

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
**NOVEMBER 3, 2017**

Meeting was called to order by Chair Mary Link at 10:03 a.m.

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

**MINUTES**

- Secretary Julie Hill presented the published minutes from the October 6, 2017 Executive Board meeting. Bob Barber made a motion to accept the minutes as published. John Ellis seconded and the motion carried.

**TREASURER'S REPORT**

- Treasurer Bob Barber submitted the following published report for OCTOBER 2017 (SEE ATTACHED 4<sup>th</sup> month of 2017-2018 Fiscal Year):

Checking Account	\$ 2,231.80
Savings Account	\$ 286.21
Money Market Acct.	\$17,815.36
Petty Cash	\$ 271.62
<u>Pending Deposit (+)</u>	<u>\$ 2,470.00</u>
Total	\$23,074.99

- John Ellis 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)*

- Letter and donation check for \$1,000.00 from the Schroeder Foundation.
- Invite to the Chamber of Commerce Annual Meeting which was held on 10/19/17, Mike Briggs attended.
- Chamber of Commerce 2018 Membership Dues Invoice for \$30.00 (Non-Profit). Motion by Mike Briggs, support by Kelly Kirkpatrick to pay the \$30.00 2018 Chamber of Commerce Membership Dues. All in favor, none opposed, motion carried.
- Roscommon County United Way solicitation letter seeking donations. No action at this time.
- Letter from David M. Schwartz regarding the 2016-2017 Fiscal Year Audit. Motion by John Ellis to accept David M. Schwartz's letter of October 13, 2017 indicating that he reviewed and performed audit tests of the financial statements, records and Credit Union documents of the ACT NOW non-profit organization for the July 1, 2016 to June 30, 2017 period and items have been found to be substantially correct in accordance with generally accepted account practices and accurately reflects the financial status of the organization. Support by Shannon Fick, all in favor, none opposed, motion carried. Thank you to our Treasurer Robert Barber for his diligence in keeping the organization's books and accounts.
- Letter from State of Michigan regarding their new e-services (TOT Treasurer).

## **OLD BUSINESS**

- Trunk or Treat went very smoothly. Had over 1,000 people with 44 trunks participating. There is room to expand to about 65-70 trunks. Next year is the “10<sup>th</sup>” Annual Trunk or Treat and the committee will be thinking about something they can do “extra” for the 2018 event. Few suggestions for committee for next year were to have more help at the cider/donut area, (line backed up), light up the entrance more if possible and maybe cone off a walkway across the street for people who are parking that will lead them to the entrance and follow the driveway to the sidewalk behind the hall. The TorT committee will be meeting for their debriefing meeting on November 7<sup>th</sup>.
- 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>. Invites will be mailed out on 11/2/17.
- John Ellis and Kelly Kirkpatrick gave an update from the Bowling Committee on the fundraiser coming up on the Saturday after Thanksgiving (11/25/17). Event will begin at noon and the cost is \$20.00 per person which includes 3 games of bowling, shoe rental, 2 slices of pizza and a soda. It will be held at Fred’s in Roscommon. This will be a fundraising event for the ACT NOW Scholarship Program to benefit RHS seniors so flyers have been hung at the schools in hopes of getting some participation from kids, parents, teachers, etc. There will also be a large 50/50 raffle and a large item will be auctioned (value over \$1,000). Do not need to bowl to participate in raffle or auction. Also the UofM/OSU game begins at noon so there should be a good turnout at the bar area. Santa & Mrs. Claus will be there from 11:00 a.m. – 1:00 p.m. for kids to meet with and have photos taken and Q100.3 will be broadcasting live during that same time period. The committee is planning a Bowling Tournament Fundraiser on Feb. 10, 2018 and are also thinking about a fun “Scotch Doubles” tournament during the winter also. Julie will apply for a raffle license for those dates so that 50/50 raffles can be held.
- Cash raffle...about 375 tickets have been sold and money has been turned in. Please concentrate on selling all of your allotted tickets and turn in stubs and money as soon as possible. We still have 25 extra tickets left to sell if anyone needs more. Our goal is to sell all 600 tickets! Drawing will take place on 11/20/17 at Fred’s during the Appreciation Dinner. John Ellis has access to a roller for the ticket stubs for the drawing and will bring it with him to the dinner. Julie will make envelopes for the prize money and Bob will make sure the correct cash is on hand in case the winners are on site.

## **NEW BUSINESS**

- SWAC application were dropped off at the Roscommon Elementary & Middle Schools on 11/1/17 and will be picked up on 11/27/17. Vetting and visitations for 7 families will start on 11/4/17. Shopping will be coordinated by Officer Fick and will take place between 12/10/17 and 12/16/17. Wrap Party will be Monday, 12/17/17 at 5:00 p.m. at the PD. Pizza and pop will be served and delivery will take place on 12/20/17.

## **CERT UPDATE**

- Coordinator Sharon Zacny reported that they assisted with traffic safety for the Homecoming Parade, Walk to School Day and Trunk or Treat in October and that there is a training scheduled for 11/8/17 from 6-9:00 p.m. at the township hall which will cover Policy & Procedure Review and bag checks.
- 12/2/17 Christmas in the Village, will need volunteers to help with traffic and keeping downtown blocked off during the event.

## **OTHER BUSINESS/ANNOUNCEMENTS**

- Shannon has brought forward a request from Officer Martin who is in need of another 10 Neighborhood Watch road signs to replace some of the old faded/damaged signs. The company where we got the last signs from is not offering the 18x24 sign anymore. Found a new supplier that does offer the 18x24 Engineer Grade Reflective Aluminum signs, pre-drilled and with GTPD name on them for \$43.75 per sign. Motion by John Ellis, support by Shannon Fick to purchase 10 of the Neighborhood Watch signs. All in favor, none opposed, motion carried. Julie will order the 10 signs.
- Chief Hill announced that the Sheriff Department is holding a fundraiser to raise money for "The Boot" program. It is NO SHAVE NOVEMBER and for a minimum donation of \$20.00 you can participate. The Sheriff will choose winners for Best Moustache, Best Beard and Best Goatee. Anyone can participate so spread the word.
- Chief Hill was approached by a member of the Salvation Army to see if we could get volunteers to be Bell Ringers at the Family Fare in Roscommon on December 15<sup>th</sup>. He has posted a sign-up sheet on the training room board at the PD if anyone is interested. Sharon will email CERT members with the info. The one hour slots run from 9:00 a.m. to 7:00 p.m. and the bells, kettle, etc. will be provided by Ted from the Salvation Army. Please help if you are able, this is a great way to help our community during the holidays.
- A committee of four ACT NOW members (Mary Link, Julie Hill, Mike Briggs & Chief Hill) was developed to work on the power point presentation(s) for ACT NOW. They will meet on November 16, 2017 at 8:00 a.m. at the P.D. to review/update existing presentation to use as a tool for public relations and community outreach.

## **NEXT REGULAR EXECUTIVE BOARD MEETING**

- December 1, 2017 at 10:00 a.m. at the Gerrish Township Police Department.

There being no further business to discuss, Mary Link adjourned the meeting at 10:56 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary

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