

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
January 13, 2023

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

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

MINUTES

- Julie Hill presented the published meeting minutes from the December 1, 2022 Executive Board meeting. Ralph Rowland 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 DECEMBER 2022 (6th month of the 2022-2023 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$ 4,248.34
Savings Acct.	\$ 287.83
MMA	\$17,463.51
Petty Cash	\$ 989.09
<u>Pending</u>	<u>\$.00</u>
TOTAL	\$22,988.77

- Motion by Julie Hill to accept the December 2022 Treasurer's Report as submitted. Support by Stan Baysdell, all in favor, none opposed, motion carried.
- Bob also presented an updated 2022-2023 Budget Spreadsheet (attached).

CORRESPONDENCE

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

- \$250.00 Donation from Dawn Rush to the HEA Fund, receipt/thank you was mailed on 12/08/2022.
- Letter from Project Graduation requesting donation/support of their 2023 event. Motion by Julie Hill to donate \$250.00 as a Bronze Partner to the 2023 Project Graduation event. Support by John Ellis, all in favor, none opposed, motion carried.
- \$150.00 Donation from St. Hubert's Men's Club delivered to us by John Ellis with no specification to a fund or project.
- Thank you letter from Roscommon County Food Distribution Team to CERT (Bob) for 2022 support, along with a photo and 2022 Year End Report.
- Thank you card from the RHS Marching Bucks/Musical Program for our donation to their December 2022 Breakfast with Santa fundraiser.
- Invoice from GTPD for 2022 Annual Copy/Printing Services for \$206.13. Motion by John Ellis to pay Gerrish Township Police Department \$206.13 for 2022 copy/printing service. Support by Ralph Rowland, all in favor, none opposed, motion carried.

OLD BUSINESS

- Shop With A Cop Review (Julie) – We supported 8 families, 13 adults and 27 children. 19 volunteers attended the wrapping party. Shopping went well and we had no problems using

checks as we shopped on 8 different dates. We received \$3,250.00 in both solicited and unsolicited donations and our expenses totaled \$6,513.36. The remaining balance in the SWAC Fund is \$1,260.72 to start the 2023 program. As a note, we did run into problems using the ACT NOW debit card as a credit card at Walmart for KHK shopping, gift cards and making a utility payment. Walmart's security service for cards does not play well with NCACU's security service and it caused denials when we were trying to make purchases.

- Discussed getting a regular Visa credit card through our financial agency to avoid these issues as we would pay off any balance to avoid interest charges. Lt. Eric Muszynski made a motion that the Treasurer and Secretary work with our financial institution to apply for a credit card through North Central Area Credit Union for ACT NOW for \$8,000 - \$10,000 specifying users/signers to be Treasurer Bob Barber and Secretary Julie Hill, as they are authorized on our checking and savings accounts. Support by John Ellis, all in favor, none opposed, motion carried. Bob and Julie will work together to get the paperwork completed and submitted.
- New Resident Welcome Package – Table Project

NEW BUSINESS

- Discussed upcoming Bowling Tournament Fundraiser with a scheduled date for the event of April 22, 2023 at Fred's of Roscommon. Start at Noon with registration beginning at 11:30 am and set up at 11:00 am. Brian and Julie will check with Ed at Fred's and get us on their calendar for the event. Same cash prizes as in the past for 1st, 2nd, and 3rd place teams (\$500, \$250, and \$100). Will hold a Chinese Raffle as we have a few prizes already accumulated and will solicit some more before the event. Julie will send out letters to solicit Lane Sponsorships and we will hold a large 50/50 Raffle along with a "Strike Ball" event. Decided since prices have gone up on everything and we can only have 8 teams maximum that we would increase the entry fee from \$40 per person to \$50 per person so it would be \$250 for a 5-person team. Julie will create the advertising/forms that are needed for the event and create a Facebook Event page and make flyers. Bob Barber made a motion that we host a 2023 Bowling Tournament Fundraiser on April 22, 2023 at Fred's of Roscommon and that the entry fee would be \$50 per person. Support by Lt. Eric Muszynski, all in favor, none opposed, motion carried. Ralph Rowland made a motion to pay the \$15 raffle license fee to the State of Michigan for the 50/50 Raffle to be held during the Bowling Tournament Fundraiser on 04/22/2023. Support by John Ellis, all in favor, none opposed, motion carried. Julie will submit the application and fee to the State for the Raffle License.
- 2023 ACT NOW yearly calendar has been reviewed and completed except for adding CERT yearly trainings. Bob and Brian will get those dates set for the year after they attend the upcoming meeting with the Roscommon County Emergency Manager as there are some upcoming training opportunities that may be joint with other agencies or available through the 7th Region. Hard copies of the calendar were passed out and updated ones will be available after finalized CERT training dates are added.

CERT UPDATE (Bob Barber)

- In December there were 4 volunteers for the Food Truck on 12/10/22.
- 5 volunteers attended the Christmas in the Village Reindeer Run and Light Parade on 12/03/22.
- 5 CERT members showed up to ring the Salvation Army Bell at Roscommon Family Fare on 12/09/22.
- Discussed giving CERT flashlights with chargers to 6 key members to keep at their homes and maintain them so they are always charged and ready. Those lights will go to Bob, Mike, John, Rick, Jim, and Hank as they are the core group that attend monthly callouts.
- New batteries were ordered and received for the CERT Streamlight flashlights to replace older batteries that are not holding a charge.

- Stocking caps for winter are still available to those CERT members that have not gotten one yet as well as the small yellow CERT Operation Field Guides. Bob has a supply of both items to be able to distribute to those who still need them, and they are also available at the P.D.
- Mike Briggs attended the Region 7 Zoom meeting and plans to attend the 01/17/2023 volunteer tabletop exercise meeting. Region 7 has disbursed or plans on disbursing \$300 to the County for our CERT team and Chief Hill has requested those funds when available through the Roscommon County Emergency Manager, not sure when we might see those funds.

OTHER BUSINESS/ANNOUNCEMENTS

- N/A

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be February 3, 2023 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 11:00 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary