

**A.C.T. – N.O.W.**  
Advisory Community Team – Neighbors On Watch  
EXECUTIVE BOARD MEETING MINUTES  
JANUARY 4, 2019

Meeting was called to order by Chair John Ellis at 10:02 a.m.

Members Present: John Ellis, Julie Hill, Bob Barber, John Klein, Kelly Kirkpatrick, Stan Baysdell, Officer Shannon Fick, Chief Brian Hill

Absent: Mike Briggs, John Ellis Jr., Sharon Zacny

**MINUTES**

- Julie Hill presented the published meeting minutes from the December 7, 2018 Executive Board meeting. Bob Barber made a motion to accept the minutes as published with correction noted from Sharon on Food Distribution date in March for CERT. John Klein seconded, motion carried.

**TREASURER’S REPORT**

- Treasurer Bob Barber submitted the following published report for DEC. 2018 (SEE ATTACHED 6<sup>th</sup> month of 2018-2019 Fiscal Year):

Checking Account	\$ 5,177.70
Savings Account	\$ 286.66
Money Market Acct.	\$12,848.84
Petty Cash	\$ 277.05
<u>(-) Spartan Charge</u>	<u>\$ 46.35</u>
Total	\$18,543.90

- Kelly Kirkpatrick made a motion to accept the Treasurer’s Report as submitted by Treasurer Bob Barber. Stan Baysdell seconded, motion carried.
- Bob also presented an updated 2018-2019 Budget Spreadsheet (attached).

**CORRESPONDENCE**

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

- RHS Project Graduation 2019 Donation Request – Table until next month. Julie will contact Project President and get some more information.
- Application for Assistance for Bull Family – What kind of hardship can we help with? Brian will follow up with applicant to see if request is something that fits our giving criteria.
- Thank You letter from NMCAC “Festival of Trees” Fundraiser
- Thank You card from RHS Bowling Team Donation
- Thank You card from RHS Marching Bucks (Breakfast with Santa Donation)
- NMCAC Holiday Giving Request/Donation Card – No action on this as we support center annually with a \$500 donation in April.
- HLRCC Annual Membership Renewal – John Ellis made a motion to pay the ACT NOW non-profit organization annual membership fee of \$50 to the Higgins Lake Roscommon Chamber of Commerce. Support by Kelly Kirkpatrick, all in favor, none opposed, motion carried.

**OLD BUSINESS**

- Stan Baysdell has volunteered to fill the vacancy for the GAP #3 Representative on the Executive Board. Shannon Fick made a motion to appoint Stanley Baysdell to the GAP #3

Representative position on the ACT NOW Executive Board for the remainder of the 2018-2019 term. Support by John Klein, all in favor, none opposed, motion carried. THANK YOU STAN☺

- 2019 SWAC Update – we sponsored 10 families that included 22 children and 17 adults. Seven of the families live in Gerrish Twp. and the other 3 were in Roscommon and Houghton Lake. Shopping, wrapping and delivery all went smoothly. There were 17 applications received in total and after vetting 7 were repeats or denials (not fitting our criteria).
- John Ellis gave an update on the 1/19/19 Bowling Tournament Fundraiser. They have started collecting lane sponsors and looks like there will be a full eight teams. Prizes for raffles are being donated along with a New Custom Bowling Ball Raffle sponsored by Kelly Kirkpatrick (\$200 value). Will need some volunteers help selling tickets day of event.
- New Resident Welcome Package – Table as a winter project (Mike Briggs absent).
- The December Coffee with a Cop & Santa was very well attended. Kelly Kirkpatrick made a motion to purchase a \$50 Fred's gift card and send to Paul & Diane Goodell with a Thank You for their participation as Santa & Mrs. Claus. Support by John Klein, all in favor, none opposed, motion carried. Note that Goodell's did not take any payment for the day and donated their fee back to ACT NOW.

### **NEW BUSINESS**

- Be thinking ahead for next month's board meeting – February annual planning for ACT NOW meetings and events.

### **CERT UPDATE (Bob Barber)**

- Chief Hill announced that he has made arrangements for ProComm to come to office and do the templating for the eight 800 MHz portable radios that were donated to the department for the use of CERT from Roscommon County Central Dispatch Director Vance Stringham. The fee for this service will be \$120.00. John Ellis made a motion that ACT NOW pay the \$120 from the CERT Fund for the templating of the eight 800 MHz portable radios to be invoiced by ProComm of Mt. Pleasant. Support by Bob Barber, all in favor, none opposed, motion carried. Chief Hill will forward the invoice to Bob when it is received.
- Food Truck Distribution dates for 2019 are 1/26/19, 2/23/19, 3/23/19 & 4/27/19. Bob will be reaching out for a few volunteers for each of those dates.
- Brian and Bob will schedule a meeting to set the four mandatory trainings for CERT for 2019.

### **OTHER BUSINESS/ANNOUNCEMENTS**

- N/A

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

- February 1, 2019 at 10:00 a.m. at the Gerrish Township Police Department.

There being no further business to discuss, John Ellis adjourned the meeting at 11:06 p.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary

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