**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 order  1.2 Approval of the Agenda  1.3 Approval of Nov meeting minutes |  | 1.1 SM Called to order  1.2 Approved  1.3 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 Handoff  2.4 SM to email Scotia McLeod, Added to bank account, Fund account still pending  2.5 SM ordered cheques, JDB check mailbox | * 1. AB/SM reports:   PVR Investment Balance:  **$1,104,539.52**  Bank Balance:  **$2627.78**  2.2 Issued  2.3 Issued, AB to Deliver  2.4 completed  2.5 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|  | **New** | 3.0 Russell TWSP Fire Services - Trailer Wrap | 3.0 | 3.0 Organization has withdrawn the application |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 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 Approved, JDB to follow up  3.2 No update currently  3.3 No update currently  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 | 3.1 Pending final report  3.2 No update currently  3.3 Grace attended  3.4 No update currently  3.5 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 meeting  7.2 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 meeting  7.4 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 off  7.8 AB to email Clerk  7.9 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 2024  7.10 JDB to add: FAQ page draft for PVR website; Defer to 2024  7.11 Defer to Jan 2024  7.12 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 Complete  7.2 Defer to **Dec 2024**  7.3 Complete  7.4 SM to finish reviewing  7.5 Further investigation required.  7.6 MM has completed the Handover with AB  7.7 AB to make changes  7.8 On hold until 2024  7.9 Current Stand up banner is damaged. SM to work on new one.  7.10 Defer to 2024  7.11 Defer to 2024  7.12 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