

**Police Village of Russell
Board of Trustees, Regular Meeting Minutes
Monday June 3rd, 2024 at 7:00pm
Caster Street Lounge, Russell**

Attendees: Stephanie MacMillan, Julianne Duern Bankley, Alison Brown

Invited Public attendees & Applicants:

Regrets:

MONDAY JUNE 3rd MINUTES

- | | |
|--|--|
| <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 |
|--|--|

#	AGENDA ITEM	DESCRIPTION	NOTES	ACTIONS
1	Call to order	1.1 Call to order 1.2 Approval of the Agenda 1.3 Approval of May 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 June 2024 2.3 Activity Report 2023 2.4 Transfer of 5000.00 from Investment account to Bank account 2.5 Invoice for PVR logo for Russell Village Ringers Banner. Shane Signs Invoice No.:19068 Amount:39.55	2.3 AB to draft and share, JDB to f/u by adding early 2023 updates, prior to AB appointment	2.1 AB reports: <u>PVR Investment Balance:</u> \$ 1,134,434.34 In/Decrease of \$ 5,331.34 <u>Bank Balance:</u> \$ 1,512.87 2.2 Issued 2.3 Pending final review. 2.4 Approved- May 15, 2024 2.5 Approved & cheque Issued to Shane signs
3	Applications for funding assistance			
	New	3.0	3.0	3.0
	Outstanding	3.2 Kin Club – Welcome to Russell Sign 3.3 RD Horticultural Society – MacDougall Park 3.4 Russell 125 Street Blades (Kin Club) 3.5 RAPA – Lighting and Audio refresh	3.2 Vector file shared, JDB to follow up. 3.3 Paused until Spring 3.4 Awaiting details from Celine at Township to coordinate payment, No update currently, Pending invoice 3.5 Cheque Issued 3.6 Cheque issued	3.2 No update 3.3 No update 3.4 No update 3.5 No update 3.6 No update 3.7 support logo applied to banner, no further update 3.8 No update

		<p>3.6 Russell Village Women's Institute 2024</p> <p>3.7 Russell Village Ringers</p> <p>3.8 Ag Society - Canada Day 2024</p> <p>3.9 Russell Historical Society Application</p>	<p>3.7 SM to order the logo at 35.00 fee and affix, JDB to send letter, SM deliver the cheque & complete banner</p> <p>3.8 Approved, Previous Ag Soc. final budget received, SM to send approval letter.</p> <p>3.9 Approved pending budget submission, AB to draft letter.</p>	<p>3.9 Received budget, contract sent. No further update</p>
4	Correspondence / Activities review	4.1 BDO Management Letter	4.1 AB to check further with BDO and schedule a meeting.	4.1 June 10 th meeting scheduled.
5	New Business	<p>5.0 Creation and unveiling of Police Village Plaque</p> <p>5.1 update on inquiry from Legislative Assembly of CDA (re Michal Vidoni)</p> <p>5.2 Mayor Pierre Leroux exit: letter of thanks TBD</p>	<p>5.0 Trustee to start working on this idea. AB shared some info for consideration. Trustees to review and discuss further after archiving.</p> <p>5.1 update on response to research assistant's questions</p> <p>5.2 Final version of letter approved by Board. JDB to coordinate delivery to the former Mayor.</p>	<p>5.0 Pending</p> <p>5.1 JDB to follow up</p> <p>5.2 Complete</p>
6	Public Questions / Presentation	6.0		
7	PVR Organizational Work	<p>7.1 Update on website handover issue</p> <p>7.2 PVR Trustee Job description draft</p> <p>7.3 PVR logo: ownership and protocols for use</p> <p>7.4 Password change for all financial accounts.</p> <p>7.5 Archiving documents</p> <p>7.6 Website update items</p> <p>7.7 Scholarship for all schools for civic/community engagement. Recipient from within PVR boundary</p> <p>7.8 Harassment and Violence Policy</p> <p>7.9 Update PVR financial history excel.</p>	<p>7.1 Deferred to Dec 2024</p> <p>7.2 AB to review, JDB to finalize</p> <p>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. Archiving to occur at the end of May meeting</p> <p>7.4 Issue resolved, AB to log in and update account. AB to disable old cards and account access, and update Trustees, Complete, AB to verify</p> <p>7.5 Review of historical files at June meeting. Archiving to occur at the end of May meeting</p> <p>7.6 updated. FAQ deferred to spring. JDB to draft for next meeting</p>	<p>7.1 Dave reached out enquiring about the domain, JDB to reply.</p> <p>7.2 AB review complete, JDB to finalize</p> <p>7.3 JDB to follow up with Michal Vidoni</p> <p>7.4 Complete</p> <p>7.5 Scanning and uploading in process</p> <p>7.6 JDB shared draft. Review by July meeting</p> <p>7.7 STA and RHS cheques issued, 500.00 each, AB to deliver both</p> <p>7.8 JDB suggests following twps. Policy. All to review policy for next meeting</p> <p>7.9 Review in process</p>

			<p>7.7 Letter complete, and approved to be sent to STA, and RHS, Sent and recipients to confirmed for June, Cheques to be issue in June</p> <p>7.8 JDB to draft policy to include having OPP called to have individual removed. Deferred</p> <p>7.9 AB to update document with 2023 funds issued, Review complete, some updates required, AB to review</p>	
8	Next regular meeting	Tuesday July 9 2024, 7pm @ Location to be confirmed, option Twp. Russell Sports Dome	Future meeting dates: Aug 12, Sept 9, Oct 7, Nov 4, Dec 2	Dates Confirmed, Location TBD
9	Adjournment			

Julianne Duern Bankley, Stephanie MacMillan, Alison Brown