

**Police Village of Russell
Board of Trustees, Regular Meeting Minutes
Tuesday July 9th, 2024 at 7:00pm
Castor Street Lounge, Russell**

Attendees: Stephanie MacMillan, Julianne Duern Bankley, Alison Brown

Invited Public attendees & Applicants:

Regrets:

TUESDAY JULY 9th 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 June 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 July 2024 2.3 Activity Report 2023 2.4 Transfer \$5000 from fund to bank account	2.3 Pending final review.	2.1 AB reports: <u>PVR Investment Balance:</u> \$ 1,138,948.00 Increase of \$ 4,513.66 <u>Bank Balance:</u> \$ 6,012.87 2.2 Issued 2.3 Complete 2.4 Approved at June 10 th virtual meeting
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 3.6 Russell Village Women's Institute 2024 3.7 Russell Village Ringers 3.8 Ag Society - Canada Day 2024	3.2 No update 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 3.7 Banner complete and cheque issued 3.8 Cheque and Banner Issued 3.9 Received budget, contract sent.	3.2 No update 3.3 No update 3.4 No update 3.5 No update 3.6 No update 3.7 Receipt received, application compliance requirements met. 3.8 Awaiting final budget 3.9 No update

		3.9 Russell Historical Society - Digitizing		
4	Correspondence / Activities review	4.1 BDO Management Letter	4.1 June 10th meeting scheduled.	4.1 June 10th Virtual noon meeting Minutes: JDB, AB, SM, BDO reps; Annik Blanchard, Shawn Hodgins in attendance. See below July Meeting Minutes: See attached Appendix of virtual meeting summary from BDO. All Trustees in favor of moving forward with suggestions.
5	New Business	5.0 Creation and unveiling of Police Village Plaque 5.1 update on inquiry from Legislative Assembly of CDA (re Michal Vidoni) 5.2 Create official return address label with logo 5.3 Follow up with BDO with regards to how to account for approved funds that are not claimed by year end.	5.0 Trustee to start working on this idea. AB shared some info for consideration. Trustees to review and discuss further after archiving. 5.1 update on response to research assistant's questions, JDB to follow up	5.0 Pending, review application and discuss in July 5.1 pending 5.2 SM to create 5.3. AB to follow up with BDO at year end.
6	Public Questions / Presentation	6.0		
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 7.4 Archiving documents 7.5 Website update items 7.6 Scholarship for all schools for civic/community engagement. Recipient from within PVR boundary 7.7 Harassment and Violence Policy 7.8 Update PVR financial history excel.	7.1 Dave reached out enquiring about the domain, JDB to reply. 7.2 AB review complete, JDB to finalize 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 JDB to follow up with Michal Vidoni 7.4 Scanning and uploading in process	7.1 June 10th vote for a max of \$500 spent for a 3 year term with new domain PRVTrust.ca Approved by all June 10 th . 7.2 In process 7.3 pending follow up with Michal Vidoni 7.4 In process 7.5 Created Special initiative page, Trustee's to review. 7.6 Complete 7.7 Document can be found in the PVR

			<p>7.5 JDB shared draft. Review by July meeting</p> <p>7.6 STA and RHS cheques issued, 500.00 each, AB to deliver both</p> <p>7.7 JDB to draft policy to include having OPP called to have individual removed. JDB suggests following twps. Policy. All to review policy for next meeting</p> <p>7.8 AB to update document with 2023 funds issued, Review in process</p>	<p>documents for review by Aug meeting.</p> <p>7.8 Complete</p>
8	Next regular meeting	Monday Aug 12 2024, 7pm @ Location to be confirmed, option Twp. Russell Sports Dome	Future meeting dates: Sept 9, Oct 7, Nov 4, Dec 2	Dates Confirmed, Location TBD
9	Adjournment			SM Motioned, AB Seconded.

June 10th noon virtual meeting Minutes:

Attendees: JDB,AB,SM, BDO reps; Annik Blanchard, Shawn Hodgins

1	AGENDA ITEMS	1.0 BDO T4A	BDO to enquire if RP is needed or if another account should be used, TBD if BDO or PVR will apply for this account for T4A's. T4A's will be issued annually, with no deductions at source, PVR will generate T4A's. BDO to send a quote.
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Julianne Duern Bankley, Stephanie MacMillan, Alison Brown