

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

Meeting was called to order by Co-Chair Carmine Polisei at 10:05 a.m.

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

MINUTES

- Secretary Julie Hill presented the published minutes from the August 4, 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 AUGUST 2017 (SEE ATTACHED 2nd month of 2017-2018 Fiscal Year):

Checking Account	\$ 3,167.76
Savings Account	\$ 286.12
Money Market Acct.	\$17,809.45
<u>Petty Cash</u>	<u>\$ 300.69</u>
Total	\$21,564.02

- John Ellis 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).
- Bob also presented a 2017 Golf Outing Financial Report (attached).
- Bob also presented a Trunk or Treat Fund Financial Report (attached).
- Bob Barber made a motion to transfer \$4,000.00 from the General Fund to the Scholarship Fund which will fund the next two years. Support by John Klein, all in favor, none opposed, motion carried.
- Bob Barber made a motion to transfer \$1,800.00 from the General Fund to the Public Safety Fund (\$1,000.00) and to the Home Energy Assistance Fund (\$800.00). Support by John Ellis, all in favor, none opposed, motion carried.
- Bob Barber made a motion to transfer \$608.15 from the General Fund to the Trunk or Treat Fund bringing that fund balance to \$1,700.00 as a suggestion from the Trunk or Treat Committee. Support by Shannon Fick, all in favor, none opposed, motion carried.

CORRESPONDENCE

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

- Donation request from the 3rd Battery 1st Michigan Light Artillery for their annual Civil War Era Encampment and Battle Re-Enactment that will be held Sept. 9th & 10th at the Roscommon Fire Training Grounds. John Klein made a motion to donate the same amount as last year, \$100.00 for the event. Support by Bob Barber, all in favor, none opposed, motion carried.

OLD BUSINESS

- Golf Outing went very well, our best one to date! Proceeds nearly doubled from previous highest years. Everyone thought it was beneficial to start planning early and have a committee. Some suggestions for next year were to have a small “swag bag” to hand out to each participant instead of the ticket to select a prize to save time. Hand bags out at registration. Have live auction items displayed before the auction, maybe use the table that would be vacated by eliminating the small participant prizes and have them auction from lowest to highest value so that bidders stay for the “grand prizes” at the end of the auction. Square Reader definitely made a difference in collection donation money, make sure ALL volunteer workers know that we do accept credit/debit cards. Possibly request two beverage carts one on front nine and one on back nine as some players still only saw the single beverage cart once (this would benefit the golf course also). Hole games were great except maybe change #6, get on green in one shot to a bit longer par 3 as it did not make much money, was too easy.
- Cash raffle, only 243 tickets sold to date. 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!

NEW BUSINESS

- Road clean-up is scheduled for Sept. 6th at 4:00 p.m. Meet at the PD, pizza and pop will be served afterwards, let Julie know if you can help and she will add your name to volunteer sign-up sheet. Julie will order 6 large various topping pizzas from Country Corners and Bob will pick them up at 4:30 p.m. on that day. Alternate date for clean-up will be Sept. 20th if needed due to bad weather.
- Firemen’s Memorial Festival booth to sell SWAC “Stingray” stuffed animals will be on September 16th. Need volunteers to work the booth, set up will be done by Shannon, Brian and Julie at approximately 8:00 a.m. Shannon will have the card reader available for debit/credit card payments. Julie will make tags (522) for the animals and we will look into a price tagging gun to attach tags to animals instead of ribbon (can be used every year). Will attach tags to animals before the Torch Run on Wednesday 9/13/17 at 1:30 p.m. at the PD. Set prices for animals: Small \$1.00 – Medium \$5.00 – Large \$8.00 and XL\$15.00 Julie will make signs needed for booth and Shannon has completed paperwork to reserve the booth.
- September 18th will be an ACT NOW Community Meeting at the Township Hall. Topic will be “CERT Awareness” and the CERT trailer will also be on display outside. Mike Briggs has a PPP that he has been working on about CERT that will be presented CERT and John Ellis will make sure trailer is set up by twp. garage at 6:30 p.m. (will need access to inside of garage to use interior electricity, outside plugs do not work).
- Originally scheduled community meeting for October was Bob Barber presenting Astronomy & Light Pollution. Bob doesn’t feel he will be able to present that program. Bob Barber made a motion to cancel the ACT NOW Community meeting for October and instead focus on participation with Trunk or Treat Program. Support by Kelly Kirkpatrick, all in favor, none opposed, motion carried.
- Rebecca Yuncker has reached out to Mary to give an update on the NMCAC to ACT NOW. Decided to invite her to our Executive Board meeting on 10/6/17 at 10:00 a.m. Julie will contact her with date and time for her presentation.

CERT UPDATE

- Coordinator Sharon Zacny reported that there will be volunteers needed for the Torch Run on 9/13/17 and the Firemen’s Memorial Parade on 9/16/17. 9/22/17 will be the Active Violence Incident (AVI) Training at the Roscommon County Building from 8:30 a.m. (briefing) to

approximately 1:00 p.m. This will take the place as one of the four mandatory yearly trainings and will be replacing the Poker Run that was originally scheduled for 9/30/17.

- Thank you to the volunteers who set up the CERT Trailer in the parking area of the township municipal center as requested by Township Supervisor at their board meeting on 8/8/17.
- Since we have received our donation check from the Roscommon Rotary from the Sunrise Run, Sharon asked about a donation to the Crawford CERT team for their help with this event. Each year they assist us with the Sunrise Run and we usually give them a donation in return. John Klein made a motion to donate \$300 (same amount as last year) to the Crawford CERT team for their help with the 2017 Sunrise Run. Support by John Ellis, all in favor, none opposed, motion carried.
- Chief Hill announced that we would run another CERT Basic 20 hour training class if we get enough applicants. Spread the word, CERT applications are available at the PD and applicants will have a mandatory background check done on them.

OTHER BUSINESS/ANNOUNCEMENTS

- Shannon announced that the annual Torch Run will take place on Sept. 13th and that the Kirtland Police Academy Cadets will again be participating. There will be 9-10 cadets and ACT NOW usually sponsors them in this event. Kelly Kirkpatrick made a motion that ACT NOW pay up to \$250.00 (10 sponsorships) for the Kirtland Police Academy Cadets to participate in the Law Enforcement Torch Run on 9/13/17. Support by John Ellis, all in favor, none opposed, motion carried.
- Membership Chair Mike Briggs announced that he is working on “refreshing” the ACT NOW Neighborhood Watch Program by checking out where previous watches were established and looking at new associations, etc. and work with GAP Officers to set up new meetings to get our media avenues (website, Facebook, Handouts, Signs, etc.) out there.

NEXT REGULAR EXECUTIVE BOARD MEETING

- October 6, 2017 at 10:00 a.m. at the Gerrish Township Police Department.

There being no further business to discuss, Carmine Polisei adjourned the meeting at 11:03 a.m.

Respectfully Submitted,

Julie Hill

Julie Hill, ACT-NOW Secretary

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