

a place to be

a place to belong

a place to become

**Virtual Leadership Team Meeting
Minutes
September 8, 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 Lynda Pyzer

Spoke about "Life's Milestones" They can bring both sadness & pride and need to be celebrated for the work required to accomplish them. She referenced the book of Ezra that talks about the ransacked temple. The people had little but with God's help worked hard to gradually rebuild the temple & celebrate its completion. At Knox we work for the benefit of all. We need to celebrate our milestones too.

Lynda Pyzer reminded us of our holy manners.

2) Approval of Agenda:

The order of the agenda was changed: M & P moved to #3 from #4 and reports from WIG and the topic of reopening were added to the agenda.

Motion #1 Moved by Heather Gropp and seconded by Elora Cavner
THAT the agenda be adopted as amended.
Carried

3) Approval of Minutes from July 23

Corrections to be made: spelling of "sign" under Don Cameron's comment.

Rewording of parts of Meg Illman-White's report as follows:

"Meg Illman-White ...no impact on the number of people sitting on the lawn/steps....Meg had a discussion with...church meaning of the word TRESPASSING in the signs. She found...taken-off following posting of the no trespassing signs. Clearly someone saw the disconnect between the signs "welcome" and "no trespassing". She feels we are not living out God's table of welcome with the signs.

Motion #2 Moved by Elora Cavner and seconded by Thelma Bretel
THAT the minutes be adopted as corrected
Carried

4) Reports:

i) Ministry & Personnel - Heather

The committee has had opportunity for some good discussion and are not feeling as overwhelmed. CERB is running out and there have been more demands on Cheryl Dyck's time. M&P would like LT to consider reinstating Cheryl as of Oct 3/20. This should allow time to pass the EMERGENCY PLAN and plan for the safe return of Cheryl to her tasks a Knox.

Youth & Young Families: The committee is developing ways to reach these families virtually.

The survey regarding staff evaluations by congregants will be ready to go soon.

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The plan is to make it available through e-mail and bulletins. Mailing to those without e-mail is suggested.

Discussion then ensued about Cheryl's return to work. There was a funeral request for Sept 21-23. The church will need cleaning before that. M&P is NOT comfortable proceeding with opening before the EMERGENCY PLAN is passed and necessary PPE and cleaning equipment supplies are available and Cheryl has been instructed in the use of all. Meg Illman-White asked what timeframe M&P anticipated. Heather said it would depend on when the EMERGENCY PLAN was passed and necessary equipment is secured. Peter Fox asked what specifics needed to be done. Heather G replied that Cheryl D needs the equipment and instruction on its use example; PPE, risk areas needing attention and methods to use in the various areas. Cathy Z has spoken to Cheryl and assured her that she will not have the "whole church preparation" job. (eg boxing hymn books, bibles and the various fomites that must be packed away during Covid).

Discussion followed about people who access the church now versus those who would access on reopening. Does the church have to be cleaned before Cheryl can return to the office? Meg will ask NWHU about this. Lynda P asked when the stain glass windows are due back. This is still undetermined. The funeral will not be able to be held on the September dates requested. Cathy Z asked about the training duration (approximate hours). The NWHU will provide a list of equipment needed.

Motion #3 Moved by Heather Gropp and seconded by Don Cameron
THAT LT accept the M&P recommendation to return secretarial and custodial hours to pre Covid hours as of early October providing the EMERGENCY PLAN is approved and all pertinent elements are complete.
Carried

ii) Finance & Stewardship - Peter

Peter has updated the list of directors and trustees on the T1235 tax form annual report. His list includes LT members and current trustees. This is the form that ensures our charitable status. Our dues payable to the United Church (4.5% of total revenue) will now be \$11000 as opposed to the \$14000 we submitted. Karen is working on this and has requested the refund. M&S for April to June (\$4000) has been sent. We still owe \$3000.

Our loan from the United Church of Canada will be half, to be repaid on Sept 20/20. John Haller is looking into the amount we received as wage subsidy. It seems a little low. Our bank account sits at approximately \$120,00. Knox quilters have made a \$1548 donation and there are more cheques to be cashed. Pantry payout has been \$4200. Balance for that program is \$4500.

iii) Building - Cathy

Cathy continues to work on the "to do" list. The barn wall is finished. Regular maintenance of fire extinguishers is complete and the Fifth Ave. downspout is in place and seems to be doing its job. The elevator inspection has been done and "deficiencies" are to be solved by Sept. 19, 2020.

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Stain glass windows were removed successfully. There was dry rot on 2 sills. One has been repaired. The storm window seal on the second is gone. The stained glass company has not replied to Cathy's request for a Sept 14/20 return. The one for the unprepared sill will be left out for now and replaced once the storm window and the sill are repaired.

The loitering/trespassing signs are down. Mask and hand washing signs are up. Sanitize signs are there but yet to go up. Wall mount sanitizers are there to go up and as beginning supply of sanitizer for them.

Kenon has been on site doing some repairs that have been outstanding. All issues are not resolved, but the warranty time for these repairs is past so they will not be resolved.

Meg Illman-White asked about the environmental progress. Answer - the building has been assessed but there has been no report to date. The main issue is the energy use in the sanctuary. The LED lights are yet to be secured. Bowman electric is searching for them. There has been a request for lights with dimming capacity as well as some lighting in the front right corner where bells and other small musical groups often play. The windows are on the list as well as are the door seals. The auditor is the gatekeeper for the funding program.

iv) Worship Interest Group - Cathy

The committee is essentially in agreement with the EMERGENCY PLAN.

Targets set dates were Sept 21-23 for a funeral and Thanksgiving for church opening. A poll of some congregants revealed that people like the virtual services.

Moms polled want to get the return to school over before adding the stress of another contact potential with Sunday school.

Meg commented that we need careful discussion about the restart of Sunday school.

Many are concerned because of the health issues.

Meg also wondered about continuing a podcast worship as well as in person and the logistics of that; is it possible to do a hybrid service. Using CJBN or similar resources presents hurdles also.

5) New Business - EMERGENCY PLAN

Discussion lead by Lynda Pyzer. There was extensive discussion on this Emergency Plan. Changes suggested by the Leadership Team will be amended to the Plan by Lynda and the revised copy will be circulated to the group. It was approaching 10:00 p.m. and Meg suggested we stop for the evening. It was decided to reconvene on Sept. 14/20 @7:00 p.m. to complete the assessment of the EMERGENCY PLAN.

6) Other New Business:

Peter Fox reported that an e-mail was received from KDSB advising Knox that the second floor of the shelter was to be plumbed and altered to allow medical rooms. Under our contract they must advise Knox of any changes made.

Nominations: Lynda Pyzer reported that 1 person has volunteered to be the House Group Co-coordinator. Jan Richardson has submitted her name. There was consensus from members present to accept her offer to lead.

Meg Illman-White has been hoping to start some small groups. From tonight's discussion she sees it is not possible to do at the church. She asked about holding the group at a private home. The answer was that it is still a Knox event so liability for Knox must be considered should something happen.

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- 7) Date of next meeting - September 14, 2020 at 7:00 p.m. to solely complete Emergency Plan discussion.
- 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
Complete review of Emergency Plan	Leadership Team