

a place to be

a place to belong

a place to become

**Leadership Team Meeting  
Minutes  
March 19, 2020  
Zoom Meeting**

**Present:** Lynda Pyzer, Thelma Bretel, Cathy Zroback; Elora Carver, Rai Therrien, Brenda Shodin, Meg Illman-White

**Guest:** Cheryl Dyck

**Regrets:** Peter Fox, Don Cameron

**1) Opening Devotions:**

Presented by Elora Cavner. Elora referenced bible verses Hebrews 13:1-2; Peter 4:7-11. Life is like a box of crayons, they, like us have many uses, come in all sizes, colours and with a variety of "gifts". Like crayons we also get bent & broken. God is our artist. Trust in him.

Lynda Pyzer then reminded us of our Holy Manners.

**2) Approval of Agenda:**

Approved with the addition of: Economic support (subtitle under Emergency Policy). Photo Directory, Finances for tech support.

**Motion #1** Moved by Brenda Shodin and seconded by Thelma Bretel THAT the agenda be accepted as amended.  
Carried

**3) Approval of Minutes:**

**i) LT Minutes:**

Corrections from February 13, 2020 minutes.  
WIG meeting was February 16, 2020  
Remove the list of deficiencies  
Baby's name is Chloe not Cloe  
Pabaamashi has 2 "a" in the name

**Motion #2** Moved by Brenda Shodin and seconded by Thelma Bretel THAT the minutes from February 13, 2020 be approved as corrected.  
Carried

**ii) Business Arising from Minutes:**

**Rental Policy - Lynda**

We did not include a cancelation provision in our policy.

**Handicap Parking Spots - Lynda**

Discussion of this was deferred. There is controversy about the acquisition of these spots.

**Website - Meg**

Meg Illman-White received Wayne Kelso's response. Cost for his services would be: Annual Fee of \$250.00 (included \$125 to Nelson Architecture and \$125 to himself for managing the website and mail).

Site changes \$80.00 per hour. He estimates a time of 2-3 hours to migrate the site and set up the mail (cost of \$160 to \$240).

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He recommends moving the "name server" from IONIS to Sibername in order to have access to Knox name records to set up security certificates. That account for Knox would be \$18.95 each year.

**Motion #3** Moved by Brenda Shodin and seconded by Cathy Zroback  
THAT Wayne Kelso be invited to take over Knox's website as per his quote costs.  
Carried

**Cleaning Products - Lynda**

Discussion was deferred as the ECO group is working to provide recommendations.

**Visioning - Lynda**

Lynda Pyzer was in discussion with the facilitator for our visioning weekend, this has postponed our April 18, 2020 date due to Covid 19 uncertainty.

**Photo Directory - Lynda**

This has been postponed indefinitely.

**4) Correspondence:**

No correspond was brought forth.

**5) Reports:**

**i) Minister - Meg**

Meg Illman-White: Shelter safety - Meg had concerns about this in Covid 19 times. She called Dr. Grek and he convened a meeting on March, 13/20. There was a large attendance with a good cross section of services. The Fellowship Center is REALLY stressing education for their clientele. There is a search for a spot for an indoor isolation quarantine site that could be used for homeless folk but to date this has been unsuccessful.

**ii) Ministry & Personnel - Brenda**

Three things were discussed (1) Annual staff interviews are due. At their fall seminar, their were ideas floated that sounded like good ones. One that resonated was that every 3 years the congregation be asked "to do" the staff reviews. Congregants would be given the job description of the position and asked to comment on the accomplishment of the items in the description by the staff member. With all the changes in the church, this could provide valuable feed back to both M & P and to congregants in terms of what the job actually entails.

(2) Youth & Young Families: Due to the Corona Virus restrictions, a face to face social time cannot happen. M & P are investigating possible "technical" meetings.

(3) Plans for Meg's sabbatical are on track.

**iii) Worship Interest Group (WIG) - Cathy**

The group met on February 16/20. The report from that meeting can be deferred as since then Knox's services are suspended indefinitely due to Covid 19. Following this announcement WIG met by teleconference March 18/20. The group would like to explore

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technological ways to hold worship but there is a varied level of comfort and experience for doing this. They will have a trial run on ZOOM Saturday the 21<sup>st</sup> to see how it goes. The group would like clarification as to whether Knox groups can meet using the recommended precautions.

**iv) Building - Cathy**

Most signs (as discussed in the past) are up. The group is hoping that during the closure some tasks can be caught up. There is no feed back from DeGagne's yet (re sanctuary lights). Initial work on the stained glass windows is scheduled to begin May 5th. It requires the presence of 3 people.

**6) New Business:**

**i)** Cancellation of church was passed.

**ii)** Status of small meetings and funerals: This topic generated extensive discussion.

Outcome: We are closed to non Knox groups. Small Knox groups can meet as long as the group meets social distancing and size guidelines as per Public Health recommendations. Technology will be encouraged for any meeting.

The statement will be: Currently the public order of worship is being performed by technology in accordance with Health Canada Guidelines. ALL building access is pre-approved by Cheryl Dyck in Knox's office.

**iii)** On the website: In accordance with Health Canada guidelines Knox United Church Leadership Team, in this time of discouragement is encouraged by the cooperation of people to make efforts for the continuation of worship

**iv)** Embracing the Spirit Website: Has very interesting suggestions and programming for children and on-line worship.

**v)** Emergency Policy: As per United Church of Canada guidelines.

KNOX Specific: Contact people are Lynda Pyzer, Cathy Zroback & Meg Illman-White

Fanout lists: Use House Group lists. People should be called at this time to let them know that they are not forgotten and we are available to help meet needs during the virus restrictions. Currently there are several people who have volunteered to do shopping and run errands for people unable to do their own.

We should develop a "vulnerable list" of people who may need help in an emergency (of any origin)

Human Resources Back Up: Not necessary at present but it would be for a minister, a chair, a treasurer, an office secretary, and an ADP contact. M & P should draft a list of essential staff duties.

**vi)** Newsletter: Cheryl Dyck asked about the timing of the Newsletter, it will go out on Thursday. A note about continuing giving should be included on the website. We need to determine other physical options for envelope and occasional donors.

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- 7) Adjournment:** Thelma Bretel moved the meeting be adjourned at 8:00 p.m.  
The next meeting date will be April 2, 2020 at 5:00 p.m.
- 8) Closing Prayer** - Led by Meg Illman-White



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Signature of Chair



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Signature of Secretary

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**Motions:**

**Motion #1** Moved by Brenda Shodin and seconded by Thelma Bretel THAT the agenda be accepted as amended.

**Motion #2** Moved by Brenda Shodin and seconded by Thelma Bretel THAT the minutes of February 13, 2020 be approved as corrected.  
Carried

**Motion #3** Moved by Brenda Shodin and seconded by Cathy Zroback THAT Wayne Kelso be invited to take over Knox’s website as per his quote costs.  
Carried

No decisions were made by consensus.

**Reports and Tasks Pending from March 19, 2020 Meeting**

<b>Tasks</b>	<b>Person(s) / Responsible</b>
Advise Wayne Kelso of acceptance of his quote	Meg Illman-White
Fan out calls, advise house groups leaders	Lynda Pyzer
Sanctuary lights (ongoing)	Cathy
List of essential staff duties	M & P
Explore “technical” worship	LT Team