**Police Village of Russell**

**Board of Trustees, Regular Meeting Minutes**

**Monday December 4th, 2023 at 7:00pm**

**Russell Curling Club Conference Room**

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

**Invited Public attendees & Applicants:** Robert Decaire (Scotia McLeod Rep), Grace Stapper

**Regrets:**

**MONDAY December 4th Minutes**

## [**Call to Order**](#_heading=h.4d34og8)

## **[Budgetary Items](#_heading=h.2s8eyo1)**

## **[Applications](#_heading=h.17dp8vu) for funding assistance**

## **[Correspondence / Activities review](#_heading=h.3rdcrjn)**

## **[New Business](#_heading=h.26in1rg)**

## **[Public Questions](#_heading=h.lnxbz9) / Presentations**

## **PVR Organizational Work**

## **Next regular meeting**

## **Adjournment**

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| **#** | **AGENDA ITEM** | **DESCRIPTION** | **NOTES** | **ACTIONS** |
| **1** | **Call to order** | 1.1 Call to order1.2 Approval of the Agenda 1.3 Approval of Nov meeting minutes |  | 1.1 SM Called to order1.2 Approved1.3 Approved with update to 7.4 |
| **2** | **Budgetary Items**  |
|  |  | 2.1 Financial report: Trust account & BNS checking account; monthly statement* 1. Honoraria to Trustees for Dec 2023
	2. Honoraria to MM
	3. Adding AB to accounts
	4. Cheque supply
 | 2.3 Honoraria will be issued to MM for the month the financial handoff occurs. Pending Handoff2.4 SM to email Scotia McLeod, Added to bank account, Fund account still pending2.5 SM ordered cheques, JDB check mailbox | * 1. AB/SM reports:

PVR Investment Balance:**$1,104,539.52**Bank Balance:**$2627.78**2.2 Issued2.3 Issued, AB to Deliver2.4 completed2.5 SM check mailbox |
| **3** | **Applications for funding assistance** |
|  | **New**  | 3.0 Russell TWSP Fire Services - Trailer Wrap | 3.0  | 3.0 Organization has withdrawn the application |
|  | **Outstanding** | 3.1 Autumn in the Country - Russell Arts Festival3.2 Kin Club – Welcome to Russell Sign3.3 RD Horticultural Society – MacDougall Park3.4 Russell Village Women's Institute3.5 Russell 125 Street Blades (Kin Club) | 3.1 Approved, JDB to follow up3.2 No update currently3.3 No update currently3.4 SM reports, final report not complete until the end of the blooming season3.5 Awaiting details from Celine at Township to coordinate payment | 3.1 Pending final report3.2 No update currently3.3 Grace attended3.4 No update currently3.5 Will be completed by year end |
| **4** | **Correspondence / Activities review** | 4.1 RD Horticultural Society - MacDougall Park, updates project delayed to Spring. |  | 4.1 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 at that time and will be considered at that time. |
| **5** | **New Business** | * 1. PVR 2024 Meeting dates, SM Proposes: Feb 5, Mar 4, Apr 8, May 6, June 3
 | 5.0  | 5.0 All in agreement of proposed dates, SM to book the curling club, and arena |
| **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 Paper work completed with a fund update. |
| **7** | **PVR Organizational Work** | * 1. Application Criteria - budget portion caveat
	2. Update on website handover issue
	3. Add events to township calendar
	4. PVR Trustee Job description draft
	5. PVR logo: ownership and protocols for use
	6. MM resignation and handover
	7. Password change for all accounts
	8. Archiving documents
	9. Banner Production for PVR
	10. Website update items
	11. Scholarship for all schools for civic/community engagement. Recipient from within PVR boundary
	12. Harassment and Violence Policy
 | 7.1 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 complete, AB/SM to review next meeting7.2 Deferred to Dec **2024** closer to url renewal 7.3 JDB to add to the application to send event details to the township calendar. Draft complete, AB/SM to review next meeting7.4 Trustee’s to review and consider, deferred until new Trustee Appointed. Draft complete, AB/SM to review next meeting 7.5 JDB to follow up with Greg R regarding the PVR banner and Crest. JDB has reached out with the governor general office. More follow up required, AB to look into.7.6 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. Pending, AB to reach out.7.7 AB to update password once all paperwork is signed off7.8 AB to email Clerk7.9 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 on hold for now. Defer to 20247.10 JDB to add: FAQ page draft for PVR website; Defer to 20247.11 Defer to Jan 20247.12 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 Complete7.2 Defer to **Dec 2024**7.3 Complete7.4 SM to finish reviewing7.5 Further investigation required.7.6 MM has completed the Handover with AB7.7 AB to make changes7.8 On hold until 20247.9 Current Stand up banner is damaged. SM to work on new one.7.10 Defer to 20247.11 Defer to 20247.12 Deferred to 2024 |
| **8** | **Next regular meeting** | Monday Jan 8 2024, 7pm | Future meeting dates: TBD | Russell Curling Club  |
| **9** | **Adjournment** |  |  | Motioned by SM, seconded by JDB |

Julianne Duern Bankley, Stephanie MacMillan, Alison Brown