

**Police Village of Russell
Board of Trustees, Regular Meeting Minutes
Monday November 6th, 2023 at 7:00pm
Russell Curling Club Conference Room**

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

Invited Public attendees & Applicants:

Regrets: Robert Decaire (Scotia McLeod Rep)

MONDAY November 6th Minutes:

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| <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 | <ul style="list-style-type: none"> 6. Public Questions / Presentations 7. PVR Organizational Work 8. Next regular meeting 9. Adjournment |
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| # | AGENDA ITEM | DESCRIPTION | NOTES | ACTIONS |
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| 1 | Call to order | 1.1 Call to order 1.2 Approval of the Agenda 1.3 Approval of Oct meeting minutes | | 1.1 SM to Order 1.2 Approved 1.3 Approved with the addition of the approval of 3.0 of the Oct minutes. SM to add. |
| 2 | Budgetary Items | 2.1 Financial report: Trust account & BNS checking account; monthly statement 2.2 Honoraria to Trustees for Nov 2023 2.3 Honoraria to MM 2.4 BDO invoice forwarded by MM 2.5 Adding AB to accounts 2.6 Cheque supply 2.7 Transfer \$3000.00 from fund to bank account | 2.3 Honoraria will be issued to MM for the month the financial handoff occurs. Handoff to occur in Oct, 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 | 2.1 SM reports: PVR Investment Balance: \$1,067,356.09 Bank Balance: \$2,627.78 2.2 Issued 2.3 Pending Handoff 2.4 invoice confirmed for BDO work on TIN, Payment Issued. 2.5 Added to bank account, Fund account still pending 2.6 Cheques ordered, JDB check mailbox 2.7 Approved by all. |
| 3 | Applications for funding assistance | | | |
| | New | 3.0 | 3.0 | 3.0 |
| | Outstanding | 3.1 Autumn in the Country - Russell Arts Festival 3.2 Kin Club – Welcome to Russell Sign | 3.1 Tentatively approved for 1300.00 pending confirmation that funds will be spent on website domain, and on signage that can be | 3.1 JDB to follow up again 3.2 Pending 3.3 Pending 3.4 Pending |

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| | | <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>3.7 Russell 125 Street Blades (Kin Club)</p> | <p>reused annually. Approved, JDB to follow up</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. SM to follow up.</p> <p>3.7 Awaiting details from Celine at Township to coordinate payment</p> | <p>3.5 Finalized</p> <p>3.7 Pending</p> |
| c | Correspondence / Activities review | | | |
| 4 | | | | |
| 5 | New Business | <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 & shared drive set up for Alison access</p> <p>5.11 Password change for all accounts</p> <p>5.12 Christmas parade</p> <p>5.13 Archiving documents</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. Draft for Nov</p> <p>5.3 Deferred to Nov as non-urgent until closer to url renewal fee. Deferred to Nov</p> <p>5.4 JDB to add to the application to send event details to the township calendar. Pending</p> <p>5.5 TBD Celine to follow up with another date, pending. Pending</p> <p>5.6 Trustee's to review and consider, deferred until new Trustee Appointed. JDB to forward draft to be reviewed draft before Nov meeting</p> <p>5.7 JDB to follow up with Greg R regarding the PVR banner and Crest. Pending</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 & PW lists; Financial legal docs. Deferred until new Trustee Appointed. Cheque book and</p> | <p>5.2 Draft complete, AB/SM to review next meeting</p> <p>5.3 Deferred to Dec 2024 closer to renewal</p> <p>5.4 Draft complete, AB/SM to review next meeting</p> <p>5.5 See 3.7 and 3.3 above. Remove from 'new business'</p> <p>5.6 Draft complete, AB/SM to review next meeting</p> <p>5.7 JDB has reached out with the governor general office. More follow up required, AB to look into.</p> <p>5.8 Pending, AB to reach out.</p> <p>5.9 Complete</p> <p>5.10 Complete, and accessible</p> <p>5.11 Pending</p> <p>5.12 Over email, Trustees to discuss availability.</p> <p>5.13 AB to email Joanne</p> |

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| | | | <p>balance book and mailbox key handed over to remaining Trustee's. AB & MM to connect for handover in Oct, key received.</p> <p>5.9 JDB to change to email to confirm date and location. 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> | |
| 6 | Public Questions / Presentation | 6.1 Scotia McLeod rep attending meeting to review the portfolio, markets and sign the documentations for new board | | 6.1 Unable to attend, SM to reschedule. |
| 7 | PVR Organizational Work | <p>7.1 Banner Production for PVR</p> <p>7.2 Website update items</p> <p>7.3 Scholarship for all schools for civic/community engagement. Recipient from within PVR boundary</p> <p>7.4 Harassment and Violence Policy</p> | <p>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.</p> <p>Pending, SM to share proofs before Sept meeting. Project put on hold for now. Defer to 2024</p> <p>7.2 JDB to add:</p> <ul style="list-style-type: none"> - FAQ page draft for PVR website; Defer to 2024 <p>7.3 Defer to 2024</p> <p>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 2024</p> | <p>7.1 Defer to 2024</p> <p>7.2 Defer to 2024</p> <p>7.3 Defer to 2024</p> <p>7.4 Defer to 2024</p> |
| 8 | Next regular meeting | Monday Dec 4, 2023 | Future meeting dates: Jan 8 2024 | Russell Curling Club |
| 9 | Adjournment | | | motioned by SM seconded by AB |

Julianne Duern Bankley, Stephanie MacMillan, Alison Brown