

A.C.T. – N.O.W.
Advisory Community Team – Neighbors On Watch
EXECUTIVE BOARD MEETING MINUTES
JULY 7, 2016

Meeting was called to order by Chair Mary Link at 1:00 p.m.

Members Present: Mary Link, Al Schultz, Julie Hill, Bob Barber, John Ellis, Officer Shannon Fick, Chief Brian Hill

Absent: Danny Bates, John Klein, Carmine Polisei, Sharon Zacny

MINUTES

- Secretary Julie Hill presented the published minutes from the June 2, 2016 Executive Board meeting. Bob Barber made a motion to accept the minutes as published. Al Schultz seconded, and the motion carried.

TREASURER'S REPORT

- Treasurer Bob Barber submitted the following published report for JUNE 2016 (SEE ATTACHED 12th month of 2015-2016 Fiscal Year):

Checking Account	\$ 4,083.75
Savings Account	\$ 285.76
Money Market Acct.	\$ 8,284.91
<u>Petty Cash</u>	<u>\$ 106.80</u>
Total	\$ 12,761.22

- John Ellis made a motion to accept the Treasurer's Report as submitted. Al Schultz seconded, and the motion carried.
- Bob also presented an updated 2015-2016 Budget Spreadsheet and Year End Report. (See Attached).

CORRESPONDENCE

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

- \$200.00 donation check to Kids Helping Kids Fund from the Houghton Lake Interact Club
- \$20,000 donation check to Higgins Lake Improvement Project Fund from Higgins Lake Foundation to be directed to Northpoint LLC via the Higgins Lake Comprehensive Affordable Swimmers Itch Reduction Organization (also \$1200 in donation checks for same project from individual donors)
- Documentation requested showing filing of 501(c)(3) non-profit status for the Higgins Lake Comprehensive Affordable Swimmers Itch Reduction Organization

OLD BUSINESS

- Sunrise Run Review – Participant numbers appeared to be lower than last year so we will probably not receive what we had anticipated for a donation from that project. The committee is looking to rejuvenate the run with possible changes to courses, adding a full marathon, etc. to freshen things up and possibly encourage more participation.
- Shored up details for Annual Meeting/Picnic – Shannon volunteered to do the shopping necessary for food at Gordon's and was given a list of items to purchase (Julie will confirm with Chief Lippert to see if we can store the frozen burgers and hot dogs in the F.D. chest freezer). Dave Kelley has agreed to man the grill and PD will make sure propane tanks are

full. Julie will start bagging ice and take care of purchasing the water and pop. Set up and cooking to begin at 5:00 p.m.

- Officer Martin gave an update on the golf outing indicating that Pepsi has agreed to donate 10 cases of pop again this year and that to date we have received \$1,450.00 in sponsorships and have one team pre-registered and paid. Officers have been assigned a list of golf courses to visit seeking certificates for prizes. Pat Springstead has donated Tiger tickets, dinner certificate to Nemo's including parking and shuttle to field for game which will be one of the live auctioned items. Flyers and registration forms are printed and available at the PD and a volunteer sign-up sheet is on the board in the meeting room at PD with workers starting at 9:00 a.m. Nester's will be sponsoring the win a car on a hole-in-one on Hole #18 like last year. Noelle has volunteered to be the event photographer and take photos of teams (Julie will prepare the photo cards). John Klein has been given a list of businesses that were mailed letters to solicit donations and he will follow up on that. Austin has contacted teams that participated in the recent Victim Services Unit Golf Outing and will follow up with those contacts getting them registration forms. We also mailed out registration forms to previous team captains from last year.
- Raffle update – 186 tickets sold to date...keep selling!!

NEW BUSINESS

- Revisited the Higgins Lake Improvement Projects and have reaffirmed that this does meet the criteria of our mission statement and can be for any project that affects the Higgins Lake area, i.e. parks, recreation, playgrounds, swimmer's itch, etc. John Ellis made a motion to authorize the ACT NOW Treasurer to establish a "Higgins Lake Improvement Project Fund" and Julie Hill supported the motion. All in favor, none opposed, motion carried.
- Al Schultz made a follow up motion that ACT NOW agrees to be the temporary fiduciary agent for the Higgins Lake Comprehensive Affordable Swimmers Itch Reduction Organization while they obtain their non-profit status and agree to direct the funds for disbursement on behalf of the Higgins Lake Comprehensive Affordable Swimmers Itch Reduction Organization. Support by John Ellis, all in favor, none opposed, motion carried.
- Bob Barber made a motion that the ACT NOW Secretary author a summary for donations document that can be made public for clarification on disbursements for the Higgins Lake Improvement Project Fund. Support by Shannon Fick, all in favor, none opposed, motion carried.
- Mary asked everyone present to start thinking ahead to our February 2017 planning session on ways to revitalize some of our projects and maybe think about some new projects to "freshen" our slate of community programs.
- Officer Martin has taken on revisiting our NW program as many of our NW captains have moved or are gone, he has also done an inventory on which signs will need to be replaced. 13 signs need replacement and we currently only have 6 on hand. We will revisit ordering more signs and obtaining costs at the August Executive Board Meeting.

CERT UPDATE

- Coordinator Sharon Zacny was absent but Mary reported that they had call outs for the Roscommon 4th of July parade and fireworks and assisted Crawford CERT with a music festival recently held in Frederic. All went well, had a good show of volunteers for all events.
- Chief Hill reported that Sgt. Hill is heading up the CERT Trailer Project over-haul and has completed the first coat of paint on the inside and has purchased materials for the floor non-slip painting which he will schedule another paint work bee shortly. He has also planned out the layout for the inside including a drop down table, placement of white boards and shelving to accommodate supply and equipment bins.

OTHER BUSINESS/COMMENTS:

- Revisited the NMCAC donation that was tabled during the winter due to lack of extra funds. Following through with ACT NOW's motion to support the Northern Michigan Children's Assessment Center with an annual donation, Julie Hill made a motion to send \$500 to NMCAC. Support by Shannon Fick, all in favor, none opposed, motion carried.
- Mary had all members sign a get well card for Danny Bates who was involved in a serious auto accident and is hospitalized at Munson Medical Center in Traverse City.

NEXT REGULAR EXECUTIVE BOARD MEETING

- August 4, 2016 at 1:00 p.m. at the Gerrish Township Police Department.

There being no further business, Mary Link adjourned the meeting at 2:07 p.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary

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