

**Virtual Leadership Team Meeting  
Minutes  
March 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, Karen Richardson

**1) Devotions:**

Elora Cavner referenced the current time of change and uncertainty. If we seek God with all our heart plans for us will be revealed

Lynda Pyzer then reminded us of our Holy Manners.

**2) Approval of Agenda:**

Additions - Donation envelopes and closing prayer is by Thelma Bretel. The numbering of agenda items was corrected.

**Motion #1** - Moved by Cathy Zroback and seconded by Heather Gropp  
THAT the agenda be approved as corrected with the additions.  
Carried

**3) Budget: Presented by Peter Fox and Karen Richardson** - see attached

Karen: Revenues are as shown. Some are down.

(Question) Why is continuing education \$0? Meg Illman-White suggested it be budgeted at its usual \$2000

Many of the lines were not used this year but they have been left as in the past.

The caretaker budget should stay as it was, decrease the youth worker amount instead.

BROADVIEW amount was questioned. It is strictly an "in and out", amount but must show on the budget.

Hearts of Knox amount discussed. Some expenses are coming from personal finances. It was advised that expenses should be submitted.

The Women's retreat will be at Minaki Yurt again this year at last year's cost.

(Question) Community Outreach was what it includes. After discussion it was decided it should be removed and put in other expenditures.

Capital project (ie things to be done) put us in a deficit position of \$32,913. Do we go with this or try to trim the amount. Discussion ensued.

**4) Approval of Minutes**

**Motion #2** - Moved by Don Cameron and seconded by Thelma Bretel  
THAT the minutes from the February 9, 2021 be approved as written.  
Carried

**5) Business Arising from Minutes:**

**i) Motion #3** - Moved by Elora Cavner and seconded by Thelma Bretel  
THAT Meg Illman-White be given approval to perform the wedding of Travis Whitcomb and Darian Fisk on June 26, 2021 and to enter the wedding into Knox's wedding book.

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**ii)** Henry Wall will meet with Leadership Team via ZOOM on March 23, 2021. Marc Whitehead was given the option of attending and chose to do so.

**iii)** Homelessness and City Council: Reported by Don Cameron, spoke to new CAO and several councillors. The new CAO is strictly a “numbers man”. Counsellors advised that because of the Municipal Act there is not a lot city council can do about social services. The DSAP is the government level responsible for social services so it is Kenora District Services Board that we need to work with.

**6) Correspondence:**

**i)** Joni Alexander requested rental space but required a dedicated space for her work. Knox is unable to provide that so her request was withdrawn.

**ii)** A wedding request for August 14, 2021 was received and referred to M&P.

**7. Reports:**

**i) Minister** – Reported by Meg Illman-White - as attached

The funeral for the Trents is complete and waiting on complete permission from family before it is uploaded on YouTube.

There have been 4 requests for benevolent funds. Meg Illman-White will submit the amounts for reimbursement as she used her own funds. Knox will need a contact person for this fund once she leaves as the community awareness about the fund is growing. Meg Illman-White wondered if Marion McDonald would consider it. Peter Fox also volunteered to be the contact.

**ii) M&P** - Reported by Heather Gropp - as attached (Motion requested from report).

**Motion #4** - Moved by Heather Gropp and seconded by Don Cameron

THAT the staff member with incomplete review not be scheduled in worship rotation past the already planned Lent/Easter services until their staff evaluation process is complete.

Carried

**Motion #5** - Moved by Don Cameron and seconded by Heather Gropp

THAT the Knox secretary undertake further training in an accessible course “Wordpress” website training at the cost of \$32.99.

Carried

**Motion #6** - Moved by Cathy Zroback and seconded by Elora Cavner

THAT consideration be given going forward to the development of a Faith Formation Interest Group.

Carried

(Question) who will take the lead and move this forward?

The goal of M&P is to air the idea and hope for uptake. Suggested it could be presented in the newsletter.

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**Motion #7** - Moved by Elora Cavner and seconded by Don Cameron  
THAT the Knox office staff be permitted to use their office while following all of our safety protocols. They may work remotely as an option at their own discretion.  
Carried

M&P recommended that further resources and ideas for the CDM (Congregational Designated Ministers) around children's inclusion in worship be accessed.

