

**A.C.T. – N.O.W.**  
Advisory Community Team – Neighbors On Watch  
EXECUTIVE BOARD MEETING MINUTES  
July 12, 2024

Meeting was called to order by Chair John Ellis at 10:03 am

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, Sharon Zacny (TX), Ralph Rowland, Stanley Baysdell, Lt. Norm LaBonte, Chief Eric Muszynski  
Absent: Carlos Jean-Francois, Mary Link

**MINUTES**

- Julie Hill presented the published meeting minutes from the June 14, 2024 Executive Board meeting. Ralph Rowland made a motion to accept the revised minutes as published, support by Bob Barber. All in favor, none opposed, motion carried.

**TREASURER’S REPORT**

- Treasurer Bob Barber submitted the following published report for JUNE 2024 (12<sup>th</sup> month of the 2023-2024 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$ 6,248.37
Savings Acct.	\$ 287.83
MMA	\$10,547.08
Petty Cash	\$ 305.92
CD	\$10,128.90
Pending Deposit (+)	\$ 1,175.05
<u>Visa Pymt. Pending (-)</u>	<u>\$ 648.00</u>
<b>TOTAL</b>	<b>\$28,045.15</b>

- Motion by Julie Hill to accept the June 2024 Treasurer’s Report as submitted. Support by Stan Baysdell, all in favor, none opposed, motion carried.
- Bob also presented an updated 2023-2024 Budget Spreadsheet (attached) and a Year End Report for the Fiscal Year 07/01/23 – 06/30/24 (attached).

**CORRESPONDENCE**

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

- Thank you card from Brian Hill for ACT NOW’s donation to his retirement bronze plaque.

**OLD BUSINESS**

- All promotional items have been received so we can use them at the Annual Meeting/Picnic and Golf Outing.
- 25<sup>th</sup> Annual Meeting/Picnic is scheduled for July 15, 2024 at the Gerrish Twp. Marina at 6:00 pm. Set up will begin at 5:00 pm. A few of us will load at PD at 4:30 p.m. We had to submit a Temporary Food Permit Application to the District Health Department as an employee saw our flyer and noted that we would be serving the public. The application was submitted, and we will have to pay the non-profit \$60 permit fee. I am currently waiting for a phone call from the Sanitarian for a phone interview and/or a visit to the site. Ralph Rowland made a motion that ACT NOW pay the \$60.00 permit fee for a Temporary Food Establishment License to the Central Michigan Community Health Department for our picnic event. Support by Bob Barber, all in favor, none opposed, motion carried. Chief Muszynski will hand deliver the check and invoice to the health department this afternoon. Would like to give all attendees an

Anniversary cup and pen and a raffle ticket for door prizes which will be 10 ACT NOW insulated zipper bags with a GTPD stuffed hoodie seal animal inside. Julie will be picking up food items this afternoon from Gaylord GFS and cupcakes and pop from Walmart Monday morning.

- Golf Outing will take place on August 10, 2024 at Redwood Golf Course. We currently have 14 teams pre-registered and 10 of them paid in full. We have 11 hole sponsors totaling \$2,100.00 and have 10 donated prizes for the Chinese Raffle. Will have to do some changing of hole game for Putt from Designated Spot due to Nester's sponsoring a Hole-in-One Win a Car which will be on Hole #8. We will have a Win A Car hole on both the front nine and the back nine. Looks like we have volunteers covered for all hole games, runner, Golfapalooza, etc. Randy's Catering is all set to arrive at 1:00 pm to set up with the planned menu. We will provide plasticware and plates. Julie will check with a couple of bakeries to see if they would provide cookies/brownies for dessert as a sponsor. Pepsi Beverages out of West Branch is donating bottled water and pop. Raffle license has been received for the 50/50 Raffle. Would like to hand out an ACT NOW Anniversary cup and pen to each golfer at registration (and volunteers would also get an insulated tote if they don't already have one). Julie plans on ordering extra prizes/gifts from Amazon during Prime Days on July 16<sup>th</sup> & 17<sup>th</sup>. Bob Barber made a motion to spend up to \$1,200.00 for prizes for the Golf Outing, support by John Ellis. All in favor, none opposed, motion carried.

## **NEW BUSINESS**

- Discussed whether we wanted or needed to do a Glow Golf Event in September. It was the consensus that due to other events (Golf Outing, Torch Run) all being within close proximity, cost of glow equipment, etc. that we may want to skip this event as we are well set with our budget and projected revenues from our other fundraisers. Mike Briggs made a motion that we cancel the previously planned Glow Golf Event for September, support by Ralph Rowland. All in favor, none opposed, motion carried.

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

- 6 CERT members attended the First Aid certification training on 06/04/24.
- Sunrise Run went well, had 5 Gerrish CERT members and 6 Crawford CERT members plus two from the State Park and one from NMCAC to assist with traffic safety on the course.
- 8 volunteers attended the June Food Distribution, next truck scheduled for 07/27/24.
- 07/27/24 is also the AuSable Canoe Race in Grayling and Crawford CERT reaches out to our team for assistance for that event.
- 4 volunteers were victims for the Mass Casualty Exercise at Camp Grayling on 06/26/24.
- 2 volunteers for the 07/04/24 Roscommon Independence Day Parade and none for Fireworks.
- Mike attended the Region 7 ZOOM meeting.
- National Night Out is scheduled for 08/13/24 in Roscommon from 6-8:00 pm. Mike has volunteered to arrange the CERT Trailer for the event.
- Mike Briggs made a motion to donate \$300 to the Crawford CERT team for their assistance with the Sunrise Run. Support by Lt. Norm LaBonte. Decided to table this motion until the next meeting to see if we may want to increase that donation.
- Bob was approached by one of our new CERT members that she has another person from Richfield interested in joining our Gerrish CERT team. Julie will reach out to her, get her an application, and let her know that we will not be holding another Basic Training class until later this year or early next year if we have enough interested participants.

**OTHER BUSINESS/ANNOUNCEMENTS**

- N/A

**NEXT REGULAR EXECUTIVE BOARD MEETING**

- Next Executive Board Meeting will be August 2, 2024 at 10:00 a.m. at the Gerrish Township PD.

There being no further business to discuss, Mike Briggs made a motion to adjourn the meeting, support by Ralph Rowland, all in favor, none opposed. Chair John Ellis adjourned the meeting at 11:18 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary