

a place to be

a place to belong

a place to become

**Virtual & In-Person Leadership Team Meeting
Minutes
October 4, 2022**

Present: Lynda Pyzer, Cathy Zroback, Brenda Shodin, Peter Fox, Joyce Hertz, Frances Flook, Don Cameron, Thelma Bretel, Rai Therrien

Zoom: Cheryl Dyck

1) Devotions: Peter Fox

Reflected on "reconciliation". There are 44 pages of information on the web site "Where are the Children Buried". Records are scant and the sites are difficult to determine due to different burial habits and which school sites are most likely to have grave sites. Statistics show aboriginal deaths to be 800/100,00 population versus 430/100,000 non aboriginal.

The school cemeteries remain a mystery as they include the bodies not only of children from a variety of communities but of teachers and others from the schools. There is history of 3200 children but burial sites are unknown.

Lynda Pyzer reminded us of our Holy Manners

2) Approval of Agenda:

Additions include under New Business: Technology Task Group
Under Reports: Pantry, Building and Pabaamashi

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 10/22 minutes: Corrections- rephrase information under M&P personnel and how window was broken under building information.

Under New Business iv): Peter is checking for pictures for insurance purposes.

Motion #2 - Moved by Brenda Shodin and seconded by Don Cameron
THAT the minutes of May 10, 2022 be approved as corrected.
Carried

ii) June 14/22 minutes: Was our retreat. No minutes as such taken. Some follow up to discussion to be dealt with under New Business.

iii) August 16/22 minutes: No corrections

Motion #3 - Moved by Brenda Shodin and seconded by Don Cameron
THAT the minutes from the Leadership Team Meeting of August 16/22 be approved as printed.
Carried

**Leadership Team Meeting
Minutes
October 4, 2022**

September 13/22 minutes: Corrections - Devotions were taken from the United Church of Canada's New Vision and Purpose Statement.

Clarification under Finance & Stewardship report - the cotton cost for the Hearts of Knox was covered by their Community Foundation Grant and not through Knox's Budget.

Under Building Report - Repair of the window by the choir door has been arranged (had not been completed).

Motion #4 - Moved by Peter Fox and seconded by Don Cameron THAT the Minutes of September 13/22 be approved as corrected.
Carried

ii) Business Arising From Minutes:

May 10/22 - The letter from Cheryl Kinney-Matheson regarding an agreement between she and our new minister (Frances Flook) has not yet been signed.

June 14/22 - Need to look at membership list to see what congregants want to/can do/will do in the church. Is Jan Richardson doing this as she reviews/drafts the house groups.

August 16/22 - Fresh Start: Brenda has contacted Marc Whitehead but has not received a reply.

September 13/22 -

i) Duty of Care - need more intentional task assignments (eg defibrillator batteries out dated)

ii) Succession Planning - ties in with gifts and skills eg within Leadership team, Frances Flook could cover for Lynda Pyzer (specifically, roll of Chair of LT), John Haller could cover for Peter Fox (roll of finance lead), Brenda Shodin could cover for Rai Therrien (LT secretary). Other substitutions for church tasks should be identified.

iii) Name Tags - this refreshing is underway by having people sign a sheet if their name tag is not still on the bulletin board.

Email Decisions between Meetings:

1. July 21/22: A request was received from Doug Schneider asking for permission to solicit interest for another group of "supper makers" to provide a meal every 2 weeks (preferably the weeks alternate to Doug's group) through Knox's Newsletter.

Part 1 - approval granted to solicit a new group through the newsletter.

Part 2 - an extra night of food preparation is approved conditional to cohesiveness with Knox's in house activities and calendar.

**Virtual & In-Person Leadership Team Meeting
Minutes
October 4, 2022**

2. September 22/22: Request from UCW for permission to use recyclable disposable cups for the Symphony reception. Approved

3. September/22: UCW has offered to cover the cost of blinds for the minister's office. Proceeding

4) Correspondence:

5) Reports:

i) Minister – Frances Flook; as printed, attached

One question about the Benevolent fund and how it should be managed (Via individual account, a line on budget? Peter Fox explained that the funds should be in a fashion available to the Minister as needed . The crucial aspect is that CRA protocols/records for reporting be adhered to. The decision was the Lynda Pyzer, Peter Fox and Frances Flook should meet to discuss this.

ii) M & P - Brenda Shodin

Cheryl Dyck is fine, at home and working from there. Mark Cudney will be available as he is able now. Frances Flook advises that she is getting the message that the computer email file is full. Cheryl Dyck will check it and delete as appropriate. Sunday School hope is to meet briefly with children . A note will go to parents asking for possible time and a start date. Plan is to uses "pieces" of Sunday School programs rather than a whole program in an effort to accommodate different learners. The hope is to utilize adults with specific skills for specific tasks during the lessons. Coffee Time potential restart date of October 23/22. Perhaps task Sunday school youth with making cookies to celebrate.

iii) Interest Groups:

Finance & Stewardship: Peter Fox- As printed /attached

Our insurance is coming due and the United Church "in house" plan will not be ready for another year. Bruce Ormiston is looking for someone to do an appraisal of the church for insurance purposes.

The budgeting process for 2023 has started. There are staff raises to be considered as well as vacant positions to consider.

Knox must also decide if M&S givings will be according to donations received or a budgeted amount.

iv) WIG: Cathy Zroback

Will need pulpit supply for January 1/23.

Christmas services a decision is to be made re Communion. There will probably be both early and late services.

Advent, epiphany, Lent, Easter Sunday and Pentecost services are scheduled.

Consideration for another KNOXTOWN is being given and will include white gift presentations.

The pamphlets for weddings, baptisms and funerals will be updated and submitted to Leadership Team to review.

**Leadership Team Meeting
Minutes
October 4, 2022**

v) Building – Cathy Zroback

Routine maintenance continues.

The TV monitor for the choir is a concern as it is not working. Donny B has been approached about checking it but there will need to be someone available and with some technical knowledge at the church the day they come.

vi) Pantry - Cathy Zroback

Thanksgiving hampers (12) will be packed at 9:00 am Thursday morning.

Grants have been submitted to both Rotary and the Community Foundation. To date there has been no feedback. Food requests are up. Each hamper costs about \$150.00.

vii) Pabaamashi - Thelma Bretel

There was a BBQ and full moon celebration the day she left for her trip.

Question - "Who gets invited to such"? This group is for indigenous outreach. Collette Surovy, Dorothy Strain, Theresa Jameson and an Elder were organizers.

The name was taken from a tribal name. A ceremony "dressing a feather " was done so the group has its own eagle feather!

6) New Business:

Formation of a Technology Interest Group. Lynda Pyzer, Frances Flook, Jan Richardson and Brenda Shodin are interested. It was suggested that Peter Fox and Alex Coats also be included members.

Motion #5 Moved by Thelma Bretel and seconded by Cathy Zroback

THAT Peter Fox, Alex Coats, Frances Flook, Brenda Shodin and Jan Richardson form a technology interest group.

Carried

7) Adjournment:

Date of next meeting – November 1, 2022 at noon at Knox and on ZOOM

Devotions - Frances Flook

8) Closing Prayer: Frances Flook



Signature of Chair



Signature of Secretary

a place to be

a place to belong

a place to become

**Virtual & In-Person Leadership Team Meeting
Minutes
October 4, 2022**

Motions:

Motion #1 - Moved by Brenda Shodin and seconded by Don Cameron
THAT the agenda be approved as amended.
Carried

Motion #2 - Moved by Brenda Shodin and seconded by Don Cameron
THAT the minutes of May 10, 2022 be approved as corrected.
Carried

Motion #3 - Moved by Brenda Shodin and seconded by Don Cameron
THAT the minutes from the Leadership Team Meeting of August 16/22 be approved as printed.
Carried

Motion #4 - Moved by Peter Fox and seconded by Don Cameron
THAT the Minutes of September 13/22 be approved as corrected.
Carried

Motion #5 Moved by Thelma Bretel and seconded by Cathy Zroback
THAT Peter Fox, Alex Coats, Frances Flook, Brenda Shodin and Jan Richardson form a
technology interest group.
Carried

Decisions Made By Consensus: (Emails and between meetings)

July 21, 2022: A request from Doug Schneider for permission to solicit through the Newsletter
a second volunteer group to prepare supper once every 2 weeks for people who are homeless.
Approved

The same email also requested use of the kitchen an additional night every 2 weeks for this
group to prepare the meal.

This aspect of the request was approved with conditions to be met, it must defer to Knox
activities and be managed on Knox's calendar.

September 22, 2022: A request was received from UCW to use recyclable, disposable cups for
the reception following the Symphony Concert.
Approved

In September the UCW agreed to fund blinds for the Minister's office.

**Leadership Team Meeting
Minutes
October 4, 2022**

Reports and Tasks Pending from October 4, 2022

Tasks	Person(s) / Responsible
Review revised pamphlets on Weddings, Funerals & Baptisms once Wig completes revisions.	Leadership Team
Decide which FRESH START sections would be most helpful to explore	Frances Flook, WIG and LT
Benevolent fund finance format review/management.	Lynda Pyzer, Peter Fox, Frances Flook
Clean up of Knox 's Computer e-mail file	Cheryl Dyck
Decision on M& S amount to be submitted	Finance committee & LT input
Choir monitor repair	Donny B with presence of Knoxmember with technological Knowledge for on going care