

**Virtual Leadership Team Meeting  
Minutes  
June 8, 2021**

**Present:** Lynda Pyzer, Thelma Bretel, Cathy Zroback; Rai Therrien, Peter Fox, Brenda Shodin, Don Cameron, Elora Cavner, Marc Whitehead

**1) Devotions:** Peter Fox

Looked for Biblical references to change. There are many (eg. Israelites fleeing Egypt to the promised land, Paul's journey to Damascus). Our congregation is a living organization so there is constant change. A healthy congregation can deal with change. To date Knox has managed change – ministerial change, building footprint changes and Covid required change. Our congregation has done visioning for future, sustained financial support and congregational factions. From the biblical references to building a house (on a rock, not on sand) we learn that quick fixes are not lasting . As a transitioning congregation we must build carefully – build on a rock. Lynda Pyzer reminded us of our Holy Manners

**2) Approval of Agenda:** The outside sign was added to the agenda

**Motion #1** - Moved by Brenda Shodin and seconded by Don Cameron

THAT the agenda be approved as amended.

Carried

**3) Approval of Minutes:**

i) May 11/21 minutes Louise Marston spelling should not be "en" end.

Under Special Gifts Policy 1<sup>st</sup> sentence revise to read "It is labelled transitional because it must be approved by the congregation."

**Motion #2** - Moved by Don Cameron and seconded by Thelma Bretel

THAT the minutes of the May 11/2021 meeting be approved as corrected.

Carried

ii) Notes from meeting with Henry Wall, because 2 dollar amounts were heard for washroom funding and no feedback was received to a question to KDSB requesting confirmation of the amount. The dollar amount was not included in the notes.

**Motion #3** - Moved by Peter Fox and seconded by Don Cameron

THAT the the notes from the meeting with Henry Wall be approved and circulated to the congregation.

Carried

iii) Minutes from the ANNUAL MEETING were acceptable to be approved at the next annual meeting. Leadership Team consensus.

**4) Business Arising from Minutes:**

i) SPECIAL GIFTS POLICY: As printed. Revisions as follows - #3 Discretionary fund, Paragraph 2nd last sentence " Contributions should be made to the fund itself, never to directly assist specific individuals or families. Donors are then issued a tax receipt."

**Virtual Leadership Team Meeting  
Minutes  
June 8, 2021**

**Motion #4** Moved by Peter Fox and seconded by Cathy Zroback  
THAT the Special Gifts Policy be approved as amended.  
Carried

**Motion #5** Moved by Elora Cavner and seconded by Peter Fox  
THAT Miriam MacDonald be appointed to administer the benevolent fund in the absence of a minister.  
Carried

- i) Community Foundation Grant: Lynda Pyzer did receive a reply as to whether the Heart's of Knox could apply for a "Community Foundation Grant" as well as Pantry. Answer is Yes. In the meantime there is batting and quilting supplies that will arrive and have to be paid for from Knox funds until grants or money from sales is received to reimburse Knox.
- ii) Group Henry Wall is prepared to form: Knox can be at that table. Kenora Moving Forward would like to be at the table.  
Kenora Moving Forward now has a sub group "Squeaky Wheel Coalition" who plan to write letters, make contacts to try to get some action on washrooms and tables/places for people to eat.  
It was suggested that Knox's representative at the table be someone who has a background in what is happening in the community at present.

**5) Correspondence:**

- i) Emails were received from Meg Illman-White about Ron Lundin's funeral arrangements. That matter was resolved. Peter Fox advised that Knox would cover the cost of the minister for the planned service. Reimbursement will be according to UC ministerial scale. Peter Fox and Brenda Shodin will discuss the appropriate level.
- ii) From Cheryl Dyck questioned regarding a video license (resolved - not to renew as it was Meg's interest)
- iii) From Mona Denton – Wondering if our Community of Faith was moving ahead, making progress. She is our guide during this process.
- iv) From Heather Gropp tendering her resignation, accepted with regret. A thank you letter for her service and knowledge will be sent. She would be welcome to rejoin the Knox team at a later date if she chooses.
- v) Charlotte Caron - A copy of a media release about the shelter from Sarah Diaz and Henry Wall (for information). It was decided that this could be shared in the Newsletter.
- vi) Phone call to Peter Kirby with an answer to his previous request. He feels an addition to the Fellowship Center (as jokingly suggested during our first ZOOM call that Henry Wall did not make) would be a good idea. Clients questioned were very favourable to have accommodations and other facilities there.

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**Virtual Leadership Team Meeting  
Minutes  
June 8, 2021**

vii) Lynda asked if anyone would like to speak to Yvonne Bearbull, who would like to move on this? Discussion followed. There was no resolution.

**6) Reports:**

**i) Finance & Stewardship** - Peter Fox (attached report)

There are 10 payments left on our loan. Other restricted funds include: Memorial, Pababmashi, Pantry and Benevolent. Current bank balance is \$111,229 of the \$71,000 is available for operating funds. Revenue to end of April is within our budgeted amount. Pantry donations are down but must consider that we received a \$5000 grant as well as substantial memorial (pantry) donations following a congregants death. Congregational ministers have been paid on historical amounts which totals much less than ministerial costs. Lynda has had some emails related to salaries, She would like an ad hoc group to lay out payments to be followed for lay and relief ministers. It was suggested that Marc Whitehead, Cathy Zroback, Peter Fox and Lynda Pyzer do this. Lay leaders have a restricted number of services they can do. Marc Whitehead volunteered that UC pay levels are complicated at the best of times. It is stratified according to their qualifications. Licensed lay leader, retired minister, congregational volunteer etc. Marc asked if we had job descriptions for our congregational ministers. Yes, Brenda will send them to Marc.

**ii) M & P** - Brenda Shodin

M&P is having conversations with clergy who are prepared to help with immediate needs. Bruce Graham and Jan Richardson will each do 1 in 3 services. Worship (WIG) organizes the 4<sup>th</sup>. Brenda Shodin explained the difference between lay leaders and congregational designated Ministers. The UC Manual has pay grids for staff. They all need to be calculated into the pay scale. Marc asked where M&P is for members, they are down two members for sure. They would like 5 people. There were some people interested pre Covid but how to move forward is an issue since members must be voted on/approved by the congregation. Members must also not have any conflict of interest – actual or perceived - or any power differential with members or paid staff. Brenda offered that M&P at Knox has never been a volunteer. Brenda will send a list of personnel “resources” with the job description.

**iii) Pantry** - Cathy Zroback

12 hampers were sent out last week from Covid hotline requests. Each box costs about \$125. Individual family hampers were also prepared after referrals from NWHU. 15-20 hampers are sent out each month. Cooks preparing meals (for as many as 80 people) are spending their own money. Cathy provides gift cards from pantry periodically to help defray costs. Requests for funding grants will be submitted in September.

**iv) WIG** - Cathy Zroback

Next meeting date June 10/21.

**v) Building** - Cathy Zroback

Balcony stain glass window is waiting border opening. Still waiting on the person doing the sills.

**Virtual Leadership Team Meeting  
Minutes  
June 8, 2021**

**vi) Affirm - Thelma Bretel**

Knox is an affirming church. Thelma Bretel introduced the Pride Week flag issue. Last years flag was stolen and when they looked at replacing it, the committee discovered there were now a variety of editions available. After email consultations it was decided to "go" with the original version of the flag. Doug Schneider was waiting for feedback to purchase a flag. He showed us pictures of options and explained the history of the various versions as they have progressed to delineate more populations. The original rainbow flag was started in the 80's. In the 90's the Philadelphia flag was created with a black and brown stripe to represent people of color. Following that Daniel Quaisar resigned a flag with chevron colors of pink, blue, brown and black on the original pattern. Treaty Three has created their own flag and offered them for sale this year. It includes Treaty Three logo and a design to include both male and female 2 spirited people. Doug would like to send a letter to Treaty Three thanking them and congratulating them for their progress. The letter should come from Lynda Pyzer and Doug. A letter should also be sent from the Knox Affirm group wishing Kenora PRIDE a successful "Happy Pride" week. It was suggested we could fly the original flag and the Treaty Three flag. A question about cost and would they want to fly the original flag and follow up with discussion and action about other versions another year end earlier than the week of PRIDE celebration. Concern was expressed about flying only a Treaty Three flag. Suggested flying the original one or an early adapted one. Doug's other request was for the PFAG banner to be hung. One person expressed dislike for the banner. Another expressed that "we have trees growing here (ie youth/others identifying as LGBTQ2") so support is beneficial for both the individual and their family. Concern was expressed on behalf of the building, where and how would these proposed flags/banners be mounted. Our building is old and bricks and mortar have been of concern. Also, are there town bylaws about numerous flags on a building?

