

**Police Village of Russell
Board of Trustees, Regular Meeting Minutes
Monday July 10, 2023 at 7:00pm
Embrun Sports Dome Conference Room**

Attendees: Stephanie MacMillan, Julianne Duern Bankley, Mike Miller

Invited Public attendees & Applicants: Alison Brown

Regrets: Celine Guitard (Township Parks and Recreation), Dan Faughnan (Township CAO), Pierre Leroux,

MONDAY July 10th Minutes

- | | |
|---|---|
| <ul style="list-style-type: none"> 1. Call to Order 2. Budgetary Items 3. Applications for funding assistance 4. Correspondence / Activities review 5. New Business 6. Public Questions / Presentations | <ul style="list-style-type: none"> 7. PVR Organizational Work 8. Next regular meeting 9. Adjournment |
|---|---|

#	AGENDA ITEM	DESCRIPTION	NOTES	ACTIONS
1	Call to order	1.1 Call to order 1.2 Approval of the Agenda 1.3 Approval of June meeting minutes		1.1 SM Call to order 1.2 Approved 1.3 Approved
2	Budgetary Items			
		2.1 Financial report:Trust account & BNS checking account; monthly statement 2.2 Honoraria to Trustees for June & July 2023 2.3 2022 Audit 2.4 Canada Post Mail box renewal 2.5 Transfer \$5000.00 to bank account	2.1 2.2 June Honoraria to be issued at July meeting 2.3 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	2.1 MM reports: <u>PVR Investment Balance:</u> 1,074,721.94 <u>Bank Balance:</u> 731.87 2.2 June and July Issued 2.3 Audit complete, MM share, and JDB to post Audit and Invoice for approved \$2486.00 2.4 \$276.85 Approved 2.5 Approved by all
3	Applications for funding assistance			
	New	3.1 Russell 125 Street Blades (Kin Club)		3.1 Approved by SM & JDB, and filed. Awaiting details from Celine at Township to coordinate payment.

	Outstanding	<p>3.2 Russell Soccer Club</p> <p>3.3 Kin Club – Welcome to Russell Sign</p> <p>3.4 RD Horticultural Society – MacDougall Park</p> <p>3.5 Russell Village Women's Institute</p> <p>3.6 Poutmasters 2023 (Kin Club)</p> <p>3.7 Ag Society Canada Day Fireworks</p> <p>3.8 Russell 125 Street Blades (Kin Club)</p> <p>3.9 Russell Historical Society: digitizing report</p>	<p>3.2 RSC updated PVR on change of use of funds, JDB to send response, asking RSC to resubmit the budget.</p> <p>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.</p> <p>3.9 Trustees to review; determine if ready to close out; respond to Harry</p>	<p>3.2 JDB to draft response to final report</p> <p>3.6 SM to follow up on the final report.</p> <p>3.3 to 3.8 No update currently</p> <p>3.9 JDB to reply. Final report allows this to be closed out.</p>
4	Correspondence / Activities review	4.1 NEW PVR Inbox items	4.1 Bill Andrews inquiry	4.1 JDB to suggest they apply to consider
5	New Business	<p>5.1 PVR vector file creation/budget</p> <p>5.2 Application update: Budget form 2 of 2</p> <p>5.3 Application Criteria - budget portion caveat</p> <p>5.4 PVR web content & social media update</p> <p>5.5 Update on website handover issue</p> <p>5.6 Summer Board Meeting Schedule</p> <p>5.7 Add Monthly meetings to township calendar</p> <p>5.8 Russell 125</p> <p>5.9 PVR Trustee Job description draft</p> <p>5.10 PVR logo : ownership and protocols for use</p> <p>5.11 MM resignation and handover</p>	<p>5.1 MM to forward vector file to PVR email account</p> <p>5.2 MM to confirm the final version for review. JDB to update web page once approved</p> <p>5.3 JDB to draft criteria: copy of receipt for any physical items spent be included to receive the final 20% for all projects; Trustees to review.</p> <p>5.4</p> <p>5.5 Repeated follow up required to address the website handover issue. Pending since Dec 2022, last interaction was provided Mar 2023.</p> <p>5.6 Proposed July 10, Aug 14, Sept 11.</p> <p>5.7 JDB to add PVR monthly meetings to township calendar</p> <p>5.8</p> <p>5.9 For review & consideration by Board</p> <p>5.10 suggested f/up</p> <p>5.11 F/u w new trustee: roles assignment; access to shared accounts & PW lists ; Financial legal docs;</p>	<p>5.1 MM to forward.</p> <p>5.2 Budget 2 of 2 finalized and Approved.</p> <p>5.3 Defer to Sept</p> <p>5.4 JDb to update</p> <p>5.5 Deferred to September as non-urgent until closer to url renewal fee</p> <p>5.6 Changing to Aug 14 and Sept 5 all in agreement.</p> <p>5.7 SM to email township with dates. JDB to add to the application to send event details to the township calendar.</p> <p>5.8 TBD Celine to follow up with another date.</p> <p>5.9 Trustee's to review and consider</p> <p>5.10 JDB to follow up with Greg R regarding the PVR banner and Crest</p> <p>5.11 MM to do a transfer of knowledge to a new Trustee once appointed. This is Mike's final meeting. Banners are with Connie Johnson and the Ag society</p>

				currently. Consider doing a full audit every 4 years and a compilation annually
6	Public Questions / Presentation	6.1 Russell 125 Questions from Celine and Dan		6.1 TBD Celine to follow up with another date.
7	PVR Organizational Work	7.1 Banner Production for PVR 7.2 Website update items 7.3 Scholarship for all schools for civic/community engagement. Recipient from within PVR boundary 7.4 Harassment and Violence Policy 7.5 Events tied to fundraising * notes & criteria to consider	7.1 PVR to have a new stand-up banner produced, to include est. 1898. Estimated cost 250.00. MM to share the draft before purchasing. 7.2 JDB to add: - agree to limit presentation to 3-5 minutes. PVR will use the 3-5 min for any questions to clarify the application - FAQ page draft for PVR website; - Deadline for applications, suggest Friday prior to meeting 7.3 7.4 JDB to draft policy, policy to include having OPP called to have individual removed. PL to share some details for policy 7.5 JDB draft notes: suggest consult w/Kin or other to formalize	7.1 SM to create once Vector is available. 7.2 In the works 7.3 Deferred to Sept 7.4 JDB to share 7.5 Deferred to Aug
8	Next regular meeting	Aug 14 th 2023		Embrun Sports Dome, Conference Room
8	Adjournment			Moved by MM, Seconded by SM

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