

**A.C.T. – N.O.W.**  
Advisory Community Team – Neighbors On Watch  
EXECUTIVE BOARD MEETING MINUTES  
JANUARY 5, 2018

Meeting was called to order by Chair Mary Link at 10:02 a.m.

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

**MINUTES**

- Secretary Julie Hill presented the published minutes from the December 1, 2017 Executive Board meeting. Bob Barber 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 DECEMBER 2017 (SEE ATTACHED 6<sup>th</sup> month of 2017-2018 Fiscal Year):

Checking Account	\$ 5,401.90
Savings Account	\$ 286.30
Money Market Acct.	\$12,820.14
Petty Cash	\$ 391.88
<u>Spartan Charge (-)</u>	<u>\$ 27.18</u>
Total	\$18,873.04

- Kelly Kirkpatrick made a motion to accept the Treasurer’s Report as submitted. John Klein 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)*

- Thank you from the RHS Marching Bucks for our donation.
- Letter and tickets from RADL for their annual Wine/Beer Tasting Fundraising event scheduled for 2/11/18 from 3-6:00 p.m. Motion to purchase the two tickets for \$50.00 by Julie Hill, support by John Klein, all in favor, none opposed, motion carried. After polling members for availability to attend, John Klein was given the tickets to attend and represent ACT NOW at the event.

**OLD BUSINESS**

- Reviewed donation letter for assisting with the new gymnasium floor at the CRAF Center. Shannon stated that she talked with the director at the CRAF Center and said that the flooring project has been completed and paid for but they are always accepting donations for on-going improvement projects, they are currently working on upgrading the locker rooms and have repaired/updated the water system. If donors give over \$500 they receive plaque or over \$1,000 a banner is permanently displayed in gymnasium. Carmine is going to speak with director and see if we gave a large enough donation if any membership discounts could be given for our board members. Table until next month after more information is obtained.
- John Klein is working on contacting Sylvester’s for some different options for recognition awards for ACT NOW partners and large donors. Work on one for Fred’s first so that they

can be recognized during the Bowling Tournament on 2/10/18. John Ellis made a motion to spend up to \$500 for the award, support by Kelly Kirkpatrick, all in favor, none opposed, motion carried. Will focus on the award for Blarney Stone Broadcasting next. Would need to contact the TV stations and papers to let them know about Recognition/Appreciation award presentation at Fred's.

- Kids Helping Kids Christmas Program went very well. Budget was totally spent just before event on 12/9/17 however have received funds from Rotary and Interact partners to fund for 2018 program. Also received a nice donation from the Houghton Lake North Central Area Credit Union employees' community giving at the end of December which will go towards next year's program also.
- Chief Hill checked with VIP Marketing who was the originators of the PD website's conversion on rates for building a site for ACT NOW and it sounds like the owner doesn't have the employees or the time to actually provide that service any more. Chief Hill will continue to check with some local companies that provide web building/hosting services, including Kodiak Group in Grayling.

## NEW BUSINESS

- SWAC Debrief...7 families were assisted included 28 children and 12 adults, \$3400 spent along with some special individual family needs of \$1150. Some suggestions for next year:
  - **Add the application deadline to the applications and deliver them to the school with a cover letter that includes instructions as not the same employees are involved with the process each year**
  - **Allow two full weeks for shopping to fit officers and family schedules so the application deadline needs to be BEFORE THANKSGIVING break**
  - **Discussed the \$10 per child food allotment for dinner or lunch, is not enough to cover if the child wants to eat at a restaurant and include tip**Motion by Kelly Kirkpatrick, support by John Ellis to increase food allowance to \$40.00 per family which will include the child and officers. All in favor, none opposed, motion carried.

North Central Area CU employees have saved during 2017 during their employee community giving program and have selected SWAC as the organization that will receive over \$1700.00. They would like to do a photo op and check presentation on 1/12/18 at 11:00 a.m. at the Roscommon CU branch, anyone available to attend is welcome, Chief Hill will make sure an officer is there to represent also.

A final bill came in for the furnace repair for one of the SWAC families from EAC Heating & Cooling for \$497.00 (no labor was charged). John Ellis made a motion to pay the invoice from the Home Energy Assistance Fund, support by Carmine Polisei, all in favor, none opposed, motion carried.

- Mrs. Udy donated \$200 to ACT NOW for the specific purpose of going towards a TV that can be used out at functions/events to show PPP on, show photos, etc. Chief Hill will have Lt. Patchin check into a smart TV on Amazon that can be purchased with twp. tax exempt status.
- Discussed need for ACT NOW to have a credit card of their own instead of using PD card and reimbursing township. The credit card application process at the NCACU where our accounts are requires personal credit checks or setting up a "pre-loaded" type of account. Julie spoke with Dar at the CU and was able to apply for a debit card which can be used just like a credit card and will be affiliated with our existing checking account. Mary, Bob and Julie will sign the paperwork today and Julie will return it to Dar.
- Everything is on schedule for the Bowling Tournament scheduled for 2/10/18 at Fred's. Will start a noon with registration at 11:30 a.m. Three games, 8 teams can be mixed men or women \$200 entry fee per 5-person team. Prizes will be awarded for 1<sup>st</sup> place \$600, 2<sup>nd</sup> place \$300 and 3<sup>rd</sup> place \$200. There will be a large 50/50 drawing, Mystery Cooler live auction

and strike ball tickets. Julie has applied for the raffle license with the State of Michigan for this event and has made flyers and registration forms. 5 teams already registered. Will need to have the Square Reader available that day to accept credit and debit cards. Carmine was going to speak with Ed or Neal and see if they could promote some "Appreciation Day" meal and drink specials as we would like to present a Recognition Award to Fred's for being one of our large community partners.

#### **CERT UPDATE**

- Coordinator Sharon Zacny absent, Chief Hill indicated that he would be meeting with Sharon soon to develop training/event plan for 2018. Would need to have a minimum of 6 interested students to run another Basic CERT class.

#### **OTHER BUSINESS/ANNOUNCEMENTS**

- Julie submitted the 2017 annual invoice for printing/copying services to ACT NOW from the Gerrish Township Police Department in the amount of \$202.56 with an itemized statement for payment. John Ellis made a motion to pay the Gerrish Township Police Department invoice for printing/copying services for 2017, support by Carmine Polisei. All in favor, none opposed, motion carried.

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

- February 2, 2018 at 10:00 a.m. at the Gerrish Township Police Department. This will be the annual planning meeting for 2018.

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