

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
August 11, 2023

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

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

MINUTES

- Julie Hill presented the published meeting minutes from the July 7, 2023 Executive Board meeting. Eric Muszynski made a motion to accept the minutes as published, support by Carlos Jean-Francois. All in favor, none opposed, motion carried.

TREASURER'S REPORT

- Treasurer Bob Barber submitted the following published report for JULY 2023 (1st month of the 2023-2024 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$13,331.53
Savings Acct.	\$ 287.83
MMA	\$17,472.21
Petty Cash	\$ 221.19
Pending Visa Payment (-)	\$ 990.42
<u>Accts Payable (-)</u>	<u>\$ 76.93</u>
TOTAL	\$30,245.41

- Motion by Julie Hill to accept the July 2023 Treasurer's Report as submitted. Support by Sharon Zacny, all in favor, none opposed, motion carried.
- Bob also presented an updated 2023-2024 Budget Spreadsheet (attached).

CORRESPONDENCE

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

- Invoice from New Century Signs for 10 NW Signs \$600.00 Paid 07/28/23.
- Invoice from Jericho Ink & Thread for \$39.75 for Board Member Carlos Jean-Francois polo shirt. Motion by John Ellis to pay the above invoice, support by Eric Muszynski, all in favor, none opposed, motion carried.
- Copy of letter from Lt. Muszynski that was sent to a resident about taking items out of Scrap Metal Trailer.

OLD BUSINESS

- Julie gave a final report on the Annual Meeting & Picnic. 72 people attended and all the food was gone. Next year we will need about 20 more burgers, 20 more hot dogs, another 10-pound carton of potato salad and a large can of beans. Had cookies, chips and some beverages left over. Spent \$494.75 on food, beverages, ice, and supplies. Sports Barn donated two propane tank fills for the grill. The staff at Marina were great with set up and assisting with clean up. They also shuttled visitors from the parking area to the picnic area. Next year is the 25th Annual Meeting & Picnic...maybe have a cake or cupcakes for dessert, music, balloons, door prizes??

- Golf Outing Update – Have 22 teams registered, \$6,000 in hole sponsorships, 10 donated prizes for the Chines Raffle in addition to the 17 we purchased. Have volunteers assigned for all hole games and for set up and clean up. Meet at the PD at 7:30 am if you can help load or meet shortly after that at the golf course if you are helping set up. Carlos will be our event photographer and requested that all board members wear their ACT NOW polo shirts. We will take CERT radios to use for communications for the volunteers. All signs, registration items, cash for prizes, signs for raffles, etc. have been made and are ready. Hart Ford will deliver the car to the course along with their signs and pick it up after the event. Food has been confirmed and Golfapalooza has been confirmed.
- Annual Torch Run Update – 3 registrations so far, not sure until day of event how many have registered online. Still have some shirts and Cash Raffle tickets to sell, will take those to the golf outing. Permits for the Park and Road Commission have been submitted and approved. The bus has been reserved from RAPS and an application for a \$100 gift card to Family Fare was submitted for hot dogs and chips. CERT volunteers will assist along the route with traffic/runner safety and Sharon and Julie will do the food at the end. The RV and LETR team with the torch will be here this year from Special Olympics Michigan.
- National Night Out – Mike Briggs, Bob Barber and Carlos Jean-Francois took the CERT Trailer to NNO in Houghton Lake on August 1st. They set up next to Gerrish Police Department's Ranger unit with Officer John Wybraniec. Suggested having some type of handouts for next year. Bob received a brochure and business cards from Northern 6 Critical Incident Support Team which is a new community network and resource that supports mental health after a critical incident.

NEW BUSINESS

- Fall Road Clean Up will be on 09/20/23 starting at 4:00 pm at the PD. A sign-up sheet is on the board. Julie will order pizzas from Country Corners and Bob will pick them up. Julie will have all clean up supplies (bags, buckets, pokers, gloves, vests) ready along with pop/water on ice in the cooler.
- Brian has arranged a Coffee With a Cop event to be held on 09/27/23 from 8-10 am at the 200 Market Café on County Road 200. Owners Al and Jane Spencer are very excited about hosting the event. PD will make sure they have some extra tables and chairs as their items are in rolling bins that can be pushed aside that morning. They will have donuts, coffee, specialty drinks and breakfast items available. John Ellis made a motion that ACT NOW pay for the regular coffee for the event. Support by Ralph Rowland, all in favor, none opposed, motion carried. Julie will start advertising and marketing for the event after the golf outing.
- Carlos and Lt. Muszynski discussed the need for a donation box outside for the Scrap Metal Project. A lot of people have been seen going through the trailer looking for items to take. Want to make sure everyone knows that this is a community fundraising project and if items are taken, we ask for a small donation so that we don't lose out. Lt. Muszynski researched some metal boxes that can be mounted on the trailer along with a sign indicating such. Sharon Zacny made a motion that ACT NOW pay for a donation box and sign to be mounted on the trailer to collect donations for Scrap Metal Project. Support by Bob Barber, all in favor, none opposed, motion carried. Lt. Muszynski will work on ordering a sign/proof from New Century Signs in Gaylord and order the box.
- Discussed Trunk or Treat for 2023. It was agreed that we want to host it and will reach out to the same partners as last year to hold the event on Halloween night, 10/31/2023, same times and venue as last year. We will get a planning meeting scheduled to move forward with that event and discuss funding at the next meeting after our golf outing fundraiser is complete.

CERT UPDATE (Bob Barber)

- We received a \$2,000.00 donation from NMCAC from the June Sunrise Run. Our CERT team had 6 volunteers for the event and Crawford CERT team provided 6 volunteers also. John Ellis made a motion that we donate \$500 to the Crawford CERT team for their assistance in this event. Support by Julie Hill, all in favor, none opposed, motion carried. Julie will send the check and a thank you to Doug Pratt who is the Crawford Emergency Manager so he can get it to the correct recipient.
- 2 volunteers assisted with the 4th of July parade in Roscommon and 1 was available for the fireworks.
- 6 volunteers helped with the 07/22/23 Food Truck, next Food Truck will be 08/27/23.
- 3 volunteers assisted Crawford CERT with the AuSable Canoe Marathon and Parade on 07/29/2023.
- 3 volunteers attended National Night Out and took the CERT Trailer to Houghton Lake on 08/01/23.
- Bob will be sending out emails for assistance with the Torch Run scheduled for 09/12/23.
- The four new CERT radio batteries finally came in and have been charged and ready to go.
- Discussed loading heavy items on aluminum trailer and safety issues. Mike Briggs made a motion to purchase a set of jack stands to use for that trailer. Support by John Ellis, all in favor, none opposed, motion carried. Lt. Muszynski will pick up a set from the hardware and charge to ACT NOW for CERT.
- Lt. Muszynski has also researched some earpieces for the CERT radios upon their request and gave Bob information on which ones will work with the radios.

OTHER BUSINESS/ANNOUNCEMENTS

- Chief Hill announced that he is currently working with a company to provide an App for the PD available free to users through both Google Play and the Apple App Store. This will have a dedicated spot for ACT NOW and CERT as an additional media outlet tool. He will have more information and a presentation on that project in the near future. He is expecting a launch date sometime at the end of August or the first part of September.

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be September 8, 2023 at 10:00 a.m. at the Gerrish Township PD. (2nd Friday due to Labor Day holiday weekend)

There being no further business to discuss, Ralph Rowland made a motion to adjourn the meeting, support by Mike Briggs, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:31 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary