

**Virtual Leadership Team Meeting
Minutes
May 11, 2021**

Present: Lynda Pyzer, Thelma Bretel, Cathy Zroback; Rai Therrien, Peter Fox, Louise Marston, Don Cameron, Marc Whitehead

1) Devotions: Lynda Pyzer

Lynda has been thinking about Knox and its future. She compared it to learning to ride her bike. She had a difficult time as the bike was too big for her and she repeatedly fell. Adults watching her struggle diagnosed the problem as the seat and removed it. This did solve the riding issue but without comfort She did continue to ride and took the moral to be , "Keep peddling and moving forward." She suggested that Knox is in a similar situation. Not unlike the Israelites who followed Moses and found themselves pursued but in front of a wide river seemingly blocking their passage. God was their guide and He instructed Moses to raise his fist. At that the waters parted for their passage to safety. God will guide us if we keep peddling. Lynda then asked members to clench their fists. After we did, she shared that there are 3 ways people do this - with thumb out suggesting strength, with thumb tucked in suggesting outgoing and honest, with the thumb folded across suggesting kind, emotional Lynda Pyzer reminded us of our Holy Manners

2) Approval of Agenda:

Motion #1 - Moved by Thelma Bretel and seconded by Louise Marston
THAT the agenda be adopted as printed.
Carried

3) Approval of Minutes:

Corrections: Spelling of "memoriam"

Affirm costs are not 4.5% but are a percentage of our revenue

"Community of Faith Profile" is the correct name

There should only be 1 M&P member but can be 2 or more other members of the nominating committee

Motion #2 - Moved by Thelma Bretel and seconded by Don Cameron
THAT the minutes of the April 13/21 meeting be adopted as corrected.
Carried with one abstention

4) Business Arising from Minutes:

i) Henry Wall was emailed asking him to meet with LT and interested congregants. To date there has been no reply.

5) Correspondence:

i) An email was received from Jan Richardson submitting her resignation as the coordinator of house groups. Her role as lay leader will increase during our ministry vacancy.

ii) Peter Kirby has requested that Knox's Pantry take more cost responsibility for meals for folks who were warming centre attendees. They are now receiving meals in the Pet Value parking lot. These meals are being prepared by volunteers who are using their own finances.

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He wondered if Knox could request/receive pantry donations and finance the meals from there. Such support for groups not affiliated with Knox could put us in jeopardy with CRA and jeopardize our many programs. As well Knox is currently providing 2 meals a week, allowing use of our dishwasher for dish washing and our Pantry is providing hampers several times a year as well as emergency food or gift cards for immediate need. The meals served are running ~ \$150 a meal which is a large commitment to take on.

LT after significant discussion felt that this was NOT a request we could fill. Knox could help the groups involved problem solve the issue. One suggestion was that the commercial kitchen in the shelter is NOT being used to advantage. Could something be done there if the eating was off site? LT felt that Knox is "tapped out". The current programs are not solving problems, they serve merely as bandage solutions. Another was that the groups apply for grants. Our suggestion would be that the groups organize so they can apply for grants which would allow them to accomplish their goals.

Lynda Pyzer will advise Peter Kirby of our discussion and decision.

Louise Marston subsequently asked if there was any way Knox could support our members who are spending their own money for meals. Answer: some Pantry money has been given in the form of gift cards for supplies for their meal preparation.

Louise wondered if the newsletter could inform the congregation of the money some are spending for these meals.

6) Reports:

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

ii) M & P - Louise Marston

Performance reviews are completed. We have a full roster of designated Ministers.

The minister's exit interview is planned as per the United Church manual before Meg Illman-White's completion date.

Peter asked about the location of our new worship computer. Answer: it was to be put in the festival room which would allow access without having to access the office. Louise will check with Brenda to make sure. (Subsequent to meeting, it was located).

Cathy Zroback asked just what Meg Illman-White was still allowed to do in and about the church as a Knox person. Answer: M&P "is on it" - if any have specific questions, send them to M&P, they will be discussing with Prairie to Pine.

Cathy also asked the difference between a sabbatical and a paid leave. Basically they are the same, except on a sabbatical there is the expectation that the individual will return, with a leave they will not.

7) New Business:

i) Transitional Special Gift's Policy: Peter Fox & Cathy Zroback

It is labeled transitional because it will be valid during the period Knox is without a Minister. It has to be passed by the congregation.

The guidelines that a request for these funds must meet are:

1. A stand alone request, not a repetitive request (or rarely repetitive)
2. Crisis or emergency like in nature would take priority consideration

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3. "Snowball" prevention ie: giving funds to help a person avoid a deeper problem or consequence
4. Short term and/or unassisted or not easily assisted by other means, sources or agencies.
5. A unique ask which doesn't easily fall into a regular category to receive assistance from other sources.

