

**Virtual Leadership Team Meeting  
Minutes  
September 7, 2021**

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

1) **Devotions:** Not available

**2) Approval of Agenda:**

**Motion #1** - Moved by Peter Fox and seconded by Cathy Zroback THAT the agenda be adopted as printed.  
Carried

**3) Approval of Minutes:**

Minute corrections August 17/21: Regrets only from Brenda Shodin M&P did not need to be involved in the Zroback wedding coverage. Reference to Knox's book should refer to the "Marriage Register".

**Motion #2** - Moved by Peter Fox and seconded by Thelma Bretel THAT the minutes be adopted as corrected.  
Carried

**4) Business Arising from Minutes:**

- i) Housing and Homelessness Working Group: Lynda updated LT regarding this group. It is lobbying several "powers" in an attempt to make progress. A kitchen for food prep is still needed. A calendar with a Sept. 9/21 date for a meeting with Henry Wall was received. Both Lynda Pyzer and Doug Schneider have replied. Any one else interested can ask Lynda for the link.
- ii) Outside sign and window sill are both are repaired. The Balcony Stained glass window is to be repaired September 13/21.

**5) Correspondence:**

- i) An email was received from Doug Schneider on behalf of Elauna Boutwell. The Hub has closed due to lack of funds. Elauna is looking for an approved kitchen to prepare food and is requesting the use of Knox's kitchen. Significant discussion ensued. Knox is gradually re-opening and our remaining downstairs space is used frequently. Because the kitchen is open to the hall the space is not conducive to having meal prep happening as well. Also we had already said "No" to The Word Hub's request to use the kitchen on a regular basis so we can't accept another community group. A concern expressed during discussion was the state that the kitchen is being left in. Cleaning and tidy up is not acceptable. Lynda Pyzer will speak to Doug Schneider to see if his group is continuing to prepare meals. She will tell Elauna about our decision.

**6) Reports:**

- i) **Finance & Stewardship** - Peter Fox  
Our bank balance is essentially unchanged from last report. \$35,000 is still a committed amount. There is \$200 in the Benevolent Fund and there is \$6400 in the Pantry Fund but

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there are outstanding bills. Meg Illman-White's "Record of Employment" has been received. Finances are stable.

**ii) M&P - Louise Marston**

Question - Are we getting updates on the transaction in the Benevolent Fund?

Answer - There has only been one request this summer.

Reopening - When can/will Cheryl be physically back in the office? M&P has discussed with her. She is ready to be back, M&P would like her back. LT has to make the decision. M&P is to proceed with necessary COVID protections/cleaning and Cheryl will physically return to the church office. Discussion ensued and M&P will discuss with Cheryl and advise LT of the date Cheryl will return to Knox's office.

Once M&P has firmed up a return date a note should go in the newsletter advising of her return and hours as well. The fact that if you are coming to the church you must book a time for your "business" with Cheryl.

Church must be readied for returns. Discussion re cleaning after events. Rental money includes the cost of post event cleaning. First event is September 13/21.

M&P - Brenda Shodin, Louise Marston and Mark Cudney will meet.

There will be no formal exit interview with Meg Illman-White but she will be invited to comment on her time at Knox.

**iii) WIG - Cathy Zroback**

Thanksgiving is the worship reopening target. Communion protocols /methods during COVID are still unresolved but being explored.

Children will be asked to remain in the pew with their families as the Sunday school rooms and equipment cannot be adapted to COVID protocols.

Virtual services will be maintained as congregants are very positive about them and for some such attendance is more realistic than personal attendance at church.

**Motion #3 - Moved by Thelma Bretel and seconded by Louise Marston**

THAT Knox Leadership Team accept the recommendation from WIG that Knox resume live services for Thanksgiving.

CARRIED

Lynda Pyzer will advise Cheryl Dyck.

**iv) Building - Cathy Zroback**

Stained Glass balcony window work is still on for September 13/21.

**v) Pantry - Cathy Zroback**

Activity has slowed. "Packers" have been asking Cathy when activity will resume.

With Cheryl back in the office, things may pick up again as she often gets "at the door " requests for pantry items. Cathy and Cheryl have still kept each other apprised of requests and Pantry activities.

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**7) New Business:** Lynda Pyzer

**i) Centering Prayer Group**

We had approved their facility use last year before COVID’s shutdown. They will be advised that they can resume their meetings if they like.

**ii) Reopening**

Marc Whitehead suggested that when we invite groups to restart, we stagger their starts so there is a gradual facility use resumption. Some churches have chosen to have reopening teams. There needs to be consistent messaging to the groups.

Knox has a loose ad hoc group-largely Cathy and Lynda.

Louise will draft procedures to be given to each user group so COVID protocols are met.

Lynda Pyzer will send Louise Marston the user policy.

**iii) EDGE’s Weekly Curiosity Cohort**

Lynda Pyzer has signed up for this. It happens on Tuesdays at 11:00 am. She can invite 5 people to join her. The meeting is to see what church can be outside Sunday. It will look at the “Ministerial Shift”.

**8) Consensus decisions of the summer 2021**

See the list under Consensus at the end of the minutes.

**9) Adjournment** - Cathy Zroback moved the meeting adjourned at 9:50 p.m.


Date of next meeting - October 14/21 via ZOOM

Devotions - Don Cameron

**10) Closing prayer** - Marc Whitehead



Signature of Chair



Signature of Secretary

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**Motions:**

**Motion #1** Moved by Peter Fox and seconded by Cathy Zroback  
THAT the agenda be adopted as printed.  
Carried

**Motion #2** Moved by Peter Fox and seconded by Thelma Bretel  
THAT the minutes be adopted as printed.  
Carried

**Motion #3** - Moved by Thelma Bretel and seconded by Louise Marston  
THAT Knox Leadership Team accept the recommendation from WIG that Knox resume live services for Thanksgiving.  
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**Decisions Made By Consensus:**

**This Meeting:** That the request from Elauna Boutwell be denied due to Knox resuming many user groups that use the lower hall which is very open to the kitchen. Also we had already turned another community user request down.

**During the summer of 2021 (July/Aug):**

1. Consensus approval for Meg Illman-White to enter the funeral for Ron Lundin into the Funeral Register
2. Consensus approval for Meg Illman-White to enter a July wedding for Bernadette Howard and Sherri Favreau into Knox's Wedding Register
3. Consensus approval for Cheryl Kinney Matheson to enter an August 14/21 wedding between Jeff Le and Jennifer Albak into Knox's Wedding Register
4. Consensus approval for a family funeral at Knox for Pauline Robertson (Bruce Graham conducted a graveside service)
5. Consensus approval to Len Mark's request for a Sept. 20/21 concert in Knox's Sanctuary
6. Consensus approval for G Clef Choir to practice in Knox sanctuary on Monday evenings starting Sept. 13/21.
7. No consensus for request of the use of the kitchen by Raena Ducharme's group.

a place to be

a place to belong

a place to become

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**Reports and Tasks Pending from September 7, 2021**

<b>Tasks</b>	<b>Person(s) / Responsible</b>
Speak to Doug Schneider to see if his group is still cooking, mention kitchen hygiene	Lynda Pyzer
Advise Elauna Boutwell of LT's decision that meal cooking will not work with Knox reopening to groups	Lynda Pyzer
Advise kitchen user groups that kitchen hygiene is not as expected	Lynda Pyzer
Arrange a date for Cheryl Dyck to physically return to the office and advise LT.	M & P
Advise congregants via newsletter when office reopens. Include the need to book church use time with Cheryl	Lynda Pyzer
Centering Prayer Group to be advised they can resume if they like.	Cheryl Dyck/Lynda Pyzer
Draft Procedures to be given to user groups for COVID protocols	Louise Marston
Edge curiosity meetings on Tues @11 AM, capacity 5	Advise Lynda Pyzer if you wish to join