

**Police Village of Russell  
Board of Trustees, Regular Meeting Minutes  
Monday Aug 14, 2023 at 7:00pm  
Embrun Sports Dome Conference Room**

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

**Invited Public attendees & Applicants:** Alison Brown, Judy McFaul

**Regrets:** Pierre Leroux

**MONDAY Aug 14th Minutes**

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| <ul style="list-style-type: none"> <li>1. <a href="#">Call to Order</a></li> <li>2. <a href="#">Budgetary Items</a></li> <li>3. <a href="#">Applications for funding assistance</a></li> <li>4. <a href="#">Correspondence / Activities review</a></li> <li>5. <a href="#">New Business</a></li> <li>6. <a href="#">Public Questions / Presentations</a></li> </ul> | <ul style="list-style-type: none"> <li>7. <a href="#">PVR Organizational Work</a></li> <li>8. <a href="#">Next regular meeting</a></li> <li>9. <a href="#">Adjournment</a></li> </ul> |
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#	AGENDA ITEM	DESCRIPTION	NOTES	ACTIONS
1	<a href="#">Call to order</a>	1.1 Call to order 1.2 Approval of the Agenda 1.3 Approval of July meeting minutes		1.1 SM Called to order 1.2 Approval 1.3 Approved
2	<a href="#">Budgetary Items</a>			
		2.1 Financial report: Trust account & BNS checking account; monthly statement 2.2 Honoraria to Trustees for Aug 2023		2.1 SM/MM reports: <u>PVR Investment Balance:</u> <b>\$1,086,868.59</b> <u>Bank Balance:</u> <b>\$4,622.42</b> 2.2 Issued to SM & JDB. JDB suggested MM be paid honorarium as will be performing duties until new trustee sworn in, including mentoring. SM declined; JDB suggested tabling until Sept Mtg.
3	<a href="#">Applications for funding assistance</a>			
	<a href="#">New</a>	3.0 Autumn in the Country - Russell Arts Festival		3.0 Tentatively approved for 1300.00 pending confirmation that funds will be spent on website domain, and on signage that can be reused annually.

	<b>Outstanding</b>	<p>3.1 Russell Soccer Club</p> <p>3.2 Kin Club – Welcome to Russe Sign</p> <p>3.3 RD Horticultural Society – MacDougall Park</p> <p>3.4 Russell Village Women's Institute</p> <p>3.5 Poutmasters 2023 (Kin Club)</p> <p>3.6 Ag Society Canada Day Fireworks</p> <p>3.7 Russell 125 Street Blades (Kin Club)</p> <p>3.8 Russell Historical Society: digitizing report</p> <p>3.9 Russell 125 Street Blades (Kin Club)</p>	<p>3.7 Awaiting details from Celine at Township to coordinate payment.</p> <p>3.5 SM to follow up on the final report.</p> <p>3.2 to 3.7 No update currently</p> <p>3.8 JDB to reply. Final report allows this to be closed out.</p> <p>3.9 Awaiting details from Celine at Township to coordinate payment</p>	<p>3.1 Final report received. RSC has not followed up for collection of cheque.</p> <p>3.2 &amp; 3.3 No update currently</p> <p>3.4 SM to reach out re final report</p> <p>3.5 Received, however one invoice outstanding, request final report once received.</p> <p>3.6 SM has reached out, awaiting response.</p> <p>3.7 No update currently</p> <p>3.8 Complete</p> <p>3.9 Awaiting response from township.</p>
4	<b>Correspondence / Activities review</b>	<p>4.1 Sponsorship request for for sports Championship request in the form of a letter</p>	<p>4.1</p>	<p>4.1 Does not meet criteria</p>
5	<b>New Business</b>	<p>5.1 PVR vector file creation/budget</p> <p>5.2 Application Criteria - budget portion caveat</p> <p>5.3 PVR web content &amp; social media update</p> <p>5.4 Update on website handover issue</p> <p>5.5 Add Monthly meetings to township calendar</p> <p>5.6 Russell 125</p> <p>5.7 PVR Trustee Job description draft</p> <p>5.8 PVR logo : ownership and protocols for use</p> <p>5.9 MM resignation and handover</p> <p>5.10 Vacant Trustee Position Nominations &amp;</p> <p>5.11 Candidate evaluation</p> <p>5.12 PVR Meeting Schedule</p>	<p>5.1 MM to forward vector file to PVR email account</p> <p>5.2 JDB to draft criteria: copy of receipt for any physical items spent to be included to receive the final 20% for all projects; Trustees to review. Defer to Sept</p> <p>5.3 JDB to update</p> <p>5.4 Deferred to September as non-urgent until closer to url renewal fee</p> <p>5.5 SM to email township with dates. JDB to add to the application to send event details to the township calendar.</p> <p>5.6 TBD Celine to follow up with another date.</p> <p>5.7 Trustee's to review and consider</p> <p>5.8 JDB to follow up with Greg R regarding the PVR banner and Crest</p> <p>5.9 MM to do a transfer of knowledge to a new Trustee once appointed. F/u w new trustee: roles assignment; access to shared accounts &amp;</p>	<p>5.1 Received</p> <p>5.2 Defer to Sept</p> <p>5.3 Updated</p> <p>5.4 Defer to Sept</p> <p>5.5 SM to update the website with the approved meeting schedule.</p> <p>5.6 Pending</p> <p>5.7 Review Deferred until new Trustee Appointed</p> <p>5.8 Pending</p> <p>5.9 Deferred until new Trustee Appointed, Cheque book and balance book handed over to remaining Trustee's. Outstanding handover is the mail key.</p> <p>5.10 Candidates nominated for consideration for vacant Trustee position. JDB Nominates Alison Brown, SM Nominates Judy McFaul</p> <p>5.11 Unable to appoint for vacant Trustee position at this time.</p>

			PW lists ; Financial legal docs.	5.12 Upcoming meeting schedule approved - Sept 5 2023, Oct 2 2023, Nov 6 2023, Dec 4 2023, Jan 8 2024
<b>6</b>	<b>Public Questions / Presentation</b>	6.1		
<b>7</b>	<b>PVR Organizational Work</b>	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. SM to create once Vector is available. 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 Deferred to Sept 7.4 JDB to draft policy, policy to include having OPP called to have individual removed. PL to share some details for policy. JDB to share 7.5 JDB draft notes: suggest consult w/Kin or other to formalize, Deferred to Aug	7.1 Pending, SM to share proofs before Sept meeting. 7.2 FAQ page draft pending, others complete 7.3 Defered to Sept 7.4 Defered to Sept 7.5 Captured in Criteria of page 1 of application-Complete
<b>8</b>	<b>Next regular meeting</b>	Tuesday Sept 5 <sup>th</sup> 2023		Embrun Sports Dome, Conference Room
<b>8</b>	<b>Adjournment</b>			Moved by SM, Seconded by JDB

Julianne Duern Bankley, Stephanie MacMillan