

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
**DECEMBER 1, 2017**

Meeting was called to order by Chair Mary Link at 10:00 a.m.

Members Present: Mary Link, Carmine Polisei, Julie Hill, Bob Barber, Mike Briggs, John Klein, Kelly Kirkpatrick, John Ellis, Officer Shannon Fick, Sharon Zacny, Chief Brian Hill  
Absent: N/A

**MINUTES**

- Secretary Julie Hill presented the published minutes from the November 2, 2017 Executive Board meeting. John Ellis made a motion to accept the minutes as published. John Klein seconded and the motion carried.

**TREASURER'S REPORT**

- Treasurer Bob Barber submitted the following published report for NOVEMBER 2017 (SEE ATTACHED 5<sup>th</sup> month of 2017-2018 Fiscal Year):

Checking Account	\$ 7,338.72
Savings Account	\$ 286.21
Money Market Acct.	\$12,817.97
Petty Cash	\$ 451.12
<u>Pending Deposit (+)</u>	<u>\$ 2,275.00</u>
Total	\$23,169.02

- John Klein made a motion to accept the Treasurer's Report as submitted. Shannon Fick seconded and the motion carried.
- Bob also presented an updated 2017-2018 Budget Spreadsheet (attached).

**CORRESPONDENCE**

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

- Annual update letter/donation request from the Roscommon County Community Foundation. No interest at this time to donate to any of their funds, we have charitable giving to organizations that already parallel their many funds.

**GUEST SPEAKER**

- Therapist Jessie from the Northern Michigan Children's Assessment Center gave a short presentation/update on the center and answered any questions from the board. ACT NOW is an annual donor to the center and the services, equipment, personnel, etc. is always updating to keep up with the needs of the center based on the community that they encompass.

**OLD BUSINESS**

- November Appreciation Dinner is scheduled for November 20<sup>th</sup> at Fred's in Roscommon at 5:30 p.m. with dinner being served at 6:00 p.m. Similar menu as last year in the same rooms as last year. Planning on approximately 60 people with an RSVP date of November 16<sup>th</sup>. 38 invites were mailed out on 11/2/17 and 53 people attended. Dinner was very good as well as the accommodations and service. Cash raffle drawings took place with two prizes going to local residents and two from down state. Congratulations to Sharon Zacny for selling the most tickets and winning this year's cash incentive prize! (See attached financial report for

the 2017 Cash Raffle.) Suggestion that next year a small committee work on planning for the 2018 Appreciation Dinner, maybe start in October.

- The Family Bowling Fundraiser held on 11/25/17 was very successful! Thank you to that committee: Lt. Greg Patchin, Officer James Scroggin, Carmine Polisei, John Ellis and Kelly Kirkpatrick. Approximately \$1800 was raised for the ACT NOW Scholarship Program/Fund. (See attached financial report for this event.) Bowling committee is working on a Tournament to be held in February 2018 at Fred's.
- Reviewed donation letter for assisting with the new gymnasium floor at the CRAF Center. Action was tabled back in June pending our large fundraiser income (Golf Outing and Cash Raffle). The floor has been installed, Shannon will check and see if they still are paying on floor or on locker room renovations. She will also check to see if recognition plaques or banners are still being bestowed to donors. Table until January 2018 Executive Board meeting for action based on information obtained by Shannon.

## **NEW BUSINESS**

- Membership Chair Mike Briggs met with Mary Link, Julie Hill and Chief Hill to go over PPP for ACT NOW. Mike will be working on a "stream-lined" version of the large presentation that we already have. This can be utilized for increasing membership for ACT NOW. This way we will have a couple of PPP that can be utilized based on the audience. Found a need to target the 30-45 year old age group, maybe by special meeting invitation. Discussed purchasing a TV that can be used to show PPP, photo slide shows, etc. at our many events.
- SWAC update by Chief Hill – Six applications have been received to date, however two are disqualified as we helped their families in 2015 and 2016. Letters will be sent to those families. The other four families will be visited/vetted on Dec. 4<sup>th</sup>. We can adopt a maximum of 7 families each year, DHHS contact was given some applications if she had any referrals and a local church has also provided the name of a family which will be given an application also. Shopping will take place the week of December 11<sup>th</sup> and will be coordinated by Officer Shannon Fick. Wrap Party will be on Monday, Dec. 18<sup>th</sup> at 5:00 p.m. at the P.D. Julie will check on supplies, wrapping paper, tape, etc. There was still quite a bit of supplies left from last year.

## **CERT UPDATE**

- Coordinator Sharon Zacny reported that CERT received a Thank You letter from the Trunk or Treat committee and that the 4<sup>th</sup> training, Policy & Procedure Review/Bag Check was done on 11/8/17. Christmas in the Village traffic/safety detail will take place on Saturday, 12/2/17 beginning in shifts at 3:30 p.m.

## **OTHER BUSINESS/ANNOUNCEMENTS**

- Sharon gave an update on the Kids Helping Kids program. So far there are verified 38 foster children and shopping took place with a total of \$2,078.28 spent which included a 10% discount from Walmart. Most of the donated funds for this group come from Houghton Lake and Roscommon Rotary and Interact clubs. A donation to this project will be discussed at the January 2018 Executive Board Meeting as they may need some seed money to start the 2018 program.
- Discussed the possibility of ACT NOW starting their own web site and Facebook page. This may garner more interest from the younger community. Chief Hill will get quote from VIP, the same provider that PD uses for their web hosting.
- Discussed recognizing our larger donors and partners with plaques for their continued support. John Klein volunteered to look into these recognition awards to include Fred's and Blarney Stone Broadcasting.

- Chief Hill discussed the possibility of ACT NOW purchasing their own raffle drum as we borrow one at least once a year but it could be used for our smaller raffle/drawings also that are held several times throughout the year. John Ellis made a motion to purchase a raffle drum up to \$150.00, support by Carmine Polisei. All in favor, none opposed, motion carried. Chief Hill will have Lt. Patchin research and purchase one from Amazon, tax exempt and ACT NOW can reimburse P.D.

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

- January 5, 2018 at 10:00 a.m. at the Gerrish Township Police Department.

There being no further business to discuss, Mary Link adjourned the meeting at 11:25 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary

cc/All Executive Board Members and the Gerrish Township Police Department Website