

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
September 9, 2022

Meeting was called to order by Chair John Ellis at 10:02 a.m.

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, Ralph Rowland, Stanley Baysdell, Lt. Eric Muszynski, Chief Brian Hill  
Absent: Carlos Jean-Francois, Sharon Zacny, Mary Link

**MINUTES**

- Julie Hill presented the published meeting minutes from the August 12, 2022 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 AUGUST 2022 (2<sup>nd</sup> month of the 2022-2023 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$ 5,520.02
Savings Acct.	\$ 287.83
MMA	\$22,457.04
Petty Cash	\$ 1,576.84
<u>Pending Accts. Payable (-)</u>	<u>\$ 12.58</u>
TOTAL	\$29,829.15

- Motion by Julie Hill to accept the August 2022 Treasurer's Report as submitted, support by John Ellis. All in favor, none opposed, motion carried.
- Bob also presented an updated 2022-2023 Budget Spreadsheet (attached).
- Bob has the 2021-2022 Fiscal Year Binder ready for audit. He will check with Dan Decker to see if he will do the review and if so drop off the documents to him.

**CORRESPONDENCE**

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

- Email from KCC CJ Programs Coordinator that they appreciated ACT NOW's offer to sponsor the Police Academy Cadets in the upcoming Torch Run, however, the cadets are required to participate in community events and to stay consistent with the winter semester academy, the cadets will be registering on-line and paying the fee on their own.

**OLD BUSINESS**

- Julie gave a final report on the Golf Outing. Had a successful event, second largest outing in comparison since 2010. Net funds raised were \$6,421.92. 18 teams participated with 73 players. See Julie's report for details. Bob Barber made a motion to schedule the 2023 Annual Golf Outing for August 12, 2023 and reserve Redwood Golf Course as the venue and book the event with Troy from Golfapalooza. Support by Ralph Rowland, all in favor, none opposed motion carried.
- Due to no teams registering for the September 10<sup>th</sup> Bowling Tournament fundraiser, it was decided to cancel the event and schedule one bowling tournament in April of 2023 and possibly another in November of 2023. Julie will follow-up with the two businesses that sent in lane sponsor checks to see if they want us to put them toward April's event or send them

back. We did receive a couple of prizes for the Chinese Raffle and will hold those at the PD until the next bowling event. Julie will also check with the State of Michigan to see if our Raffle License that was approved for 09/10/22 can be applied to a future date. (As of the typing of these minutes, Julie found out that we cannot change the event date on an approved license unless it was within 30 days of the original event. They used to allow longer when COVID was the cause of the cancelled event, however those rules no longer apply. I closed out our license with the State and we will have to apply for a new license for the next event.)

- Currently have 20 people pre-registered for the Torch Run. Not sure how many will show up the day of the event and register in person. Family Fare of Roscommon has donated a \$75 gift card which will cover the cost of hot dogs, buns, chips, and bottled water.
- SWAC Stuffed Animals (Eagles) will be tagged this afternoon and those will sell for \$15 each at the MFMF booth on Saturday. A bin with the smaller stuffed birds and a few previous year's animals will be available for a \$3-\$5 donation. Not tagging all the small animals. Meet at PD at 10:00 am on Saturday to load and go to Fire Grounds to set up. Will take down at approximately 4:00 pm depending on foot traffic and activity.
- Trunk or Treat committee met on 08/25/22 and assignments were handed out to volunteers. Traditional style face-to-face event will take place behind the township hall like it was prior to COVID and will run from 6:30 – 8:00 pm. Vehicles will begin registration and set up at 4:30 pm. Set up for the event will begin at noon and lunch will be provided for volunteers at 2:00 pm. Next TorT committee meeting will be on 10/19/22 at 10:30 am at Gerrish PD to assign traffic safety/grounds positions for CERT members, PD and FD/EMS staff. Will also shore up details on assignments. John Ellis made a motion to transfer \$2,200.00 from the General Fund to the Trunk or Treat Fund to bring that line to the approved budgeted amount for 2022/2023. Support by Eric Muszynski, all in favor, none opposed, motion carried. Eric Muszynski made a motion that ACT NOW spend up to \$1,000.00 for this year's Trunk or Treat prizes. Support by John Ellis, all in favor, none opposed, motion carried.
- Resident Welcome Package – Table as an on-going project by Mike.

## **NEW BUSINESS**

- Now that our largest fundraising event of the year is done, discussed moving some funds around to meet the approved 2022-2023 budget lines. Bob Barber made a motion to transfer \$2,000.00 from the General Fund to the Scholarship Fund. Support by Julie Hill, all in favor, none opposed, motion carried. Eric Muszynski made a motion to transfer \$1,000.00 from the General Fund to the Public Safety Fund. Support by John Ellis, all in favor, none opposed, motion carried. Eric Muszynski made a motion to transfer \$1,000.00 from the General Fund to the Home Energy Assistance Fund. Support by John Ellis, all in favor, none opposed, motion carried.
- Fall Road Clean-Up will be on 09/20/22. John Ellis will pre-order 6 pizzas from Country Corners with a pick-up time of 4:30 pm. Julie will make sure beverages, plates, napkins and all the trash pick-up supplies are ready.
- Scrap Metal Project has had a great season this year and we will close the project on October 15<sup>th</sup>. The sign and trailer will be removed. Thank you again to Stan and Dave!

## **CERT UPDATE (Bob Barber)**

- 4 volunteers have signed up for the Torch Run and 3 volunteers have signed up to help at the MFMF parade on 09/17/22 starting at Noon in town. Briefing will be at 11:30 am at the Roscommon County Sheriff Department.
- First Due training will start at 5:00 pm on 09/14/22 at the Gerrish Township Hall with Brandon Rodgers and immediately following will be the CERT Triage Training lead by Mike Briggs. 10 members have signed up to attend this training so far.
- Next Food Trucks at the RAPS campus are scheduled for 09/24/22 and 10/22/22.

- Homecoming parade is scheduled for 10/14/22, will have further information on that soon.
- Have 4 volunteers signed up for Trunk or Treat, will need more if possible as this is a large event with parking/traffic/safety concerns.
- Mike announced that he attended the last Region 7 meeting via Zoom and that there are funds available for some upcoming trainings for the Region.
- Mike also briefed the group on the outline for the upcoming CERT quarterly Triage training on 09/14/22.

#### **OTHER BUSINESS/ANNOUNCEMENTS**

- N/A

#### **NEXT REGULAR EXECUTIVE BOARD MEETING**

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

There being no further business to discuss, Eric Muszynski made a motion to adjourn the meeting, support by Ralph Rowland, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:13 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary