

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

Meeting was called to order by Chair John Ellis at 10:01 a.m.

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, John Ellis Jr., Kelly Kirkpatrick, Officer Shannon Fick

Absent: John Klein, Chief Brian Hill, Sharon Zacny

MINUTES

- Julie Hill presented the published meeting minutes from the October 5, 2018 Executive Board meeting. Bob Barber made a motion to accept the minutes as published with an Amendment to reflect that the CERT/Food Truck Distribution dates being 10/27/18, 01/26/19, 02/23/19, 03/30/19 & 04/27/19. Kelly Kirkpatrick seconded and motion carried.

TREASURER'S REPORT

- Treasurer Bob Barber submitted the following published report for OCT. 2018 (SEE ATTACHED 4th month of 2018-2019 Fiscal Year):

Checking Account	\$ 4,045.31
Savings Account	\$ 286.57
Money Market Acct.	\$17,843.54
Petty Cash	\$ 277.05
Total	\$22,452.47

- Shannon Fick 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).
- Chair John Ellis presented three donation checks to ACT NOW:
 - \$500 from St. James Church
 - \$500 from St. Hubert's Church
 - \$150 from St. Hubert's Church Men's Club

CORRESPONDENCE

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

- Donation request letter from the Roscommon Marching Bucks hosting "Breakfast with Santa" fundraiser on December 1, 2018. Kelly Kirkpatrick made a motion to donate \$250.00 to RHS Marching Bucks for their Breakfast with Santa event. Support by Mike Briggs, all in favor, none opposed, motion carried.
- General donation request letter from Roscommon County United Way as we are now part of their mailing list due to the grant received by DHHS "Pathways to Potential" Program that ACT NOW is the fiduciary agent for. No donation to them at this time as we support many of their Roscommon local programs and projects already.

OLD BUSINESS

- Will continue to seek out someone to fill the position vacancy for the GAP #3 Representative. Not a lot of full time people in this GAP area.
- Scrap Metal Project for 2018 netted \$1,443.91 after deducting the expenses of \$206.36 (mileage reimbursement to Stan).

- Trunk or Treat recap – best turnout ever, had 50 trunks participate and counted 1318 people in costumes with a total of approximately 1500 people in attendance. Traffic and parking seemed to flow well with the exception of maybe have cones out for pedestrian traffic on Cottage Street out to Co. Road 100 as there was a lot of people cutting in and out of traffic flow on Cottage when exiting the grounds. The Trunk or Treat committee meeting is next week and Bob will mention this suggestion to the group for next year. John Ellis Jr. set up an ACT NOW information tent/table at Trunk or Treat and had 18 people sign up to receive our email correspondence including our monthly GAPS Newsletters. He had a few people interested in CERT and gave them brochures with contact numbers on them. Thank you John for doing this, it was a great idea!
- Passed around a sample card from Lynn Card Company for a more formal card that we can use for thank you's and/or blank inside for customizing a message. Shannon Fick made a motion to spend up to \$250 for 200 cards with our logo and Vision Statement on the front and 100 with a printed thank you message and 100 blank inside. Support by Mike Briggs, all in favor, none opposed, motion carried. Julie will get the cards ordered.
- The bowling committee will meet on 11-13-18. They are arranging a bowling tournament fundraiser for Jan. 19, 2019 at Fred's at noon. Eight teams, \$200 per team registration. Lane Sponsors at \$100 each with a goal of getting 16 sponsors (two per lane). Prizes will be awarded 1st Place \$500, 2nd Place \$250 and 3rd Place (5) \$20 gift cards for Fred's. There will be a large 50/50 raffle, strike ball game and one large raffle item for tickets sold during the event only (looking at a prize of a new bowling ball including drilling).
- Shop-With-A-Cop program applications have been dropped off at the schools on Oct. 29th and will be picked up Nov. 20th for vetting/interviews and selection for this year's 7 families. We have already received some donations for this program from our annual supporters. Julie will send out letters to the small group of SWAC supporters from last year. SWAC Wrap Party will be Monday December 17, 2018 at 5:00 p.m. at the P.D.
- Mike Briggs will be working on a winter project of putting together some ideas for a New Resident Welcome Package that includes information on local businesses, ordinances, services offered by the township and police/fire departments. We should be able to have something put together by spring.

NEW BUSINESS

- Brian arranged for the one family from the email notice to get their propane tank filled. The customer thought she had a 250 gallon tank and ended up having a 500 gallon tank so the costs doubled. There was some discussion had about what our absolute maximum would be for this winter for this fund, including if we are willing to go over the budgeted amount of \$3400. Will discuss further at the December meeting. Brian also wanted to let the board know that we do have an Application for Assistance form for ACT NOW and we will begin to use this for all Home Energy Assistance requests.

CERT UPDATE

- Bob Barber reported that there were 10 volunteers for the Trunk or Treat event and 6 that helped at the last food truck distribution on 10/27/18. Next food truck distribution is 01/26/19 and have found that 6 volunteers from CERT is an ideal number for these events.
- Bob will be sending out a group email looking for assistance for Christmas in the Village which will be on 12/1/18, 4 have signed up already and would like 4-6 more volunteers. Report to the Sheriff Department at 4:30 p.m. on 12/1 for the briefing if you will be assisting with this event.
- Please reach out as we are looking for more people to be able to run a 20-hour Basic CERT training this winter. There are a couple people signed up but we need at least 8-10 to put on the class.

- Bob announced that he may have to be down state periodically for his mother. John Ellis and Mike Briggs volunteered to assist Bob in whatever fashion needed in his absence. Bob will keep everyone posted.

OTHER BUSINESS/ANNOUNCEMENTS

- Mike Briggs attended the Higgins Lake-Roscommon Chamber of Commerce Annual Meeting as a representative from ACT NOW. Thank you Mike! Mike also mentioned that the MSP is going to be hosting a 4-week citizen academy training.
- Julie announced that the “Coffee with a Cop” last month was very well attended! Another event has been scheduled for December 22nd (Saturday) and Santa & Mrs. Claus will be on hand for kids to visit. This “Coffee with a Cop” or Cocoa for the Kids will be held at the same venue, The Bird and The Bear from 8:00 a.m. – 11:00 a.m. We will also be inviting the families from SWAC so that those kids can visit with Santa.

NEXT REGULAR EXECUTIVE BOARD MEETING

- December 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 11:39 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary

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