

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
November 3, 2023

Meeting was called to order by Chair John Ellis at 10:02 a.m.

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, Carlos Jean-Francois, Ralph Rowland, Stanley Baysdell, Lt. Eric Muszynski, Chief Brian Hill  
Absent: Sharon Zacny, Mary Link

**MINUTES**

- Julie Hill presented the published meeting minutes from the October 6, 2023 Executive Board meeting. Bob Barber made a motion to accept the minutes as published, support by Eric Muszynski. All in favor, none opposed, motion carried.

**TREASURER’S REPORT**

- Treasurer Bob Barber submitted the following published report for OCTOBER 2023 (4<sup>th</sup> month of the 2023-2024 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$ 9,810.64
Savings Acct.	\$ 287.83
MMA	\$22,485.02
<u>Petty Cash</u>	<u>\$ 379.69</u>
TOTAL	\$32,963.18

- Motion by Eric Muszynski to accept the October 2023 Treasurer’s Report as submitted. Support by Ralph Rowland, all in favor, none opposed, motion carried.
- Bob also presented an updated 2023-2024 Budget Spreadsheet (attached).

**CORRESPONDENCE**

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

- Letter from Daniel J. Decker, CPA regarding the review of the past two fiscal years accounting and financial documents. Motion by Ralph Rowland to accept the review of ACT NOW’s financial records and accounting for fiscal year 2021-2022 and fiscal year 2022-2023 by Daniel J. Decker, CPA. Support by Eric Muszynski, all in favor, none opposed, motion carried.
- Group email dated 10/24/2023 supporting a \$2,000.00 donation from ACT NOW to the 2023 Kids Helping Kids Foster Christmas Program.

**OLD BUSINESS**

- Trunk or Treat Final Report (Julie) – 36 trunks participated, 855 people were counted coming through the entrance (some may have gone around), calculated approximately 550-600 kids. 1092 donut holes were purchased with 140 left and 20 gallons of apple cider were purchased with 4 gallons left. Approximately 5,979 pieces of candy were purchased plus several donated bags with approximately 800 pieces left. We had 10 volunteers help with set up and a few more than that with clean up. Pizza, breadsticks, pop, and water were provided to volunteers for lunch at 2:00 pm. Spending limit was \$3,500.00 for all expenses which totaled \$3,104.03 (see Trunk or Treat financial report from Treasurer). Was a cool but dry night. The extra blow-ups were set up along the playscape area and everyone seemed to enjoy “blow-up” alley and the burn barrels were used a lot. Four NHS students volunteered from RHS with cider and

donuts and candy runners, and they also stayed and helped with clean up. Possibly change out entrance arched blow-up as the one we used this year was not very sturdy or very tall, maybe use the clown there next year. No problems reported by CERT volunteers from parking and traffic/safety control. The last row of vehicles I believe were missed as there were only four of us on the north side of the middle row as we had six less trunks than last year. May want to park vehicles in every other space initially and then fill in as more trunks come in so that there isn't a large gap on one side (just a suggestion).

- AED Refurbishment Project Update (Julie) – Batteries and pads have arrived, just waiting for the three new cases which should be here within the next couple of weeks. Will discuss disbursement of AEDs at next month's meeting.
- Shop-With-A-Cop Update (Julie) – Applications were dropped off at schools on 11/02/2023 with a deadline for submission date of 11/27/2023. Approximately 30 donor request letters with information on the 2023 Program and on-line donation option will be mailed out next week. After applications are received, reviewed, and vetted to make sure they meet the criteria for the program, Officers will begin shopping around the first week in December. Spending limits were set at \$175 per child and \$90 per adult and we will sponsor seven families. The Wrap Party will be on Monday, 12/18/23 at 5:00 pm at the PD. We have plenty of wrapping paper, will just need some more tape.
- Kids Helping Kids Foster Christmas Program Update (Julie) – Most recent numbers from DHHS are 61 children and 18 families. The committee set spending limits for the 2023 program same as 2022 which are \$80 for kids under 14 and \$100 for kids 14 and older. We will need approximately \$5,500 for gifts and each family will receive a \$150 Walmart gift card for holiday meal fixings. The gift cards will be totally funded through RCCF donor advised fund at \$2,700.00. We will be receiving donations from partners of \$5,900.00, some funds have already come in. Shopping will be done on 11/06/23 and wrapping will be done on 11/12/23 at the DHHS office in Houghton Lake. DHHS staff will deliver gifts and cards with their regular family visits at the end of November or first part of December.