**7) Unfinished Business:**

**i) Nominations: Peter Fox** - the committee knows where the vacancies are and are working on it. Lynda Pyzer offer for consideration that a Vice Chair position should be for 3 years and non-renewable. This would allow continuity as they would have 1 year as Vice Chair (working with the current chair), 1 year as chair and one year as past chair). It was felt that this might be "doable " by August.

House Group lead is required, as is at least 1 person for M&P (there is 1 recommendation so far).

It was suggested that a note be put in KNOX NEWS re vacancies.

The goal is to have a congregational meeting in August where nominations would be presented and voted upon.

**ii) Community of Faith Profile:** The letter received from Mona (correspondence) Committee members are Peter Fox, Elora Cavner and possibly Louise Marston. Brenda Shodin is also interested. Lynda also has knowledge of 2 people who said they would help. Question - is the congregation engaged or is it a cloistered group?

The committee should meet with Mona soon to get a process established (ducks in a row!) The search committee will need this information to proceed.

**Virtual Leadership Team Meeting  
Minutes  
June 8, 2021**

**8) New Business:**

**i) Ideas for interest groups - Lynda Pyzer**

Groups such as spiritual nurture group, Labyrinth. Cheryl Kinney Matheson may help with some ideas. Groups that do outreach or advocacy.

**ii) Facebook page and administration:** Sarah Pyzer’s name has been left on. She is no longer prepared to do that. Suggested Louise Marston as administrator, Brenda Shodin would do administration and “seasons”, Elora Cavner will also help.

**iii) Outside sign:** Someone has put a hole in the plexiglass so it need to be replaced. Cathy Zroback will investigate replacement cost.

**9) Adjournment:** Peter Fox moved we adjourn the meeting @ 10:05.

Date of next meeting August 10/21 @ 7:00 p.m. Zoom (with a reminder that if we are to have a have a congregational meeting we must give the congregation 3 weeks notice.)

Devotions - Don Cameron

**10) Closing Prayer - Led by Marc Whitehead**



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Signature of Chair



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Signature of Secretary

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June 8, 2021**

**Motions:**

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Carried

**Motion #2** Moved by Don Cameron and seconded by Thelma Bretel THAT the minutes from the May 11/21 meeting be approved as corrected.  
Carried

**Motion #3** Moved by Peter Fox and seconded by Don Cameron THAT the notes from the meeting with Henry Wall be approved as amended.  
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Carried

**Decisions Made By Consensus:**

1. Annual Meeting Minutes of Feb. 25 2021 can be submitted for approval at the next annual meeting.
2. Knox Affirm Committee can purchase an original version of the Pride flag for display on our church wall during PRIDE week.

**Reports and Tasks Pending from June 8, 2021**

<b>Tasks</b>	<b>Person(s) / Responsible</b>
Representative to represent Knox ay "Henry's Table"	Leadership Team
Community of Faith Committee to contact Mona Denton	Peter Fox, Elora Cavner, Louise Marston
Shelter letter to be shared with congregation in newsletter	Lynda Pyzer
Ad Hoc group to lay out appropriate payment grid for pulpit support & pastoral care functions	Peter Fox, Cathy Zroback, Lynda Pyzer, Marc Whitehead

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CDM job description to be sent to Marc Whitehead along with a list of resource persons M&P have	Brenda Shodin
Letter of appreciation & thanks to Heather Gropp for service on M&P	Rai Therrien
Nominations for LT, volunteer church job replacements	Peter Fox & nominating committee
Letter to Treaty Three congratulating them on their flag & acknowledging their progress recognizing PRIDE week	Lynda Pyzer as author with help from Doug Schneider to draft it
Letter from Affirm Group wishing KENORA PRIDE a happy & successful PRIDE week	Knox Affirm Committee
Price replacement plexiglass for outside sign	Cathy Zroback
Purchase PRIDE flag, original version	Knox Affirm Committee