

**Police Village of Russell  
Board of Trustees, Regular Meeting Minutes  
Monday October 2nd, 2023 at 7:00pm  
Russell Township Sports Dome Conference Room**

**Attendees:** Stephanie MacMillan, Julianne Duern Bankley, Alison Brown, Pierre Leroux

**Invited Public attendees & Applicants:**

**Regrets:**

**MONDAY October 2<sup>nd</sup> 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 Sept 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 Oct 2023 2.3 Honoraria to MM 2.4 BDO invoice forwarded by MM 2.5 Adding AB to accounts 2.6 Cheque supply	2.3 Honoraria will be issued to MM for the month the financial handoff occurs	2.1 SM reports: <u>PVR Investment Balance:</u> <b>\$1,047,798.32</b>  <u>Bank Balance:</u> <b>\$3,119.92</b>  2.2 Issued 2.3 Handoff to occur this month, Honoraria to be issued at Nov meeting. 2.4 SM to follow up with BDO 2.5 SM to email Scotia McLeod 2.6 SM to order more cheques
<b>3</b>	<b>Applications for funding assistance</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. JDB to follow up	3.0 JDB to follow up

	<b>Outstanding</b>	<p>3.1 Russell Soccer Club</p> <p>3.2 Kin Club – Welcome to Russell 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>3.1 Final report received.</p> <p>3.2 No update currently</p> <p>3.3 No update currently</p> <p>3.4 SM reports, final report not complete until the end of the blooming season</p> <p>3.5 Received, however one invoice outstanding, Kin to resend final report once invoice received.</p> <p>3.6 Final budget/report received. Trustees to review</p> <p>3.7 Awaiting details from Celine at Township to coordinate payment</p>	<p>3.1 Complete.</p> <p>3.2 Pending</p> <p>3.3 Pending</p> <p>3.4 Pending</p> <p>3.5 SM to follow up.</p> <p>3.6 Finalized</p> <p>3.7 Pending</p>
<b>c 4</b>	<b>Correspondence / Activities review</b>			
<b>5</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 events 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 MM resignation and handover</p> <p>5.9 Removal of the following from meeting details on website. "and/or check back on this page as the location occasionally changes."</p> <p>5.10 PVR inbox &amp; shared drive set up for Alison access</p> <p>5.11 Password change for all accounts</p> <p>5.12 Minutes for township</p>	<p>5.1 JDB to file</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. JDB to draft addition to the approval letter to share for Sept meeting</p> <p>5.3 Deferred to Nov as non-urgent until closer to url renewal fee</p> <p>5.4 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</p> <p>5.8 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. Deferred until new Trustee Appointed. Cheque book and balance book and mailbox key handed over to remaining Trustee's.</p>	<p>5.1 filed</p> <p>5.2 Draft for <a href="#">Oct/Nov</a></p> <p>5.3 Deferred to Nov</p> <p>5.4 JDB pending</p> <p>5.5 Pending</p> <p>5.6 JDB to forward draft to be reviewed draft before <a href="#">Oct/Nov</a> meeting</p> <p>5.7 Pending</p> <p>5.8 AB &amp; MM to connect for handover, key received.</p> <p>5.9 Update pending</p> <p>5.10 JDB to forward PVR inbox, and shared drive</p> <p>5.11 AB to update password once all paperwork is signed off</p> <p>5.12 PVR will continue to send. All agreed</p>

			5.9 JDB to change to email to confirm date and location	
<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	7.1 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. Project put on hold for now. 7.2 JDB to add: - FAQ page draft for PVR website; 7.3 Deferred to Jan 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 Nov.	7.1 Defer to 2024 7.2 Defer to 2024 7.3 Defer to 2024 7.4 Defer to Nov
<b>8</b>	<b>Next regular meeting</b>	Monday Nov 6 <sup>th</sup> , 2023	Future meeting dates: Dec 4 2023, Jan 8 2024	Russell Curling Club
<b>9</b>	<b>Adjournment</b>			SM seconded by JDB

Julianne Duern Bankley, Stephanie MacMillan, Alison Brown