

**Virtual Leadership Team Meeting
Minutes
February 9, 2021**

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

Guest: Marc Whitehead-Pastoral Charge Supervisor, Minister at Crescent Fort Rouge Church

1) Introduction: Lynda Pyzer introduced Marc Whitehead. Marc asked for and received introductions around the screen. Happy birthday wishes were extended to Peter Fox whose birthday is today. Birthday acknowledgements were directed at other LT members who have February birthdays.

2) Devotions: Don Cameron opened with an expression of concern over the treatment of Native People. He explained that his Dad always taught them to treat everyone equally. He has tried to do that as he has moved through his life. Don then led in prayer. He asked for God's guidance for good action and for understanding of how our actions may even unknowingly hurt others. Lynda Pyzer then reminded us of our Holy Manners.

3) Approval of Agenda:

Correspondence was added to the agenda and "a wedding" was added to New Business. The agenda was renumbered because of double numbering.

Motion #1 - Moved by Don Cameron and seconded by Peter Fox THAT the agenda be adopted as amended.
Carried

4) Approval of Minutes January 12, 2021

Corrections: Cheryl Kinney-Matheson, spelling of "faithful" and seed for Pantry was \$4000 not \$1000.

Motion #2 - Moved by Peter Fox and seconded by Elora Cavner THAT the minutes of the January 12/21 Leadership Team Meeting be approved with corrections.
Carried

Motion #3 - Moved by Cathy Zroback and seconded by Thelma Bretel THAT the minutes of the January 29/21 Leadership Team meeting be adopted as printed.
Carried

5) Business Arising from Minutes:

- i) Emerging Spirit Grant: Peter Fox reported that a letter of approval for adjusting the use of the grant money was received. The money has been transferred to the Spirit Meets Homelessness group.
- ii) Insurance and meal prep at Knox: There has been no response to our question so the activity has gone ahead. The checklist for cleaning protocols is not quite ready.

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The labeling of cupboard contents is still needed as new people work in the kitchen and searching cupboards for items is not appropriate during Covid. Meg has not had chance to speak to the UCW lead about labelling. Elora Cavner has access to a label maker and Cathy Zroback has a laminator.

- iii) Cleaning Solutions: No further progress has been made. The Health unit has approved our kitchen, we are responsible for securing (paying) for the litmus strips to ensure the Javex solutions are proper strength.
- iv) Web Page: The information from our previous web manager was received and passed to our new company. There has been limited movement on it yet.
- v) Homelessness: Henry will come talk to us. Don has not yet spoken to the town CEO. It is unknown whether the second floor "clinic" area is operational yet.

6) Correspondence:

- i) A letter was received from Doug Schneider requesting use of the kitchen every other Tuesday to prepare a meal for the warming centre. This needs to be marked on the calendar so there are no conflicts. The cleaning checklist needs to be completed to ensure necessary cleaning is done. There was consensus for this as long as there is no conflict with other groups. Lynda Pyzer will advise Doug of the decision.
- ii) A letter of thanks and a donation was received from Cheryl Kinney-Matheson for church use.

7. Reports:

- i) **Minister** – Reported by Meg Illman-White - as printed
Peter Fox suggested there should be a LT liaison for Spirit Meets Homelessness in order to comply with requirements of our charitable status (requires a contact with groups funded). It was suggested that Cathy might be interested as she has contact with these groups through Pantry. Cathy was prepared to do this as long as it is truly a liaison and doesn't require attending meetings or other activities requiring time. It was pointed out that our "groups" are considered FOCUS groups and not interest groups – is that an issue - answer was "No". The Spirit Meets Homelessness group has to report the use of their funding to the United Church Emerging Spirit. Knox released the funding via Miriam McDonald with a letter asking for an accounting of how the dollars are spent as well as copies of their reports to "Emerging Spirit" so all can be included in our CRA charitable tax form.
LT briefly moved to in camera for the balance of the report.
- ii) **M&P** - Reported by Heather Gropp
Progress is being made on staff evaluations. They should be completed by the end of the month.
The following time off has been approved for Meg Illman-White - study leave February 10 & 11, March 23-28 and annual leave April 6-12.

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iii) F&S - Reported by Peter Fox - as printed.

Bank Balance is \$130,534, operational amount available is \$69,181.

M&S met its projected amount. \$4909 was transferred to Spirit meets homelessness.

Our insurance has increased 35%. Peter will discuss the benevolent fund process with Meg Illman-White.

The warming centre has a donor required to cover the shortfall on the cost of meals. Elauna Boutwell asked if the money could flow through Knox. The money could be donated to Pantry at Knox and then be used for food preparation for the centre done at Knox. Cathy would like to meet with Meg to discuss putting the pantry food in Knox's kitchen rather than carting it to the warming centre.

iv) WIG - reported by Cathy Zroback

Carolling at Christmas received a positive review

- They reviewed their budget for 2021
- They purchased a longer cord for the mic on iPhone
- They are investigating ideas for Black History month
- Communion will be February 21- the 1st Sunday in Lent
- Next meeting is February 25/21

v) Building - reported by Cathy Zroback

"To Do" list continues to be worked at, Alex Coats and Richard Shodin continue to share the monitoring of Knox daily. An estimate for the window sills was received. The suggestion for tower wall repair was to put a new board over it and paint it. There is no longer anyone locally who does plaster and lathe work so the sills will probably be repaired with concrete. The sanctuary lights were quoted at \$11,000. Only the bulbs will be changed.

New fixtures would be too costly. Blower motors are not working. They provide the ventilation in the sanctuary. This may be done for ventilation in the choir room also .

A decision must be made soon on the sanctuary floor. The tiles are badly chipped and loose and present a safety risk. There are no estimates as yet. The most affordable course would be to leave the sanctuary as is and replace the flooring. LT comments were in favour of that. Changes would affect the area in several ways. Meg Illman-White remembers a group at the front of the church discussing sanctuary changes. She feels this is a congregational decision not a Leadership one. Lynda Pyzer felt this decision would fit with a visioning exercise. The newsletter could be a way to secure input from the congregation.

vi) Pantry - reported by Cathy Zroback

Pantry is providing food for the warming centre.

8) New Business:

i) Pilot Project in Oshawa. Has paired the congregation with a homeless person/family. Spirit Meets Homelessness is talking about a similar program.? Would Knox have any interest in this.

ii) Next steps - We must start planning. Decisions to be made this evening. We need a group to draft a profile outlining what we want in a Minister.

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Knox’s profile on the United Church’s Hub is currently quite boring. It should be updated. Prairie to Pine will assign a person to guide our process and the UC handbook is a good guide. We need a search committee.

Heather Gropp offered to assist with both the profile draft and the search committee. Peter Fox offered to assist with the draft of a minister profile. Meg Illman-White advised that the profile piece is usually done by members of the congregation. Our web page should be updated too. We need help with this from our web manager. Cheryl Dyck can also post things on it. Heather asked about a Knox photo data base-not as such but a number of sources have pictures, Phil Burke, Suzanne White, Brenda Shodin and the church computer.

Lynda Pyzer will send the past profile out. Comments for changes/improvements are welcome.

9) Adjournment: Moved by Cathy Zroback and seconded by Thelma Bretel
THAT the meeting be adjourned.

Date of next meeting - March 9, 2021
Devotions - Elora Cavner

8) Closing Prayer - Led by Meg Illman-White



Signature of Chair



Signature of Secretary

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Decisions Made By Consensus:

That Doug Schneider be granted use of Knox's kitchen every other Tuesday in order to prepare a meal for the warming centre.

Reports and Tasks Pending from February 9, 2021

Tasks	Person(s) / Responsible
Cleaning protocols for the kitchen	M & P
Cupboard content labels	UCW
Appropriate odorless cleaning solutions	Knox's Eco Group with input Health Unit
Schedule time Henry Wall	Lynda Pyzer
Extended warranty on computer Advise Doug that he can use the kitchen for warming centre meals	Lynda Pyzer
Check benevolent fund dispersal process	Peter will speak to Meg
Provide information in newsletter about sanctuary floor and solicit feedback	Lynda Pyzer/Cathy Zroback
Revise profile for new minister search	LT members (Heather and Peter)