**Police Village of Russell**

**Board of Trustees, Regular meeting Minutes**

**Monday February 6, 2023 at 7:00pm**

**Russell Arena Meeting room**

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

**Public attendees & Applicants:** Ash Babber & Dave Picard (Kin Club), Pierre Leroux

**Regrets**:

**MONDAY Feb 6th Minutes:**

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

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

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

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

## **[Applications](#_heading=h.44sinio) for funding assistance**

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

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

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

## **Next regular meeting**

## **Adjournment**

| **#** | **AGENDA ITEM** | **DESCRIPTION** | **NOTES** | **ACTIONS** |
| --- | --- | --- | --- | --- |
| **1** | **Call to order** | 1. Approval of the Agenda
2. Approval of Jan meeting minutes
 |  | Meeting called to order by SMa) Approvedb) Approved |
| **2** | **Roles and responsibilities** | 1. Excel spreadsheet
2. Voting
 | a) JDBb) as per Oct 25th, 2000 PVR agreement, "the decisions or recommendations of the Committee require a majority vote of 3 voting Trustees". | a) complete and uploadedb) majority vote stands |
| **3** | **Transparency & Accountability** | 1. Generic email & correspondence
2. Cloud based document storage
3. Account login information
 | 1. JBD to gain access for all board members and add an 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. Complete, comment in the email signature stating to except a response within 2 business days. Will look at again in 2024.
2. in-service during PVR meeting pushed to March meeting. If more storage required we will look at that time.

c) JDB shared login info with Trustee’s. |
| **4** | **Budgetary Items**  |
|  |  | 1. Scotia Bank/Scotia McLeod CAW-8BEN-E -auditors review and completion.
2. Financial report:

 Trust account & BNS checking account; monthly statement1. Honoraria to Trustees for Feb 2023
2. "[anticipated budget for 2023"](https://docs.google.com/spreadsheets/d/1hodNgjuFfyXxRyUwaVgziJNA0N2zycahYQJyWwOSY1s/edit?usp=share_link)
3. Previous spending excel
4. 2023 Audit
5. 25$ Gift for Coute household who provided the power for MacDougal Park Christmas lights this year
6. Withdraw 25,000.00 from fund.
 |  | a) BDO experts suggest Trust is exempt, auditor still working on.b) MM reports PVR Investment Balance: Jan 2, 2023, $1,066,700**Feb 6, 2023, $1,130,091**Increase/Decrease:+$63,391Transferred Out (Term to date): $2,000Bank Balance:Jan 2, 2023, $1,950.58**Feb 6, 2023, $1,041.13**Increase/Decrease:$909.45c) Issuedd) discussed funds performance, and potential fundinge) Add Note that this does not account for inflation.f) MM to work on this for the end of Feb. JDB to send the 2022 minutesg) Approvedh) All in favor |
| **5** | **Applications for funding assistance** |
|  | **New Applications** | 1. Kin Club – Welcome to Russell Sign
2. Mike Saucier - Russell Rocks
3. Russell 125 (1-6) – Not an official application
 |  | a) MM to send letter 20K at start with, with 10K pending after financialsb) MM to send letter denying project fundingc) JDB to reply to Russell 125 with some ideas around this, and request organizations submit applications individually. |
|  | **Outstanding Applications** | 1. Save the Lake (Return of $2,000.00)
2. Agricultural Society – Art at night (final report missing)
3. Russell Agricultural Society - contract change
 | 1. per WM, cheque to be mailed

b)c) | a) SM follow up with Candiceb/c) MM has been in touch and we should be receiving this. |
| **6** | **Correspondence / Activities review** | 1. Russell United Church - No through traffic signs
 | a)  | a) No application received.  |
| **7** | **New Business** | 1. Russell Community Page: RFP from residents
2. Checklist for approval/denial of funding
3. Review Application and Budget form
4. Changes to "operational document"
5. Police Village of Russell legal term
6. Website Billing
7. Honorarium term preferred to fee
8. Shared drive in-service
9. Templates

1. Acknowledgement/ contract letter.2. Declined project letter |  | a) PVR has started the website and facebook and Instagram pages and restrict Trustee’s to PVR responsibilities and will promote the Russell 125b) JDB updated SM document, Trustee’s to reviewc) Application, JDB updated, Trustee’s to review.Budget form – pushed to March meeting, MM working on this.d) no changee) no issue Police Village of Russell term in usef) DD to forward bills for the websiteg) Honorarium to be used moving forwardh) pushed to March meetingi) 1. We have this document.2. SM to get copy from WM |
| **8** | **Public Questions/ Presentation** |  |  | No questions received |
| **9** | **Next regular meeting** | 7:00 pm Monday March 6th, 2023, Russell Arena |  | Approved |
| **10** | **Adjournment** |  |  | Motioned by SM, seconded by JBD |

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