

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
September 8, 2023

Meeting was called to order by Chair John Ellis at 10:03 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 August 11, 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 AUGUST 2023 (2nd month of the 2023-2024 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$ 9,916.04
Savings Acct.	\$ 287.83
MMA	\$22,473.69
<u>Petty Cash</u>	<u>\$ 379.69</u>
TOTAL	\$33,057.25

- Motion by Julie Hill to accept the August 2023 Treasurer's Report as submitted. Support by Eric Muszynski, all in favor, none opposed, motion carried.
- Bob also presented an updated 2023-2024 Budget Spreadsheet (attached).
- Ralph Rowland made a motion to approve the 2023-2024 Proposed Budget. Support by Julie Hill, all in favor, none opposed, motion carried.
- John Ellis made a motion to move \$2,200.00 from the General Fund to the Trunk or Treat Fund to meet the annual budgeted line for the 2023 Trunk or Treat event. Support by Eric Muszynski, all in favor, none opposed, motion carried.
- Julie Hill made a motion to move \$2,000.00 from the General Fund to the School Scholarship Fund to cover 2024 and 2025 Scholarship awards. Support by Sharon Zacny, all in favor, none opposed, motion carried.

CORRESPONDENCE

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

- Public Safety Fund expense of \$39.13 for gasoline for a CSC subject to come to Gerrish PD for an interview. The subject is assumed "homeless" out of Midland and had to find a ride and PD agreed to pay for gas if he would cooperate and come for the interview. Authorized by Chief Hill at his discretion. No action required.
- Invoice from E. Higgins Lake True Value Hardware for items totaling \$46.28 charged to ACT NOW account for a set of trailer jacks for the Scrap Metal trailer and paint for the field markings for Trunk or Treat. Invoice includes a 10% discount if paid by end of the month. Motion to pay the invoice by Eric Muszynski, support by John Ellis, all in favor, none opposed, motion carried.

- Invoice from New Century Signs LLC for \$87.50 for the sign and decal for the donation box that was mounted on the Scrap Metal trailer. No action required; this was authorized at last month's meeting.

OLD BUSINESS

- Golf Outing Final Report – Bob provided a final financial report for the event showing a profit of \$7,738.66. Julie prepared a final event report, and it will be kept in the 2023 Golf Outing event folder. Made some notes for next year's event which everyone agreed we will host on August 10, 2024 at Redwood Golf Course. Julie will contact the golf course and TnT Golfapalooza and reserve the date.
- Annual Torch Run Update – 3 paper registrations and 27 online registrations so far, will probably have more register just before the event. Have sold all but 10 of the green sale shirts and all the cash raffle tickets that we had on hand. There are 5 CERT volunteers signed up, meet at PD at 5:15 pm for assignments. Sharon will help Julie with registration that starts at 5:00 pm and then head over to the park to set up and prepare hot dogs, chips, water, etc. Sgt. LaBonte will be in charge of photographing the group before the run starts, the Lower Peninsula run team will be attending with the Torch. Sgt. LaBonte will be in a patrol car at the rear of the run, and Lt. Muszynski will lead the runners. I received the \$100 gift card donation from Family Fare for the hot dogs, buns, and chips. Will use left over bottled water and some pop from the Golf Outing. The RAPS bus has been confirmed to arrive at 7:00 pm at the park to return runners back to their vehicles. Mike Eva from the Area 4 Special Olympics will be attending with some local Special Olympic athletes who will be biking in the event and will have volunteers providing a water aid station. All permits have been obtained and we are ready to go! We are currently in 2nd place in the State for Flame of Hope runs. 😊
- Fall Road Clean-Up will be on 09/20/23 – meet at PD at 4:00 pm for section assignments. Julie will pre-order pizzas from Country Corners and Bob will pick them up at 4:30 pm on clean-up day. Julie will make sure that all clean-up supplies, stuff for pizza and beverages are ready that day. Sign-up sheet on the board in the GTPD training room if you would like to add your name.
- Coffee with a Cop will be held at the 200 Market Café on 09/27/23 from 8 am – 10 am. Brian gave a quick update. Chief Fisher has given us permission for overflow parking across the street at the Gerrish Fire Station. We will make a sign to put out that morning so that attendees know that it is okay to park there during the event. We will make sure that our day shift officers stop at some of the businesses that are still open on the West side of the lake to personally invite them to the event. Officers were given cards to hand out to invite people.
- Donation Box and Sign for the Scrap Metal Trailer have been received and installed on the trailer. Thank you Lt. Muszynski for taking care of this. A key for the donation box will be kept at the PD and Lt. Muszynski has agreed to monitor and empty it every week during the season.
- Trunk or Treat committee met on August 23rd to start planning and assigned duties for the event which will be held on Halloween (10/31/23). This will be an in-person event just like last year held behind the Gerrish Twp. Hall on the grass field. Trunk or Treating will run from 6:30 pm – 8:00 pm and vehicle registration and set up will begin at 4:30 pm. Discussed purchasing prizes, candy, and some new decorations as some of the blow-ups from last year are no longer usable. Mike Briggs made a motion authorizing up to \$3,500.00 be spent on prizes, candy, and decorations for the 2023 Trunk or Treat event. Support by Sharon Zacny, all in favor, none opposed, motion carried.

NEW BUSINESS

- Discussed referral from the Gerrish Township Parks & Recreation committee for community service awards for a couple who have been personally supporting the Marina park since 2020.

Chief Hill read the consideration request from the committee. John Ellis made a motion that ACT NOW spend up to \$150.00 for the couple for “Outstanding Community Service” awards that can be presented at a regular Township Board Meeting. Support by Sharon Zacny, all in favor, none opposed, motion carried. Julie will take care of ordering award(s).

CERT UPDATE (Bob Barber)

- In August, 3 volunteers attended National Night Out in Houghton Lake with the CERT Trailer and 5 volunteers helped with the 08/26/23 Food Truck, next Food Truck will be 09/23/23.
- Have 5 volunteers signed up for the Torch Run traffic safety detail for the Torch Run on 09/12/23, meet at 5:15 pm at the PD.
- Have 5 signed up for the Firemen’s Memorial Parade on 09/16/23. Briefing will be at 11:30 am and parade will start at Noon.
- 10/03/23 will be a quarterly training at the Gerrish Twp. Hall from 6:00 – 9:00 pm. This will be classroom Search & Rescue training and bag/equipment checks. Mike Briggs will be instructing.
- RHS Homecoming Parade will be on 10/06/23, more details to follow.
- CERT received a letter from the Christmas in the Village committee asking for assistance for their Light Parade on 12/02/23.
- Mike Briggs attended a Region quarterly meeting on 09/05/23 via Zoom on behalf of our CERT team. The next meeting is scheduled for 12/05/23. We must attend 3 meetings a year to be eligible for training funds.

OTHER BUSINESS/ANNOUNCEMENTS

- N/A

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be October 6, 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 Carlos Jean-Francois, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:19 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary