

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
July 7, 2023

Meeting was called to order by Chair John Ellis at 10:04 a.m.

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

MINUTES

- Julie Hill presented the published meeting minutes from the June 2, 2023 Executive Board meeting. Ralph Rowland 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 JUNE 2023 (12th month of the 2022-2023 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$ 6,719.42
Savings Acct.	\$ 287.83
MMA	\$17,470.73
Petty Cash	\$ 221.19
<u>Pending Visa Payment (-)</u>	<u>\$ 541.40</u>
TOTAL	\$24,157.77

- Motion by Julie Hill to accept the June 2023 Treasurer's Report as submitted. Support by Eric Muszynski, all in favor, none opposed, motion carried.
- Bob also presented an updated 2022-2023 Budget Spreadsheet (attached).
- Bob also presented a copy of the 2022-2023 annual Treasurer's Report for the fiscal year which will be presented for approval at the Annual Meeting on 07/17/2023.
- Bob also presented a draft for the 2023-2024 Budget (expenses and income) to review for discussion and approval at the next meeting.
- Bob submitted the electronic filing for 2022 taxes Form 990 on 07/06/2023 (copy attached).

CORRESPONDENCE

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

- Board email for a HEA Fund request for \$541.40 Consumer's Energy payment assistance.
- Acceptance letter for Scholarship recipient Katie Ross. A \$1,000.00 check was forwarded to SVSU on her behalf on 06/22/2023.
- Roscommon County Community 2022 Annual Report.
- Annual Report for State of Michigan LARA for submission by 10/01/2023. Motion was made to pay the \$20.00 fee for the Annual Report for ACT NOW by Eric Muszynski, support by Ralph Rowland. All in favor, motion carried.

OLD BUSINESS

- Julie gave an update on the Annual Meeting & Picnic. Some items were ordered from Amazon as they cost less than GFS. Those items have arrived. Julie will order the remaining food/supply items on Monday from GFS for pick-up on Friday July 14th. Set up will begin at

5:00 pm at the Marina, if you can help it would be appreciated. Officers will haul all items from the PD to the Marina. Lt. Muszynski will be the emcee for the evening and the chef 😊. Julie will bring flyers for the golf outing and announce the need for volunteers. Will also have Torch Run Shirts/Cash Raffle Tickets available for sale. Next year will be our 25th Annual Meeting/Picnic, need to start thinking about doing something special for the event, maybe some type of presentation or entertainment?

- Golf Outing update – Currently have received \$1,000 in hole sponsorships, \$500 more has been committed but not yet received. One team has paid, have four others signed up. Pepsi has approved our donation request this year and will be donating 6 cases of pop (144) and 3 cases of water (72). Great Lakes Loons has approved box seat ticket vouchers for one of their games as a donated prize and Julie will order more prizes from Amazon during Prime Days next week. Bob Barber made a motion to spend up to \$1,000 on prizes for the Chinese Raffle, support by John Ellis. All in favor, none opposed, motion carried. Sandie Klein will assist Bob with registration and will be at the golf course at 8:15 am. Hart Ford is sponsoring the Hole-in-One Win a Car on Hole 18 and will transport vehicle to and from the golf course and place their signs. Julie prepared the Raffle License application for the State of Michigan for the 50/50 raffle during the event. John Ellis made a motion to pay the \$15 fee for the raffle license, support by Eric Muszynski. All in favor, none opposed, motion carried. John signed the application and Julie will mail it in for processing. Discussed raising the cash prize amounts from last year. Eric Muszynski made a motion to have the cash prizes be \$400 for 1st Place, \$300 for 2nd Place and \$200 for the Random Place. Support by Carlos Jean-Francois, all in favor, none opposed, motion carried.

NEW BUSINESS

- Annual Torch Run planning is coming along smoothly. We still have t-shirts and cash raffle tickets to sell. Julie will be posting flyers and sending out invites to previous participants shortly. Julie applied for a \$100 donation from Spartan Nash (Family Fare) for the hot dogs and water. Initial contact with Mitch Koehn for the bus transportation arrangements has been made and Julie will confirm in August. Received the liability insurance binder from SOM showing the South State Park and Road Commission as insured parties for the event. Will submit the application for Permit to use to facility to the South State Park next week along with the permit to the Road Commission. Will need a few CERT volunteers to assist at the end of the run to help serve the food and water. For traffic safety purposes (CERT), same route as last year from the PD to the boat basin area of the South State Park.

CERT UPDATE (Bob Barber)

- 6 members received First Aid certifications in June.
- 6 volunteers from our CERT team participated in the Sunrise Run and 6 volunteers assisted from the Crawford County CERT team.
- 2 volunteers assisted with the 4th of July parade in Roscommon and 1 was available for the fireworks.
- 5 volunteers helped with the 06/24/23 Food Truck, next Food Truck will be 07/22/23 and 4 have signed up to help so far.
- Bob will be sending out emails for volunteers to assist with the AuSable Canoe Marathon and Parade on 07/29/2023, requested from Crawford County CERT.
- Bob and Mike will be attending the Emergency Management meeting on 07/14/2023 as Chief Hill will not be available for that meeting. They will also pick up Region 7 supplies for our CERT team from the Emergency Manager.

OTHER BUSINESS/ANNOUNCEMENTS

- Discussed needs for the scrap metal trailer for safety. John Ellis made a motion that ACT NOW purchase straps, a plug adapter and have metal rings fastened to the trailer for tying straps down. Eric Muszynski will follow-up with getting these items.
- John Ellis reported the Sheriff's Auxiliary along with VSU have donated two sonar units for marine boats, equipment they have needed to assist with searches.
- Julie announced that the Gerrish Fire/EMS Department will be hosting their Annual Open House on August 5th from 7-9 pm with a free move "Firehouse Dog" to start at dusk. Next year marks the Department's 75th Anniversary and planning has already started for this event.
- The Sheriff's Office will be hosting National Night Out on August 1st at the Houghton Lake Walmart from 6-8 pm. GTPD will be attending with their Ranger unit. If anyone wants to take the CERT trailer, they are welcome to do so.

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be August 11, 2023 at 10:00 a.m. at the Gerrish Township PD. (2nd Friday due to Julie's AHA Instructor schedule)

There being no further business to discuss, Mike Briggs made a motion to adjourn the meeting, support by Ralph Rowland, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:21 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary