

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
December 1, 2022

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

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

**MINUTES**

- Julie Hill presented the published meeting minutes from the November 4, 2022 Executive Board meeting. Bob Barber made a motion to accept the minutes as published, support by Eric Muszynski. All in favor, none opposed, motion carried.

**TREASURER'S REPORT**

- Treasurer Bob Barber submitted the following published report for NOVEMBER 2022 (5<sup>th</sup> month of the 2022-2023 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$10,045.84
Savings Acct.	\$ 287.83
MMA	\$17,462.03
Petty Cash	\$ 1,199.84
<u>Pending</u>	<u>\$ .00</u>
TOTAL	\$28,995.54

- Motion by Julie Hill to accept the November 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).
- Motion by Sharon Zacny to pay Bob Barber the semi-annual treasurer's stipend of \$295.00. Support by John Ellis, all in favor, none opposed, motion carried.

**CORRESPONDENCE**

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

- Thank you letter from the MFMFC for participating in the 2022 event.
- Donation check for \$500 from Fidelity Charitable (Barry & Lee Ann McGinnis) non-specific on where to direct funds. Julie has sent a thank you card to them.
- Letter from RAPS requesting support/donation for their annual Breakfast with Santa fundraiser event that will be held on 12/03/22 at the high school. Group email was sent out on 11/11/22 indicating a motion by Julie Hill that ACT NOW donate \$250 to the 2022 Breakfast with Santa fundraising event to benefit the Roscommon Marching Bucks and the RAPS Music Program. Support by Mike Briggs, all in favor, none opposed, motion carried. Check was mailed on 11/21/2022.
- Group email dated 11/15/2022 requesting to change the December ACT NOW Executive Board meeting from 12/02/22 to 12/01/22 due to the KCC Police Academy graduation ceremony. All in favor and have acknowledged change.
- General liability insurance for ACT NOW from Auto Owners Insurance for the term 12/06/22 – 12/06/23 along with an invoice for \$269.00. Motion by John Ellis, support by Ralph Rowland to pay the annual insurance renewal premium. All in favor, none opposed, motion carried.

- Group email dated 11/29/22 with motions for SWAC family special need for rent assistance and electrical assistance. Motion by John Ellis, support by Mike Briggs to amend the motion and pay the updated electric bill to Consumers Energy for \$542.58 from the HEA Fund. All in favor, none opposed, motion carried.

## **OLD BUSINESS**

- Shop With A Cop Update – Donation solicitation letters were mailed on 11/09/22 to our regular SWAC supporters with great response so far. We received 19 applications and discussed prioritizing criteria for each applicant after denying 4 as they were repeat applicants. All applications were vetted by Chief Hill and Sgt. Norm LaBonte and contacts were made with the families. Spending limits for shopping will remain the same as last year at \$150 per child and \$75 per adult. Motion by Ralph Rowland to approve 8 families with a total of 27 children and 13 adults for the 2022 SWAC Program. Support by Bob Barber, all in favor, none opposed, motion carried. This would be an expense of \$5,025.00 based on spending limits for shopping. Note that 2 more applications were received after the deadline date, one of which was a repeat applicant so there were a total of 21 applications that actually were submitted.
- SWAC Wrap Party will be on 12/19/22 at 5:00 pm at the Gerrish Twp. P.D. Pizza and pop will be served, will request RSVP's so that we can order the right amount of pizza and have the wrapping areas set up.
- Kids Helping Kids Program for 2022 went well. All shopping and wrapping was completed and DHHS staff will deliver items to the foster families with their regular monthly visits in December. This year there was a total of 43 children and 16 families.
- New Resident Welcome Package – Table Project

## **NEW BUSINESS**

N/A

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

- In November there were 6 volunteers for the Food Truck on 11/19/22, the quarterly training originally scheduled for November was cancelled.
- The Pipeline survey was completed by Bob and there will probably be an in-person training in the spring. Bob will send out more information as he receives it for the Pipeline training.
- Upcoming events for CERT will be Christmas in the Village on 12/03/22. 4 have volunteered for the Reindeer Run (briefing will be at 2:00 pm) and 5 have signed up for the Electric Light parade at 5:45 pm (briefing at 5:00 pm). Details and assignments from the Sheriff's Office were given to Bob from Lt. Muszynski.
- 5 CERT members have signed up to ring the Salvation Army Bell at Roscommon Family Fare on 12/09/22 and the next Food Truck will be on 12/10/22.
- Discussed giving CERT flashlights with chargers to key members to keep at their homes and maintain them so they are always charged and ready.
- Brian reported that there are about three batteries for the CERT flashlights that need to be replaced. Motion was made to order 3 Streamlight flashlight batteries from the CERT Fund by John Ellis, support by Sharon Zacny. All in favor, none opposed, motion carried.
- Mike will attend the 12/06/2022 Region 7 Zoom Meeting.

## **OTHER BUSINESS/ANNOUNCEMENTS**

- N/A

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

- Next Executive Board Meeting will be January 13, 2023 at 10:00 a.m. at the Gerrish Township PD. NOTE...meeting has been changed to the second Friday instead of the first Friday due to Chief Hill and Julie being gone on vacation.

There being no further business to discuss, Ralph Rowland made a motion to adjourn the meeting, support by Eric Muszynski, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:52 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary