

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
DECEMBER 6, 2019

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, Kelly Kirkpatrick, Stanley Baysdell, Officer Eric Muszynski, Chief Brian Hill
Absent: John Klein, Sharon Zacny

MINUTES

- Julie Hill presented the published meeting minutes from the November 1, 2019 Executive Board meeting. Stan Baysdell made a motion to accept the minutes as published. John Ellis Jr. seconded, motion carried.

TREASURER'S REPORT

- Treasurer Bob Barber submitted the following published report for NOVEMBER 2019 (SEE ATTACHED 5th month of 2019-2020 Fiscal Year):

Checking Account	\$ 6,253.72
Savings Account	\$ 286.93
Money Market Acct.	\$19,871.14
<u>Petty Cash</u>	<u>\$ 165.05</u>
Total	\$26,576.84

- Mike Briggs made a motion to accept the Treasurer's Report as submitted by Treasurer Bob Barber. Kelly Kirkpatrick seconded, motion carried.
- Bob also presented an updated 2019-2020 Budget Spreadsheet (attached).

CORRESPONDENCE

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

- Donation request from the RHS Marching Bucks for 2019 Breakfast with Santa Fundraiser (Email dated 11/7/19) Majority vote via group email to Exec. Board members that we donate the same amount \$250 as last year. Check was sent on 11/14/19.
- RHS Project Graduation donation request letter received 11/22/19. Mike Briggs made a motion that we donate same as last year \$100 to 2019 Project Graduation. Support by Kelly Kirkpatrick, all in favor, none opposed, motion carried.
- Invoice for \$50 annual non-profit membership dues from Higgins Lake-Roscommon Chamber of Commerce received 11/22/19. Motion by Kelly Kirkpatrick to pay the \$50 annual membership fee to HLRCC. Support by John Ellis Jr, all in favor, none opposed, motion carried.
- Confirmation letter received 11/22/19 from Auto-Owners Insurance that they received out annual premium payment of \$265 for term of 12/6/19 – 12/6/20.
- Donation request from RCCF for annual giving consideration received 11/27/19. No interest in donation this year as we support many of the same community programs and projects.
- Thank you card from Sharon Zacny received 12/5/19 for the funeral floral arrangement sent in memory of her father.

OLD BUSINESS

- Shop-With-A-Cop 8 applications were received. Chief Hill, John Ellis and Bob Barber did visitations and 7 families will be accepted, one was rejected as they did not meet our criteria for the program. Shopping will take place the first two weeks in December with spending limits of \$100 per child and \$50 per adult. Sgt. LaBonte has made shopping schedule and family contacts and will work with Bob on the financial details for the shopping. One family has a heating issue so in addition we will be purchasing a safer heater option for them to replace the old space heater currently being used in one of the children's bedroom. A Markey Township resident has contact Officer Muszynski and he will be picking up toys, games and puzzles for the SWAC families that they donate each year. Wrap Party will be at PD on 12/16/19 at 5:00 p.m. Julie will make sure beverages and paper products are ready and John Ellis will order 7 pizzas from Fred's for pick up at 5:00 p.m. Bob will pick them up. Delivery is scheduled for 12/23/19 at 4:00 p.m.
- Project Tracks update by Chief Hill. All reimbursement funds from grants and donors have been received. All materials have been purchased and are here. Having a slight problem with the installation of the after-market power steering kit that was purchased as disassembly of the steering unit and dashboard are required along with some fabrication. Original install was to be done by Dewey's Auto Repair, however they do not have enough service bays to keep the Ranger inside for several days to do the work involved. Lt. Patchin is looking at alternatives for installation of products with a goal to still be completed by Jan. 1, 2020. When complete a photo op will be done for paper and media with representation from all donor partners.
- Update on replacement EZ-Up Canopy for CERT/ACT NOW. Kelly has researched a couple places that provide the tent and will do lettering, these are quite expensive. He will also research purchasing the canopy/tent separately and having a back panel that hangs down with lettering and logo that could hang from the frame of the structure. This may be a more cost effective approach, however all board members agreed we need a heavy-duty product that will not tear in inclement weather/wind. Kelly will continue to research products available with a target date of spring to have the canopy purchased and delivered.
- Follow-up on Trunk or Treat items authorized to purchase by Officer Muszynski. To purchase new burn barrels was very expensive, so he found a donor that will give ACT NOW three 55-gallon drums. These are being donated by Bernie at Roscommon Auto Recyclers. Officer Muszynski will pick them up and Stan Baysdell has the tool to remove the tops of the drums and has volunteered to do so. The rest of the items will be purchased this month on Amazon (blow-ups, extension cords, flame thrower and flame ignitors).
- Resident Welcome Package – Work in progress, no update at this time.

NEW BUSINESS

- 2019 Kids Helping Kids update by Brian and Julie (committee members). This is the 11th year that ACT NOW has been the fiduciary agent for the KHK Program that provides gifts, a family-style holiday meal and a Christmas party for Roscommon County foster children and their foster families. Normal partners that donate annually are the Roscommon Rotary & Interact Clubs, Houghton Lake Rotary & Interact Clubs. ACT NOW donates on occasion when needed as the program has a \$3400 budget each year, however the number of foster children can range from 30-60 any given year. This year there are 41 children and ACT NOW did not donate last year (there were less kids last year). Julie is asking for a \$500 donation this year to help with the costs of decorations and swag bags that are given to each child. Kelly Kirkpatrick made a motion that ACT NOW donate \$500 from the SWAC Fund to the KHK Fund. Support by John Ellis, all in favor, none opposed, motion carried.
- Brian gave an update on the annual Holiday Turkey Program that is run through the Roscommon County Sheriff Department. Turkeys are donated and all law enforcement agencies in the County (excluding MSP) will be handing those out instead of tickets on

Friday, December 13th. Last year we had a large donation come through ACT NOW for gift cards to be given from area businesses along with the turkeys. We did not get that donation this year, that donor may still be sending something in but wants to have the funds go to our SWAC program instead. Brian is asking for a \$300 donation from ACT NOW to purchase 20-30 gifts cards for Gerrish Officers to give out when handing out turkeys for this program. Stanley Baysdell made a motion that ACT NOW donate \$300 for the purchase of gifts cards from local businesses to be utilized in coordination with the Holiday Turkey Program with funds to come out of the Gerrish Twp. Public Safety Fund. Support by John Ellis, all in favor, none opposed, motion carried.

CERT UPDATE (Bob Barber)

- Bob reported that there were no call outs in November and the upcoming scheduled callout dates are:
 - 12/07/19 Christmas in the Village – 6 volunteers to report to the Roscommon County Sheriff Department at 4:45 p.m. for parade assignments and briefing
 - 12/20/19 Bell Ringing for Salvation Army at Family Fare in Roscommon (see schedule/sign-up sheet posted on board in meeting room at PD)
- No food truck in December and they will be starting back up in 2020 with the dates of 01/25/20, 02/29/20 and 03/21/20.
- Bob is anticipating a call for assistance for the Tip Up Town Parade on 01/18/20.
- Chief Hill will be meeting with John Ellis, Bob Barber and Mike Briggs in the near future to set up a class schedule to run a Basic CERT class starting January 15, 2020 and running for 6 consecutive weeks. Spread the word and get applications out to those interest in joining CERT. They will also be planning the annual CERT training events for 2020.

OTHER BUSINESS/ANNOUNCEMENTS

- Julie announced that the Gerrish Fire/EMS Department will be hosing their annual “Stuff the Ambulance” event on Saturday, 12/14/19 from 11:00 a.m. to 3:00 p.m. They will be taking donations such as non-perishable food items, blankets, gloves, hats, family games and household items. Cash donations are also accepted. If you can’t make it on the 14th during the event, donations are accepted any time at the Fire Department. These items will go to the SWAC families sponsored by the PD and will be delivered at the same time with an ambulance and EMS/Fire crew.

NEXT REGULAR EXECUTIVE BOARD MEETING

- January 3, 2020 at 10:00 a.m. at the Gerrish Township Police Department.

There being no further business to discuss Chair John Ellis adjourned the meeting at 11:57 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary

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