

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
**SEPTEMBER 7, 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., Officer Shannon Fick, Chief Brian Hill, Sharon Zacny  
Absent: John Klein, Kelly Kirkpatrick

**MINUTES**

- Julie Hill presented the published meeting minutes from the August 3, 2018 Executive Board meeting. Shannon Fick made a motion to accept the minutes as published. Bob Barber seconded and motion carried.

**TREASURER'S REPORT**

- Treasurer Bob Barber submitted the following published report for AUGUST 2018 (SEE ATTACHED 2<sup>nd</sup> month of 2018-2019 Fiscal Year):

Checking Account	\$ 2,307.71
Savings Account	\$ 286.48
Money Market Acct.	\$17,837.57
<u>Petty Cash</u>	<u>\$ 278.05</u>
Total	\$20,709.81

- Julie Hill 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 also presented three (3) amended reports from 2017 in regards to the 2017 Golf Outing. Julie Hill made a motion to accept the Amended 2017 Golf Outing Report, the Amended 2017 Golf Outing Financial Report with/Comparisons and the Amended 2017-2018 Year End Report as submitted by Treasurer Bob Barber. Support by Shannon Fick, all in favor, none opposed, motion carried.
- Went over the proposed 2018-2019 budget worksheet and based on discussion and suggestions Bob will revise and present new Proposed 2018-2019 Budget at the 10/05/18 Executive Board Meeting for approval.
- Bob also filed the Non-Profit Federal required IRS 990-N Form for ACT NOW fiscal year ending 6/30/18 and submitted copy of the confirmation to Secretary.
- David Schwartz audited the ACT NOW financial statements and records for the fiscal year July 1, 2017 to June 30, 2018 and found same to be substantially correct in accordance with generally accepted accounting practices and accurately reflects the financial status of the organization. Mike Briggs made a motion to accept David Schwartz's Fiscal Year Audit report as submitted, support by John Ellis Jr. All in favor, none opposed, motion carried. (See attached copy of Audit Letter)

**CORRESPONDENCE**

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

- Donation request from 3<sup>rd</sup> Battery 1<sup>st</sup> Michigan Light Artillery to support Roscommon Living History Demonstration on September 8<sup>th</sup> & 9<sup>th</sup>. (Email correspondence motion to donate \$100 by Julie Hill, support by John Ellis Jr. All in favor, one absent response, none opposed,

motion carried.) This was voted on via ACT NOW Executive Board group email due to time frame of event falling one day before regular scheduled board meeting for September.

## **OLD BUSINESS**

- Shannon suggested Mike Wansa as a possible GAP #3 Representative (currently vacant position) and she will follow through with contacting him. He is a retired fire fighter and EMT from down state and has moved to our area permanently.
- Review Golf Outing – Suggestions for next year, replace live auction with a silent auction and starting bids on sheets. Have the items out all day so people can bid all the way up to close of auction after dinner and eliminate any “mystery” type items. Also, maybe eliminate door prizes and do a small “swag bag” for all participants. These options would also take less time and may encourage more participation as some people do not like to participate in live auctions but may do their “bidding wars” on paper. Next year is the 10<sup>th</sup> Annual Golf Outing and it might be nice to do nicer logo-style printed signs for hole sponsors (similar to the ones that they use for the NMCAC outing) and have a display sign for inside the club house of all the sponsors so that everyone can see the supporters not just the golfers.
- Shannon is all set for the SWAC stuffed animal sales for 9/15/18 at the Firemen’s Memorial Festival, will be putting tags on the animals today after the meeting. Prices were set at Dinosaurs small \$2, Dinosaurs medium \$4 and the larger, plush Alligators \$10. If you can help out with sales stop by the ACT NOW booth at the Fire Grounds on Saturday. Set up at 0800 and it will depend what time tear down is based on amount of sales/traffic.
- 28 people have pre-registered for the Torch Run on 9/11/18 including 10 students from the Houghton Lake X-Country team, 14 cadets from the Kirtland Regional Police Academy. CERT safety/traffic details are all set. Have received \$845 in pre-registrations and donations but only sold 22 pre-run shirts as they had to be sent back to SOM early this year and they did not have enough to return any. Shannon did try to garner up some runners from the Sunrise Run participant list but only had a few replies as she did not get the contact information in a timely fashion.
- Julie obtained some samples from Holly at Jericho Ink & Thread, along with a catalog and a sample of our logo embroidery. Asked if everyone could pick which style “fabric” they preferred for the new board member polo shirts so that we could get an order going.

## **NEW BUSINESS**

- N/A

## **CERT UPDATE**

- Coordinator Sharon Zacny reported that one of the four mandatory trainings/meetings (Bag Checks and Policy & Procedure Review) took place on August 15<sup>th</sup>. Household Hazardous Waste at Roscommon County Road Commission is tomorrow and upcoming parade details are for the Firemen’s Memorial Festival on Saturday, Sept. 15<sup>th</sup> and the Roscommon High School Homecoming on Sept. 21<sup>st</sup>. Torch Run safety/traffic detail on Sept. 11<sup>th</sup>, meet at PD at 3:00 p.m.
- Will still try to have a Poker Run this fall if we can get enough participation and possibly run a Basic CERT class this winter again if there is enough interest. It was suggested that we put out something on the PD website and Facebook page to announce an upcoming class if anyone is interested in joining CERT, Julie will follow-up with this.

## **OTHER BUSINESS/ANNOUNCEMENTS**

- Mary Link personally stopped by to give the board a big thank you for her appreciation plaque that was presented to her upon her board resignation for her dedication and years served.

- Mike Briggs announced that the CRAF Center 25<sup>th</sup> Anniversary Celebration donation presentation went well. It was covered by the Houghton Lake Resorter.
- John Ellis attended a Roscommon Rotary lunch and was presented with a donation check for \$1,840.00 for our participation in the 2018 Higgins Lake Sunrise Run. They had low attendance for participants this year and plan on making some changes to get more participation next year.
- The Trunk or Treat committee met and authorized the purchase of the prizes for trunk participants. Decided on more prizes this year, will still have the three main categories but extra random participation drawings (prizes). Discussed logistics, traffic, etc. Discussed funding for the event. Julie Hill made a motion to transfer \$2,200.00 from the General Fund to the Trunk or Treat Fund to re-fund the event based on our previous and proposed budgets. Support by Mike Briggs, all in favor, none opposed, motion carried.

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

- October 5, 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 12:10 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary

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