

a place to be

a place to belong

a place to become

Leadership Team Meeting
Minutes
May 29, 2019
Narthex Upstairs Knox United

Present: Meg Illman-White, Acting Chair; Peter Fox; Thelma Bretel; Charlotte Caron; Cathy Zroback; Cheryl Dyck, Recording Secretary

Regrets: Elora Cavner, Jean Anne Hallas

Guests: Lynda Pyzer, Dorothy Strain, Darlene MacGillivray

1) Opening:

A. Reflection: Peter read a reflection from the book "Simple Abundance".

B. Approval of Agenda:

Approval of agenda was made by consensus.

C. Approval of April 9, 2019 Minutes

Motion #1: Charlotte Caron/Cathy Zroback CARRIED

THAT the April 9, 2019 minutes be approved as circulated with one correction:

A. New business LLWL - Should read Thelma feels called to attend LLWL course.

Motion #2: Thelma Bretel/Peter Fox CARRIED

THAT Leadership appoint Lynda Pyzer as a voting member to achieve quorum for this meeting.

2) Business:

A. Business Arising

a. Covenant with the Prairie to Pine region (this has been drafted by Cheryl KM, Lynda P and Brenda S).

It was noted that a few changes should be made to the draft before being sent in, Lynda Pyzer will make the changes. LT will wait to approve the document until the Region makes changes to its portion.

b. Date for congregational meeting: June 9 -

A congregational meeting needs to take place to update congregation on what was done with building renovations and to set priorities for next steps. A congregational vote on the Green Audit needs to take place as well and beginning of a discussion of moving the cross from the Hub side of the building.

3) Correspondence:

a. Request from Pabaamashi for MOU

Upon discussion with Bruce Ormiston he noted that a Memorandum of Understanding was not needed, that Pabaamashi is an active partnership (interest group) of Knox.

The Terms of Reference was submitted by the Pabaamashi Guiding Circle. (copy attached).

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b. Request from KDSB for removal of the “flowerpot”

KDSB requested the removal of the concrete flowerpot that sits outside the hub. An announcement can be made to the congregation if anyone is interested in the flowerpot but it also needs to be picked up by a certain date or KDSB will move it to one of their other buildings.

c. IPC Photo-directory

Meg received a letter from IPC Canada Photo to see if we were interested in an updated Pictorial Directory of the congregation. Charlotte noted that the individual family pictures are very expensive to purchase. Before making a decision we should request a price list from the company.

4) Reports:

To be reported in person, in written format, or a next meeting depending on discussion requirements.

A. Finance - Peter

Peter reported on the latest financial figures, up to March 2019. He noted that in March we broke even with revenue and expenses. KDSB financial year runs from May to May, we are now receiving monthly rental cheques in the amount of \$6500. to cover their lease payments. Tom, Bruce and Peter will met with KDSB to request that they cover our rental costs at First Baptist and some loss of rental income when Knox was closed, as Knox’s dislocation broke the lease agreement. Attached is a break down from the \$60,000. UCC loan and the offset building expenses used towards this loan.

B. Ministry & Personnel - Lynda Pyzer

Jean Anne wrote a written report which was presented by Lynda Pyzer. Lynda reported that Meg was taking her sabbatical leave from July 1 - Sept. 30, 2020. Lynda Pyzer and Jean Anne Hallas are working towards updating the policy and procedure manual, which is outdated. (Report attached).

C. Minister - Meg (Report attached).

D. Building - Charlotte

Charlotte has not had a chance to meet with her committee, therefore not much to report.

- (a) Recommended priorities for \$60,000 loan, what has been used, priorities remaining. In Peter’s financials there was a 2019 projection report on the loan and the expenses that the building committee still needs to meet to prioritize the items on the list.
- (b) Recommended priorities for Green Footprint application. Charlotte was going to email her committee to consult with them before the upcoming June 9 congregational meeting. We are looking to apply for a Green Audit grant in the amount of \$30,000.

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Motion #3: Cathy Zroback/Peter Fox CARRIED
THAT Leadership Team make the recommendation to the congressional to use \$8000.
from the memorial fund to supplement Knox's portion of green renovations.

(c) Congregational meeting to ratify the choices (this has been requested as promised last spring).

Motion #4: Charlotte Caron/Thelma Bretel CARRIED
THAT Leadership Team call a congregational meeting for June 9, 2019.

5) Leadership Team Discussion

A. Replacing LT Chair and needing one more LT member - interim chair

With the recent resignation of Chair - Louise Marston, a new Chair and one more member for LT is needed.

B. MOU - Pabaamashi (Darlene MacGillivray and Dorothy Strain)

Darlene is Pabaamashi's Guiding Circle new Project Coordinator, while Dorothy is a member of the Guiding Circle. Darlene introduced herself and gave a brief oversight of this summer's projects. Handouts of the Guiding Circle's Terms of Reference was provided as well. Meg noted that Darlene's work hours on the project will be spent at Knox. Darlene will also attend the meeting on June 9 to be introduced to the congregation. Peter Fox expressed some concerns related to the project and wanted to make sure that they were going to be addressed.

- * liability issues, needs to have adequate insurance
- * protect Knox by not jeopardizing our charitable status
- * Meg's involvement in this project and other community involvement, needs to be in keeping with her outreach hours allotted.
- * provide update reports on how things are going, timelines with camps and ensure protocols are followed.

C. The Cross on the CE building & flower pot

A request has been made by the Hub and KDSB to move the cross from the Hub part of the building. They will be putting up their own signage and an official naming ceremony will take place at that time. The name has not yet been released. Peter will ask KDSB to see what the sign will look like prior to going up. The existing cross could be relocated.

D. House Group Lead - Sarah Pyzer

Sarah Pyzer has offered to try this for 1 year, if one year is acceptable to LT. Otherwise no one has come forward and she will not commit to 3 years at this stage.

LT agreed to accept Sarah's offer to commit for one year as House Group Leader.

6) Closing:

- A. Next Meeting Date: Tuesday, June 25
- B. Reflection for Next Month: Meg
- C. Closing: Meg closed with a prayer.

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Reports and Tasks Pending from May 29 Meeting

Tasks	Person(s) Responsible	Complete/Deferred
Gather information for Congregational Meeting June 9	Meg Illman-White	In Process
Touch base with your committee Re: building priority list	Charlotte Caron	In Process
Announce flower pot and removal, if anyone would like this	Meg Illman-White	In Process
Work on finding a new LT Chair	Leadership Team	In Process
Ask KDSB to see what new signage would look like	Peter Fox	In Process
Ask IPC Canada for photo price list	Meg Illman-White	In Process
Work on updating policy & procedure manual	Jean Anne Hallas	In Process

Motions:

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