOW to spend up to \$800 for prizes to bolster the Chinese Raffle at the event. All in favor, none opposed, motion carried.
 - Motion by Officer Muszynski, support by Mike Briggs for ACT NOW to allot cash prizes for 1st place (\$300), 2nd place (\$200) and a random place to be drawn morning of event (\$100) for a total of \$600 for ACT NOW Golf Outing. All in favor, none opposed, motion carried.
- Torch Run will be a live event this year on September 15, 2021 start time at 6:00 p.m. with registration beginning at 5:00 p.m. Run will go from PD to South Higgins Lake State Park. Julie is chairing this event and has been in contact with Special Olympics Michigan – LETR organizers. Officer Socia would like to assist so he can learn the process and take over the event as part of his community service. Julie will help him with this process this year. Will need to plan some CERT assistance when event gets closer. Julie will create a Facebook event page, post on PD website, make flyers, registration forms, etc. Registration will also be available online. Sale shirts \$10 each are still available to purchase at the PD, see Julie.
- Resident Welcome Package – Table as an on-going project by Mike. Julie has offered to assist this fall/winter with this project.

NEW BUSINESS

- July 19th will be the ACT NOW Annual Meeting. Discussed picnic and thought it would be best to have ACT NOW supply all the food which will circumvent a pot-luck style picnic. Would like to have it at the Twp. Marina, Chief Hill will follow through with checking on the venue availability. Start time will be 6:00 p.m. (Chief Hill has confirmed with the Marina Manager that they would welcome us to have the meeting/picnic at their venue. They will take care of setting up tables inside.) We will make sure the grill gets there and have attendees bring their own lawn chairs. ACT NOW will provide hamburgers, hot dogs, buns, condiments, chips, potato salad, dessert and beverages. All items that can be packaged in individual servings will be used and plates, napkins and cutlery will be provided by ACT NOW also. Julie will pick up items at GFS. Motion by Bob Barber, support by Ralph Rowland that ACT NOW pay up to \$500 for food, beverages and paper products for picnic. All in favor, none opposed, motion carried. The only position that may be open to nominations is the Membership Chair position. The rest of the board is willing to serve in their positions for another year.

- Discussed the SWAC Stuffed Animal Fundraiser Project. Julie has reached out to previous “Angel Donors” to see if they wanted to support the project again this year. Group decided that even if they did not that we would seek other donors or just purchase the animals outright as everyone feels this is an important and successful long running fundraiser. Julie will go ahead and submit the vendor application and fee that was approved at last month’s meeting to the MFMFC to reserve our booth at festival in September. Julie will also follow through with researching and placing order when time comes.
- In July, Officer Muszynski and Julie will start planning the Glow Golf event that has been scheduled for 09/11/2021 at Ye Olde Country Club. Alternate bad weather date will be 09/10/2021 so we have a two-day window to hold the event with optimal weather conditions.

CERT UPDATE (Bob Barber)

- Bob reported volunteer stats for May Food Distribution, 7 volunteers participated. The next Food Truck Distributions will be on 06/26/2021, 07/24/2021, 08/28/2021 & 09/25/2021.
- 6 CERT members completed First Aid Training and have received cards from classes held on 06/01/2021 and 06/02/2021.
- June 19th Sunrise Run meeting/briefing will be at 0630 at PD, deployment to stations at 0700 with race starting at 0730. 5 Volunteers signed-up and Julie can assist where needed also.
- July 4th Roscommon Fireworks and Parade, Bob has not been contacted by organizers yet to assist.
- August 4th is the 3rd CERT training which will be CERT Trailer team training.
- October 2nd will be the 4th CERT training which will be a Poker Run.

OTHER BUSINESS/ANNOUNCEMENTS

- Ralph Rowland made a motion that CERT spend up to \$75 for get-well flowers and a card for Paula Ellis. Support by Sharon Zacny, all in favor, none opposed, motion carried.

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be July 9, 2021 at 10:00 a.m. at the Gerrish Township PD.

There being no further business to discuss Julie Hill made a motion to adjourn with support from Ralph Rowland. Meeting adjourned by Co-Chair Mike Briggs at 11:04 a.m.

Respectfully Submitted,

Julie Hill ~ Julie Hill, ACT-NOW Secretary