

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

Meeting was called to order by Chair John Ellis at 1:00 p.m.

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, Sharon Zacny, Ralph Rowland, Stanley Baysdell, Mary Link

Absent: Officer Eric Muszynski, Chief Brian Hill

MINUTES

- Julie Hill presented the published meeting minutes from the July 9, 2021 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 JULY 2021 (1st month of the 2021-2022 fiscal year). SEE ATTACHED REPORT:

Checking Acct.	\$ 6,928.53
Savings Acct.	\$ 287.56
MMA	\$19,931.53
<u>Petty Cash</u>	<u>\$ 182.95</u>
TOTAL	\$27,330.57

- Motion by Julie Hill to accept the July 2021 Treasurer’s Report as submitted, support by Sharon Zacny. All in favor, none opposed, motion carried.
- Bob also presented an updated 2021-2022 Budget Spreadsheet (attached). Just as a side note, the Scrap Metal Project to date for this season has raised \$1,785.55.
- Bob also provided a 2021-2022 Budget Worksheet for review and comment at next meeting.

CORRESPONDENCE

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

- 2021 Non-Profit Annual Report (e-filed 07/22/2021 by Secretary Julie Hill).
- Check from NMCAC for \$1,938.60 for Sunrise Run security by CERT team and water station provided by ACT NOW. Motion was made by Mike Briggs, support by Sharon Zacny to donate \$300 to the Crawford CERT team for their assistance with this event. All in favor, none opposed, motion carried. Sharon will find out where the check needs to be sent.
- Group e-mail dated 07/21/2021 authorizing Julie to order three ACT NOW polo shirts for our new board members (Mary Link and Ralph Rowland) and for Officer Muszynski who never received one.
- NMCAC invitation to their “Thank You for Your Support” event which will be held on 08/19/21 at Irons Park in West Branch from 3:00 – 6:00 p.m.

OLD BUSINESS

- Utility Trailer Purchase – Still on back order, anticipated delivery date is now end of August.
- Annual Meeting & Picnic Review – Julie gave a report on attendance, food, venue, etc. Comments were all positive and everyone enjoyed not having to bring a dish to pass and that the food and how it was served was great! Will plan on doing the same thing next year.

- Annual Golf Outing Update – Everything is going well. Still looking for a few more teams and volunteers. If you can help with set up in the morning, please come to the PD at 7:30 a.m. if you can help transport stuff or just meet at the golf course at 8:00 p.m. If you can help with clean-up, please come to the golf course at 2:00 p.m.
- 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. Everything is in order and Brian will meet with Bob when event gets closer for CERT traffic safety plan. All permits and requests have been applied for with the park, road commission and Family Fare for food donation. Still selling \$10.00 sale shirts.
- SWAC Stuffed Animal Sales Fundraiser – Elephants were ordered and have been delivered to PD. Julie will prepare the tags and anyone that can meet after the next Executive Board Meeting on 09/10/2021 we will tag the animals. Application and fee for booth at Firemen's Memorial Festival has been submitted.
- Glow Golf is scheduled for 09/11/21 at Ye Olde Country Club. 50/50 Raffle License has been applied for and received from the state. Flyers and registration forms will be printed and distributed right after our golf outing event. Muzz will do an inventory of supplies from last year and Julie will work on sponsors for this event that did not sponsor the regular golf outing.
- Resident Welcome Package – Table as an on-going project by Mike.

NEW BUSINESS

- Fall Road Clean-Up is scheduled for 09/14/2021 at 4:00 p.m. start at P.D. (Alternate date will be 09/21/2021). Will shore up details for pizza order at next board meeting. Sign up sheet is posted at PD in meeting room.
- Briefly discussed the 2021 annual Trunk-or-Treat project. With the variant of the COVID virus still around and not sure what our school's policy will be, everyone thought that if we could do a DRIVE-THRU event the same as last year again that would be great. Julie will contact school to see if we can utilize the same venue as last year as Halloween is on a Sunday and there shouldn't be any school schedule conflicts. Will discuss more details at next board meeting.

CERT UPDATE (Bob Barber)

- Bob reported 6 volunteers participated in the 07/24/2021 Food Distribution. The next Food Truck Distributions will be on 08/28/2021 & 09/25/2021.
- 10 members attended the August 4th CERT Trailer Operations training.
- During the trailer ops training, an inventory was also done on supplies/equipment. Bob has a list of items needed. Suggested that they get a price list of items so that they can be ordered.
- Julie will add the fire extinguisher from the CERT trailer to the list of extinguishers that are inspected each year through the PD.
- Mary and Bob Link have donated their CERT jackets back to the organization. Julie will send Mary a tax receipt for the donation.

OTHER BUSINESS/ANNOUNCEMENTS

- N/A

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be September 10, 2021 at 10:00 a.m. at the Gerrish Township PD. (Date changed due to the Labor Day weekend holiday.)

There being no further business to discuss, Chair John Ellis adjourned the meeting at 2:19 p.m.

Respectfully Submitted,

Julie Hill ~ Julie Hill, ACT-NOW Secretary