

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
March 1, 2024

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 February 2, 2024 Executive Board meeting. Eric Muszynski made a motion to accept the revised minutes as published, support by Carlos Jean-Francois. Revisions were made under the CERT Report. All in favor, none opposed, motion carried.

TREASURER'S REPORT

- Treasurer Bob Barber submitted the following published report for FEBRUARY 2024 (8th month of the 2023-2024 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$ 5,819.65
Savings Acct.	\$ 287.83
MMA	\$22,519.99
Petty Cash	\$ 379.69
TOTAL	\$29,007.16

- Motion by Julie Hill to accept the February 2024 Treasurer's Report as submitted. Support by Carlos Jean-Francois, all in favor, none opposed, motion carried.
- Bob also presented an updated 2023-2024 Budget Spreadsheet (attached).
- Bob checked into the criteria for Certificate of Deposits at our financial institution. After some discussion, Bob Barber made a motion to move \$10,000.00 from our MMA to a one-year CD. Support by John Ellis, all in favor, motion carried. Bob will take care of this transaction.

CORRESPONDENCE

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

- Email and event flyer from the Houghton Lake Rotary Club looking for donations for their 2024 Annual Spring Auction. This is an event we have supported for the past several years. Motion by Erick Muszynski to purchase a \$150 gift basket from Fifth Street Wines for the event. Support by Carlos Jean-Francois, all in favor, none opposed, motion carried. Julie will let the event organizers know we will be donating a gift basket and make the arrangements to purchase the basket and get it delivered by their target date of April 3, 2024.
- Chief Hill submitted his resignation letter from the ACT NOW Executive Board to correspond with his retirement from the Gerrish PD effective March 30, 2024. At the April meeting, we will discuss the replacement of his position with the new Chief and any other position opening for the Officer Representative on the Board.

OLD BUSINESS

- Coffee with a Cop is scheduled for March 9, 2024 from 9:00-11:00 am at North Winds Pizza & Subs. Free coffee will be provided by ACT NOW and free donuts will be provided by Got Your Six Veterans (TK will be bringing the donuts that morning). Immediately following the event, Jake from Guardian Defense will be holding a free Basic Firearms Class. This class focuses on knowledge and understanding of weapons and confidence in handling handguns. It is an entry level, informational only, no range time and is a 3-hour class. Jake will be at the Coffee with a Cop event and has also asked to have a small donation area set up for the Roscommon County Sheriff's Youth Police Academy. He sponsors all the cadets for that program each summer. Gerrish PD will bring gun locks and brochures to the event.
- Bowling Tournament Fundraiser Update – We have four teams that have reserved spots so far, we have space for four more. Julie mailed out letters to local businesses and organizations looking for lane sponsorships or prize donations. 54 letters were mailed out just a few days ago. Please start thinking about making contacts with businesses that you frequent to see if they would like to donate a prize to our event. Flyers are available at the PD and the Raffle License from the State has been received. A Facebook page was created, and information added to our website. The event was also added to the Township electronic signs. Julie will continue to post frequent reminders about the event. Event will be held at Fred's of Roscommon and bowling will begin at Noon. Registration will start at 11:30 am and set up for the event at 11:00 am.

NEW BUSINESS

- Deadline for 2024 Scholarship applications is April 1, 2024. We will go over those at the April 12th board meeting and make our selections. RHS Senior Awards Night will be on 05/06/24 at 6:30 pm in the auditorium. We will need a couple of ACT NOW representatives and a Gerrish Officer to attend the program to present our awards and get photos.
- Just a reminder, Scrap Metal Project will open on 04/15/24. PD will make sure that the trailer is in place and the sign is installed. Carlos has had a few people that said they would be interested in assisting with the runs.
- 2024 is the 25th Anniversary of ACT NOW. Looking to purchase some promotional items to advertise this milestone. Julie has requested some samples from different companies for pens, sticky notepads, bags, cups, etc. Will come up with more options for the next meeting to include possible coffee mugs and travel mugs so we can discuss a budget and decide which items we all like. All will have our logo on them. Will also plan on more of a "party" atmosphere for the Annual Picnic in July (balloons, decorations, cake or cupcakes, etc.)
- Julie was approached, via email, by a board member of the Oasis of Hope House in Houghton Lake. They are looking for donations to their non-profit organization and wanted to speak with our board. After some discussion, we decided to invite a member of their board to our next ACT NOW Board meeting on April 12, 2024 to give a short presentation at the start of our meeting to learn more about their program.
- After almost three years, we are almost out of our pre-stamped window envelopes for ACT NOW. The cost for a box of 500 is \$421.30. This includes the envelopes pre-printed with ACT NOW and return address, pre-stamped, window envelope with self-adhesive seal. Motion made by John Ellis to order one box of envelopes from USPS for a cost of \$421.30. Support by Eric Muszynski, all in favor, none opposed, motion carried. Julie will place the order online.

CERT UPDATE (Bob Barber)

- Bob shared a letter from the Roscommon Food Distribution Partnership that he received highlighting last year's stats and photos.

- Tomorrow, 03/02/24, will be a make-up day for the CERT Basic class students. After tomorrow they will have all completed their 20-hour course and then will have to complete the final practical and written test. This will bring five new members to the CERT team 😊.
- There were 6 volunteers that attended the Food Distribution on 02/24/24, the next truck is scheduled for 03/23/24.
- 6 members will take the CPR Renewal Course, which is being offered on two days, 03/05/24 and 03/07/24.
- Annual Pipeline training is on 03/12/24, two different time slots, so far 7 members have signed up.
- Coming up in April, there will be a week-long ICS 300 & ICS 400 class available through Roscommon County Emergency Management. More details to come.

OTHER BUSINESS/ANNOUNCEMENTS

- Brian is helping to sell raffle tickets for a fundraiser for NMCAC. They are \$10 each or 3 for \$20. See him for more details or if you would like to purchase any tickets.
- Update your calendars...the June ACT NOW meeting will be changed from 06/07/24 to 06/14/24 due to Julie's CPR Instructor class schedule with RAPS.

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be April 12, 2024 at 10:00 a.m. at the Gerrish Township PD. Note this is the 2nd Friday of the month due to Julie being gone to a conference.

There being no further business to discuss, Ralph Rowland made a motion to adjourn the meeting, support by Bob Barber, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:20 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary