

**A.C.T. – N.O.W.**  
**Advisory Community Team – Neighbors On Watch**  
**EXECUTIVE BOARD MEETING MINUTES**  
**OCTOBER 6, 2017**

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

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

**MINUTES**

- Secretary Julie Hill presented the published minutes from the September 8, 2017 Executive Board meeting. Bob Barber made a motion to accept the minutes as published. Kelly Kirkpatrick seconded and the motion carried.

**TREASURER'S REPORT**

- Treasurer Bob Barber submitted the following published report for SEPTEMBER 2017 (SEE ATTACHED 3<sup>rd</sup> month of 2017-2018 Fiscal Year):

Checking Account	\$ 3,135.28
Savings Account	\$ 286.21
Money Market Acct.	\$17,812.36
Petty Cash	\$ 271.62
<u>Spartan Charge (-)</u>	<u>\$ 23.94</u>
Total	\$21,481.53

- John Ellis made a motion to accept the Treasurer's Report as submitted. Julie Hill seconded and the motion carried.
- Bob also presented an updated 2017-2018 Budget Spreadsheet (attached).
- Kelly Kirkpatrick made a motion to increase Budget Line for Trunk or Treat from \$1700.00 to \$2200.00, support by John Ellis. All in favor, none opposed, motion carried.
- Kelly Kirkpatrick made a motion to transfer the amount of funds needed from the General Fund to the 2017 Trunk or Treat Fund bringing that fund balance to \$2,200.00 as a suggestion from the Trunk or Treat Committee based on their review of expenses this year. (They are encouraging trunk participation and will not be soliciting funds specifically for TorT.) Support by John Ellis, all in favor, none opposed, motion carried.

**CORRESPONDENCE**

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

- Thank you from MSP for our sponsorship of the Annual Honor Flight Golf Outing.
- Donation check from St. Hubert Church for \$500 to go to NMCAC.

**OLD BUSINESS**

- Cash raffle...approximately half the tickets have been sold with stubs and money turned in. All tickets have been assigned to ACT NOW board members and Gerrish Officers. We have 50 extra tickets left to sell, goal is to sell all 600 tickets!
- Firemen's Memorial SWAC stuffed animal sales went very well, raised \$903.00! Thank you to Officer Shannon Fick for chairing this project and to all those volunteers who helped set up, take down and man the booth during the day.

## **NEW BUSINESS**

- Trunk or Treat committee report from Brian Hill, everything is on schedule and going as planned. Same set up, enter and exit routes as last year with additional lighting to be provided by a fire truck at the storage area parking lot across the street. Starting to get candy donations and a few vehicle pre-registrations in. Spread the word, encourage trunk participation this year, committee decided not to send out the solicitation letters to vendors as the same businesses/organizations that donate to other ACT NOW fundraisers during the year are the only ones that respond, trying to get them to use their cash donation towards candy and putting in a vehicle.
- Discussed the low attendance lately at community meetings and whether to continue with them or not. The Bylaws address community meetings as determined by the Executive Board. Some members feel we need to better promote the meetings and possibly reach out to other social media sites to do so. Would like to get more feedback from the general public before we stop them (talk about it at the November Appreciation Dinner). Kelly volunteered to try to get us linked up with some of the Higgins Lake media outlets. Julie will update and freshen up the ACT NOW PPP to have available to show at events and possibly do some presentations to encourage involvement.
- Re-discussed starting Scrap Metal Project back up in the spring now that there is a new recycling location in Houghton Lake. Will visit the new location in March and start project in April, Stan and Dave (our scrapping guys) are willing and able to man weekly drop-offs.
- Need to shore up date, time, menu, etc. with Fred's for our annual Appreciation Dinner which will be on November 20, 2017. John Klein and Carmine arranged last year, Mary will contact them as they are both absent from today's meeting.
- Greg Patchin, Bowling committee representative gave an update on the November 25<sup>th</sup> Bowling Fundraiser. This will be a family event (not a tournament) to raise funds for the ACT NOW Scholarship Program. This is also the day of the Michigan/Ohio State football game so there should be some good attendance in the restaurant/bar area. There will be a large 50/50 raffle, \$1,000 grand prize will be auctioned, live radio and Santa & Mrs. Claus will be there. Still have a boy's bike for a "Bowl to Win" prize, would like to purchase a girl's bike to do the same. John Ellis made a motion to authorize up to \$100 for the purchase of a girl's bike for the bowling fundraiser, Bob Barber supported. All in favor, none opposed, motion carried. Greg will take care of purchasing the bike. Julie will work with Greg on a flyer/poster, need to distribute to RHS (NHS & Interact groups), KCC and the CRAF Center to promote the "Scholarship Fund" as the youth do benefit from this program. Fred's is donating the use of the lanes/shoe rentals, so the cost for the fundraiser is \$20 per person and includes 3 games, 2 pieces of pizza and a soft drink. Greg also added that committee is planning a future Bowling Tournament for February 3, 2018 (will need to apply for State License for that event).

## **CERT UPDATE**

- Coordinator Sharon Zacny reported that volunteers assisted with the Law Enforcement Torch Run, the Firemen's Memorial Festival Parade and the AVI Training in September.
- October call outs for traffic safety/crowd control assistance will be provided for the annual Walk to School day, Homecoming Parade in town and the Trunk or Treat event on Halloween. The CERT briefing before Trunk or Treat will start at 3:30 p.m. on 10/31/17 at the Police Department.

**OTHER BUSINESS/ANNOUNCEMENTS**

- Motion was made by John Ellis to authorize payment of monthly bills that have come in for Trunk or Treat reimbursements, office supplies and the Spartan Nash charge account. Support by Mike Briggs, all in favor, none opposed, motion carried.

**NEXT REGULAR EXECUTIVE BOARD MEETING**

- November 3, 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 11:27 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary

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