

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
JANUARY 7, 2022

Meeting was called to order by Co-Chair Mike Briggs at 10:03 a.m. (Chair John Ellis arrived at 10:27 a.m. and took over chairing remainder of the meeting)

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

MINUTES

- Julie Hill presented the published meeting minutes from the December 3, 2021 Executive Board meeting. Bob Barber made a motion to accept the minutes as published, support by Stan Baysdell. All in favor, none opposed, motion carried.

TREASURER'S REPORT

- Treasurer Bob Barber submitted the following published report for DECEMBER 2021 (6th month of the 2021-2022 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$ 3,851.30
Savings Acct.	\$ 287.74
MMA	\$17,446.61
Petty Cash	\$ 43.57
<u>Pending (-) Accts. Payable</u>	<u>\$ 49.97</u>
TOTAL	\$21,579.25

- Motion by Stan Baysdell to accept the December 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).
- Bob also presented a project-end report for Kids Helping Kids, Shop-With-A-Cop and SWAC Stuffed Animal Sales. As a note, this was our second highest income year for the stuffed animal fundraiser since the program began in 2007.
- Julie also presented the 2021 ACT NOW Annual Report and the end-of-year synopsis report for ACT NOW Programs and Projects.
- As a note, Scrap Metal Project did very well this year netting \$3,001.43 for the 2021 season. Thank you again to Stan and Dave 😊.
- Reviewed current fund balances to budget and after some discussion group decided to leave the Public Safety Fund as is with a balance of \$104.53 for the remainder of the fiscal year.
- Discussed the Higgins Lake Improvement Project Fund and due to the lack of any local projects for parks/rec taking place within the township, John Ellis made a motion to close out the HLIP Fund. Support by Eric Muszynski, all in favor, none opposed, motion carried. Additional motion was made by Eric Muszynski, support by Julie Hill, to move the balance of the HLIP Fund of \$186.55 to the Gerrish Twp. Public Safety Fund. All in favor, none opposed, motion carried.
- Chief Hill has an upcoming meeting with the Boot Program committee, and he will see if there are funds that can be disbursed from GTPS Boot Sub-Fund so that we can get the project their remaining balance of \$689.50 and close out that fund.
- DHHS is currently working on providing receipts for disbursements from the Pathways to Potential Fund so that hopefully that fund can be zeroed out in 2022.

CORRESPONDENCE

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

- Letter from RHS Band Director Seth Kilbourn requesting us to replace our \$250.00 donation check that was made payable to RHS Band. He returned this original check as their financial institution requires checks to be made payable to RAPS. A replacement check was issued on 12/06/2021 and mailed back to him. The original check was voided.
- Donation from Mr. Sugden for \$28.90 from scrapping of his old utility trailer. Mike Briggs took the trailer to the recycling center for him, and he turned the check over to ACT NOW as a donation. Julie sent a receipt/thank you to Mr. Sugden.
- Donation check for \$250.00 from Stan's daughter (Dawn Rush) to go to ACT NOW's HEA Fund. Julie sent a receipt/thank you to Dawn.
- Thank you card from the RHS Spring Musical cast and crew of "Emma" for our donation and support of the musical program.
- Thank you card from the RHS Marching Bucks for our donation to their 2021 Breakfast with Santa fundraiser and our continued support of the RAPS Instrumental Music Program.
- Thank you from MSP Post 72 and Trooper Scott Bates for our support and donation to the 2021 "19th" Annual Shop with a Hero program.
- Invoice (with attached breakdown of fees) from GTPD for 2021 annual copy/printing costs totaling \$140.46. Motion was made by Eric Muszynski, support by Bob Barber that ACT NOW pay the \$140.46 annual copy/printing expense to GTPD. All in favor, none opposed, motion carried.
- Copy of Amazon order showing purchase of additional five batteries for CERT flashlights that were purchased by GTPD to update all lights with new batteries as the remaining few were dying. Motion made by Ralph Rowland to reimburse GTPD for the purchase of five batteries for CERT flashlights totaling \$79.75. Support by Stan Baysdell, all in favor, none opposed, motion carried.
- Donation check for \$300.00 received from resident Laura Currie to go to the ACT NOW General Fund. Julie sent receipt/thank you to Laura.

OLD BUSINESS

- Utility Trailer Purchase – Trailer came in and was picked up on 12-20-2021. Even though cost went up by \$990.00, the retailer stood by the original quote price of \$5,909.00. It is a very nice trailer! A permanent trailer plate was purchased on 12/29/2021 for \$75.00 and Officer Muszynski installed the plate on the trailer which is being stored in the PD Impound Lot.
- Shop-With-A-Cop went well, with seven families served including 18 children and 9 adults. About 13 people were on hand to wrap the gifts on 12-20-2021 (thank you to those that came in to help) and officers delivered gifts on 12-23-2021.
- Resident Welcome Package – Table as an on-going project by Mike.

NEW BUSINESS

- Discussed the Home Energy Assistance Fund and would like to continue to assist those in need especially our township residents this winter. Everyone is comfortable with Chief Hill vetting those requests on a case-by-case basis and funds disbursed without board approval as usually these requests are of an urgent fashion. The State of Michigan was awarded a federal grant of \$54.5 million available through their Michigan Energy Assistance Program for electric, gas, propane, etc. by calling 211 or online at www.mi211.org. We can refer folks to this service also. Motion was made by Mike Briggs to transfer \$1,861.29 from the General Fund to the Home Energy Assistance Fund to bring it up to the budgeted balance for this fiscal year. Support by John Ellis, all in favor, none opposed, motion carried.

- 2022 Scholarship applications have been dropped off at RHS and shared electronically with them. Hard copies are available at the PD with a deadline for submission date of 03/31/2022. This falls right before our regular April board meeting so that submissions can be reviewed, and recipients can be selected.
- Julie handed out a tentative 2022 ACT NOW calendar based on dates from last year for events and meetings. Encouraged everyone to take home and look it over and bring back to our February planning meeting to finalize. Discussed adding a bowling fundraiser possibly in March as bowling centers are back open.

CERT UPDATE (Bob Barber)

- 6 volunteers for the 12/04/21 Christmas in the Village parade and 6 volunteers for the 12/11/21 Food Truck. Next Food Truck is scheduled for 01/22/2022.
- Thank you to the CERT members that volunteered to help Ring the Bell for the Salvation Army at Family Fare in Roscommon on 12/17/21.
- Correspondence was read from Christian Ministries regarding the 2021 Food Distributions to include thanking volunteers and partners for their continued support. They will also be adding some safety instructions for loaders and have received confirmation of funding for 6 trucks in 2022, but only have the first one scheduled in January at this time.
- Letter from Wolverine Pipeline Company to CERT regarding a safety survey. Bob completed the survey online.
- Currently have 14 members, others that have resigned have turned in their bags/gear/equipment which Bob will go through in the near future. Most all CERT items that can be in cold storage are now out in the shed in the PD Impound Lot. Some items left upstairs that Julie will sort through and very old manuals, documents have been thrown away.
- Chief Hill will research possibility of online 20-hour initial CERT training and how that would work if we had some community members that are interested in that type of schedule-friendly training with one practical/hands-on session at the end to attract new volunteers.
- Chief Hill and Bob will meet for CERT 2022 planning calendar at 9:00 a.m. on 02/04/2022.

OTHER BUSINESS/ANNOUNCEMENTS

N/A

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be February 4, 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 Eric Muszynski, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:32 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary