**Police Village of Russell**

**Board of Trustees, Regular meeting Minutes**

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

**Russell Arena Meeting room**

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

**Public attendees & Applicants:** Pierre Leroux

**Regrets**:

**MONDAY March 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 Feb meeting minutes |  | Call to Order, SM  a) Approved  b) Approved. JDB to forward all minutes to Township going forward |
| **2** | **Roles and responsibilities** |  |  |  |
| **3** | **Transparency & Accountability** | 1. Cloud based document storage tutorial |  | 1. Completed |
| **4** | **Budgetary Items** | | | |
|  |  | 1. Scotia Bank/Scotia McLeod CAW-8BEN-E -auditors review and completion. 2. Financial report:   Trust account & BNS checking account; monthly statement   1. Honoraria to Trustees for Mar 2023 2. Previous spending excel 3. 2022 Audit - | 1. BDO experts suggest Trust is exempt, auditor still working on. 2. Note to be added that this does not account for inflation. 3. MM to work on this for the end of Feb.   JDB to send the 2022 minutes | 1. Tax number forwarded to Auditors in hopes of using it in place of TIN. 2. MM reports:   PVR Investment Balance:  Feb 6, 2023, $1,130,091  **Mar 6 2023, $1,110,006**  Increase/Decrease:  -$20,085  Transferred Out (term to date): $7,000  Bank Balance:  Feb 6, 2023, $1,041.13  **Mar 6, 2023 $4,739.67**  Increase/Decrease:  $3,698.51   1. Issued 2. Inflation note will not be added to excel. JDB MM, excel complete 3. ? |
| **5** | **Applications for funding assistance** | | | |
|  | **New** | 1. Royal Canadian Legion 2. Russell Soccer Club 3. RD Horticultural Society |  | 1. Legion to submit a more extensive budget and will require appropriate approval, JDB to advise 2. Approved, JDB to draft letter 3. Approved, SM to draft letter |
|  | **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 4. Kin Club – Welcome to Russell Sign | 1. SM follow up   b/c) MM has been in touch and we should be receiving this.  d) | 1. SM to reach out again and ask that she cc PVR in her email 2. See c) 3. MM to reach out and advise of Due date March 31st, grant to be cancelled at April meeting if not received. 4. Completed |
| **6** | **Correspondence / Activities review** | 1. Kin Club – Welcome to Russell Sign 2. Mike Saucier - Russell Rocks 3. Russell 125 (1-6) – Not an official application | 1. MM to send letter 20K at start with, with 10K pending after financials received 2. MM to reply with letter denying project funding 3. JDB to reply to Dave with some ideas around this, and request organizations submit applications individually. | a) Completed  b) Completed  c) Completed |
| **7** | **New Business** | 1. Checklist for approval/denial of funding 2. Application update    1. Part 1 of 2    2. Budget form 2 of 2 3. Templates    1. Acknowledgement/ contract letter.    2. Declined project letter 4. Website domain billing 5. 2022 activity report | 1. JDB updated SM document, Trustee’s to review as part of application 2. JDB updated, Trustee’s to review. 3. Budget form, MM working on this.   c)  i. We have this document. discuss revision.  ii. SM shared copy from WM. Discuss revision.  d)  e) | 1. included in the Application part 1 of 2, see b)i) below 2. Review by March 19th 3. Budget Template $ amount blank & Sample budget is a prefilled example. MM to draft and share before next meeting for approval 4. Review by March 19th 5. Review by March 19th 6. PVR domain name to be update to Police Village of Russell, releasing Russell Village Trust domain name and subsequent billing. 7. Approved |
| **8** | **Public Questions/ Presentation** |  |  | No questions recieved |
| **9** | **Next regular meeting** | 7:00 pm Monday April 3rd, 2023, Russell Arena |  | Approved |
| **10** | **Adjournment** |  |  | Motioned by SM, seconded by JDB |

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