

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
**AUGUST 3, 2018**

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

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, John Ellis Jr., John Klein, Kelly Kirkpatrick, Officer Shannon Fick, Chief Brian Hill, Sharon Zacny  
Absent: None

**MINUTES**

- Julie Hill presented the published meeting minutes from the June 1, 2018 Executive Board meeting. Bob Barber made a motion to accept the minutes as published. John Klein seconded and motion carried.
- Julie Hill presented the published meeting minutes from the July 6, 2018 Executive Board meeting. Bob Barber made a motion to accept the minutes as published. Mike Briggs seconded and motion carried.

**TREASURER'S REPORT**

- Treasurer Bob Barber submitted the following published report for JULY 2018 (SEE ATTACHED 1<sup>st</sup> month of 2018-2019 Fiscal Year):

Checking Account	\$ 5,395.19
Savings Account	\$ 286.48
Money Market Acct.	\$12,834.98
Petty Cash	\$ 491.88
<u>Spartan Charge (-)</u>	<u>\$ 73.19</u>
Total	\$18,935.34

- Kelly Kirkpatrick made a motion to accept the Treasurer's Report as submitted by Treasurer Bob Barber. Mike Briggs seconded and the motion carried.
- Bob also presented an updated 2018-2019 Budget Spreadsheet (attached).

**CORRESPONDENCE**

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

- Thank you from the Hill family for memorial donation in memory of William Hill
- Thank you from Madison Baerlocher recipient of one of ACT NOW's 2018 Scholarship awards.
- Thank you from NMCAC for memorial donation in William Hill's name.
- State of Michigan 2018 Annual Non-Profit Filing. Motion by John Klein authorizing Treasurer Bob Barber to write check for \$20.00 to the State of Michigan for filing form. Support by Shannon Fick, all in favor, none opposed, motion carried. Julie will complete the form as there have been changes to officers this year and submit to State with check.

**OLD BUSINESS**

- Annual Meeting/Picnic went well, low attendance only 44 present. Meat was very good from Bob's Butcher Shop. Suggested that next year we actually mail out invitations to the Annual Meeting/Picnic along with our group email list to possibly garner more participation from the general membership.

- Update on Golf Outing – Event Coordinator Austin Martin provided Chief Hill with an email update which was read aloud. Everything on track and team registrations, sponsorships and gifts/prizes have been steady coming in. Items were purchased for the Chinese Auction and Walmart donated a TV. Julie will work with Austin to prepare the donor table flyer and also put out some of the ACT NOW program/project summaries on the tables in club house also.
- Shannon has ordered the stuffed animals, a variety of dinosaurs in different styles and sizes for a total of 313 animals. Julie will make the tags and we will tag them after the 9/7/18 Executive Board meeting.
- Discussed a community donation to the CRAF Center to be presented at their 8/12/18 Celebration Pig Roast in the form of a “big” check so we can put in paper. John Klein made a motion to donate \$1,000 to the CRAF Center with support by John Ellis Jr. All in favor, none opposed, motion carried. Julie will prepare the big check and Bob will prepare the “real” check for donation at their Pig Roast event. Mike Briggs and John Ellis will meet a Gerrish Police Officer at 3:00 p.m. at the CRAF Center to present the check and get a photo.
- Julie has ordered and approved the proof for two 2’ x 6’ vinyl banners from Xpress Copy Center in Grayling and they should be ready before the golf outing so we can display them at that event. They will cost \$43.20 each for a total of \$86.40.
- Julie received information on Board polo shirts from Jericho Ink & Thread. She can do a performance polo with our embroidered logo on the front for approximately \$20 for the shirt and \$16.75 for each logo for a total of \$36.75 per shirt. There would also be a one-time digitization fee of \$30.00. Group asked if we could see if she has samples for sizes/fit and if she would offer a bulk order discount if we wanted to purchase extra so that each member would have one provided by ACT NOW and one that could be purchased by the member. John Klein will check prices at Sylvester’s and Julie will also check prices from the PD supplier In-Stock Marketing.
- Bob Barber made a motion with support by Mike Briggs to amend the May 4, 2018 Executive Board meeting minutes showing the following motion that was made to keep a community award for Immediate Past Chair Mary Link a secret:  
*Motion by Shannon Fick, support by John Ellis to spend up to \$100.00 to purchase an award plaque for Mary Link in recognition of her 11 years of service on the ACT NOW Executive Board, also indicating her service to “Others” as this has always been her mantra. All in favor, none opposed, motion carried.*

