

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
December 1, 2023

Meeting was called to order by Chair John Ellis at 10:04 a.m.

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

MINUTES

- Julie Hill presented the published meeting minutes from the November 3, 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 NOVEMBER 2023 (5th month of the 2023-2024 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$13,572.01
Savings Acct.	\$ 287.83
MMA	\$17,494.56
Petty Cash	\$ 379.69
CU Visa Pymt Pending (-)	\$ 3,150.00
TOTAL	\$28,584.09

- Motion by Julie Hill to accept the November 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)

- RCCF “Giving Tuesday” donation flyer.
- Auto Owners Liability Insurance Annual Premium notice due 12/06/23 for \$275.00. Motion to pay by John Ellis, support by Eric Muszynski. All in favor, none opposed, motion carried.
- Donation request from Project Graduation Class of 2024. Motion by Eric Muszynski that ACT NOW be a Silver Partner and donate \$500.00, support by Bob Barber. All in favor, none opposed, motion carried.
- W9 & Sales Tax Exemption forms from Hart Ford. Julie completed those and returned them on 11/28/23.

OLD BUSINESS

- AED Refurbishment Project Update (Julie) – The three new cases have arrived. Julie will update all three AEDs with new equipment to refurbish them, so they are ready to donate at the beginning of next year as a community giving project. Will discuss disbursement of AEDs at next month’s meeting on 01/05/24.
- Shop-With-A-Cop Update (Julie) – Received eight applications, three were denied as they were repeats and have been recently assisted by SWAC Program. The other five were vetted by Sgt. LaBonte and all fit the criteria for a total of 5 families, 8 adults and 8 children. Sgt. LaBonte will schedule the shopping with the Officers and families. To date, we have received

\$3,255.00 in donations for the 2023 SWAC Program. We have plenty of wrapping paper, will need tape. Ralph Rowland will donate some tape. Wrap Party will be Monday, 12/18/23 at 5:00 pm at the PD. We will have snacks and beverages available for the volunteers. Gifts will be delivered to the families on 12/20/23 at 1:00 pm (leave from the PD). Brian can reach out to NMCAC and see if they have any kids/families that may need assistance that meet SWAC program criteria.

- Kids Helping Kids Foster Christmas Program Update (Julie) – Most recent numbers from DHHS are 61 children and 18 families. Shopping was done on 11/06/23 and wrapping was completed on 11/12/23 at the DHHS office in Houghton Lake. DHHS staff will deliver gifts and gift cards with their regular family visits during the first part of December. Julie will be attending a Houghton Lake Rotary lunch/meeting on 12/06/23 and do a short presentation and pick up a check as they have awarded the 2023 KHK Program a \$1,500.00 grant.

NEW BUSINESS

- N/A

CERT UPDATE (Bob Barber)

- 5 volunteered for the Food Truck on 11/18/23, which was the largest to date serving 300 families. Upcoming Food Truck scheduled for 12/09/23 with 5 volunteers signed up.
- 5 volunteers have signed up to assist at the Christmas in the Village Electric Light Parade on 12/02/23.
- CERT Basic Training Course will begin at GTPD on 12/04/23 with 5 students signed up. One dropped out from St. Helen due to health reasons and three from Crawford would not be attending due to the schedule.
- Mike will be attending a Region 7 Zoom meeting on 12/02/23.
- Wolverine Pipeline training date has been set for 03/12/24 at 11:00 am and 5:30 pm, watch for more info to come.

OTHER BUSINESS/ANNOUNCEMENTS

- N/A

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be January 5, 2024 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 Eric Muszynski, all in favor, none opposed. Chair John Ellis adjourned the meeting at 10:55 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary