

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
SEPTEMBER 10, 2021

Meeting was called to order by Treasurer Bob Barber at 09:57 a.m. Co-Chair Mike Briggs took over as meeting Chair at approximately 10:03 a.m.

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

MINUTES

- Julie Hill presented the published meeting minutes from the August 5, 2021 Executive Board meeting. Stan Baysdell 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 AUGUST 2021 (2nd month of the 2021-2022 fiscal year). SEE ATTACHED REPORT:

Checking Acct.	\$ 7,416.02
Savings Acct.	\$ 287.56
MMA	\$19,934.90
Petty Cash	\$ 1,445.95
<u>Spartan Charge (-)</u>	<u>\$ 51.36</u>
TOTAL	\$29,033.07

- Motion by Julie Hill to accept the August 2021 Treasurer's Report as submitted, support by Ralph Rowland. 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 \$2,336.30.
- Bob also provided a 2021-2022 Budget for review. Motion to approve the 2021-2022 Budget with adjustments by Julie Hill. Support by Eric Muszynski, all in favor, none opposed, motion carried.

CORRESPONDENCE

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

- Letter from Daniel Decker reference review of 2020-2021 ACT NOW financial records. Motion to accept Daniel J. Decker, P.C. review of ACT NOW's 2020-2021 bank statements, board meeting documents and financial reporting by Eric Muszynski. Support by Ralph Rowland, all in favor, none opposed, motion carried.
- Invoice from Jericho Ink & Thread for three ACT NOW polo shirts for board members. Motion by Sharon Zacny to pay the Invoice for \$119.25 to Jericho Ink & Thread for three ACT NOW polo shirts. Support by Julie Hill, all in favor, none opposed, motion carried.
- Request from DHHS for \$304.67 Pathways to Potential grant reimbursement. Motion by Bob Barber authorizing Treasurer to pay \$304.67 to the State of Michigan from the Pathways to Potential Fund. Support by Sharon Zacny, all in favor, none opposed, motion carried.

OLD BUSINESS

- Utility Trailer Purchase – USA Trailer Sales has a call in to the manufacturer H&H to check on status. They are still waiting for a call back. Discussed the possibility of keeping the old utility trailer and what the costs would be to update/repair it. Chief Hill will follow up with cost estimates for next meeting.
- Annual Golf Outing Review – Julie presented a follow-up report from golf outing. Made some notes for next year. Only had 12 teams this year with 48 players. Bob Barber prepared a Financial Report for the event showing a profit of \$3,928.94 along with a Comparison Report with prior years income and expenses.
- Torch Run Update – Blue sale shirts have sold out and registrations are coming in for the run. This year the Kirtland Regional Policy Academy has 37 cadets. Eric Muszynski made a motion that ACT NOW sponsor the 37 cadets for a total of \$810.00 for the 2021 Torch Run. Support by Sharon Zacny, all in favor, none opposed, motion carried.
- SWAC Stuffed Animal Sales Fundraiser – Elephants are here and will need to be tagged immediately following today's meeting. Brian and Julie will be at PD at 8:30 a.m. to take stuff over to the festival site for sales at our booth on Saturday, September 18th. Mike Briggs has volunteered to bring his utility trailer to load stuff and take to site and help set up. If you can help sell, please come to the Firemen's Memorial Festival grounds. Mary volunteered from 1-3 pm, Bob Barber will come after parade detail and stay until finished. Ralph Rowland will come around 3 pm and will help with take down. There are 318 elephants to sell. Will bring any unsold turtles left from last year also. Julie will have Square Reader for possible CC sales. This is the 20th Anniversary for SWAC, Julie will have some posters and signs to promote sales.
- Glow Golf Update – Currently have 13.5 teams registered with 3 pre-paid. Sponsorships are coming in slowly even with personal visits to local businesses. All glow gear has been ordered and is here. Set up will begin around 5:30 p.m. Mary Link volunteered to sell SWAC stuffed animals (elephants) at the "Before the Glow Party" during registration.
- 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). Julie will order 6 pizzas from Country Corners and Bob will pick up at 5:00 p.m. Sign-up sheet is posted at PD in meeting room.
- Trunk or Treat planning has begun, committee met on 09/07/21. Have decided to have a DRIVE-THRU event again this year for health safety due to possible COVID variants. Same venue as last year but time will change. Event will run from 6:30 – 8:00 p.m. with vehicle registration and set up beginning at 4:00 p.m. We have authorization from RAPS to use the school complex and have changed the layout for the end of the drive through for better traffic control and lighting where candy will be handed out and voting will be tallied. We will loop traffic around by the Elementary school (west end of building) and encourage teachers to have their classes put some decorations on the sidewalk that will be judged, and pizza party awarded to best decorated sidewalk. Julie will take care of flyer/registration printing and advertising, also get number of kids at local schools so flyers can go home with them a few weeks before the event. Information is also available on our website and a Facebook Event has been created. Lt. Patchin and Officer Muszynski will order prizes and candy on 10/05/21 and Julie will order any supplemental bags needed for candy. Candy will be bagged on Thursday, October 28th at 1:00 p.m. here at P.D. We are asking that all candy donations be turned in by 10/27/21. Our next TorT committee meeting will be on 10/18/21 at 1:00 p.m. at the P.D.
- Mike Briggs made a motion that ACT NOW purchase up to \$1,000 for candy for the Trunk or Treat event. Support by Sharon Zacny, all in favor, none opposed, motion carried.
- Mike Briggs made a motion that ACT NOW spend up to \$1,000 for all prizes for the Trunk or Treat event. Support by Sharon Zacny, all in favor, none opposed, motion carried.

- Mike Briggs made a motion that ACT NOW spend up to \$300.00 for candy bags for the Trunk or Treat event. Support by Ralph Rowland, all in favor, none opposed, motion carried.
- Motion was made by Bob Barber to transfer \$2,200.00 from the ACT NOW General Fund to the Trunk or Treat Fund. Support by Sharon Zacny, all in favor, none opposed, motion carried.
- Resident Welcome Package – Table as an on-going project by Mike.

NEW BUSINESS

- N/A

CERT UPDATE (Bob Barber)

- Bob reported 6 volunteers participated in the 08/28/2021 Food Distribution. The next Food Truck Distributions will be on 09/25/2021 & 10/23/2021.
- 14 members attended the August 4th CERT Trailer Operations training.
- Jim and Bob have put together a small toolbox for the trailer and a list was made for future needed equipment and supplies for the trailer.
- Bob completed a Pipeline Training survey.
- Have 3 volunteers signed up for Torch Run on 09/15/21, Sharon will also be helping Julie with registration and food.
- 3 volunteers have signed up for MFMF Parade on 09/18/2021 and 3 have signed up for RHS Homecoming Parade on 10/08/2021.
- Have received resignations from 4 members due to 2 conflicts in personal/work schedules and 2 having moved out of the area.
- Training for 09/22/2021 Poker Run has been cancelled. Will encourage those members that need to meet training requirements to attend Trunk or Treat.

OTHER BUSINESS/ANNOUNCEMENTS

- Gerrish Township has a new electronic sign in front of their building. We can utilize for advertising our community events and projects.

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be October 1, 2021 at 10:00 a.m. at the Gerrish Township PD.

There being no further business to discuss, Co-Chair Mike Briggs adjourned the meeting at 12:01 p.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary