**Police Village of Russell**

**Board of Trustees, Regular meeting Minutes**

**Monday May 1, 2023 at 7:00pm**

**Embrun Sports Dome Conference Room**

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

**Public attendees & Applicants:** Pierre Leroux, Randy Klassen & Robin Chalmers (RCL),

**MONDAY May 1st Agenda:**

## [**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 Apr meeting minutes |  | 1. SM called meeting to order 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 May 2023 2. 2022 Audit 3. Request to transfer 5000.00 | 1. Scotia McLeod has accepted the tax number. As per Scotia McLeod we are now compliant. 2. Audit complete, Awaiting invoice. | 1. Resolved. 2. MM reports:   PVR Investment Balance:  Apr 3, 2023, $1,109,646  **May 1, 2023 $1,093,203**  Increase/Decrease:  **- $16,443.00**  Transferred Out (Term to date): $32,000  Bank Balance:  Apr 3, 2023, $4,154.72  **Apr 3, 2023 $4,302.22**  Increase/Decrease:  **147.50**   1. Issued 2. Draft audit complete, Official compilation report complete for 2022. MM to sign off before receiving the final report. JDB to post report on website once final is received 3. Motion approved |
| **3** | **Applications for funding assistance** | | | |
|  | **New** | 1. Russell 125 Steering committee 3 projects in 1 application 2. Poutmasters 2023 (Kin Club) 3. Ag Society Canada Day Fireworks | 1. Trustees reviewed drafted response. For a 3rd time, this application is declined due to lack of adherence to the Board’s application process which was outlined at a community meeting in January 2023, verbally discussed w/JDB, is on the website and in the application criteria. The original response for a February 2023 application was re-sent to the applicant for reference, prior to the current resubmission, and included specific tips for 5 separate successful applications. These suggestions were not incorporated in the resubmitted form which now includes 3 of the original projects and 1 new project. | a) Consensus: Application denied in its current format. Request confirmation that non-registered Steering Committee reach out to registered local organizations to apply & each project to be a separate application, as per application criteria & using the updated shortened application form available on the website since April 2023. JDB to finalize draft.   1. MM to draft letter 2. SM to draft letter |
|  | **Outstanding** | 1. Russell Soccer Club 2. Kin Club – Welcome to Russell Sign 3. RD Horticultural Society – MacDougall Park 4. Russell Village Women's Institute | a) RSC updated PVR on change of use of funds  b/c/d) | 1. Trustees reviewed drafted response. Consensus that RSC needs to resubmit the budget & revise application details, as per contract agreement. JDB to finalize draft.   b/c/d) No update currently |
| **4** | **Correspondence / Activities review** | 1. Russell Village Women's Institute | 1. File Letter | 1. JDB filed |
| **5** | **New Business** | 1. Application update    1. Part 1 of 2    2. Budget form 2 of 2 2. PayPal account to be used to pay for website account(s) 3. Arena meeting room is not available until Sept. 4. Scholarship for all schools for civic/community engagement. Recipient from within PVR boundary. 5. PVR vector file creation/budget 6. PVR web content - posting of meeting minutes 7. Banner Production for PVR 8. Application Criteria - budget portion caveat: consider including criteria that a copy of receipt for any physical items spent be included to receive the final 20% for all projects. 9. Terms & conditions of funding: consider the caveat that no funds will be provided until a copy of an actual estimate is provided, no older than 30days. 10. FAQ page on website \*JDB has notes & f/up action for development 11. Promotion of PVR: website FAQ page and social media update & suggestions for consideration 12. Future meetings - applicants section: rather than allow for presentations, and in the interest of time, l suggest we offer attendance for a simple question period from Trustees, based on information we already have in the application submitted. 13. Acknowledgement Letter changes: suggesting to change to name the letter CONTRACT; also 2nd page to read Funding CONTRACT and not Agreement 14. Update on website handover issue | 1. Adding line about Russell township approval when appropriate. 2. MM to do some formatting and send final draft 3. MM to investigate PayPal as option for future domain billing. 4. SM to reach out to Curling club for Meeting room for May to Sept 5. . 6. . | a) i. Complete, can we update  ii. MM to send another change for approval  b) Too costly  c) Curling club not available. Will meet at Sports dome until Sept.  d) moved to June  e) MM to forward completed vector file to PVR account  f) current years minutes will be posted, final report from last 2 previous years, financial statement from previous year  g) PVR to have a new stand-up banner produced, to include est. 1898. Estimated cost 250.00. MM to share the draft before purchasing.  h) organization to provide a invoice/receipt with the final budget to receive the final 20% of funding to ensure funds spent as planned.  i) already covered in criteria any substantial changes need resubmission. No change to Terms and conditions of funding  j) moved to June  k) List on website what PVR has supported in the past 6 months.  l)All agree to limit presentation to 3-5 minutes. PVR will use the 3-5 min for any questions to clarify the application  m) Updating Acknowledgement letter to “funding contractual agreement” JDB to update.  n) Repeated follow up required to address the website handover issue. Pending since Dec 2022, last interaction was provided Mar 2023. |
| **6** | **Public Questions / Presentation** | Randy Klassen & Robin Chalmers (RCL) |  | Presentation |
| **7** | **Next regular meeting** | 7:00 pm Monday June 5th, 2023. |  | Embrun Sports Dome, Conference Room |
| **8** | **Adjournment** |  |  |  |

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