

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
DECEMBER 3, 2021

Meeting was called to order by Chair John Ellis at 10:00 a.m.

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

MINUTES

- Julie Hill presented the published meeting minutes from the November 5, 2021 Executive Board meeting. Mike Briggs made a motion to accept the minutes as published, support by Bob Barber. All in favor, none opposed, motion carried.

TREASURER'S REPORT

- Treasurer Bob Barber submitted the following published report for NOVEMBER 2021 (5th month of the 2021-2022 fiscal year). SEE ATTACHED REPORT:

Checking Acct.	\$10,077.15
Savings Acct.	\$ 287.65
MMA	\$22,444.88
Petty Cash	\$ 198.45
<u>Pending</u>	<u>\$.00</u>
TOTAL	\$33,008.13

- Motion by Mike Briggs to accept the November 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).

BUDGET REVIEW & FUND UPDATES:

- Motion by Eric Muszynski, support by Ralph Rowland to transfer \$2,000.00 from the General Fund to the Scholarship Fund bringing it to the budgeted amount of \$2,000.00. All in favor, none opposed, motion carried.
- Motion by John Ellis, support by Eric Muszynski to transfer \$638.71 from the General Fund to the Home Energy Assistance Fund bringing it to the budgeted amount of \$2,500.00. All in favor, none opposed, motion carried
- Motion by Julie Hill, support by Eric Muszynski to transfer \$263.77 from the General Fund to the CERT Fund bringing it to the budgeted amount of \$1,000.00. All in favor, none opposed, motion carried.
- Motion made by Eric Muszynski, support by John Ellis to transfer \$1,500.00 from the SWAC Fund to the General Fund to reimburse recent payment made for the Shop with a Hero program donation. All in favor, none opposed, motion carried.
- Motion was made by Julie Hill, support by Sharon Zacny to disburse the \$290.00 semi-annual Treasurer's stipend to Bob Barber. All in favor, none opposed, motion carried.

CORRESPONDENCE

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

- Group E-mail dated 11/10/2021 with motion by Bob Barber, support by Mike Briggs to make a one-time \$1500.00 donation to the Shop with a Hero program. All in favor, none opposed,

Rowland absent. Motion carried. Non-voting members Chief Hill and Mary Link were also supportive of this donation.

- Letter from the RCCF outlining the different ways to support the community and giving options.
- Thank you from the Gerrish Fire Fighters Association for the \$1,000.00 donation to their Safety Education Trailer Refurbishment Project.
- \$1,000.00 donation/grant check from RCCF Family Donor Advised Fund for the Kids Helping Kids Foster Care Christmas Program Gift Cards.

OLD BUSINESS

- Utility Trailer Purchase – Still waiting, same status. Lt. Patchin was told that the trailer would be in by the second week in December. He notified USA Trailer Sales in Grayling that if it was not here by then that we would be cancelling the order and shopping elsewhere as 9-10 months was too long to wait for a trailer.
- Shop-With-A-Cop report given by Julie Hill and Chief Hill. Have received 20 applications. 5 were immediately denied and sent letters as they were repeat families. Chief Hill is currently vetting the other applicants to select the 7 families that best fit our criteria. He has permission from the board to use the same criteria we have always used for selection of recipients. The approved apps will be turned over to Sgt. LaBonte to schedule the shopping and the wrapping will take place on 12/20/2021 at the PD starting at 5:00 p.m. No pizza this year, we will have pop and water available. Sign-up sheet in training room on the board at PD if you would like to volunteer to help with wrapping. Since the last meeting we have received \$700.00 in unsolicited donations for SWAC including one \$250.00 new donor. Wrapping paper drive is going well, have received approximately 47 rolls to date and will accept donations until 12/17/21. Julie turned in the final cash from SWAC Elephant sales totaling \$448.00. Only a few left which will be disbursed to our 2021 SWAC families.
- Resident Welcome Package – Table as an on-going project by Mike.

NEW BUSINESS

- Julie gave an update on the 2021 Kids Helping Kids Foster Christmas Program. There are 24 families with 47 children this year in the Roscommon County foster system (3 were just adopted by their foster family). We have two shopping dates of 11/29/21 and 12/6/21 and two wrapping dates of 12/5/21 and 12/12/21. (Note since the meeting, the first wrapping date was cancelled due to bad weather and the second shopping date was rescheduled to 12/9/21 due to bad weather). Same process as last year, no in-person gathering for the dinner and party due to COVID. All gifts will be delivered to the foster families by DHHS staff along with a \$100 Walmart gift card to each family to help with food and household items. We received an unexpected \$1,000 grant through the RCCF (see item 4 under Correspondence) to help with the gift cards and an additional \$500.00 unexpected donation from a local resident to help anywhere needed with foster program.
- Chief Hill has a sign-up sheet if anyone is interested in volunteering to Ring the Bell for the Salvation Army on 12/17/21 at Family Fare in Roscommon. One hour time slots, will be ringing on behalf of Gerrish Township & Gerrish Township Public Safety to include PD, FD, EMS, CERT and ACT NOW.

CERT UPDATE (Bob Barber)

- 5 volunteers for the 11/20/21 Food Truck, next Food Truck is scheduled for 12/11/21. Committee will be meeting shortly to discuss the 2022 Food Distribution schedule.
- Currently have 5 volunteers for the Christmas in the Village parade and 3 for the barricades in the village.

- 12/17/21 will be the all-day Salvation Army Bell Ringing, Bob will send out a group email to CERT members to see if anyone would like to volunteer at the Roscommon Family Fare.
- Eric Muszynski purchased a new ball/receiver for the CERT Trailer for \$49.97 from True Value Hardware based on last month's motion to do so. He will put it inside the trailer in the wood steps with the jacks.
- John Ellis mentioned that he has access to some extra CERT packs that are being stored at the Sherrif Department from the Richfield CERT team that disbanded. He will look into getting those for our stock.
- Bob mentioned that we now currently are down to 14 CERT members with only about 9 doing the majority of the volunteer work at events.
- Lt. Patchin wanted to let us know that 4 of the batteries for the CERT owned Streamlight flashlights need to be replaced. He suggested getting one extra for a total of 5 which would cost \$64.25 with no tax or shipping charge. John Ellis made a motion to purchase 5 new batteries for the flashlights totaling \$64.25 from the CERT fund, support by Eric Muszynski. All in favor, none opposed, motion carried. Julie will let Lt. Patchin know to proceed with this order.
- Chief Hill announced that a lot of the CERT equipment and supplies that can be housed in cold storage have been moved out to the newly purchased shed in the Impound Lot. There is loft storage in the shed that can be utilized to make more space in the PD storage areas. The very old CERT manuals were thrown away.

OTHER BUSINESS/ANNOUNCEMENTS

- John Ellis presented a \$150.00 donation check from the St. Hubert's Men's Club to be put in the General Fund to support ACT NOW programs and projects. Julie will prepare a receipt/thank you for them.
- Mary Link presented a \$100.00 donation check from herself and Bob to be used by ACT NOW for whatever the board sees fit. Julie will send a receipt/thank you.

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be January 7, 2022 at 10:00 a.m. at the Gerrish Township PD.

There being no further business to discuss, Mike Briggs made a motion to adjourn the meeting, support by Bob Barber, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:18 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary