

**Virtual Leadership Team Meeting
Minutes
December 8, 2020**

Present: Lynda Pyzer, Thelma Bretel, Cathy Zroback; Rai Therrien, Peter Fox, Elora Cavner, Louise Marston, Meg Illman-White, Don Cameron

Guest: Cheryl Dyck

Luke Hildebrand, Johnny Powassin (both representing Kenora Spirituality & Homelessness), Peter Kirby (representing Kenora Moving Forward)

Lynda Pyzer welcomed our guests.

1) Opening Devotions: Presented by Peter Fox

Peter has been listening to zoom meeting "For The Love of Creation" which have been looking at the world. He referenced our creed, Exodus 20 & Ecclesiastes 3. The ZOOM meetings referenced Isaiah as their basis. Peter has had time to read because of Covid 19 and has read Charles Darwin's "Origin of Species". Man has interrupted the whole process of regrowth. David Attenborough (broadcaster & natural historian) maintains that the world's problems would be more easily solved with fewer people. Man is increasing our numbers too quickly.

Lynda Pyzer reminded us of our Holy Manners

2) Approval of Agenda:

There was one addition to the printed agenda: Computer Warranty

Motion #1 Moved by Cathy Zroback and seconded by Louise Marsten THAT the agenda be approved as amended.
Carried

3) Correspondence:

Emails received from Elauna Boutwell of Kenora Moving Forward and Luke Hildebrand of Kenora Spirituality & Homelessness.

Peter Kirby is present instead of Elauna Boutwell and Luke Hildebrand and John Powassin are both present for Kenora Spirituality & Homelessness.

Peter Kirby with Kenora moving Forward has developed a work plan. Job descriptions are on line and make up the main plan. Luke Hildebrand and John Powassin are also members of Kenora Moving Forward. The goal is to get people off the street.

Presently one of the big issues is the gap time between the closing of one shelter and another. Both morning and evening have gaps when neither the Fellowship Center or the Hub Shelter are open. With cold weather, Kenora Moving forward is looking for "warming spaces" where people could go during these hours. They are interested in Knox's lower hall for this purpose (they have also approached the First Presbyterian Church for their basement space).

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Luke Hildebrand; Spirituality and Homelessness group formed after Knox received a \$5000 grant. They felt Knox would be a good spot to cover the gap times, They would have a volunteer coordinator who would monitor "covid rules", security and cleaning. John is a KACL outreach worker. He worked with "Opening Doors" before the shelter. He also works with other groups (NWHU, firemen for fire safety and is currently working on the draft plan for Spirituality and Homelessness.

Peter Kirby asked the shelter why they had gaps and was advised that they need time for cleaning and that they are not funded for the "gap hours".

Question: How many people need space? Answer: Really unknown. 48 stay at the shelter and any others not using the shelter would be welcome. Knox reply: Our space is NOT adequate for such numbers. Also when we agreed to the contract for the shelter it was to be 24 hour availability plus services. Luke Hildebrand: Would Knox be comfortable approaching the shelter about the gag? Could Knox host the elders and those not using the shelter or comfortable with Leadership team (Cathy Zroback) asked if the town had been approached for space eg. the old police building, also the Word Hub offers space (? hours open).

Peter Kirby noted the Police building requires too much renovation. Luke mentioned, even if the shelter opened during gaps ,there are seniors who need warming spaces who aren't comfortable with youth or at the shelter.

Peter Kirby said they have investigated 7 Generations and the Bingo Hall.

Louise Marsten asked about funding for the planned coordinator and would said person arrange volunteers and ensure covid distancing/protocols as well as safety? How can we be sure that issues such as those Compassionate Kenora have encountered won't arise again?

Question: Cathy Z asked what commitment were they looking for? Answer: Luke said 7 days a week. They will secure volunteers once they know where and what hours.

Cathy Z. asked is this an is an old issue. Bandages don't move things forward. Knox is busy when it is open and the lower hall is frequently in use and at variable times. Several LT members pointed out that presently our own congregation can not use the building so how reasonable is it to open it to community? Peter Fox observed that Knox would be liable since the group requesting space is NOT a legal group. He will follow up with our insurance provider (will take the work plan with him) to see about liability. This is an issue that should be approved by the congregation and at the moment the congregation cannot meet. Some of the use concern is for the safety of the building since it is a wooden structure.

Luke H: Reality is, it is getting cold and people have no where to go.

Lynda P: The plan is a bandage solution. It allows KDSB and the town off the hook. Is there another roll Knox could play?

Peter K: If the Presbyterian Church agrees to host, volunteers will be needed, food, snacks and cleaning supplies as well.

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John P: His job is navigator. He would try to involve the participants.

Peter F: Asked if the guests were aware of the renovations happening upstairs at the shelter.

Thelma Bretel: KDSB has not honoured their obligations and promises made at the outset of the Shelter.

Lynda Pyzer: Where do we go from here?

Louise M: Leadership Team needs to have a conversation. No decision can be made without that.

Lynda P: Suggested to our guests that they had given us food for thought

Louise M: We cannot open for community when the church congregation can not use the facility or gather for services. Also, we must consider our custodian and the extra work she would have to fit into her part time hours. It is a decision that must be made by the congregation.

Don Cameron: Is compassionate but does not feel comfortable taking the request to the congregation.

Cathy Z feels Leadership Team needs to discuss it further and depending on the outcome of those discussions, inform and asking the congregation for input. Cathy quoted from Meg's past service "do what you can at this moment in time." This is not something we can do at this time.

Lynda P: Do we need a meeting with the "ground floor group" to find out why the Shelter hours can not be extended?

Meg Illman-White: There are some youth stepping up to look for solutions. She is hopeful because of that and because of the "long term" folk working on it.

Louise M recused herself from Shelter discussions but feels Knox cannot be a physical solution to the current problem.

4) Approval of Minutes:

Motion #2 Moved by Don Cameron and seconded by Peter Fox

THAT the November 10/20 minutes be adopted as printed.

Carried

5) Business Arising from Minutes:

Computer warranty: Meg Illman-White is to check to see if it can still be purchased and if so buy it. Money donated for its purchase was adequate to do so. Elora Cavner agreed to read these small print in the agreement to see if the purchase can still be made.

Meg is to send her the bill of sale and computer particulars for her reference.

Louise Marsten will assist as well as necessary.

6) Reports:

i) Minister - Meg Illman-White

As printed (attached). Reference to large capacity kitchen equipment needed was questioned by Louise as Gropp's had offered loan of such. To date there have been no volunteers for food prep at Knox because of Covid issues. People are cooking soup for 80 in groups but away from Knox.

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ii) M&P - Louise Marsten

Cheryl Dyck is off as of December 14/20 for a medical leave.

Feelers are out for both caretaking and office relief.

Performance reviews are coming in, both written and electronic. M&P will review them and staff will be informed by the end of January or early February.

Christmas gifts for paid staff are being finalized.

iii) F&S - Peter Fox

Attached report bank statement.

As of the end of Nov, Pantry had a balance of \$6700. A donation of \$500 was received for pantry and outreach. Peter wondered how to split it.

Hearts of Knox have donated \$2800 from their quilt sales.

F&S continued: Donations for the computer to assist with virtual services were \$3100.

Peter acknowledged the "background workers" in Knox's finances: Karen Richardson (helped secure a UC assessment refund among other things)

Chris Viinikka did a CUSE review - we were eligible for 10% (\$1650)

John Haller is working on the effect of ADP changes.

Bruce Ormiston is assisting with insurance coverage. Our assessment this year was \$12,000 because we have to insure the building envelope. In the past we only insured the sanctuary portion of the church.

Some funding is available for outreach if we need it. There is still \$4900 of the \$5000 grant we received from the UC.

Peter identifies 3 issues:

M&S donations have decreased considerably this year to ~\$18000. Donations seem to have moved to Pantry

CERB is available for Knox (Karen R says we would qualify). This allows a loan approved through the bank but from the Federal Government to be used for payroll, insurance and operations up to the amount of \$60,000 with \$20,000 forgivable if it is paid back within 3 years. Discussion ensued.

Question: How much is our current loan? Answer: \$26,000 but that amount is in the bank and could be paid off anytime.

Question: What is the interest rate? Answer: Peter doesn't know.

Discussion: It is an ethical dilemma. We qualify because of our lease income. Work to be done with the previous loan has largely been done by our income (lease & offerings).

Remaining window work is maintenance so is NOT covered by the Faithful Footprints loan sum.

MOTION#3 Moved by Peter Fox and seconded by Don Cameron

THAT Leadership Team agrees to apply to the Government of Canada for a CERB grant to be used for non-deferrable costs like payroll, insurance and operations.

Discussion: Question-How do you apply? Answer: On line.

-How complicated is the application?

- Why would you pay one off and take another?

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Some members felt uncomfortable applying for the loan because of use requirements. Others saw validity for it but were uncertain about the application for it.

Deadline to apply is March 2021. Motion was tabled.

Budget planning for next year is usually starting by this time of year. Peter would like to begin. He would like to have a budget planned by the end of Jan 2021. He would like to receive submissions/requests for line items. A request for budget items will go in the newsletter.

iv) WIG - Cathy Zroback

They met November 26. Services will continue to be virtual for December. This will be reassessed at their Jan 14/21 meeting. December service planning is well under way.

v) Building - Cathy Zroback

Routine maintenance and repairs continue. Street front sign was blown apart by wind, has been cleaned and repaired.

Quote from Tyrells for the storm window has not been received to date.

LED light sample for sanctuary light still outstanding.

Water shut off valve map has been posted in the "cave" storage room and on the boiler room door.

KDSB has agreed to provide Knox with a key to the shelter for access to the main water shut off in case shelter staff is not on site.

Alex Coats, Randy Jackson and Richard Shodin have been working on the organ repair. It has been a larger job than anticipated so they will continue in January.

The committee needs to review the monthly and annual testing of the fire alarm components to see what we are responsible for and what our contract with Superior covers.

vi) Pantry - Cathy Zroback

15 Christmas hampers are planned. As well as support for Word Hub, Minto Family Resource and Fellowship Center. Packing is done in small "bees" to follow Covid regulations.

Water Valves were reviewed. We still need a key to access the closet on the Shelter side for the master shut off. There are still 3 areas that have no "local" shut off, the urinal, the water fountain and a map showing the location of shut offs will be posted on the furnace room door.

7) New Business:

i) Knox Webpage - Cheryl Dyck

Wayne Kelso decided not to take it over. It was down almost a week which also meant there was no e-mail that came through. Charlotte Caron helped Cheryl and it turned out that the domain name fee had not been paid. As soon as it was all was restored.

Cheryl spoke to Jeremy Suke of "NUFUSION". Their charges would be \$6.00 a month and \$15 a year - roughly what we pay now. Some of our difficulty has been contacting Aaron Affleck and retrieving our website information from him. If we cannot get this information from him it would require a redesign of our web site. Cheryl Dyck was asked by leadership team to cut ties with the original designer and work with "NuFusion".

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Lynda Pyzer asked Meg if she would approach Aaron Affleck. Meg felt her luck at getting a response would not be greater than Cheryl's. A call would be a better route than e-mail messages. Cheryl will telephone "NuFusion" that we are interested and will attempt to get the necessary Knox Webpage.

ii) Environmental Recommendations: Discussion deferred

iii) Special Gifts Resource:

Lynda Pyzer led discussion.

Discretionary Fund:

Question: Where did the \$400 amount come from? Answer: Not know
Meg would like \$1000 to start. This led to discussion and "how to grow" the amount available. Pantry was used as an example. It had seed money of \$4000, the congregation was made aware of the budget "line" and the need and donations began to come in. There was much discussion around the statement presented. Some changes were made.

Motion #4 Moved by Cathy Zroback and seconded by Thelma Bretel
THAT Knox's "Special Gifts Resource" be approved as amended.
Carried

Information on these funds will be included in the newsletter and Congregants will be invited to donate as they are able.

Benevolent requests are vetted by the minister with documentation kept as per the CRA requirements. M&P expressed concern re: Minister's availability in the work day to administer this. Minister is the one who disperses these funds and CRA has specific record requirements.

8) Adjournment - 10:00 p.m.

Date of next meeting - January 12, 2021 @7:00 p.m.

Devotions - Thelma Bretel

9) Closing Prayer - by Meg Illman-White

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Signature of Chair



Signature of Secretary

Motions:

Motion #1 Moved by Cathy Zroback and seconded by Louise Marsten
THAT the agenda be approved as amended.
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Motion #2 Moved by Don Cameron and seconded by Peter Fox
THAT the November 10/20 minutes be adopted as printed.
Carried

MOTION#3 Moved by Peter Fox and seconded by Don Cameron
THAT Leadership Team agrees to apply to the Government of Canada for a CERB grant to be
used for non-deferrable costs like payroll, insurance and operations.

Motion #4 Moved by Cathy Zroback and seconded by Thelma Bretel
THAT Knox's "Special Gifts Resource" be approved as amended.
Carried

Decisions Made By Consensus

1. Computer warranty to be purchased if it is still within the time allowed
2. Invite "NuFusion" to assume management of Knox's web page

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Reports and Tasks Pending from December 8, 2020

Tasks	Person(s) / Responsible
Follow up with Insurers re Knox's liability if we should allow the lower hall to be a warming center	Peter Fox
Discussion re request for use of lower hall by Kenora moving forward	Leadership Team
Computer Warranty- Check availability still. Check fine print re the warranty statement.	Meg and Elora
Coverage for Cheryl's job	M & P
Fire Alarm responsibilities- ours vs Superior	Building Group
CERB application discussion re same before March 2021 expiry	Peter Fox
2021 Budget preparation and line submissions. To be submitted ADSAP so budget is drafted by end January	Peter - Finance committee
Web page - invite "NuFusion to assume responsibility for ours	Cheryl Dyck
Information on special gift "lines" in budget that people can donate to for outreach funds	Meg to include in Newsletter