The second paragraph, last sentence needs revision. Louise Marston suggested that according to the United Church manual, this is not a fund that can be designated to a person outside the Minister.

Marc Whitehead said that Louise is correct about the manual. He suggested that we seek clarification from the church's National office since as the statement stands now, he would be the one dispensing the funds which makes no sense at all.

Peter Fox offered that the financial handbook says the request for funds can only be by a Minister or the Church Board. He interpreted that to mean someone could be designated by the Leadership Team.

Letters in form of e-mails were sent to agencies advising of the benevolent fund. They will have to be advised that this fund is at least temporarily unavailable.

Peter Fox will speak to Miriam McDonald and ask her to hold the fund until we have an answer and can authorize release of the funds.

As an option, could Miriam run requests by Marc Whitehead for approval.

The Policy was tabled until we have a clear answer. (Peter Fox spoke after the meeting to Erik Mathiesen who advised that we should proceed with policies that would carry out our ministry).

- ii)** Transitional appointment of Miriam MacDonald as Manager of the Knox Benevolent Fund: Miriam has agreed but clarification of transitional delegation must be secured.
- iii)** Lynda Pyzer's request: Lynda turned the position of Chair over to Marc Whitehead at this point of the meeting, Marc assumed the office of chair.
 - a) Hearts of Knox - Lynda asked on behalf of the Hearts of Knox if they could put their quilts on Knox's web page. This was passed by consensus of members present.
 - b) Hearts of Knox group has been making quilts for residents of the Waterview and for youth aging out of care. It is difficult and expensive to get good material that will hold up in these quilts. Some quilting companies will donate materials but require a charitable number before they will do so. Lynda asked permission to use Knox's charitable number to apply for material donation.
 - c) Hearts of Knox are exploring the possibility of applying to the Community Foundation for a grant for quilting material. This too requires a charitable number. Another unknown is whether two funding requests from Knox is acceptable since Pantry also applies to this body for funding.

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Leadership team approved both requests by consensus of those present but asked that Hearts of Knox get an answer to the question posed in part C.

iv) Moving Forward:

Marc Whitehead expressed his thanks to LT for welcoming him into our midst. He advised that his role is to fulfill a minister's role as it related to governance issues and to serve as a resource for management and quality issues. He will help us get where we want to go. He asked how "Knox" was doing in this time of Covid. He offered that his own congregation is "all over the map" some are bored, some are burned out, some are distressed. He is open to hearing our individual issues. Some discussion of feelings followed.

He stressed that the role of our Congregational Ministers is changing. LT should be alerted to that, they may need support.

Lynda Pyzer resumed the role of Chair at 9:05 p.m., Marc Whitehead stepped down. Another observation was that young families are expressing more stress than are older members and seniors. Wondering if there was a way we can support them?

8) Adjournment: Date of next meeting June 8, 2021 @ 7:00 p.m. Zoom
Devotions - Peter Fox

9) Closing Prayer - Led by Marc Whitehead



Signature of Chair



Signature of Secretary

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Motions:

Motion #1 Moved by Thelma Bretel and seconded by Louise Marston
THAT the agenda be adopted as printed.
Carried

Motion #2 Moved by Thelma Bretel and seconded by Don Cameron
THAT the minutes from the April 13/21 meeting be adopted as corrected.
Carried with one abstention

Decisions Made By Consensus:

1. Knox cannot flow money donations through Knox to another unstructured organization.
2. Knox's Hearts of Knox can again display their quilts and sewing crafts on Knox's website.
3. Hearts of Knox can use Knox's charitable number to request donations of material from quilting companies.
4. After consultation with The Community Foundation and with a positive answer, the Hearts of Knox can apply for funding towards their quilt projects.

Reports and Tasks Pending from May 11, 2021

Tasks	Person(s) / Responsible
Retraction of offers for this fund to various agencies until protocols are sorted out	Peter Fox to advise Miriam MacDonald to hold on to funds for now, advise agencies
Find a House Group Co-ordinator	Nominating Committee
Reply to Peter Kirby re: Knox's decision on his request for meals	Lynda Pyzer
Information to Newsletter about congregants contributing their own funds for meals	Lynda
Minister's exit interview	As per UC manual - M&P
Further revision of Benevolent fund guidelines	Peter Fox, Cathy Zroback & Miriam MacDonald
Advise Hearts of Knox re quilting decisions	Lynda Pyzer