

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
October 6, 2023

Meeting was called to order by Chair John Ellis at 10:05 a.m.

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

MINUTES

- Julie Hill presented the published meeting minutes from the September 8, 2023 Executive Board meeting. Eric Muszynski made a motion to accept the minutes as published, support by Ralph Rowland. All in favor, none opposed, motion carried.

TREASURER'S REPORT

- Treasurer Bob Barber submitted the following published report for SEPTEMBER 2023 (3rd month of the 2023-2024 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$ 9,544.80
Savings Acct.	\$ 287.83
MMA	\$22,475.78
Petty Cash	\$ 379.69
Pending Visa Pymt. (-)	\$ 1,578.25
<u>Pending Deposit (+)</u>	<u>\$ 570.00</u>
TOTAL	\$31,679.85

- Motion by Julie Hill to accept the September 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).
- John Ellis made a motion to approve the Revised August Treasurer's Report as submitted. Support by Eric Muszynski, all in favor, none opposed, motion carried.

CORRESPONDENCE

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

- Received \$825.00 in miscellaneous cash donations for candy for Trunk or Treat.
- Received \$2,000.00 donation from the Schroeder Foundation directing \$1,000.00 to go to Kids Helping Kids Fund and \$1,000.00 to the General Fund.
- True Value Hardware Invoice for \$3.50 from purchase of mounting hardware for donation box and sign last month on the scrap metal trailer. Motion by Eric Muszynski to pay the discounted amount of \$3.50 to True Value Hardware. Support by Ralph Rowland, all in favor, none opposed, motion carried.

OLD BUSINESS

- Annual Torch Run Final Report – We had 54 registrations (\$1,520), sold 42 green sale shirts (\$840), sold raffle tickets (\$370), and received cash donations (\$50) for a total of \$2,780.00 raised for this year's event. It ran very smoothly, thanks to all that volunteered to help!
- Coffee with a Cop event went great with about 50 people attending. Al and Jane Spencer were great hosts and Jane had four door prize gifts she gave away. Had LE representation from the Roscommon County Sheriff's Office, MSP Houghton Lake Post and four from Gerrish Twp.

PD. Some suggestions for next time included to change time from 9:00-11:00 am, bumping it an hour as most people started to show up around 9:00 am, very few there at the start. Also, provide tea or any other specialty coffee as “free” instead of just regular coffee.

- Trunk or Treat Update – Flyers are done and printed and will be distributed around the community in the next few days, 475 were printed and distributed to the schools on 10/05/23. We have 11 vehicles pre-registered with several inquiries and more to come, about half of those are newcomers and the other half were responding to an email that was sent out yesterday to past participants. 13 prizes were ordered and received totaling \$840.41 and 9 blow up decorations were ordered and received totaling \$597.95. Candy has been ordered for a total of \$1,027.08 for approximately 5,979 pieces which is estimated to provide 40 trunks with 150 pieces each (a lot of trunks bring plenty of their own candy, so this should be adequate for supplemental candy). Will order cider cups and pick up napkins next week. Decorated candy donation boxes have been set up at Township Main Office, PD and FD, already receiving candy donations. Facebook event page was created and shared, and information has been posted on the township electronic signs and posted on the Chamber site. Julie will be ordering the cider and donut holes next week from Walmart (same as last year). Everything is on track and our next committee meeting will be 10/20/2023 at 10:00 am at the PD to assign traffic and grounds positions.
- The community service award was ordered and received for the referral from the Gerrish Township Parks & Recreation committee for the couple that have personally supported the Marina park since 2020. The award was passed around and will be presented to the recipients at the January Gerrish Township Board meeting on 01/09/2023 as they will be out of town until then.

