

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
OCTOBER 5, 2018

Meeting was called to order by Chair John Ellis at 10:05 a.m.

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, John Ellis Jr., Kelly Kirkpatrick (excused himself at 11:35 a.m.), Officer Shannon Fick, Chief Brian Hill
Absent: John Klein, Sharon Zacny

MINUTES

- Julie Hill presented the published meeting minutes from the September 7, 2018 Executive Board meeting. Bob Barber made a motion to accept the minutes as published. John Ellis Jr. seconded and motion carried.

TREASURER'S REPORT

- Treasurer Bob Barber submitted the following published report for SEPT. 2018 (SEE ATTACHED 3rd month of 2018-2019 Fiscal Year):

Checking Account	\$ 3,543.28
Savings Account	\$ 286.57
Money Market Acct.	\$17,840.51
Pending Deposit	\$ 78.00
Petty Cash	\$ 1,350.05
Total	\$23,098.41

- 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).
- Bob presented the revised Proposed Budget for Fiscal Year 2018-2019 totaling \$46,470.00. John Ellis Jr. made a motion to accept the Proposed 2018-2019 Budget as presented, support by Shannon Fick. All in favor, none opposed, motion carried.

CORRESPONDENCE

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

- Donation receipt from Special Olympics Michigan for \$350 for the 2018 Torch Run
- Letter and \$1,000 donation to ACT NOW from an anonymous donor

OLD BUSINESS

- Shannon followed up with Mike Wansa as a possible GAP #3 Representative (currently vacant position) and he had to decline the position at this time as he still is working part-time down state and his schedule would not accommodate ACT NOW meetings. Will continue to seek out someone to fill this position vacancy.
- The 2018 SWAC animal sales fundraiser was a HUGE success this year, thanks to Officer Shannon Fick and all those volunteers that helped out at the Firemen's Memorial Festival booth. To date the project has netted \$1,022.61 to go towards the 2018 Shop-With-A-Cop program.
- The new ACT NOW Executive Board polo shirts were completed and passed out to members in attendance at the meeting. Shannon will deliver the shirts to those that were absent at today's meeting.

- Scrap Metal Project will close after this weekend with a final run to the recycling center on 10/8/18. "Project Closed" banner will be hung on fence where drop off area is and trailer will be put away for the winter. Thank you again to Stan and Dave (Stanford & Son) ☺ for their efforts and volunteer work to keep the project going this year!!

NEW BUSINESS

- With Mary's resignation, a new signer will need to be added to our financial accounts, Bob has removed Mary officially as a signer at the credit union but we like to have three signatories on file. Motion was made by Kelly Kirkpatrick to have Robert Barber, Julie Hill and John Ellis as authorized signers on ACT NOW accounts and authorized to transact business on ACT NOW accounts at North Central Area Credit Union. Support by Mike Briggs, all in favor, none opposed, motion carried.
- In reference to above motion and continuing with requirements of credit union to update signers, Kelly Kirkpatrick made a motion to approve "Resolution to change persons authorized on a share account at North Central Area Credit Union" and to show Robert Barber, Julie Hill and John Ellis as authorized signers. Support by Mike Briggs, all in favor, none opposed, motion carried. Julie will drop off all required paper work to the credit union next week.
- Brian updated everyone on Trunk or Treat. All preparations are going well. Extra candy and decorations are being purchased and the prizes have been purchased. Increased to 11 prizes this year, three in categories and eight as random participation drawings. Posters and signs are up, event has been created on Facebook and letters have gone out to past participants to garner trunk entries. Goal is to reach 50 trunks participating this year! Oct. 18th will be a final traffic control planning/safety meeting with CERT with the traffic flow, parking, etc. the same as last year. Lt. Patchin is working with the Fire Department on some extra lighting for the parking across the street. The CERT trailer will be set up and utilized as last year and John Ellis Jr. has volunteered to work a spot designated for ACT NOW and hand out candy and possibly drum up some folks to join ACT NOW or CERT. Will have TV monitor running with our presentation and will have hand-outs, brochures, newsletters, etc. available to promote ACT NOW & CERT.
- Discussion on whether to have an Appreciation Dinner this year or not? It is quite a costly event and it was the general consensus that there were only a handful of volunteers and large donors that attend, the rest of the attendees are ACT NOW Board members, Police Officers and Twp. Board members. Would like to save the money spent on that event and possibly start a new community event in the spring and do an Easter Egg Hunt with a possible breakfast and see if we can use the Twp. Hall and/or Fire Dept. and outdoor complex. Kelly Kirkpatrick made a motion to cancel the Appreciation Dinner usually held in November this year, support by Mike Briggs, all in favor, none opposed, motion carried. Was mentioned that the Bird and the Bear was working on a catering menu and is fixing up back room to use as a meeting room. It might be nice if ACT NOW board met on occasion there and did a lunch meeting to support this local business during the slow winter months. They were going to have it decorated for Christmas also and will prepare a lunch for a group if using the back room. This is the only restaurant that will be open all winter in our township.
- Julie will research some nice professionally printed thank you cards with our logo on them to send out to the few individuals we want to extend special thank you's to.
- After reviewing our volunteer/large donor list, it was decided that Visa gift cards would be a nice way to thank those individuals in lieu of the Appreciation Dinner this year. Julie Hill made a motion to purchase four \$100 Visa Gift Cards to put with Thank You cards to the 4 individuals on the list that have donated a large amount of money, have volunteered and supported ACT NOW this past year. Support by John Ellis Jr., all in favor, none opposed, motion carried. Julie will get those cards.

- The bowling committee has met and has decided not to do the Thanksgiving weekend fun bowling event. Instead, 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). Their next committee meeting will be 11/13/18 at 2:00 p.m. at the P.D. To make up for the potential loss of the bowling event in November and to stay on track with the proposed budget, the committee is looking at developing a partnership with the new owner of Ye Olde Country Club and they may set up a new event in May 2019 a 9-hole "Night Glow Golf" fun night. Would share in proceeds raised with Brad (owner of golf course) who is the JV Basketball coach at RHS as a fundraiser for the JV Basketball program.
- Shop-With-A-Cop program applications will be 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.
- Treasurer Bob Barber calculated that he volunteers approximately 27 hours each month in his capacity as ACT NOW Treasurer. Group would like to up his yearly stipend as the only paid member of the non-profit organization as he does a tremendous job with all of the paperwork and bookkeeping/accounting for ACT NOW each year. John Ellis Jr. made a motion to increase the Treasurer yearly stipend from \$500 to \$600 disbursed at \$300 increments in June and December each year. Support by Mike Briggs, all in favor, none opposed, motion carried. As an added bonus, Kelly Kirkpatrick made a motion to purchase a \$200 Visa Gift Card for the Treasurer. Support by John Ellis, Jr., all in favor, none opposed, motion carried. Julie will get that card when getting the other four.
- Mike Briggs will be working on a 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.

CERT UPDATE

- Coordinator Sharon Zacny will be taking a short leave of absence from her duties for the months of October and November. Bob Barber will be the interim CERT Coordinator during that time.
- Bob announced that the Walk to School day was cancelled due to the buses not being able to use the VFW hall parking lot due to the road closure/construction in the village.
- Trunk or Treat will need some volunteers, he needs to know if you can or cannot assist by 10/18/18 for the CERT planning meeting.
- The November 7th training was cancelled and the Trunk or Treat event will be counted as one of the four required trainings for the year.
- Christmas in the Village will be on 12/1/18 and the Poker Fun Run has been postponed to the spring of 2019.
- Food Distribution Truck dates will be once a month from October through March 2019 with the next one scheduled for 10/27/18. Thank you to the 5 volunteers who assisted with the September truck.

OTHER BUSINESS/ANNOUNCEMENTS

- Chief Hill announced that the police department would be holding their first "Coffee with a Cop" on 10/26/18 from 8:00 – 9:30 a.m. at the Bird and the Bear. Stop in for a free coffee and casual conversation with local police. Coffee is being provided by the Gerrish Township Police Officers Association.
- Shannon Fick made a motion to have the Treasurer transfer from the General Fund to the following to coincide with the 2018-2019 Budget that was approved today:

\$500.00 to the Gerrish Twp. Public Safety Fund
\$3,400.00 to the Home Energy Assistance Fund
\$277.81 to the Scholarship Fund (which will fund the program for the next 2 years)
Support by Julie Hill, all in favor, none opposed, motion carried.

NEXT REGULAR EXECUTIVE BOARD MEETING

- November 2, 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 11:50 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary
cc/All Executive Board Members and the Gerrish Township Police Department Website