## **NEW BUSINESS**

- Need to seek out some possible candidates for a GAP #3 Representative so that the board can appoint someone for that position as there were no nominations for that vacancy during the annual meeting. Table until September board meeting.
- Per Shannon, only two pre-registered for the Torch Run on 9/11/18, most people pay during registration on the day of the event. The Houghton Lake H.S. Cross Country team will be participating and Special Olympians will be biking and providing a water station. 17 of the Pre-Run shirts were purchased, had to send them back for a large event in Mt. Pleasant, we will get more back to sell if they have some left. The paperwork has been submitted for the use of the Pavilion at the South State Park and Family Fare has donated \$50 to go towards the hot dogs, buns and chips for after the event. The Roscommon H.S. Athletic Director will hand out information and invite student athletes to participate during the Coaches meeting on 8/6/18 and he will also arrange the bus from the school transportation department for taking runners back after they finish at the park. A permit will need to be submitted to the Roscommon County Road Commission for use of the side of the road on the route on County Road 100 and a safety planning meeting for CERT coordinators has been scheduled for 8/16/18 at 1:00 p.m. at the P.D. It was suggested that Shannon speak with Cathy Erickson who is involved with the annual Sunrise Run and see if they have an email list that they would

share for soliciting runners from their 5K and 10K runs. Kirtland will be contacted to see if their Police Academy cadets will run if sponsored. Julie made a motion that ACT NOW sponsor up to 20 cadets from the Kirtland Regional Police Academy to participate in the Torch Run at \$25 each. Support by Shannon Fick, all in favor, none opposed, motion carried.

### **CERT UPDATE**

- Coordinator Sharon Zacny reported that 2 volunteers assisted at the AuSable River Canoe Marathon Parade and 3 volunteers assisted at the Race Start on 7/28/18 to help out Crawford County CERT.
- Long time CERT member Ginny Trombley has resigned and turned in her equipment.
- August 15<sup>th</sup> will be a Policy & Procedure Review and Bag Check at the Gerrish Twp. Hall from 4:00 – 6:00 p.m. John Klein and Bob Barber will assist with bag checks.
- Discussed a possible Basic CERT class to take place this fall or split it up to run with half of the sessions at the year end and then break for the Christmas holiday and finish the sessions in January of 2019.
- Chief Hill received a phone call from a CERT member and his concern about assisting with traffic control for the County Household Hazardous Waste day on September 8<sup>th</sup>. Chief has not received any official request from the organizers of that event but will follow up with the Sheriff or Under Sheriff to see what the problem might be. Sounds like it is not necessarily a traffic control problem inside the Road Commission property where there is a flow of traffic and different types of drop off points but may be an actual traffic problem with entry and exit from the property onto M-55.
- Kelly Kirkpatrick has sent out a group e-mail on instructions for App Installations for the Active911 program. About 15 people never replied so he is unsure if they were able to follow the installation instructions. He will follow-up with another email and this can be brought up at the bag check on 8/15/18 to make sure everyone is on board and that a test page can be sent out over the Active911 system to make sure everyone has that system working on their cell phones.

### **OTHER BUSINESS/ANNOUNCEMENTS**

- The Roscommon County Sheriff Department will probably be hosting a Citizens Police Academy in January 2019.

### **NEXT REGULAR EXECUTIVE BOARD MEETING**

- September 7, 2018 at 10:00 a.m. at the Gerrish Township Police Department.

There being no further business to discuss, John Ellis 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