

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
MARCH 2, 2018

Meeting was called to order by Chair Mary Link at 10:04 a.m.

Members Present: Mary Link, Carmine Polisei, Julie Hill, Bob Barber, Mike Briggs, Kelly Kirkpatrick, John Ellis, Officer Shannon Fick, Chief Brian Hill
Absent: John Klein, Sharon Zacny

MINUTES

- Secretary Julie Hill presented the published minutes from the February 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 FEBRUARY 2018 (SEE ATTACHED 8th month of 2017-2018 Fiscal Year):

Checking Account	\$ 6,667.44
Savings Account	\$ 286.30
Money Market Acct.	\$12,824.27
<u>Petty Cash</u>	<u>\$ 491.88</u>
Total	\$20,269.89

- Kelly Kirkpatrick made a motion to accept the Treasurer's Report as submitted with correction in total of Petty Cash (listed at \$591.88 should be \$491.88). Shannon Fick seconded and the motion carried.
- Bob also presented an updated 2017-2018 Budget Spreadsheet (attached) and a Financial Report from the 2/10/18 Bowling Tournament Event (attached).

CORRESPONDENCE

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

- Thank you card from one of the HEA recipients.
- Thank you/Valentine card from the Havlik family (SWAC recipient) indicating that a blanket in our honor was sent to "Church World Service."
- Invoice for annual Surety Bond premium from CNA Surety. Motion to pay \$100.00 invoice from CNA Surety for the annual renewal of the \$50,000 surety bond for ACT NOW by John Ellis. Support by Mike Briggs, all in favor, none opposed, motion carried.

OLD BUSINESS

- Thanks to Mike Briggs for his work on the PPP that was shown during the bowling tournament in February. This was a longer version with lots of photos and ACT NOW information at the beginning and end. He also has a condensed version for speaking presentations that can be put on the website also. Once he updates one last slide pertaining to ACT NOW's overall expenses in relation to non-profit, it will be ready for publication.

NEW BUSINESS

- Discussed budget adjustments and review HEA fund. Decided just to review Home Energy Assistance on a case by case request and continue with "at need" budget transfers when

needed instead of changing budget line to total for HEA fund. No budget transfers at this time, will review again after our Golf Outing fundraiser in August.

- Discussed the annual donation to NMCAC that is usually given this time of year. John Ellis made a motion to donate \$500 to NMCAC, Kelly Kirkpatrick supported motion, all in favor, none opposed, motion carried. Julie will drop off check and request a paid receipt.

CERT UPDATE

- Coordinator Sharon Zacny was absent. Chief Hill, Bob Barber and Mike Briggs reported the following CERT update:
 - 6 volunteers assisted at the Food Truck Distribution in February at the RAPS Bus Garage, another distribution is being planned for March.
 - 10 volunteers attended the CPR/AED classes held in February, this was not mandatory for CERT members but was offered at no charge through the P.D.
 - Planning meeting scheduled for 3/9/18 at 1:30 p.m. with Chief Hill, Sharon, Bob and Mike at the P.D. for the Poker Fun Run on 5/5/18.
 - Pipeline presentations will be on 3/14/18 at the Grayling Ramada Inn. Two time/meal choices available. Let Sharon know if you would like to attend and which session, lunch or dinner.

OTHER BUSINESS/ANNOUNCEMENTS

- Julie revised the ACT NOW Brochure and the calendar for 2018 and the Projects & Programs summary sheet and provided copies for everyone. It was noted that the brochure had a typo error and will need to be corrected. Shannon also announced that the program director for the 2018 Law Enforcement Torch Run has changed our community run date to 9/11/18 instead of 9/12/18. Please show correction on your calendars that the Torch Run will take place on 9/11/18 and the Fall Road Clean-Up will be on 9/12/18 (just reversed these two events).
- Chief Hill received a request for propane assistance from a resident that has had some major health issues and had to choose to pay for medications instead of propane and their tank is empty. They have never needed any assistance before are life-long residents of our township and are retired on a fixed income. Their propane vendor is Performance Propane in Roscommon and they have a 500 gallon tank. Shannon Fick made a motion that we assist this couple with filling their propane tank and paying the associated fees/charges through Performance Propane. Support by Carmine Polisei, all in favor, none opposed, motion carried. Chief Hill will take care of the transaction this afternoon and notify the couple.
- Carmine brought a logo for Blarney Stone Broadcasting, our other large community partner and volunteered to do the leg work and purchase a community award that can be presented to them as we did Fred's last month. Motion by Kelly Kirkpatrick to purchase a community award for Blarney Stone Broadcasting up to \$500, support by John Ellis. All in favor, none opposed, motion carried. Carmine will take care of the selection and ordering of the award.

NEXT REGULAR EXECUTIVE BOARD MEETING

- April 6, 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 11:10 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary

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