**Police Village of Russell**

**Board of Trustees, Regular meeting Minutes**

**Monday April 3, 2023 at 7:00pm**

**Russell Arena Meeting room**

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

**Public attendees & Applicants:** Pierre Leroux, Robert Decaire of Scotia McLeod

**Regrets**:

**MONDAY April 3rd Minutes:**

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

## **[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. Call to order 2. Approval of the Agenda 3. Approval of Mar meeting minutes |  | 1. Called to order by SM 2. Approved 3. Approved |
| **2** | **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 Apr 2023 2. 2022 Audit – 3. Request to withdraw 5000.00 from fund. | 1. BDO experts suggest Trust is exempt, auditor still working on. Tax number forwarded to Auditors in hopes of using it in place of TIN 2. MM to work on this for the end of Feb.   JDB to send the 2022 minutes. | 1. Scotia McLeod has accepted the tax number. As per Scotia McLeod we are now compliant 2. MM reports:   PVR Investment Balance:  Mar 6, 2023, $1,110,091  **Apr 3, 2023 $1,109,646**  Increase/Decrease:  **- $445.00**  Transferred Out (Term to date): $7,000  Bank Balance:  Mar 6, 2023, $4,739.67  **Apr 3, 2023 $4,154.72**  Increase/Decrease:  **- $584.95**   1. Issued 2. Audit is complete, we are to expect a $2200 invoice. Awaiting the final audit report, to be approved at the next meeting 3. Approved |
| **3** | **Applications for funding assistance** | | | |
|  | **New** | 1. Russell Village Women's Institute |  | 1. 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 5. Russell Soccer Club 6. RD Horticultural Society – MacDougall Park | 1. SM follow up 2. c) MM to reach out and advise of Due date March 31st, grant to be cancelled at April meeting if not received.   d)  e)  f) | 1. $2325.00 refunded 2. Final Report received, JDB to file 3. Approval of Payment of $450.00 to Christmas market.   d/e/f) No update at this time. |
| **4** | **Correspondence / Activities review** | 1. Russell Soccer Club 2. RD Horticultural Society 3. Engagement letter for Audit | 1. File Letter 2. File letter 3. File Letter | 1. Filed 2. Filed 3. Filed |
| **5** | **New Business** | 1. Application update    1. Part 1 of 2    2. Budget form 2 of 2 2. Templates    1. Acknowledgement/ contract letter.    2. Declined project letter 3. Website domain billing 4. PayPal account to be used to pay for website account(s) 5. Investment strategy & funds manager, Robert Decaire of Scotia McLeod, to go over our investment strategy 6. Arena meeting room is not available until Sept. | 1. JDB updated, Trustee’s to review by March 19th 2. Budget form and template, MM to work on and share before April meeting   b)   1. Review by March 19th 2. Create and review 3. PVR domain name to be update to Police Village of Russell, releasing Russell Village Trust domain name and subsequent billing. | a) i. Adding line about Russell township approval when appropriate. JDB to send final draft  ii. MM to do some formatting and send final draft.  b) i. Complete, JDB filed  ii. Complete, JDB filed  c) to be consolidated into one account, Go Daddy will not be renewed.  d) MM to look into PayPal as option for future domain billing.  e) Update shared on investment fund.  f) SM to reach out to Curling club for Meeting room for May to Sept |
| **6** | **Public Questions / Presentation** |  |  | No questions received |
| **7** | **Next regular meeting** | 7:00 pm Monday May 1st, 2023. |  | Location to be determined. |
| **8** | **Adjournment** |  |  | Motioned by SM, seconded by JDB |

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