

**Police Village of Russell
Board of Trustees, Regular Meeting MINUTES
Monday February 5th, 2024 at 7:00pm
Russell Curling Club Conference Room**

Attendees: Stephanie MacMillan, Julianne Duern Bankley, Alison Brown

Invited Public attendees & Applicants: Dave Rama (RAPA)

Regrets: Pierre Leroux

MONDAY FEBRUARY 5TH 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 Jan meeting minutes		1.1 SM Called meeting 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 2.2 Honoraria to Trustees for Feb 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 Photo Mania Invoice \$169.50 2.7 New excel monthly financials 2.8 AB to transfer 5000.00 from Trust to bank account		2.1 AB/SM reports: <u>PVR Investment Balance: \$1,143,725.84</u> <u>Bank Balance: \$2612.33</u> 2.2 Issued 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 Approved by all

				2.7 Alison to add monthly financials in new excel stored in drive 2.8 Approved by all
3	Applications for funding assistance			
	New	3.0 RAPA – Lighting and Audio refresh	3.0	3.0 Application approved by all. 80% upfront, 20% at completion. If light board is not required this will be deleted from the funding. AB to draft response
	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 Paused until Spring 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 No update currently 3.2 No update currently 3.3 Paused until Spring 3.4 No update currently 3.5 No update currently,
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 5.2 P.O. Box update, adding current trustee's 5.3 Trustee Story	5.0 SM to add meetings to TWP website, arena not available 5.1 Trustee to start working on this idea	5.0 Complete 5.1 AB shared some info for consideration. Trustees to review and discuss further. 5.2 JDB will be the primary address, AB, JDB & SM names to be added to the PO box, other names removed. 5.3 JDB to draft response
6	Public Questions / Presentation	6.1 Dave Rama (RAPA)		6.1 Dave answered questions related to the application
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	7.1 Deferred to Dec 2024 7.2 Document to be adapted as a guideline, JDB to draft and review for Feb. 7.3 Governor general office can only provide the same illegible document we have.	7.1 Deferred to Dec 7.2 JDB to merge the 2022 previous boards guidelines and share new version for review. 7.3 Deferred

		<p>7.4 Password change for all financial accounts</p> <p>7.5 Archiving documents</p> <p>7.6 Banner Production for PVR</p> <p>7.7 Website update items</p> <p>7.8 Scholarship for all schools for civic/community engagement. Recipient from within PVR boundary</p> <p>7.9 Harassment and Violence Policy</p> <p>7.10 Update PVR financial history excel</p>	<p>Further investigation required with review of PVR files and archiving, and F/U with GR. Deferred until spring document archiving</p> <p>7.4 AB to update password once all paperwork is signed off. Pending until final onboarding/card from wealth fund complete/received</p> <p>7.5 Review of historical files deferred to spring</p> <p>7.6 SM to work on new one. SM to make additional edits and share prior to Feb meeting</p> <p>7.7 JDB Seasonal website update, FAQ to be worked on in spring</p> <p>7.8 JDB or AB to look into with STA</p> <p>7.9 JDB to draft policy, policy to include having OPP called to have individual removed. JDB to draft for March meeting</p>	<p>7.4 Pending Scotia Wealth resolving technical issue on there end.</p> <p>7.5 Deferred</p> <p>7.6 Proof shared and approved, SM to order</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 Deferred to after March meeting</p> <p>7.10 Alison to update document with 2023 funds issued</p>
8	Next regular meeting	Monday Mar 4 2024, 7pm	Future meeting dates: Apr 8, (May 6, June 3 -Sports Dome)	Russell Curling Club
9	Adjournment			Motioned by SM, seconded by JDB

Julianne Duern Bankley, Stephanie MacMillan, Alison Brown