

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
**MAY 3, 2019**

Meeting was called to order by Chair John Ellis at 10:03 a.m.

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

**MINUTES**

- Julie Hill presented the published meeting minutes from the April 5, 2019 Executive Board meeting. Bob Barber made a motion to accept the minutes as published. Shannon Fick seconded, motion carried.

**TREASURER'S REPORT**

- Treasurer Bob Barber submitted the following published report for APRIL 2019 (SEE ATTACHED 10<sup>th</sup> month of 2018-2019 Fiscal Year):

Checking Account	\$ 2,788.76
Savings Account	\$ 286.75
Money Market Acct.	\$12,857.24
<u>Petty Cash</u>	<u>\$ 307.05</u>
Total	\$16,239.80

- Mike Briggs made a motion to accept the Treasurer's Report as submitted by Treasurer Bob Barber. Shannon Fick seconded, 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)*

- Group Email from 04-16-19 RE: HEA – Propane Fill for Karen McIntyre (HEA Fund is now depleted for the remainder of the fiscal year)
- Thank you letter from the Northern Michigan Children's Assessment Center for our continued support
- 2019 Michigan Firemen's Memorial Festival Vendor Application

**OLD BUSINESS**

- Business Expo 5/15/19 from 3-6 p.m. at the CRAF Center with set up starting at Noon. ACT NOW/CERT volunteers were assigned to work the booth and CERT Trailer. Julie ordered the same style NOAA Weather Radio as last year's door prize and it is here. Julie will prepare drawing container with tickets, handouts, signs, etc. for table. Brian will attend to run a CERT membership drive and will have CERT applications on hand. Julie will make a stand-up sign for table "Join Your Community Emergency Response Team."
- Road Clean Up – May 7, 2019 start at 4:00 p.m. at PD. Bob will take care of ordering and picking up pizzas and Julie will make sure beverages are available with ice/cooler and plates and napkins are purchased. Sign-up sheet on board in PD training room.
- Scrap Metal first load was \$67.20. Per Stan, prices are about same as last year. Stan and Dave will still be sorting the metals (aluminum) in order to get the most proceeds as possible.

Project is still being embraced by community, trailer is full before each trip to the recycling center.

- Glow Golf fundraiser will take place on June 8<sup>th</sup> at Ye Olde Country Club as a 50/50 split of proceeds between the Gerrish Police Officers Association and the Gerrish Fire Fighters Association. 50/50 Raffle License from State of Michigan was applied for and obtained. Event committee member John Ellis was requesting that ACT NOW front the funds for the pre-event expenses, i.e. glow golf balls, glow sticks and swag, etc. Motion was made by Julie Hill, support by Shannon Fick that ACT NOW authorize up to \$500 to the Glow Golf Fundraiser committee for purchase of equipment/supplies needed for the event. All in favor, none opposed, motion carried. It is the intent of the committee to pay back ACT NOW for these expenses after the event since this is the first fundraiser of this type with no seed money.
- John Ellis and Shannon Fick will be attending the Roscommon High School Senior Awards Night on May 6, 2019. Will meet at 5:30 p.m. at the school to present the two 2019 Scholarship Awards and take photos. Julie has prepared the certificates, instructions, etc. for the event.
- Resident Welcome Package – Work in progress, no update at this time.

## **NEW BUSINESS**

- Chief Hill has not received any communications yet from the Higgins Lake Sunrise Run Chair or committee, he will reach out to Chair from last year. Would like to hold one pre-event planning meeting, Lt. Patchin will be I/C this year as Chief Hill will be out of town on vacation. The event is scheduled for June 15, 2019, volunteers will meet at PD at 0630 for briefing as in the past.
- This year's Annual Meeting/Picnic will be held on July 15, 2019 at 6:00 p.m. Decided to hold at the Gerrish Township Marina to change things up and maybe get more attendance. Set up will begin at 5:00 p.m. Would like to use township marquee sign ahead of time set up at the road at the Marina to advertise event. There is a large indoor area available if weather is bad and PD has several tables that can be set up. Would like to have CERT Trailer set up with speakers and music and mic capabilities. Julie volunteered to contact Bob's Butcher shop for the meat (burgers and hot dogs like last year) and will purchase buns, potato salad and beverages from Family Fare. Will see if Ginny Trombley will provide condiments as she usually does for her dish to pass. Julie will also make sure there is ice bagged ahead of time for coolers/beverages and paper products are available including table covering.
- Shannon brought a Vendor Application for the 2019 Michigan Firemen's Memorial Festival booth to sell our annual stuffed animals for our SWAC fundraiser. She brought books to look at varieties of animals and everyone agreed that the Turtles would be good for this year as they come in different sizes and we could also possibly do some sitting wearing coordinating sweatshirts printed with PD logo. Bob has agreed to furnish these again this year at no cost. Mike Briggs made a motion for ACT NOW to pay for the \$15 vendor application fee to reserve our spot for the event. Support by John Ellis, all in favor, none opposed, motion carried.

## **CERT UPDATE (Bob Barber)**

- CERT Training for May 4, 2019 has been cancelled due to lack of participation (Poker Run/Skills Review). Will be replaced with a joint training with GTPD and GTFD/EMS at the Gerrish Township Hall on 5/30/19. This training will be "Meth & Butane Enhanced Drug Awareness" presentation by Sting Unit/MSP from 6-8 pm.
- Region 7 held a mock training at the Lighthouse in Roscommon, we provided three victim volunteers and Chief Hill received great comments back on our participation☺
- The last Food Truck distribution on 4/27/19 ran smoothly, CERT volunteers received positive comments back from the organizers. Next truck will be until September of 2019.

- Chief Hill was contacted by the National Guard and Michigan Defense Force to participate in a pre-arranged search at Fletcher & Military Roads on May 18, 2019 from 8 am – 4 pm.
- Sunrise Run volunteers will be needed for June 15<sup>th</sup> from 6:30 am until approximately 11:30 am for traffic control/safety.
- Mike Briggs volunteered to do CERT Awareness presentation at Commission on Aging once they have their monthly schedule and dates established.

#### **OTHER BUSINESS/ANNOUNCEMENTS**

- Shannon reported that \$730 has been raised so far on pre-run shirts and sold raffle tickets for the Michigan Special Olympics Torch Run. Still more available to purchase or sell.

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

- **June 3, 2019 at 10:00 a.m. at the Gerrish Township Police Department. NOTE change from Friday to Monday due to RES Safety Day and many members will be participating from PD, FD and CERT, therefore, would not have a quorum on regularly scheduled meeting date of June 7<sup>th</sup>.**

There being no further business to discuss, Chair John Ellis adjourned the meeting at 11:17 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary

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