

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

Attendees: Stephanie MacMillan, Julianne Duern Bankley, Alison Brown

Invited Public attendees & Applicants:

Regrets:

MONDAY OCTOBER 7th 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 Sept 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 Oct 2024 2.3 \$14.23 registered mail for CRA submission to be reimbursed to AB.		2.1 AB reports, <u>PVR Investment Balance: \$ 1,198,771.00</u> Increase of \$ 14,346.00 <u>Bank Balance: \$ 8,612.87</u> , AB to confirm. 2.2 Issued 2.3 Approved
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 3.8 Russell Historical Society - Digitizing	3.2 No update, Update to be requested by JDB 3.3 Paused until Spring, Update to be requested by SM 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 Update to be requested by SM 3.8 Received budget, contract sent. Awaiting final budget	3.2 No update 3.3 Awaiting invoice from twps. 3.4 No update 3.5 Awaiting final budget 3.6 No update 3.7 Banner returned. 3.8 Cheque issues, waiting final report
4	Correspondence / Activities review	4.0	4.0	

5	New Business	<p>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.</p> <p>5.1 SM proposes the following meeting dates for Start of 2025: Jan 6, Feb 3, Mar 3, Apr 7, May 5</p>	<p>5.0 AB to review PVR legal document, and provide BDO with Trustee details as requested before Oct meeting</p>	<p>5.0 Form has been submitted by mail to CRA, CRA to issue business number, will be forwarded to BDO. T3 research is ongoing with BDO</p> <p>5.1 Approved, SM to book Curling club. JDB to update the dates on website, SM to update twps. calendar</p>
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 JAN 2025 Follow up with BDO with regards to how to account for approved funds that are not claimed by year end.</p> <p>7.4 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. Trustee to review</p> <p>7.3 AB to follow up with BDO at year end. Deferred to Jan 2025</p> <p>7.4 Pending, review application and discuss in July. Draft application created, SM to shorten Draft approved. AB to review and submit.</p>	<p>7.1 Deferred to Nov.</p> <p>7.2 Finalized suggested template, outlining various potential roles of the PVR Trustees., named: PVR Trustee Roles includes supporting documents: -PVR Roles & Responsibilities (Excel) -PVR Trustees Guidelines and Protocols</p> <p>7.3 Deferred to Jan 2025</p> <p>7.4 AB to reach out to twps. requesting permission for plaque erection, if approved.</p>
8	Next regular meeting	Monday Nov 11 2024, 7pm @ Location to be confirmed, option Twp. Russell Sports Dome	Future meeting dates: Dec 2	Dates Confirmed, Location TBD
9	Adjournment			SM motioned, JDB seconded.

Julianne Duern Bankley, Stephanie MacMillan, Alison Brown