**Police Village of Russell**

**Board of Trustees, Regular meeting Minutes**

**Monday January 2, 2023 at 7:30pm**

**Russell Arena Meeting room**

**Attendees:** Stephanie MacMillan, Mike Miller, Julianne Duern Bankley

**Public attendees & Applicants:** Bill McInnes (RAPA & Curling)

**Regrets**:

**MONDAY Jan 2nd Minutes:**

## **[Call to Order](#_heading=h.17dp8vu)**

## **[Roles and responsibilities](#_heading=h.3rdcrjn)**

## **[Transparency & Accountability](#_heading=h.lnxbz9)**

## **[Budgetary Items](#_heading=h.1ksv4uv)**

## **[Grant Applications](#_heading=h.44sinio)**

## **[Correspondence / Activities review](#_heading=h.2jxsxqh)**

## **[New Business](#_heading=h.z337ya)**

## **[Public Questions](#_heading=h.3j2qqm3)**

## **Next regular meeting**

## **Adjournment**

| **#** | **AGENDA ITEM** | **DESCRIPTION** | **NOTES** | **ACTIONS** |
| --- | --- | --- | --- | --- |
| **1** | **Call to order** | 1. Approval of the Agenda
2. Approval of last meeting minutes
	1. Nov
	2. Dec
 | b)i) from WM per 3. iv, revised guidelines and protocols looked good but I thought we decided to let the new Board approve them rather than us approve them in the last hour.  | Meeting called to order by SMa) Approved b)i) Approved, new board to reviewb)ii) Approved |
| **2** | **Roles and responsibilities** | 1. Excel spreadsheet (link to be shared)
2. webpage updates
 | a) JDB [Excel sample](https://docs.google.com/spreadsheets/d/1x9SEI-T9lyHysmfLOiTR-VfaR-YpUvJH/edit?usp=share_link&ouid=107809403011674783596&rtpof=true&sd=true)b) Access for all board members; need to add current Board highlighted on landing page | a) Pending JBDb) Complete |
| **3.** | **Transparency & Accountability** | 1. Generic email & correspondence
2. Cloud based document storage
 | 1. JBD to gain access for all board members and add out of office response of “your email has been received, the PVR will discuss at the next meeting.”
2. JBD to investigate Options from our webpage provider? Free options include gmail & google drive, purchase more storage
 | 1. JBD to provide, and provide standard reply signature/ expectations
2. JBD has set up a gmail account for cloud-based documents and will share password.
 |
| **4** | **Budgetary Items**  |
|  |  | 1. Scotia Bank/Scotia McLeod access and various document, including CAW-8BEN-E for your auditors review and completion.
2. Financial report: Treasurer
3. Balance to date in Trust account and BNS checking account; monthly statement
4. Honoraria to Trustees for Jan 2023
 |  | a) MM reports Auditors have agreed to complete and/or assist with completion cost between 250-750$ they will check on filing or tax compliance.b/c) MM reports PVR Investment Balance: Dec 5, 2022, $1,102,963**Jan 2, 2023, $1,066,700**Increase/Decrease:-$36,263Transferred Out (Term to date): $2,000Bank Balance:**Dec 5, 2022, $956.54****Jan 2, 2023**, $1,950.58Increase/Decrease:$994.04d) Issued |
| **5** | Grant Applications  |
|  | **Grant Applications: NEW** | 1. none
 |  | a)  |
|  | **Grant Applications: Outstanding**  | 1. Save the Lake (Return of $2,000.00)
2. Agricultural Society – Art at night (final report missing)
3. Russell Agricultural Society - contract change and final report
 | 1. per WM, cheque to be mailed
 | a) outstandingb) outstandingc) outstanding |
| **6** | **Correspondence / Activities review:** | 1. Library Letter of support
2. Russell 125 Info Meeting
3. Review & Compare: letter vs contract
 | 1. JBD to file on OneDrive
2. board has flexibility to use contract/letter, and withhold funds
 | a) Completeb) held prior to our regular meeting and was a success. c) MM to review |
| **7** | **New Business** | 1. Russell Community Page: RFP from residents
2. Investment strategy & funds manager supplier
3. Checklist for approval/denial of funding
4. Russell125 breakout meeting room cost
5. Term for use “funding application” versus “Grant”
6. Review Application and Budget form
7. changes for our "operational document"
8. misc expenses for Special Initiative
 | a) Consider naming strategy pre and post R125 | a) Defer to Feb meeting post breakout R125 meeting. b) postponed to April meeting. MM to contactc) SM to draft flowchartd) Approved expenses for Breakout meeting for Russell 125e) all in agreement to use the term fundingf) MM budget form draft, JBD application draftg) MM to send draft for reviewh) Approved |
| **8** | **Public Questions** | Bill McInnes, representing RAPA & Curling Club – Fact finding.-RAPA - Equipment (sound and lights) needing updated, shared with high school drama 60-70K-Curling Club – Roof. | 1. Application process

b) Application deadline | a) Forms can be found on the Police Village website; russellvillagetrust.cab) none |
| **9** | **Next regular meeting** | 7:00 pm Monday February 6th, 2023, Russell Arena |  | MM booked |
| **10** | **Adjournment** |  |  | Motioned by SM, seconded by JBD |

Julianne Duern Bankley, Stephanie MacMillan, Mike Miller (Treasurer)