

**Police Village of Russell
Board of Trustees, Regular Meeting Minutes
Monday January 8th, 2024 at 7:00pm
Russell Curling Club Conference Room**

Attendees: Stephanie MacMillan, Julianne Duern Bankley, Alison Brown

Invited Public attendees & Applicants:

Regrets: Pierre Leroux

MONDAY JANUARY 8TH 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
1	Call to order	1.1 Call to order 1.2 Approval of the Agenda 1.3 Approval of Dec meeting minutes		1.1 SM called 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 Jan 2024 2.3 Cheque supply	2.5 SM ordered cheques, SM to check mailbox	2.1 AB/SM reports: <u>PVR Investment Balance: \$1,122,882.78</u> <u>Bank Balance: \$3,514.83</u> 2.2 Issued 2.3 Received
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 3.3 RD Horticultural Society – MacDougall Park 3.4 Russell Village Women's Institute 3.5 Russell 125 Street Blades (Kin Club)	3.1 Pending final report 3.2 No update currently 3.3 No update currently <i>All in favor to carry application to the new year when work resumes on this project. Due to inflation, there may be some additional costs and will be considered at that time.</i> 3.4 SM reports, final report not complete until the end of the blooming season 3.5 Awaiting details from Celine at Township to coordinate payment, <i>Will be completed by year end</i>	3.1 Pending 3.2 No change 3.3 Project paused until spring 3.4 SM to follow up 3.5 Awaiting follow up from Celine

4	Correspondence / Activities review	4.1		4.1
5	New Business	5.0 PVR 2024 Meeting dates, SM Proposes: Feb 5, Mar 4, Apr 8, May 6, June 3 5.1 Creation and unveiling of Police Village Plaque	5.0 All in agreement of proposed dates, SM to book the curling club, and arena 5.1	5.0 SM to add meetings to TWP website, arena not available May and June, so these meetings will be at the Sports Dome 5.1 Trustee's to start working on this idea
6	Public Questions / Presentation	6.1		6.1
7	PVR Organizational Work	7.1 Update on website handover issue 7.2 PVR Trustee Job description draft 7.3 PVR logo: ownership and protocols for use 7.4 Password change for all financial accounts 7.5 Archiving documents 7.6 Banner Production for PVR 7.7 Website update items 7.8 Scholarship for all schools for civic/community engagement. Recipient from within PVR boundary 7.9 Harassment and Violence Policy	7.1 Deferred to Dec 2024 7.2 Trustee's to review and consider, deferred until new Trustee Appointed. Draft complete, AB/SM to review next meeting SM to finish reviewing 7.3 JDB to follow up with Greg R regarding the PVR banner and Crest. JDB has reached out More follow up required, AB to look into it with the governor general office <u>can only provide the same illegible document we have.</u> Further investigation required <u>with review of PVR files and archiving, and F/U with GR.</u> 7.4 AB to update password once all paperwork is signed off. 7.5 AB to email Clerk <u>On hold until boxes of historical files have been reviewed in spring/summer 2024.</u> 7.6 SM to work on new one. 7.7 JDB to add: FAQ page draft for PVR website; Defer to 2024 7.8 <u>Defer to Jan 2024</u> JDB to follow up with Lenore Cox at STA to get more information. 7.9 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	7.1 Deferred to Dec 2024 7.2 Document to be adapted as a guideline, JDB to draft and review for Feb. 7.3 Deferred until spring document archiving 7.4 Pending until final onboarding/card from wealth fund complete/received 7.5 Review of historical files deferred to spring 7.6 SM to make additional edits and share prior to Feb meeting 7.7 JDB Seasonal website update, FAQ to be worked on in spring 7.8 JDB or AB to look into with STA 7.9 JDB to draft for March meeting

8	Next regular meeting	Monday Feb 5 2024, 7pm	Future meeting dates: Mar 4, Apr 8, (May 6, June 3 - Sports RTDome)	Russell Curling Club
9	Adjournment			Motioned by SM, seconded by AB

Julianne Duern Bankley, Stephanie MacMillan, Alison Brown