

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
December 5, 2025

Meeting was called to order by Chair John Ellis at 10:06 am.

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

MINUTES

- Julie Hill presented the published meeting minutes from the November 7, 2025 Executive Board meeting. Ralph Rowland made a motion to accept the minutes as published, support by Mike Briggs. All in favor, none opposed, motion carried.

TREASURERS REPORT

- Treasurer Bob Barber submitted the following published report for NOVEMBER 2025 (5th month of the 2025-2026 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$13,185.37
Savings Acct.	\$ 287.83
MMA	\$16,184.51
CD	\$10,134.17
Petty Cash	\$ 198.97
Visa Credit Card (-)	\$ 2,129.50
<u>Pending Deposit (+)</u>	<u>\$ 2,485.00</u>
TOTAL	\$40,346.35

- Motion by Mike Briggs to accept the November 2025 Treasurer's Report as submitted. Support by Julie Hill, 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 Gerrish Township for \$3,633.12 representing the remaining funds from the Dissolution of Grayson's Gift organization to go into the ACT NOW Donor Advised created "Medical Assistance Fund."

OLD BUSINESS

- SWAC Program Update (Julie) – Received 11 applications and 5 were denied as they were repeat applicants which were sent letters notifying them that they would not be a 2025 recipient. Vetted and approved 6 families with a total of 11 adults and 14 kids. Budget would be \$3,900.00 (\$100.00 per adult and \$200 per kid for gifts). Shopping has begun on 11/29/2025 with a final shop date of 12/12/2025.

We received \$2,435.00 in donations for SWAC to date from mailings that went out on 11/10/2025 (5 were received online so there are transaction fees for those).

Julie will check the wrapping supplies before the "Wrap Party" scheduled for 12/15/2025 at 5:00 pm at the PD. We may need a few more gift boxes and tape.

18 volunteers have signed up for wrapping. Julie asked for some funds for beverages, finger foods, boxes, tape, etc. for the Wrap Party. Motion to spend up to \$100.00 on food, beverages and wrapping supplies for the Wrap Party was made by John Ellis. Support by Ralph Rowland, all in favor, none opposed, motion carried. Julie Hill, Terri Mrosz and Chief Muszynski will make some food items also.

NEW BUSINESS

- Julie prepared a 2026 ACT NOW calendar of event and meetings. This is a draft copy. Went over the dates and filled in what we could. Once the CERT quarterly meetings have been set for 2026, the calendar will be updated, finalized, and distributed.
- Motion to pay the semi-annual Treasurer's stipend of \$295.00 made by John Ellis. Support by Ralph Rowland, all in favor, none opposed, motion carried. Treasurer receives \$295.00 in June and December each year for an annual total of \$590.00.

CERT UPDATE (Bob Barber)

- The 4th quarterly training was held on 11/06/26 with seven members attending.
- Nine volunteers attended the Food Truck Distribution on 11/22/25, next Food Truck will be on 12/13/25 (five have signed up so far).
- Christmas in the Village will take place on 12/06/25 and five have volunteered for the Light Parade. The committee is looking for volunteers for the Santa Train and Reindeer Run. This briefing will take place at the Sheriff's Office at 1100.
- Mike Briggs attended the Region 7 Quarterly Zoom Meeting on 12/02/25. The Region is looking for funding that they have not been receiving. If we run a Basic CERT class, Antrim County has a few individuals that might be interested in attending and Mike can contact them with the dates and times.
- CERT radios GTC4 and GTC8 are not transmitting. Julie will pass this information along to the Chief.
- Bob ordered a knit hat and two jackets for samples for purchase. Mike Briggs made a motion that ACT NOW purchase 20 hats to include the CERT logo on the front and shipping. Support by John Ellis, all in favor, none opposed, motion carried. Julie will place this order.
- After the meeting, Bob, Mike, and Pat will meet to decide which option they would like for CERT jackets. Mike Briggs made a motion that we order one XL for sizing purposes in the jacket that is selected. Support by John Ellis, all in favor, none opposed motion carried. Julie will place order for the XL jacket and check with options for decals/logos from local business once jacket is received.

OTHER BUSINESS/ANNOUNCEMENTS

- N/A

NEXT REGULAR EXECUTIVE BOARD MEETING

- Next Executive Board Meeting will be January 9, 2026 at 10:00 a.m. at the Gerrish Township PD. This will be the 2nd Friday of the month due to the New Year's Day holiday.

There being no further business to discuss, Mike Briggs made a motion to adjourn the meeting, support by Bob Barber, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:00 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary