

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

Attendees: Stephanie MacMillan, Julianne Duern Bankley, Alison Brown

Invited Public attendees & Applicants:

Regrets:

MONDAY SEPTEMBER 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 | <ul style="list-style-type: none"> 5. New Business 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 Agenda Approval 1.3 Aug meeting minutes Approval		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 Sept 2024 2.3 Year end activity report (See July report) 2.4 Creation of Legal folder in the share drive 2.5 AB requests transfer 5000\$ to bank account	2.3 JDB updated, Trustees to review 2.4 JDB created and to move applicable documents	2.1 AB reports: <u>PVR Investment Balance:</u> \$ 1,184,425.00 <u>In/Decrease of</u> \$ 3,884.00 <u>Bank Balance:</u> \$ 2,817.87 2.2 Issued 2.3 Complete, and posted on website 2.4 Complete 2.5 Transfer approved by all.
3	Applications for funding assistance			
	New	3.0	3.0	3.0
	Outstanding	3.2 Kin Club – Welcome Sign 3.3 RD Horticultural Society – MacDougall Park 3.4 Kin Club - Russell 125 Street Blades 3.5 RAPA – Lighting and Audio refresh 3.6 Russell Village Women's Institute 2024 3.7 Ag Society - Canada Day 2024	3.2 No update 3.3 Paused until Spring 3.4 Awaiting details from Celine at TWP to coordinate payment, pending invoice 3.5 Cheque Issued 3.6 Cheque issued 3.7 Cheque and Banner Issued. Final budget to be received after Russell Fair 3.8 Received budget, contract sent.	3.2 JDB to request update 3.3 SM to request update 3.4 No change 3.5 No update 3.6 No update 3.7 SM to request update 3.8 Awaiting final budget

		3.8 Russell Historical Society - Digitizing		
4	Correspondence / Activities review	4.0	4.0	
5	New Business	5.0 Questions from BDO around Setup of an RP payroll account with CRA & Research to determine if the trust would have a T3 filing requirement under the new CRA legislation.	5.0	5.0 AB to review PVR legal document, and provide BDO with Trustee details they requested before Oct meeting
6	Public Questions / Presentation	6.0	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 Inquiry from Legislative Assembly of CDA (re Michal Vidoni), PVR logo: ownership and protocols for use</p> <p>7.4 Archiving documents</p> <p>7.5 JAN 2025 Follow up with BDO with regards to how to account for approved funds that are not claimed by year end.</p> <p>7.6 Ontario Heritage Trust - Provincial Plaque Program</p>	<p>7.1 Dave reached out enquiring about the domain, JDB to reply. June 10th vote for a max of \$500 spent for a 3-year term with new domain PRVTrust.ca Approved by all June 10th. Nov 2024 JDB to finalize domain issues</p> <p>7.2 AB review complete, JDB to finalize, final version to be formatted for final approval next month.</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. Archiving gave little insight. JDB has received no response from Michal, JDB to follow up with a phone call.</p> <p>7.4 Scanning and uploading in process</p> <p>7.5 AB to follow up with BDO at year end. Deferred to Jan 2025</p> <p>7.6 Pending, review application and discuss in July. Draft application created, SM to shorten</p>	<p>7.1 No update</p> <p>7.2 Trustee to review</p> <p>7.3 No additional info available from Legislative assembly, JDB to file email from Michal Vidoni in shared drive</p> <p>7.4 Complete, all paper documents from previous PVR terms have been filed</p> <p>7.5 Deferred to Jan 2025</p> <p>7.6 Draft approved. AB to review and submit.</p>
8	Next regular meeting	Monday Oct 7 2024, 7pm @ Location to be confirmed, option Twp. Russell Sports Dome	Future meeting dates: Nov 4, Dec 2	Dates Confirmed, Location TBD
9	Adjournment			SM Motioned, JDB Seconded

Julianne Duern Bankley, Stephanie MacMillan, Alison Brown