NEW BUSINESS

- The Gerrish Police Department replaced their AED units a while ago and the replaced models are still operational, however batteries and pads have expired. Chief Hill would like to give them to ACT NOW to see they may be given out as a community project to businesses or organizations that may benefit from them. The refurbishment cost for each one would be \$390.00 per unit which would include a new case, two sets of pads and a re-celled battery. The PD has other supplies which can be added to the cases such as barrier devices/masks, dry razors, gloves, scissors, and wipes/cloths. After some positive discussion that this would be a great community outreach project, John Ellis made a motion that ACT NOW pay for the \$1,170.00 (\$390.00 per unit) plus any shipping and handling costs to refurbish three Cardiac Science AED units from the Public Safety Fund. Support by Eric Muszynski, all in favor, none opposed, motion carried. Once the equipment has been received and AED’s are updated, we will revisit to determine which businesses should receive them. Some suggestions were the State Park Store and the Cross Country Ski Headquarters as they are in our Township and serve many people each season.
- Scrap Metal Project will close approximately 10/15/23 for the season. This has been a great year, and we thank Stan, Dave, and Carlos for all their work making sure the runs to the recycling center were done. Stan and Dave will be retiring from the project after many years of service, so we will need to seek out volunteers willing to take over next spring. Carlos stepped up this year and assisted and we will check with him to see if he is still willing to help next year.
- SWAC 2023 is upon us. Applications will go out to the schools on 11/01/23 with a deadline for submission date of 11/27/23. This will give some time for applications to be vetted and shopping will start around 12/02/23. The “Wrap Party” will be on 12/18/23 at 5:00 pm at the PD, pizza and pop will be served to all volunteers. We will sponsor 7 families as in the past. Motion was made by Eric Muszynski to transfer \$4,000 from the General Fund to the SWAC Fund for this year’s program. Support by Ralph Rowland, all in favor, none opposed, motion

carried. Motion by Mike Briggs to up the spending limits for gifts a bit from last year making them \$175 (additional \$25 from 2022) per child and \$90 (additional \$15 from 2022) per adult. Support by John Ellis, all in favor, none opposed, motion carried. Julie will mail out donor request letters to our regular SWAC supporters the first week in November. Last year we received over \$3,000 in donations from the mailing.

- Kids Helping Kids committee is meeting today at 2:30 pm to discuss and start the preparations for the 2023 Christmas for foster children program. This will be the “15th” Annual event and we will be working with our regular partners including Roscommon County Community Foundation and YAC, Roscommon Rotary & Interact Clubs, Houghton Lake Rotary & Interact Clubs and DHHS. This program provides Christmas gifts and gift cards for a holiday meal for the foster children and their families serviced through Roscommon County. The shopping and wrapping are done by students of local youth organizations and then they are delivered by DHHS staff during their home visits before the holiday. Bob who is on the committee as ACT NOW is the fiduciary agent for the fund/program shared that the program is only starting with around \$1,400 this year due to inflated costs for gifts last year and a decrease in the amount of funding from some of our normal partners. He will gather more information after the committee meeting today but will be coming back to the ACT NOW board with a recommendation on a donation as ACT NOW has not donated to the program in several years. Watch for further information on this program and funding request.
- GTPD has been working with a company developing a mobile application for use on cell phones which will be a free app through both the App Store (Apple) and Google Play (Android). It has launched and once the app is reviewed to make sure all content is accessible the PD will announce the app to the public. The app will provide information such as news and events, crime prevention, community resources and partnerships, house check forms, commendations/complaint forms, ordinances, safety tips and many other items that are on our website but will be attainable easier and quicker than going to the website. It will also provide the PD with the ability to push notifications for road closures, severe weather, etc. for issues in our area. We are the first police department in Michigan to create an App through OCV Apps vendor, currently only a handful of Sheriff’s Offices are utilizing apps in lower Michigan. Watch for more information to come.

CERT UPDATE (Bob Barber)

- 09/12/23 was the Torch Run with 5 volunteers and on 09/16/23 was the Firemen’s Memorial Parade with 7 volunteers.
- 10/03/23 was a Search & Rescue classroom training along with bag/equipment checks. 8 members attended including Mike Briggs who was the instructor. Bob has purchased glow sticks for \$18.99 and a radio earpiece \$28.50 for a total of \$47.49 spent on CERT equipment. John Ellis made a motion to reimburse Bob Barber for these CERT supplies. Support by Ralph Rowland, all in favor, none opposed, motion carried.
- 10/06/23 will be the Homecoming Parade and 5 have volunteered for traffic control.
- 10/21/23 will be the next monthly Food Truck and 10/31/23 will be Trunk or Treat with 4 volunteers signed up so far for this event.
- Chief Hill will be meeting with a couple of potential new CERT members from another neighboring CERT team, however, they will be needing their 20-hour Basic training.
- Mike Briggs and Chief Hill will be attending the County Preparedness meeting scheduled for 10/16/23 at the Roscommon County Emergency Operations Center. Some questions as to ID badge replacements and the information contained within them for CERT volunteers. PD has a vendor that has set up a template for CERT but would have to work out logistics on a scanner/reader for the bar codes on them. Chief Hill will research the cost of producing the badges through their vendor NetBadge.com.

OTHER BUSINESS/ANNOUNCEMENTS

- N/A

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be November 3, 2023 at 10:00 a.m. at the Gerrish Township PD.

There being no further business to discuss, Eric Muszynski made a motion to adjourn the meeting, support by Ralph Rowland, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:43 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary