

**Police Village of Russell  
Board of Trustees, Regular Meeting Minutes  
Monday March 4th, 2024 at 7:00pm  
Russell Curling Club Conference Room**

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

**Invited Public attendees & Applicants:**

**Regrets:**

**MONDAY MARCH 4<sup>TH</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 Feb 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 March 2024 2.3 New firm approaching us and presumably referred by township. 2.4 GST rebate 2.5 New bank card for accounts 2.6 New excel monthly financials. 2.7 Invoice for PVR banner 2.8 request statements be paperless.	2.3 All in agreement that the PVR has no obligation to use this new firm. AB to verify that BDO is still retained, and let the approaching firm know they will not be required. 2.4 AB to follow up with MM for follow up. 2.5 No yet issued, Scotia Wealth having a technical issue on there end. Account statement sent to PVR. 2.6 Alison to add monthly financials in new excel stored in drive.	2.1 AB reports: <u>PVR Investment Balance:</u> <b>\$1,157,240.00</b> <b>increase of 12,662.00</b> <u>Bank Balance:</u> <b>\$6532.38</b> 2.2 Issued 2.3 Resolved, PVR will continue to retain BDO. AB to follow up with MM then township 2.4 Alison consulted with BDO and a GST rebate is not required, therefore will not be completed 2.5 Received, AB to log in 2.6 AB shared link, all financials to be stored in this Gmail folder 2.7 Approved, payment issued 2.8 Approved
<b>3</b>	<b>Applications for funding assistance</b>			

	<b>New</b>	3.0 Russell Village Women's Institute	3.0	3.0 Approved, SM to send letter, cheque to be issued at April meeting.
	<b>Outstanding</b>	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) 3.6 RAPA – Lighting and Audio refresh	3.1 Pending final report, <b>No update currently</b> 3.2 No update currently 3.3 Paused until Spring 3.4 SM reports, final report not complete until the end of the blooming season, <b>No update currently</b> 3.5 Awaiting details from Celine at Township to coordinate payment, <b>No update currently.</b>	3.1 No update currently 3.2 No update currently 3.3 Paused until spring 3.4 Completed 3.5 Pending invoice 3.6 Cheque to be issue at April meeting.
<b>4</b>	<b>Correspondence / Activities review</b>	4.1		4.1
<b>5</b>	<b>New Business</b>	5.0 Creation and unveiling of Police Village Plaque 5.1 P.O. Box update, adding current trustee's. 5.2 Trustee Story	5.0 Trustee to start working on this idea. <b>AB shared some info for consideration. Trustees to review and discuss further.</b> 5.1 <b>JDB will be the primary address, AB, JDB &amp; SM names to be added to the PO box, other names removed.</b> 5.2 <b>JDB to draft response</b>	5.0 Trustees to look at in in May 5.1 Complete 5.2 JDB draft response with resources approved, and sent.
<b>6</b>	<b>Public Questions / Presentation</b>			
<b>7</b>	<b>PVR Organizational Work</b>	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 7.10 Update PVR financial history excel.	7.1 <b>Deferred to Dec 2024</b> 7.2 Document to be adapted as a guideline, JDB to draft and review for Feb. <b>JDB to merge the 2022 previous boards guidelines and share new version for review.</b> 7.3 Governor general office can only provide the same illegible document we have. Further investigation required with review of PVR files and archiving, and F/U with GR. Deferred until spring document archiving. <b>Deferred</b> 7.4 AB to update password once all paperwork is signed off. Pending until final onboarding/card from wealth fund complete/received <b>Pending</b>	7.1 No update 7.2 JDB revised, and shared draft for AB and SM to complete initial review by April meeting 7.3 Deferred 7.4 Issue resolved, AB to log in and update account. 7.5 Archiving documents set for June meeting 7.6 Complete 7.7 FAQ deferred to spring 7.8 Letter complete, and improved to be sent to STA, and RHS 7.9 Deferred 7.10 AB to update

			<p>Scotia Wealth resolving technical issue on there end.</p> <p>7.5 Review of historical files deferred to spring <b>Deferred</b>.</p> <p>7.6 SM to work on new one. SM to make additional edits and share prior to Feb meeting <b>Proof shared and approved, SM to order.</b></p> <p>7.7 updated. FAQ deferred to spring.</p> <p>7.8 JDB shared some notes for discussions and JDB to draft and share.</p> <p>7.9 JDB to draft policy to include having OPP called to have individual removed. <b>Deferred to after March meeting.</b></p> <p>7.10 Alison to update document with 2023 funds issued</p>	
<b>8</b>	<b>Next regular meeting</b>	Monday Apr 8 2024, 7pm	Future meeting dates: May 6, June 3 -Sports Dome	Russell Curling Club
<b>9</b>	<b>Adjournment</b>			

Julianne Duern Bankley, Stephanie MacMillan, Alison Brown