

**Police Village of Russell  
Board of Trustees, Regular Meeting Minutes  
Tuesday Sept 5, 2023 at 7:00pm  
Embrun Sports Dome Conference Room**

**Attendees:** Stephanie MacMillan, Julianne Duern Bankley, Pierre Leroux  
**Invited Public attendees & Applicants:** Denise St Jean  
**Regrets:** Mike Miller

**TUESDAY Sept 5th 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> </ul> | <ul style="list-style-type: none"> <li>6. <a href="#">Public Questions / Presentations</a></li> <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
<b>1</b>	<b>Call to order</b>	1.1 Call to order 1.2 Approval of the Agenda 1.3 Approval of August meeting minutes		1.1 SM Called to order 1.2 Approved 1.3 Approved
<b>2</b>	<b>Budgetary Items</b>	2.1 Financial report: Trust account & BNS checking account; monthly statement 2.2 Honoraria to Trustees for Sept 2023 2.3 Continue to issue Honoraria to MM until knowledge transfer complete	2.3 MM honorarium (deferred from August mtg)	2.1 SM reports: <u>PVR Investment Balance:</u> <b>\$1,093,918.24</b> <u>Bank Balance:</u> <b>\$5,122.42</b> 2.2 Issued to SM and JDB 2.3 All in agreement that Honoraria will be issued to MM for the month the financial handoff occurs
<b>3</b>	<b>Applications for funding assistance</b>			
	<b>New</b>	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.	3.0 JDB to follow up
	<b>Outstanding</b>	3.1 Russell Soccer Club 3.2 Kin Club – Welcome to Russe Sign 3.3 RD Horticultural Society – MacDougall Park 3.4 Russell Village Women's Institute 3.5 Poutmasters 2023 (Kin Club)	3.1 Final report received. 3.2 No update currently 3.3 No update currently 3.4 SM to reach out re final report 3.5 Received, however one invoice outstanding, Kin to	3.1 Pending 3.2 Project progressing 3.3 No update currently 3.4 final budget is not complete until the end of the blooming season

		<p>3.6 Ag Society Canada Day Fireworks</p> <p>3.7 Russell 125 Street Blades (Kin Club)</p>	<p>resend final report once invoice received.</p> <p>3.6 SM has reached out, awaiting response.</p> <p>3.7 Awaiting details from Celine at Township to coordinate payment</p>	<p>3.5 Pending final report/budget</p> <p>3.6 Final budget/report received. Trustees to review</p> <p>3.7 No update currently</p>
<b>c</b>	<b>Correspondence / Activities review</b>			
<b>4</b>	<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 Update on website handover issue</p> <p>5.4 Add Monthly meetings to township calendar</p> <p>5.5 Russell 125</p> <p>5.6 PVR Trustee Job description draft</p> <p>5.7 PVR logo : ownership and protocols for use</p> <p>5.8 Vacant Trustee Position Nominations</p> <p>5.9 Candidate evaluation</p> <p>5.10 MM resignation and handover</p> <p>5.11 New Fall meeting location</p> <p>5.12 Removal of the following from meeting details on website. "and/or check back on this page as the location occasionally changes."</p> <p>5.13 Township attendance sheet</p>	<p>5.1 MM to forward vector file to PVR email account, received crest only</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 Deferred to September as non-urgent until closer to url renewal fee</p> <p>5.4 SM to update the website with the approved meeting schedule. JDB to add to the application to send event details to the township calendar.</p> <p>5.5 TBD Celine to follow up with another date, pending.</p> <p>5.6 Trustee's to review and consider, Deferred until new Trustee Appointed</p> <p>5.7 JDB to follow up with Greg R regarding the PVR banner and Crest, pending</p> <p>5.8 Candidates nominated thus far for consideration for vacant Trustee position. JDB Nominates Alison Brown, SM Nominates Judy McFaul</p> <p>5.9 Unable to appoint for vacant Trustee position in Aug.</p> <p>5.10 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; PW lists ; Financial legal docs.</p>	<p>5.1 JDB to file</p> <p>5.2 JDB to draft addition to the approval letter to share for next meeting</p> <p>5.3 Defer to Nov</p> <p>5.4 Complete for Oct to Jan</p> <p>5.5 Pending with Celine</p> <p>5.6 Deferred until new Trustee Appointed</p> <p>5.7 Pending with JDB</p> <p>5.8 Nominated Denise St Jean by SM, seconded by JDB</p> <p>5.9 After evaluating and reviewing 3 candidates. JDB and SM voted in favor of Alison Brown</p> <p>5.10 JDB to email Mike, Alison and township to advise of the newly appointed Trustee, and ask that Mike and Alison connect for knowledge transfer.</p> <p>5.11 Starting in Nov we will be meeting at the Curling club</p> <p>5.12 JDB to change to email to confirm date and location</p> <p>5.13 All in favor that Township staff attending PVR meeting will bring attendance sheet for Trustees to sign and</p>

			Deferred until new Trustee Appointed, Cheque book and balance book handed over to remaining Trustee's. Outstanding handover is the mail key.	Township staff to return to Township
<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 Banner Locations	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.  Pending, SM to share proofs before Sept meeting. 7.2 JDB to add: - FAQ page draft for PVR website; 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. Deferred to Sept.	7.1 Project is on hold for now. 7.2 Pending 7.3 Deferred to Jan 7.4 Deferred to Nov 7.5 Banner locations are with Connie Johnson (pull up) at the arena, SM has the other banner. PVR only owns these two banners.
<b>8</b>	<b>Next regular meeting</b>	Monday October 2 <sup>nd</sup> , 2023	Future meeting dates (location TBD):  Nov 6 2023, Dec 4 2023, Jan 8 2024	Embrun Sports Dome, Conference Room
<b>9</b>	<b>Adjournment</b>			SM motioned, JDB seconded

Julianne Duern Bankley, Stephanie MacMillan