

**Police Village of Russell
Board of Trustees, Regular meeting Minutes
Monday June 5, 2023 at 7:00pm
Embrun Sports Dome Conference Room**

Attendees: Stephanie MacMillan, Julianne Duern Bankley

Regrets: Mike Miller

Public attendees & Applicants: Pierre Leroux

MONDAY June 5th Minutes

1. [Call to Order](#)
2. [Budgetary Items](#)
3. [Applications for funding assistance](#)
4. [Correspondence / Activities review](#)
5. [New Business](#)
6. [Public Questions / Presentations](#)
7. [Next regular meeting](#)
8. [Adjournment](#)

#	AGENDA ITEM	DESCRIPTION	NOTES	ACTIONS
1	Call to order	a) Call to order b) Approval of the Agenda c) Approval of May meeting minutes		a) SM called to order b) Approved c) Approved, pending MM approval
2	Budgetary Items			
		a) Financial report: Trust account & BNS checking account; monthly statement b) Honoraria to Trustees for June 2023 c) 2022 Audit	a) b) c) 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	a) MM reports: <u>Outstanding</u> b) June Honoraria to be issued at July meeting c) MM to update Trustees in July
3	Applications for funding assistance			
	New	a) Russell Anniversary banner		a) JDB/SM declined application given that 5d of the agenda, a separate PVR banner in production, proposed lending this banner to Russell 125 events. Pending MM input

#	AGENDA ITEM	DESCRIPTION	NOTES	ACTIONS
	Outstanding	<ul style="list-style-type: none"> a) Russell Soccer Club b) Kin Club – Welcome to Russell Sign c) RD Horticultural Society – MacDougall Park d) Russell Village Women's Institute e) Poutmasters 2023 (Kin Club) f) Ag Society Canada Day Fireworks 	<ul style="list-style-type: none"> a) RSC updated PVR on change of use of funds, JDB to send response, RSC to resubmit the budget b/c/d/e/f) 	<ul style="list-style-type: none"> a) MM to confirm that a response from RSC has been received regarding updated application for cinch bags and budget must be submitted with receipts. Future applications to be determined. b/c/d/e/f) No update currently
4	Correspondence / Activities review	<ul style="list-style-type: none"> a) Russell 125 Steering committee 3 projects in 1 application b) Poutmasters 2023 (Kin Club) c) Ag Society Canada Day Fireworks 	<ul style="list-style-type: none"> 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 the draft. b) MM to draft letter, JDB to file letter c) SM to draft letter, JDB to file letter 	<ul style="list-style-type: none"> a) No response to date other than the Russell 125 Banner. PL to connect township with PVR to confirm funding, pending approval of all projects and individual submissions. b) MM to verify that the letter was sent, JDB to file c) filed
5	New Business	<ul style="list-style-type: none"> a) Application update <ul style="list-style-type: none"> i. Part 1 of 2 ii. Budget form 2 of 2 b) Scholarship for all schools for civic/community engagement. Recipient from within PVR boundary. c) PVR vector file creation/budget d) Banner Production for PVR e) 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. 	<ul style="list-style-type: none"> a) <ul style="list-style-type: none"> i. Complete ii. MM to send another change for approval b) c) d) PVR to have a new stand-up banner produced, to include est. 1898. Estimated cost 250.00. MM to share the draft before purchasing. e) organization to provide a invoice/receipt with the final budget to receive the final 20% of funding to ensure funds spent as planned. f) 	<ul style="list-style-type: none"> a) i. complete <ul style="list-style-type: none"> ii. MM to confirm the final version for review. JDB to update webpage once approved b) Defer to July c) MM to forward vector file to PVR email account d) MM to forward proof e) JDB to draft wording, and provide it to Trustees for review. f) JDB to draft and have something for next meeting to review g) Once project is complete, it will posted on the website.

#	AGENDA ITEM	DESCRIPTION	NOTES	ACTIONS
		<p>f) *FAQ page on website *JDB has notes & f/up action for development</p> <p>g) Promotion of PVR: website FAQ page and social media update & suggestions for consideration</p> <p>h) Future meetings - applicants section: rather than allow for presentations, and in the interest of time, I suggest we offer attendance for a simple question period from Trustees, based on information we already have in the application submitted.</p> <p>i) Acknowledgement Letter changes: suggesting to change to name the letter CONTRACT; also 2nd page to read Funding CONTRACT and not Agreement</p> <p>j) Update on website handover issue</p> <p>k) Summer Board Meeting Schedule</p> <p>l) Deadline for applications, suggest friday prior to meeting</p> <p>m) Harassment and Violence Policy</p> <p>n) Add Monthly meetings to township calendar</p>	<p>g) List on the website what PVR has supported in the past 6 months.</p> <p>h) All agree to limit presentation to 3-5 minutes. PVR will use the 3-5 min for any questions to clarify the application</p> <p>i) Updating Acknowledgement letter to “funding contractual agreement” JDB to update.</p> <p>j) Repeated follow up required to address the website handover issue. Pending since Dec 2022, last interaction was provided Mar 2023.</p> <p>k) Each member to provide availability for summer meetings</p> <p>l)</p>	<p>h) JDB to add to FAQ page on PVR website</p> <p>i) Complete</p> <p>j) Defer to Sept meeting</p> <p>k) Proposed July 10, Aug 14, Sept 11. Pending MM approval</p> <p>l) JDB to add to FAQ page on PVR website</p> <p>m) JDB to draft policy, policy to include having OPP called to have individual removed. PL to share some details for policy</p> <p>n) JDB to add PVR monthly meetings to township calendar</p>
6	Public Questions / Presentation			
7	Next regular meeting	July 10 th 2023		Embrun Sports Dome, Conference Room
8	Adjournment			Moved by JDB, Seconded by SM

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