

**Virtual Leadership Team Meeting
Minutes
January 12, 2021**

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

Guest: Cheryl Dyck

1) Opening Devotions: Presented by Thelma Bretel

Expressed hope for the new year as we were leaving a year unlike we have never known. Thelma referred to and read from a meditation by Joyce Rupp - a Letter to 2021. The author is a Nun and teacher. Her letter was directed to an animated 2021 with reflection on happenings in 2020 who is tearful. 2020 still has strength to lift the "Black Lives Matter sign" while 2021 expresses fears that we may set aside what we have learned from 2020. We are admonished to walk bravely and compassionately together. Thelma asked the leadership group to share one awareness or thankful take away from 2020. Responses were as follows: more time, medical health, new grandchild, a new grandchild "to be", full time school, the size of the world when you are away from family, allowed time for reflection and to appreciate more, aware of decimation of the industries she worked with, more awareness of inequities in society, gratefulness and joy for expanding family through marriage, hope for 2021, thankful for only 1 more schooling module, a decrease in work to help anxiety about Covid infections and political state of our US neighbors, awareness that own presence was OK.

Lynda Pyzer reminded us of our Holy manners.

2) Approval of Agenda:

There were 3 messages of correspondence and an item under New Business: Homelessness, an initial discussion.

Motion #1 Moved by Heather Gropp and seconded by Cathy Zroback
THAT the agenda be adopted with additions.
Carried

3) Approval of Minutes:

Seed money for pantry was \$4000 not \$1000.

Delete the line about windows not being covered by Faithfull footprints grant as only some of the work was.

M&P expressed concern about time in Meg's workday to manage the Benevolent fund.

Motion #2 Moved by Elora Cavner and seconded by Don Cameron
THAT the minutes of December 8, 2020 be approved as corrected.
Carried

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4) Correspondence:

- i) From Elauna Boutwell - gave a history of Spirituality meets Homelessness and an update. Leadership Team doesn't require approval of grant spending since there is no hiring occurring. The spending though is different than what the grant applied for so, as Knox is holding the money in trust, someone from EDGE should acknowledge that the new direction is approved by the granters. Knox will need written approval from Edge to release the funds for the new intent. Peter Fox will need to hear from Carla in writing.
- ii) From Gloria Loewen - a request to use Knox's kitchen on Tuesdays to prepare soup for the Fellowship center. Soup had previously been prepared at home but the Health Unit requires more standards for the kitchen than are available in most home (but are present in the Knox kitchen).
- iii) From Elauna Boutwell - a request to use Knox's kitchen for preparation of Wednesday evening meal for the warming space at First Presbyterian Church. (Cooking at Knox allows more people to gather at the Presbyterian Church as food preparers have to be counted as part of the gathering which is restricted under Covid guidelines).

5) Business Arising from Minutes:

- i) Computer Warranty - Elora Cavner. The warranty was NOT worth it for the coverage given. The decision was not to buy it.
- ii) Food Prep at Knox - Meg Illman-White. Meg did do a test run of food prep. There were 2 present. Each used a different "station". It went well but it was awkward avoiding each other. The solution was utilizing both doors and leaving the kitchen to avoid moving past each other. A helpful feature in the kitchen would be labeling on the doors to identify what is in the cupboard so there is no need to hunt for items. Since the UCW had been adverse to this, they will be asked to consider it during Covid. Making food prep happen is awkward. A positive is that NWHU has approved our kitchen. Concerns are insurance issues if groups are not congregants, and we do not currently have a custodian. Meg wonders how the 2 groups differ as far as insurance, both have Knox members involved. Solutions: Any custodian issues are to be directed to M&P. Peter Fox will discuss insurance issues with our provider.
M&P (with help of NWHU) will draft a cleaning check list for those using the building.
- iii) Date for budget meeting and loan: Finance is working on the budget but it is not ready for discussion.
Application for the loan - discussion deferred.
- iv) Web Page: Neither Meg or Cheryl have had any success contacting Aaron Affleck (previous web manager). NuFusion wants Aaron to contact them. They did give Cheryl a list of things they need to assume management of the web site. Cheryl will send this information to Meg who will continue to try to contact Aaron.
- v) ECO recommendations: Lynda Pyzer, as printed. NB-they are just that, they are hard things to mandate.

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Motion #3 Moved by Cathy Zroback and seconded by Thelma Bretel.
THAT that the ECO recommendations for Knox Church users be approved as written.
Carried

Discussion: NWHU can provide test strips for checking Javex dilution. They also provided a chart of required dilution for a variety of tasks. Lynda Pyzer will ask Jan Richardson to work with Cheryl on appropriate cleaning vs disinfection solutions. Cheryl has used a provided solution but divided it into 2 spray bottles (unlabeled) which are in each of the janitorial/cleaning cupboards.

Reports:

i) Minister - Meg Illman-White

See attached written report. The Presbyterian church basement is now a warming center run by Kenora Moving Forward. Compassionate Kenora is currently without a "spot". They are operational in their van.

ii) M&P - Heather Gropp

Nothing to report presently.

iii) Finance - Peter

As printed (attached). December was a generous month for donations. Our M&S commitment was met . The Benevolent Fund received \$1200, the Manse fund recovered significantly (\$232,000) at present, and Hearts of Knox donated \$3200 from their sales.

iv) WIG - Cathy Zroback

No report, next meeting Thursday, January 14, 2021.

v) Building - Cathy Zroback

For the upcoming budget one concern is replacement of tiles in the sanctuary. The front ones have become hazardous they are so loose. Do we just replace front ones with a good match to the intact older areas. Some hesitancy is due to the indecision about pews, level the floors (or not).
Decision made to discuss at next meeting.

vi) Pantry - Cathy Zroback

5 requests were filled this week. Requests are coming from new sources. Over the holidays 15 family hampers were provided through agencies and 4 or 5 from home requests. Multiple boxes of food to support both the Fellowship Center and the Word Hub were also donated.

5) New Business:

i) Covenant: Lynda Pyzer - provided for information only. It was approved previously by LT and Prairie to Pine. It was returned unsigned. LT felt that there should be signatures on at least 1 copy.

ii) Governance Document: Lynda Pyzer - provided for information only. It needs to go to congregation for approval when we reconvene. A spelling query - Should it be FUNdraising and not FUNraising?

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iii) Building Lockdown: Requests for access from Cora Matheson and Cheryl Kinney Matheson, Fire alarm check and Wayne Kelso (piano tuning). Heather Gropp - from an employer's perspective, use should be what fits with new requirements. If we allow access it should be to 1 group only at a time. Each group will have to book their time with Cheryl. Cora and Cheryl M are solo and for use of reliable internet only so their continued use was approved. Fire alarm check is essential. Piano tuning - Meg Illman-White will ask Ruth Girard to defer for duration of provincial lockdown. The cooking groups will have to book a time with Cheryl. Richard Shodin and Alex Coats are alternating days checking the church.

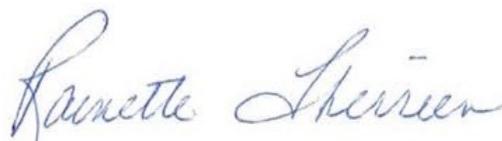
iv) Homelessness:
An initial discussion. Concern re Shelter Functioning and KDSB's Knox commitment. Emails between different parties (Kenora Ministerial and KDSB) contained some explanation of our concerns. Lynda Pyzer who is participant in other meetings says that KDSB does have a plan but Knox and general public is not aware of all parts of the plan. Lynda Pyzer has learned some aspects in her other meetings. Don Cameron Suggested that we ask a variety of other groups to speak to us about what they are doing (eg KACL, KDSB, OPP, City). He will approach the city CEO about speaking to LT. Clarification: Loewen "group" is cooking for the Fellowship Center. Spirituality Meets Homelessness is cooking for the warming center (in the Presbyterian Basement).

6) Adjournment:
Date of next meeting - February 9, 2021 @ 7:00 p.m. Zoom
Devotions - Don Cameron

8) Closing Prayer - Led by Meg Illman-White



Signature of Chair



Signature of Secretary

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a place to belong

a place to become

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Motions:

Motion #1 Moved by Heather Gropp and seconded by Cathy Zroback THAT the agenda be accepted as amended.
Carried

Motion #2 Moved by Elora Cavner and seconded by Don Cameron THAT the minutes of December 8, 2020 be approved as corrected.
Carried

Motion #3 Moved by Cathy Zroback and seconded by Thelma Bretel THAT that the ECO recommendations for Knox Church users be approved as written.
Carried

Decisions Made By Consensus:

- * Approval granted for Tuesday soup making for Fellowship Center lunch to take place in Knox’s kitchen.
- *Approval granted for Spirituality Meets Homelessness Wednesday evening meal prep to occur in Knox’s Kitchen pending outcome of discussion with Knox’s Insurance provider.
- *Cora and Cheryl Matheson can continue to use Knox during the Provincial lockdown as they have been.
- *Fire Alarm inspection can happen.
- *Piano tuning should be deferred.

Tasks	Person(s) Responsible
Secure written approval from United Church Of Canada to release grant funds to participants since their “path” has changed from the grant request.	Peter Fox with contact input from Meg Illman-White
Kitchen cupboard labelling	Meg Illman-White to approach UCW for approval Building group to label
Cleaning check list for building users to meet Covid requirements	M&P with NWHU input
Insurance coverage/ requirements for cooking groups	Peter to check
Web page provider transfer. Cheryl to send information new provider needs from previous provider in order to maintain the site	Meg and Cheryl to continue trying to solve.
Determine appropriate solutions for cleaning & disinfection	Lynda Pyzer to ask Jan Richardson to work with Cheryl
Piano tuning to be deferred until after provincial lockdown	Meg Illman-White will speak to Ruth Girard
Invite City of Kenora CEO to speak to LT	Don Cameron

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