

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
November 7, 2025

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

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, Ralph Rowland, Stanley Baysdell,
Officer Zachary Stachurski, Chief Eric Muszynski
Absent: Carlos Jean-Francois, Sharon Zacny, Patrick Mrosz

MINUTES

- Julie Hill presented the published meeting minutes from the October 3, 2025 Executive Board meeting. Ralph Rowland made a motion to accept the minutes as published, support by Zack Stachurski. All in favor, none opposed, motion carried.

TREASURERS REPORT

- Treasurer Bob Barber submitted the following published report for OCTOBER 2025 (4th month of the 2025-2026 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$14,962.43
Savings Acct.	\$ 287.83
MMA	\$16,177.66
CD	\$10,100.45
Petty Cash	\$ 198.97
Credit Card (-)	\$ 2,110.59
<u>Pending Deposit (+)</u>	<u>\$ 4,350.00</u>
TOTAL	\$43,966.75

- Motion by Julie Hill to accept the October 2025 Treasurer's Report as submitted. Support by Zack Stachurski, all in favor, no one opposed, motion carried.
- Bob also presented an updated 2025-2026 Budget Spreadsheet (attached).

CORRESPONDENCE

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

- Check from RCCF from the Schroeder Foundation Fund \$1,000.00 to go to the KHK Program. Already gave Bob the check on 10/08/2025.
- Travel Expense Report for Carlos for the 2025 Scrap Metal Project mileage reimbursement. Total of 546 miles (13 trips x 42 miles). Motion by Bob Barber to reimburse Carlos Jean-Francois at the current IRS mileage reimbursement rate of .70 cents per mile for a total of \$382.20. Support by Ralph Rowland, all in favor, none opposed, motion carried.
- Group E-mail dated 10/29/2025 regarding the purchase of an Inflatable Scene Light for \$300.00. Motion was made on 10/24/2025 and supported during a Trunk or Treat committee meeting. This expense will come from the CERT Fund.

- \$4,000.00 check was received from the Roscommon County Community Foundation "Community Impact Fund" as grant proceeds for our New Scrap Metal Trailer Project.
- Oasis of Hope Fall 2025 Newsletter was received.
- True Value Hardware Invoice for \$44.24 (including a \$6.48 discount if paid by 11/10/25) was received for misc. field items for Trunk or Treat.

OLD BUSINESS

- New Scrap Metal Trailer Project Update – Update by Chief Muszynski. Discussed items that will be needed to finish the project such as wood for side boards, grease gun and grease, drop hitch, 2 5/16 ball, trailer lock, trickle charger for battery during the winter and decals/lettering. Stan Baysdell made a motion for ACT NOW to spend up to \$1,000.00 on items to complete the New Scrap Metal Trailer Project. Support by Mike Briggs, all in favor, none opposed, motion carried. Chief Muszynski will work with Pat Mrosz to oversee purchases during the winter.
- 17th Annual Trunk or Treat Final Report (Julie) – Had 38 trunks participate and over 1,000 guests attended. See final report and notes for 2026 event.
- Shop-With-A-Cop Update (Julie) – Applications for the 2025 SWAC event were dropped off to the schools on 10/27/25 with a due date of 11/24/25. Julie will be mailing out donor request letters the first part of next week. Julie will check wrapping supplies and see if we need anything before the Wrap Party on 12/15/25 at 5:00 pm at PD. We are collecting wrapping paper at both the PD lobby and the Township Main Office. We will be providing finger foods and beverages for the Wrap Party, please sign up on sheet posted on board in meeting room at PD so we have an accurate head count. Julie Hill made a motion that we set spending limits the same as last year, \$200 per child and \$100 per adult. Support by Zack Stachurski, all in favor, none opposed, motion carried. Officers will vet all applications, and we will sponsor a minimum of seven families, more if needed depending on the size of the families and the budget.

NEW BUSINESS

- Kids Helping Kids 2025 Program Update (Julie) – Shopping took place on 11/04/25 and wrapping will take place this Sunday 11/09/25. 30 families all received a \$150 Walmart Gift Card to help with food for the holiday. Currently, I do not have the receipts for the spending on the gifts, or a final total of how many children are in the program.

CERT UPDATE (Bob Barber)

- One volunteer assisted with the Roscommon High School HOCO parade on 10/17/25.
- Five volunteers attended the Food Truck Distribution on 10/18/25, next Food Truck will be on 11/22/25.
- Eight CERT members attended the Trunk or Treat event for traffic/pedestrian safety/control.
- Seven members attended the 11/06/25 CERT Volunteer Reception Center training which was held at the Township Hall from 6:00-9:00 pm.
- Christmas in the Village will take place on 12/05/25 and CERT has been requested by the committee to assist with parade, Reindeer Run and Santa Train. Bob will send out event information to sign up shortly.
- Mike Briggs will attend the Region 7 Quarterly Zoom Meeting on 12/02/25.

- Bob turned in a list of CERT badge needs from those members that attended the last training. Julie will work on this.

OTHER BUSINESS/ANNOUNCEMENTS

- N/A

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be 12/05/25 at 10:00 a.m. at the Gerrish Township PD.

There being no further business to discuss, Mike Briggs made a motion to adjourn the meeting, support by Zachary Stachurski, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:18 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary