

a place to be

a place to belong

a place to become

**Virtual Leadership Team Meeting
Minutes
October 13, 2020**

Present: Lynda Pyzer, Thelma Bretel, Cathy Zroback; Rai Therrien, Peter Fox, Elora Cavner, Heather Gropp, Meg Illman-White, Don Cameron

Guest: Cheryl Dyck

1) Opening Devotions: Presented by Meg Illman-White

Devotions were based on the scripture passage MATHEW 22, Verse 21; Give to Caesar What is Caesars and to God What is God's. She read a meaningful poem written by Steve Garnaas Holmes.

Lynda Pyzer reminded us of our Holy manners.

2) Approval of Agenda:

There were 2 additions to the agenda.

- i) Approval of new technology
- ii) Lay ownership of Knox News

Motion #1 Moved by Don Cameron and seconded by Heather Gropp
THAT the agenda be adopted with additions.
Carried

3) Approval of Minutes:

- i) June 16, 2020, September 8, 2020 & September 14, 2020

June 16 Corrections: Page numbering, spelling of "decisions" and "interest".

M & P statement should read "Cheryl Dyck's hours have been reduced as a result of reduced work load. Cheryl is working accordingly".

Motion #2 Moved by Thelma Bretel and seconded by Don Cameron
THAT the minutes of June 16, 2020 be adopted as corrected.
Carried

September 8, 2020 Corrections:

Page numbering, numerous typing spelling mistakes.

Motion #3 Moved by Peter Fox and seconded by Don Cameron
THAT the September 8, 2020 minutes be adopted with corrections.
Carried

September 14, 2020 - no corrections

Motion #4 Moved by Thelma Bretel and seconded by Heather Gropp
THAT the September 14, 2020 minutes be adopted as printed
Carried

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ii) Business Arising from Minutes:

i) Handicap Parking:

There are signs in the mesh holders inside the choir door that are approved by the town for 15 minute parking in a handicap space while on church business/loading or unloading. They are to be put visibly on the windshield while business is being conducted. They must be left at the church when you leave.

ii) Liability During COVID:

For groups using the church but NOT related to Knox.

- Our insurance providers say we are not covered for "Covid Events"
- Erik Mathieson has not identified any incremental increases in insurance policies due to Covid
- Bruce Ormiston says Knox is NOT responsible for any Covid related occurrences and user groups should sign waivers that absolve Knox of responsibility.

iii) Sanctuary Lighting Estimates.

Cathy Zroback has not seen the estimates. Peter Fox had left the estimate in the office. Cheryl Dyck advised that the estimate was high. Peter Fox says it was about \$11,000 + HST without any dimming options. Another building issue: KDSB has been paying the group "people" to cut the grass while Knox has been unoccupied. They have cut the grass 4 times.

iv) Rotary Grant.

Cathy Zroback has submitted another application/proposal. Rotary meets in a week and the money, if we are successful, will be released around Christmas.

v) Donations from Congregation towards purchase of an iPad.

Peter Fox has received \$1100 to date. There is apparently another donation to come. As it turns out, it is NOT an iPad that is needed. (See Meg's written report-attached). Extensive discussion ensued as the technology now proposed is OT what was approved, costs more and requires further decision making re an extended warranty as well as a final decision about the revised equipment purchase. WIG supports the purchase of necessary equipment. Peter Fox asked Meg Illman-White if she is sure this is the equipment needed. Meg has been doing the virtual services for 7 months and following discussion with the wedding videographer in Winnipeg feels that it is. Cheryl Dyck asked if services will continue virtually once we reopen as well as face to face. Possibly as singing will still be discouraged with Covid. Elora Caver suggested that the computer chosen sounded like a personal preference, as there are cheaper options available. Meg Illman-White agreed that it was a personal choice since she knows the program and the workings and prefers to stay with what she knows. She explained that the computer she uses will crash with added use.

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Motion #5 Moved by Thelma Bretel and seconded by Elora Cavner
THAT that we go ahead and purchase the computer (9Mac Book Pro MBP13.3 SG/ 2.0 GHZ QC/ 16 GB/512 GB USA) as per Meg Illman-White's recommendation with the multifunction adapter and a sound processor jack, the total purchase not to exceed \$3100.00.
Carried

Further discussion: Don Cameron observed that this is a big ticket item, how long would it be used? Thelma Bretel suggested it be looked at as a library for resources. The lay leaders will make use of it as well. Cathy Zroback is a member of WIG, this group was in favour of purchasing necessary technology. Heather Gropp has reservations but feels there is no choice. She would have liked to see options. She wondered who would do due diligence? Meg Illman-White replied that she has explored possibilities and this is the best option without going to more expensive computers.

4) Correspondence:

Requests for space. Will be dealt with under New Business.

Reports:

i) Minister - Meg Illman-White

See attached written report. Highlights have been the on line funeral and the ongoing lack of a feeding program for the winter. Bear clan has morphed into a different entity than its original funding was for.

ii) Youth and Young Families - Heather Gropp

Still trying to establish a workable connection for this group of congregants.

iii) Finance - Peter

The manse fund has recovered from \$173,000 to \$4206,000. Peter and John Haller are looking for something that will provide more security with a good return. Karen Richardson is still working on securing a refund for our overpayment to the United Church. The latter is exhibiting some reluctance regarding the same. Our bank balance has \$118,000.

iv) Pantry - Cathy Zroback

Requests have slowed but are still coming in. Donations and gifts were made at Thanksgiving for both singles and families.
The Community Foundation grant is spent and another application has been made.

v) Building - Cathy Zroback

The stain glass windows are back are in. One window to be repaired yet was estimated at \$7000 (sill and storm window because of the size and height). The donation boxes are finished & mounted. John Haller did a very nice job making them. Alex Coates and Richard Shodin have put the sanitizers up. Peter Fox advises that the medical rooms in the shelter have been started. Knox was without water one day as the water shut off for the building is on the shelter side. Some provision must be made so Knox has access to the water shut off for emergencies/issues the might arise on our side of the building.
Reassessment for taxes is still unsettled as KDSB is contesting the assessment.

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vi) Worship - Cathy Zroback

The committee meets next October 29, 2020. Opening is projected for the end of October.

6) New Business:

i) M & P Report - Heather Gropp

M&P has been busy. The performance evaluation surveys will go out Friday. Respondents will be asked to return them to a special e-mail. They will be available by mail also. M&P has been working to ensure a safe and healthy workplace for Meg and Cheryl. Cleaning of the building in preparation for reopening has started; the sanctuary, boardroom and Godly Play rooms are complete. The balcony and downstairs are yet to be done. M&P is hesitating to reopen because of the recent cluster of Covid in town. A recommendation for reopening is to come. Cheryl Dyck will be taking a medical leave. M&P is making plans for coverage.

Knox must follow Public Health Guidelines for group & their sizes.

Discussion followed re groups and their sizes and whether we need protocols for groups to follow. M&P does not want outside groups to clean up after themselves so they would prefer to stay with Knox groups. They would also like to restrict/control the meeting areas used. We need to check with the Health Unit about the use of our fabric chairs & whether we should use them. Cathy Zroback wondered how we ensure groups are following protocols if no one is there to monitor activities. Varied discussion followed about group use and cleaning. How will the booking work? We will have to make sure there is an interval between groups to allow for cleaning as well as have cleaning protocols for the group before they leave the building. Heather Gropp would like to meet with Cathy and Cheryl D to discuss group protocols and the waiver that groups will sign. LT approves use of space by small groups with at least one Knox member. Peter Fox suggested that when people sign in, that the form should also be a waiver. Peter volunteered to work on the sheet. Agreement was that Les Filles d'Esprit group could practice at Knox if the Health Unit approves (because of the recommendation for no singing).

ii) Knox News:

Meg feels she needs things to share in the newsletter that will give it a more community feel. Things such as LT news, finance information, pantry "doings", quilters information etc. Heather Gropp volunteered that M&P would have something to share shortly. Information has to be sent to Cheryl by Wednesday.

iii) Space Request:

Strings; LT OK with this group. Cheryl will let them know when they can start.

- Les Filles D'Esprit - LT OK with this group (as above)
- Len Mark has asked for rental for 3 things – a MTC Play in March, a concert by Les Filles D'Esprit and a Manitoba film program. These are all in the future and will be considered contingent on Covid and its regulations at the time.
- Merle Vandermalen would like to rent space for singing lessons from 3-8 on Tuesdays. LT felt not at this time
- Meg Illman-White would like to use the kitchen to prepare meals for the Fellowship Center. It would be 3 people with masks. She is hoping the Opening Doors people will volunteer again.

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LT's response was to try it once. There is to be a maximum of 3 people working and the day must be chosen so that there is no conflict/crossover with another group using the building.

Cathy Zroback suggested Pantry could supply some of the food stuffs for volunteers to prepare.

A question asked how many people they would have to prepare for. Answer is uncertain but Fellowship serves breakfast and lunch and has up to 75 some days.

iv) Fogging Machine:

Peter Fox asked if Knox had considered a fogging machine for cleaning/sanitizing. Answer was "no" but they require chemicals and Knox is trying to avoid use of chemicals and plastics.

7) Adjournment:

Date of next meeting - November 10, 2020 at 7:00 p.m.

Devotions - Heather Gropp

8) Closing Prayer - Led by Meg Illman-White



Signature of Chair



Signature of Secretary

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Reports and Tasks Pending from September 8, 2020

Tasks	Person(s) / Responsible
Check with H.U. about Les Filles' pray time at Knox	Lynda Pyzer
Draft sign in/waiver form for Knox users	Peter Fox
Check with HU re use of fabric chairs	Cathy Zroback/Lynda Pyzer
Advise user groups of a start date at Knox. Advise user requests of LT's decision for use	Cheryl Dyck
Investigate access to building water shut off in case of emergency on Knox side	Building committee
Staff replacement while Cheryl is off	M & P
Extended warranty on computer	Leadership Team

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