

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
APRIL 6, 2018

Meeting was called to order by Chair Mary Link at 10:01 a.m.

Members Present: Mary Link, Julie Hill, Bob Barber, Mike Briggs, John Ellis, Officer Shannon Fick, Chief Brian Hill

Absent: Carmine Polisei, John Klein, Kelly Kirkpatrick, Sharon Zacny

MINUTES

- Secretary Julie Hill presented the published minutes from the March 2, 2018 Executive Board meeting. Bob Barber made a motion to accept the minutes as published. John Ellis seconded and the motion carried.

TREASURER'S REPORT

- Treasurer Bob Barber submitted the following published report for MARCH 2018 (SEE ATTACHED 9th month of 2017-2018 Fiscal Year):

Checking Account	\$ 4,625.77
Savings Account	\$ 286.39
Money Market Acct.	\$12,826.44
<u>Petty Cash</u>	<u>\$ 491.88</u>
Total	\$18,230.48

- John Ellis made a motion to accept the Treasurer's Report as submitted by Treasurer Bob Barber. Shannon Fick seconded and the motion carried.
- Bob also presented an updated 2017-2018 Budget Spreadsheet (attached).

CORRESPONDENCE

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

- Thank you card from Brandt family recipient of HEA donation.
- Thank you letter from Director of NMCAC for our donation.
- Information and registration form for the HLRCC for the Annual Business/Recreation/Services Expo to be held on May 16th at the CRAF Center. Motion by John Ellis to pay the \$45.00 registration fee for an inside table with electricity and for an outside lawn space for CERT trailer for ACT NOW & CERT booth/displays. Mike Briggs supported motion, all in favor, none opposed, motion carried. Julie will complete the form and drop off at the Chamber office with the check as it is due shortly.
- Check from "Concerned Citizens for Local Leadership" for \$186.55 to be directed to our Higgins Lake Improvement Fund. Julie has sent a receipt to donor and check turned over to Treasurer.

OLD BUSINESS

- Discussed Scrap Metal Project and we do have a recycling center in Houghton Lake that we can utilize and Stan and Dave are willing to do the sorting and delivering of the metal. The trailer will be serviced and put back out in the usual spot for scrap metal drop off and the sign will be posted. Houghton Lake recycling center does not sort and the rate is \$130.00 per ton. Stan agreed to still sort and hold higher priced metals and take once in a while to West Branch recycling center as it is worth the extra effort.

NEW BUSINESS

- Reviewed group email request from Jamie Mead (one of our partners on our KHK program committee) to allow ACT NOW act as Fiduciary Agent only for a DHHS grant for \$5,000 through the United Way for “Pathways to Potential” Program. The 3/21/18 email poll was a unanimous yes in support of this and needed action as the deadline for the grant submission would be before our April Executive Board meeting. Jamie will take care of the all the paperwork involved with the grant. If they received the grant, ACT NOW’s only responsibility is to receive the grant money and disburse as requested by coordinator Jamie Mead. If this occurs, Treasurer will set up a separate fund for this project. Official motion based on group email to support this was made by Mike Briggs, seconded by John Ellis. All in favor, none opposed, motion carried.
- Four applications were received for the 2018 ACT NOW Scholarship. Julie provided a synopsis of the applicants which was reviewed at this meeting. Applications were also available for any questions and to refer to in making decision on two applicants. Bob Barber made a motion to select Applicant #1 and Applicant #3 as the recipients of the 2018 ACT NOW Scholarship Awards for \$1,000 each. Support by John Ellis, all in favor, none opposed, motion carried. Julie will contact RHS to give them the names of the recipients and prepare the award certificates and outline for the presenters for the Awards Night presentation at the high school on May 7th.

CERT UPDATE

- Coordinator Sharon Zacny was absent. Chief Hill and Mike Briggs reported the following CERT update:
 - Several members attended the Pipeline training/presentations at the Grayling Ramada Inn on 3/14/18.
 - Planning meeting scheduled for this afternoon for the Poker Fun Run training event to be held on 5/5/18.
 - 3 members will be attending the CERT trainings that will be held at Camp Grayling 4/27/18 – 4/29/18.
 - 4 members assisted with the last community food truck delivery.

OTHER BUSINESS/ANNOUNCEMENTS

- Carmine dropped off a beautiful appreciation plaque that he picked up from Sylvester’s. We need to arrange a presentation date so that we can present plaque and promote with newspapers, etc. Maybe check with Carmine (and Barb) to see what will work in their schedule, possibly at the Business Expo on 5/16 if the radio station will be there with a live broadcast?
- Follow up at next meeting with Carmine to see if he has any more information on the Dinner Theater as a possible fundraiser.
- Mary will not be at the May Executive Board meeting, she will be on vacation. Carmine will chair the meeting on May 4, 2018 and Julie will provide an agenda for that meeting. She wanted to remind everyone of the upcoming events:
 - **RHS Awards Night Program – 5/7/18 6:30 p.m.**
 - **Spring Road Clean Up – 5/8/18 (Alt. date 5/14/18) 4:00 p.m.**
 - **Roscommon Business/Recreation/Service Expo – 5/16/18 3:00-6:00 p.m.**
 - **Nominating Committee for Annual Elections – (Brian and Sharon start coordinating for possible vacancies)**

NEXT REGULAR EXECUTIVE BOARD MEETING

- May 4, 2018 at 10:00 a.m. at the Gerrish Township Police Department.

There being no further business to discuss, Mary Link adjourned the meeting at 11:16 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary

cc/All Executive Board Members and the Gerrish Township Police Department Website