## **NEW BUSINESS**

- Julie has set up an on-line donor form for ACT NOW through Jotform.com and created a QR Code which has a direct link to the form that can be used in advertising, publications, etc. It can be used for any donation with specific lines to check for Shop With A Cop Donation, Kids Helping Kids Donation, Scholarship Donation, or a General Donation. I can update this and add Home Energy Assistance and other lines when needed. The credit card payment from the donor will be automatically deposited into our ACT NOW Square account which has a small 3.5% fee for processing. This may capture more opportunities for donations in the electronic world. (Note: As of the typing of these minutes we have already received two donations through the on-line donor form.)
- The Gerrish Police Association decorates and donates a tree to the NMCAC Festival of Tree fundraiser every year during Christmas in the Village. We have quite a few of the small Tropical Birds from SWAC Animal fundraiser a couple years ago and Julie is asking if we could use about 24 of those for ornaments for our tree this year. Eric Muszynski made a motion to donate some of the small tropical stuffed birds to GTPOA for their NMCAC Christmas tree, support by John Ellis. All in favor, none opposed, motion carried.
- Chief Hill authorized mileage reimbursement to Carlos from the PD budget so that it would be paid out at the current business rate instead of ACT NOW paying it out at the charitable rate. The check is being issued today and will be mailed to Carlos for use of his truck for the Scrap Metal Project. The scrap metal trailer is currently at Jim's Collision to have the tie-down rings welded on it and then it will be placed in storage behind the PD next to the Impound Lot for the winter.

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

- 8 members attended quarterly training on 10/03/23 for Search & Rescue classroom and equipment/bag check.
- 5 volunteered for the RHS Homecoming Parade on 10/06/23.
- 6 volunteered for the Food Truck on 10/21/23, upcoming Food Trucks scheduled for 11/18/23 and 12/09/23.
- 8 volunteered for Trunk or Treat on 10/31/23.
- Christmas in the Village committee has asked for assistance for the Electric Light Parade on 12/02/23.
- Bob received a survey from the Pipeline training provider and notice to watch for annual training in March 2024.
- Brian has met with two St. Helen residents who are interested in joining our CERT team and will be meeting with one more this afternoon. Need to set up a CERT Basic Training with a 6-week schedule after this meeting to plan for 5-9 new CERT members. Training dates start in December and end in January with breaks for the holidays.
- The CERT trailer will be put into indoor storage at the Fire Station on W. Higgins Lake Drive within the next few weeks.

### **OTHER BUSINESS/ANNOUNCEMENTS**

- Roscommon County Sheriff's Office is doing their "No Shave" Fundraiser again this year with all proceeds going to an Oscoda County Deputy's family to assist with medical and travel expenses for his young child with cancer. The fee is \$25 per month for any or all of the 3 months (November – January) if anyone would like to participate.
- John Ellis announced that the Roscommon County Sheriff's Auxiliary will be donating 4 "Life Vac" units to the PD, one for each patrol vehicle. These are self-contained kits that assist with choking victims. They are in all the schools now and are FDA approved.

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

- Next Executive Board Meeting will be December 1, 2023 at 10:00 a.m. at the Gerrish Township PD.

There being no further business to discuss, Ralph Rowland made a motion to adjourn the meeting, support by Carlos Jean-Francois, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:03 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary