

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
November 4, 2022

Meeting was called to order by Chair John Ellis at 10:03 a.m.

Members Present: John Ellis, Julie Hill, Bob Barber, Carlos Jean-Francois, Lt. Eric Muszynski, Mary Link

Absent: Mike Briggs, Sharon Zacny, Ralph Rowland, Stanley Baysdell, Chief Brian Hill

MINUTES

- Julie Hill presented the published meeting minutes from the October 7, 2022 Executive Board meeting. Eric Muszynski 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 OCTOBER 2022 (4th month of the 2022-2023 fiscal year) SEE ATTACHED REPORT:

| | |
|----------------|---------------|
| Checking Acct. | \$11,835.27 |
| Savings Acct. | \$ 287.83 |
| MMA | \$17,460.59 |
| Petty Cash | \$ 1,199.84 |
| <u>Pending</u> | <u>\$.00</u> |
| TOTAL | \$30,783.53 |

- Motion by Julie Hill to accept the October 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).
- As a note, Scrap Metal Project for 2022 gross \$2,399.18 minus expenses of \$182.00 for a net profit of \$2,217.18.

CORRESPONDENCE

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

- N/A

OLD BUSINESS

- Trunk or Treat – Final Report (Julie) – Weather was wonderful may have accounted for the trunk participation. 42 trunks in total (only 24 pre-registered) 900-1,000 people attended. Used 16 gallons of apple cider out of 20 that were purchased and used 798 donut holes out of 840 that were purchased with 4 volunteers serving under the pavilion. Only 6 helped with set up and about double that for clean-up. Registration went well. Had 7 volunteers from CERT for traffic/safety posts and 5 from FD. Everything went well. A few suggestions for next year...have candy runners and all volunteers on the field wear yellow vests so they can be easily identified to the public and participants. Make sure burn barrels have one person to attend to all three all evening. Suggest that the fire truck placed at the Toy Box be positioned so that the scene lights go north/south and not pointed west down the drive between Twp. building and PD building, CERT noted that the bright lights did cause some sight issues.
- SWAC Update/Wrap Party (Julie) – Donation request letters to our regular donors will go out shortly. Applications have been dropped off at the schools at the end of October with a

deadline date of 11/30/2022. They will be vetted as they come in by Chief Hill and reviewed at the regular board meeting in December. Shopping will be scheduled by Sgt. LaBonte and will run from 12/03/22 – 12/18/22 with the “Wrap Party” being held on 12/19/22 at 5:00 p.m. at the PD. Pizza and pop will be provided. Julie will make arrangements to order and get pizzas picked up. Delivery will be scheduled between 12/20/22 – 12/23/22 based on Officers/PD staff scheduling. Motion was made by Bob Barber to set spending limits the same as last year for SWAC, \$150 per child and \$75 per adult. Support by John Ellis, all in favor, none opposed, motion carried.

- Kids Helping Kids Program (Julie committee update) – We are receiving our regular grant and donor funding again this year from the Houghton Lake Rotary, Roscommon Rotary, both Interact Clubs. We are doing the shopping and wrapping this year a bit earlier so there will not be any “overlap” with gift wrapping and storage between the KHK program and the SWAC program. Shopping and wrapping for KHK will be done in November so that the DHHS staff has time to deliver gifts to foster families with their regular first of the month visits in December. 43 foster children this year in the program with 16 households. All children receive gifts, and each family receives a \$150 Walmart gift card.
- New Resident Welcome Package – Table Project

NEW BUSINESS

N/A

CERT UPDATE (Bob Barber)

- In October there were 3 volunteers for the Homecoming Parade on 10/14/22, 3 volunteers for the Food Truck on 10/22/22 and 7 volunteers for Trunk or Treat on 10/31/22.
- Upcoming events for November and December are Food Truck on 11/19/22 and Christmas in the Village Parade starts at 5:45 pm on 12/03/22. The 11/9/22 CERT quarterly training is cancelled.
- CERT small yellow Field Operating Guidebooks were passed out to those members who attended the CERT training in September and a few more were distributed today to those CERT members on the ACT NOW board that did not receive a book. Extras will be kept at the PD so that all members eventually get one for their backpacks.
- Bob ordered two sample green knit winter style hats with the national standard CERT patch on them for winter weather. All agreed that more should be ordered so that all CERT volunteers have a winter hat. John Ellis made a motion to purchase 2 dozen (24) of the knit caps from Zoro.com company from the CERT Fund for an approximate cost of \$178.00. Support by Carlos Jean-Francois, all in favor, none opposed, motion carried. Bob gave Julie the information so the order can be placed on-line.
- Bob submitted a CERT report for 2022 to the Roscommon County Emergency Manager per her request so that documents can be completed by her for Region 7 reporting and potential future funding.

OTHER BUSINESS/ANNOUNCEMENTS

- N/A

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be December 2, 2022 at 10:00 a.m. at the Gerrish Township PD. NOTE AS OF THE TYPING OF THESE MINUTES THE DECEMBER ACT NOW BOARD MEETING HAS BEEN CHANGED TO THURSDAY, 12/01/2022 AT 10:00 AM AT THE GERRISH PD.

There being no further business to discuss, Eric Muszynski made a motion to adjourn the meeting, support by Bob Barber, all in favor, none opposed. Chair John Ellis adjourned the meeting at 10:52 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary