

**A.C.T. – N.O.W.**  
Advisory Community Team – Neighbors On Watch  
EXECUTIVE BOARD MEETING MINUTES  
March 7, 2025

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

Members Present: John Ellis, Mike Briggs, Julie Hill, Bob Barber, Patrick Mrosz, Lt. Norm LaBonte, Chief Eric Muszynski

Absent: Carlos Jean-Francois, Sharon Zacny, Ralph Rowland, Stanley Baysdell

**MINUTES**

- Julie Hill presented the published meeting minutes from the February 14, 2025 Executive Board meeting. Bob Barber made a motion to accept the minutes as published, support by John Ellis. All in favor, none opposed, motion carried.

**TREASURERS REPORT**

- Treasurer Bob Barber submitted the following published report for FEBRUARY 2025 (8<sup>th</sup> month of the 2024-2025 fiscal year) SEE ATTACHED REPORT:

Checking Acct.	\$ 6,255.91
Savings Acct.	\$ 287.83
MMA	\$15,594.82
Petty Cash	\$ 189.01
Pending Deposit (+)	\$ 800.00
CD	\$10,446.06
<b>TOTAL</b>	<b>\$33,573.63</b>

- Motion by Julie Hill to accept the February 2025 Treasurer’s Report as submitted. Support by Norm LaBonte, all in favor, none opposed, motion carried.
- Bob also presented an updated 2024-2025 Budget Spreadsheet (attached).

**CORRESPONDENCE**

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

- Receipt from American Heart Association donation in Memory of Patricia Baysdell.
- Invoice for \$100.00 annual bond premium from CNA Surety due 04/24/2025. Motion by John Ellis, support by Mike Briggs that ACT NOW pay the \$100.00 premium for the 2025-2026 surety bond through CNA Surety. All in favor, none opposed, motion carried.
- In-Kind donation receipt of \$537.62 from ACT NOW to Roscommon-St. Helen Little League for glow golf supplies for their upcoming fundraiser.

**OLD BUSINESS**

- Bowling Tournament Fundraiser update by Julie Hill. So far we have six teams pre-registered and one prize for the raffle. 60 sponsor/prize solicitation letters were mailed out on 02/27/2025 and we have received \$100.00 to date. The raffle license and fee were sent into the State on 02/19/2025 and we received the license on 03/05/2025. Facebook event page was created on 02/27/2025. Team spots are filling up quickly. Will need to solicit prizes from local businesses and organizations. Eight volunteers have signed up to work at the event, set up will begin at 11:00 am and registration starts at 11:30 am.

## **NEW BUSINESS**

- Discussed the possibility of having a food truck come in at the Annual Picnic to provide the food for the event. This would save on set-up, shopping, cooking, and clean-up and we would not have to obtain a food permit. Norm LaBonte made a motion that we have a food truck to provide the meal at the Annual Picnic on 07/21/25, support by Bob Barber. All in favor, none opposed, motion carried. Julie and Eric will start checking into availability of a truck, menu options and prices.

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

- Five volunteers attended the 02/22/25 Food Truck Distribution. The upcoming Food Trucks will be on 03/22/25 and 04/26/25.
- Mike and Bob met with Chief Muszynski and set the quarterly training schedule for 2025.
- March 4<sup>th</sup> and March 6<sup>th</sup> were the CERT CPR/AED and First Aid classes for those that needed to renew their certifications. Four attended the CPR/AED class and five attended the First Aid class.
- The Annual Pipeline Training is scheduled for 03/12/25 in Grayling, nine have registered.
- There will be a tabletop training exercise at the Roscommon County Emergency Management Center on 06/02/25.
- Mike, Pat and Terri have been working on the inventory of the CERT trailer and bags. A list will be put together soon on what items are needed to purchase.
- Mike attended the March 4<sup>th</sup> Region 7 Zoom meeting. Benzie County will be hosting a 20-Hour Basic CERT class on May 3<sup>rd</sup> & 4<sup>th</sup>. We may want to reach out to those that have turned in applications or have expressed interest in joining our team to see if they would like to attend the Basic class in Benzie. We would just need to follow up with some specific training to our CERT team.
- May 21<sup>st</sup> is the annual Business Expo at the CRAF Center from 3:00 – 6:00 pm. CERT will not be attending that event but plan on attending National Night Out on August 5<sup>th</sup> which will be held in St. Helen this year.

## **OTHER BUSINESS/ANNOUNCEMENTS**

- N/A

## **NEXT REGULAR EXECUTIVE BOARD MEETING**

- Next Executive Board Meeting will be April 4, 2025 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 Bob Barber, all in favor, none opposed. Chair John Ellis adjourned the meeting at 10:54 a.m.

Respectfully Submitted,

*Julie Hill*

Julie Hill, ACT-NOW Secretary