Meg Illman-White asked that her office NOT be cleaned in the next 2 months.  
Marc Whitehead asked LT "How are you managing?" Discussion revealed that the booking calendar is not user friendly. Should someone speak to our web host to make it easier to use? There does not seem to be a paper calendar in use at present. The booking calendar should be for "long" use not just short errands to church. Sign in sheets seem to be being used.

**iii) F&S** - Reported by Peter Fox - attached  
Finance has been working on the 2021 budget reviewed by LT. Some recommended changes as follows:

Under revenue, reverse expected amount in Easter and Thanksgiving since we won't be open by Easter.  
Under allocations, our owing to P2P is now 4.5% so less than in past  
Insurance costs have increased  
Big expense is for the capital projects that should be done eg. temperature alarm which could eliminate the need for daily visits to the building, repair of vent blower, storm window repair.  
A damper on the downdraft and the sanctuary floor.

February information:

- 1) \$60,000 GIC at RBC will generate interest of \$800 in June. This GIC provides a level of security against the restricted funds.
- 2) There was only 1 deposit in February. The total deposits this month were the first in a year, that did not exceed the same month the previous year. We were still deemed ineligible for the government 75% wage subsidy. Last year's wage subsidy was \$1668.808.
- 3) The dues paid to UCC are now reduced to a 4.5% valuation. Payment this month was \$883.55 compared to \$1276.00 a month last year.
- 4) UCC loan repayment is proceeding as scheduled with \$21,666 of the original \$60,000 remaining.

**iv) WIG** - reported by Cathy Zroback

- WIG is looking for an "outdoor microphone".
- Moving sound to the rear of sanctuary is still being explored.
  - Therese Samuel has provided service material for "Black History Month".
  - Lent - congregants will be asked to share things that have inspired them during Covid.
  - Ways of including/seeing a variety of congregation families were explored. Each WIG member will take a part of worship and have a family hold a sign to introduce it.
  - Service providers were decided for April 11, 18 and 25.

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- Pulpit supply after April – WIG will attempt at their next meeting to set up a transition team to oversee pulpit supply, urgent care, weddings and funerals. Following, LT will outline what is expected of WIG. Congregational Designated Ministers will be approached for their available time in upcoming months.
  - July will revert to a “rest” month for church with LT’s approval.
  - Lay Leadership - there may be other lay leaders recruited over the next months. A tech person for the podcasts is also required.
  - Lay leaders must be supervised by ordained clergy so that has to be arranged.
- In light of our upcoming ministerial vacancy, WIG requests a clear delineation / description of roles between WIG, M&P and Leadership Team.

**v) Building** - reported by Cathy Zroback

Daily walk through continues which includes routine maintenance.

There were major issues on the shelter side with pipes freezing and springing leaks in the old washroom and new laundry area during the “polar vortex”. KDSB dealt with it with Kipper. There was good communication re water shut offs, etc that would affect Knox’s side, to alleviate that the pipe in Knox’s choir washroom also froze. Water was shut off for a few days to prevent burst pipes – a more permanent solution is being sought.

Repair of plaster around the sanctuary window is estimated at \$3000-5000 depending on what further rot there is. Consensus was to proceed with this repair.

Sanctuary flooring estimate is about \$12000. Will it be a budget item or a fund raising venture. It would be advantageous to complete it while sanctuary is not in full use.

Estimate from Kipper for the blower/ventilation and damper in boiler room is outstanding.

If we are applying to “Footprints” we need to get the application in. Estimates are difficult since we haven’t had “normal” use of the building since we divided it with the shelter.

**vi) Pantry** - reported by Cathy Zroback

Requests remain steady:

- 10 Hampers are packed and stored at KACL since Knox is not open regular hours and Cathy is not always available
- Supplies for warming centres and Fellowship centre are appreciated
- One recipient of a quilt with help received was VERY appreciative
- Cathy may involve other packers for Easter but Covid requirements complicate this.

Safety must be considered.

- Cathy has applied for a “2<sup>nd</sup> harvest” grant but has not heard anything. She will apply to the Community Foundation in September.
- Presently the shelves need restocking.

**vii) Pabamaashi** - Thelma Bretel

- Guiding Circle has decided not to plan any land based camps or to apply for 2021 funding
- Annual feasts will be attended as Covid guidelines and remaining funds permit
- Guiding Circle will hold small group activities to share Indigenous traditions, teachings and stories

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- They will explore several community initiatives for potential partnerships and/or communal activities.
- The balance of the Embracing the Spirit Grant is \$4110.87. The money is held in the office as it is under Knox's charitable number.
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**viii) Spirituality meets Homelessness - Cathy Zroback**

Update as per from Luke Hildebrand:

- Two centres during the cold weather facilitated, Covid distancing
- Some people slept overnight at First Baptist on an emergency basis
- Currently just First Presbyterian is operational – from 30-50 patrons an evening. It is operational til the end of April. Continuation is desirable but there are many factors to be worked out
- A volunteer base is critical determining factor.
- Positive aspect is personal relationships built between patrons and community
- Funding for food from Ne-Chee and Knox and others is proving adequate
- Funding for patron honorariums is essential and empowering for screening, cleaning and cooking. Formalizing the employment relationship through alternate funding is desirable.

**8) New Business:**

**i) Annual Report:** Lynda Pyzer and Jan Lindstrom will compile it

**ii) Annual Meeting** must happen before June.

- Possibilities: outdoors in May in person?
- ZOOM meeting in April
- Decision was a ZOOM meeting April 25, 2021 @ 1:00 p.m.

**iii) Web page** - Lynda would like to work with Cheryl on the web page. Elora Cavner would like to help also. Lynda would like to have videos on our page. Meg Illman-White suggested a link to You Tube also.

**iv) COF (Community of Faith) Profile Committee:** Mona Denton M&P from Stoney Mountain/Lilyfield, Manitoba

(Question)do we need to move NOW or can we wait.

We need a small group for a profile draft and a larger group to seek input from the congregation. It was suggested we start after our annual meeting and appoint/develop a group at the AGM.

Lorraine McKenzie Shepherd's book is a good one for ideas. Miriam McDonald and Lisa Moncrief were suggested names.

BEHOLD was different than where we need to go now. And the outcome of it was not as hoped.

**(v) Interim Group** - Lynda Pyzer; Need to set out "who does what" when there is no Minister. M&P would be responsible for funerals, weddings and emergency coverage, WIG for Sunday services. Uncertain presently is baptisms.

a place to be

a place to belong

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(vi) Directory has been updated. People requesting removal from our contact list have been removed.

(vii) Envelopes: should any be ordered for next year. Peter Fox and Rai Therrien will discuss

**9) Adjournment:** Date of next meeting April 13, 2021  
Devotions - Rai Therrien

**8) Closing Prayer** - Led by Thelma Bretel



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Signature of Chair



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Signature of Secretary

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**Motions:**

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**Decisions Made By Consensus:**

That there will be no July /21 services

That Building committee proceed with Sanctuary window sill repair

That the Annual Meeting be held on ZOOM April 25 @ 1:00 p.m.

That committees needed for processes to call a new Minister be chosen at the annual meeting

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**Reports and Tasks Pending from March 9, 2021**

<b>Tasks</b>	<b>Person(s) / Responsible</b>
Budget changes as suggested	Finance & Stewardship
Meeting with Henry Wall	L.T. on Zoom March 23/21
Repair of window sill in Sanctuary	Building Committee
Annual Report	Lynda Pyzer & Jan Lindstrom to compile
Changes to web page	Lynda Pyzer, Elora Cavner & Cheryl Dyck
Secure a contact person for benevolent fund dispersal after Meg Illman-White leaves	Leadership Team
Solicit interest in a Faith Formation interest group	Invitation to be placed in Knox's Newsletter asking for a show of interest
Further resources & ideas for Congregational Designated Ministers around children's inclusion in worship be assessed	Leadership Team