

Knox Church Council Meeting

June 18, 2019

Chair: Sharon Christmas

Secretary: Sharon McIntosh

Prior to the meeting, members of Council and the various committees were invited to attend a potluck supper at the home of Sharon and Rene Christmas. Following supper, Council retired to another room to hold their regular business meeting.

Thank you to the Christmas's for your warm hospitality.

Present: Rev. Craig Miller, Sharon Christmas, Debby Dandy, Shelley Tataryn, Coleen Wall, Diane Shepherd, Roger Bright, David Barrows, Mel Doyle, Wayne Digby, Wayne Clayton, Alan Moulin

Regrets: Leanne Sprung, Laura Crookshanks

Call to Order: 7:42 pm

Opening Worship: Grace was sung by the group prior to supper.

Motion: Coleen Wall/Alan Moulin

Carried

Adoption of Agenda and Adoption of Minutes of the May 21, 2019 meeting with amendments as follows:

Agenda:

Addition to Business Arising/Old Business:

Emergency Response Plan (Update)

Gardening (Update)

Addition to New Business:

Sponsorship of Scouts

Minutes:

Revise wording under Business Arising a. Let's Talk Knox to read

"...We now need to bring together an action plan informed by the findings of the previous discussions."

Business Arising from the Minutes/Old Business:

a. Let's Talk Knox

One person has volunteered to sit on a "Next Steps" committee (Mel Doyle).

Discussion:

-We will put out a call for volunteers again in late August/September, but may need to approach people and ask them to sit on the committee.

Laura Crookshanks, Debby Dandy and Coleen Wall will work with Mel Doyle to identify/ approach prospects. Coleen Wall will spearhead this.

-Council suggested Laurie Crowe and Debby Dandy be asked.

-Council asked the Outreach Committee to organize getting a round table for community services set up for the fall.

- b. Preparation of a Covenant of Mutual Commitment, Accountability and Support with the Prairie to Pine Region
–Deferred till next Council meeting.
- c. Funeral Policy for Knox United Church (Update Attached).
The consensus was that the policy is satisfactory and can be posted on our website.
Motion: Diane Shepherd/Shelley Tataryn Carried
That we accept the funeral policy as written.
- d. Planned Giving Policy
Discussion:
Considerable discussion took place covering such items as:
-with the proposed structure, would we need to track each gift separately?
-Will the planned giving process apply to all gifts, or only gifts over a certain amount? At what level of gift should the planned giving policy be put in effect? Can the percentages be changed for larger gifts?
-Should the Memorial Fund and the Planned Giving Fund be combined? Is there an actual difference between the two? The Memorial Fund consists of gifts given by others in memory or a person/event, whereas the Planned Giving Fund is what you give as your legacy. As it stands at present, the Memorial Fund is generally used for immediate items (e.g. library resources, camperships) whereas the Planned Giving Fund is for long term projects/investments. The Treasurer and Stewardship both recommend keeping the funds separate.
-It was suggested we have someone from the Planned Giving committee attend Council in the fall for discussion.
-Due to the scope of subject and time required to discuss fully, it was suggested we have a separate meeting to our regular council meeting with council members and the Planned Giving Committee to review the policy in detail. A meeting will be held September 10 (2nd Tuesday in September), at 7:00 pm. Sharon Christmas will inform the Planned Giving Committee.
- e. Emergency Response Plan (Update)
Coleen Wall, Sharon Christmas, and Roger Bright met with Brian Kayes of the City of Brandon. He some very informative information, based on the City's plans. Work is now in progress to draft up a Knox policy for fire, bomb, tornado, shelter-in-place and intruder emergencies. Once complete, the group will again meet with Brian Kayes to review.
- f. Gardening (Update)
An announcement was put in bulletin for volunteers to commit to garden care for one (or more) weeks. There has been a good response and several weeks of the summer have been covered. Some of the current gardeners still wish to be involved.

Correspondence: None

Financial Report: presented by Shelley Tataryn

Motion: Shelley /Wayne D.

Carried

That the May 2019 Financial Report be accepted.

Committee Reports:

- 1) *Ministry & Personnel (M&P):* verbal report by Coleen Wall
 - The committee has recessed until September.
 - Pulpit Supply has been arranged for all weeks except one for our summer requirements.
 - Coleen Wall is organizing powerpoint operators for the summer worship.
 - A staff appreciation dinner is planned for June 19.

- 2) *Property:* verbal report by Roger Bright
 - The large window blind on the west window of the lounge came off its roller. It has been repaired at no cost.
 - A smoke detector has been installed in the kitchen.
 - Plans are underway to refinish the auditorium floor.

-A quote of \$2,157 was obtained from D&B Gardening for an above-ground drip system to irrigate the church gardens. This was the only quote as they are the only suppliers in town for that type of system.

Discussion:

-Could we install such a system ourselves? Roger Bright recommends the lines be installed professionally although we can then maintain it.
-It was suggested can we use soaker hoses instead. Problem with this when it was tried before was that the water did not get shut off. Due to the design of our building, once soil gets saturated, the crawl space gets very wet and takes a long time to dry out.

Motion: Roger Bright/Coleen Wall

That we have the irrigation system from D&B installed with monies to come from Memorial Fund.

Discussion:

-The current gardening group are in favour of such a system.
-We have already put a call for volunteers. We should see how that works first.
-Is this system an environmentally friendly thing?
-We would likely be more efficient, both ecologically and economically.
-The system can be turned off if water restrictions are put in place.
-The system has a humidity sensor to control water flow.
-There may be some room to negotiate a better price.
-The system is quite expensive.
-Many on Council seemed to feel divided on whether to proceed.

Motion: Wayne Clayton/Shelley Tataryn Carried
That we table the motion (to proceed with the installation).

- 3) *Minister's Report:* verbal report by Craig Miller
-Craig took 3 days away from his study leave and worked in the office instead.
-There is no report yet from the Regional inaugural meeting. It was a good meeting. Susie MacPherson-Derendy was ordained at worship on Sunday. There was a very good intercultural panel on Friday morning that issued 2-page action statement. It will be appropriate for us to review this statement in the fall. Cheryl Doull and Betty Kelly may have some reflections on the meeting to relate to us.
-The Moderator joined the Knox delegation for the pride parade. Due to inclement weather, Knox provided space for the Pride-in-the-Park activities. Attendance was good and Knox received many positive comments and thanks for their support.
- 4) *Worship:* verbal report by Diane Shepherd
-Worship Committee has not met since last Council meeting.
-There are a few details to look after for while Craig is away this summer, but nothing major.

At this point, Debby Dandy thanked Council for their support for her to attend the Deepening Understanding of Intercultural Ministries training.

- 5) *Congregational Care and Membership (PC&M):* verbal report by David Barrows
-Peggy Wojnarski and Peggy Barrows made a stole and presented it to Susie McPherson-Derendy on her ordination.
-Susie and Steve (Derendy) expressed their appreciation for the support they have been given by Knox during Susie's journey to ordination.
- 6) *Vice Chair:*
Debby Dandy has taken over the position of vice-chair.
- 7) *Christian Education:* verbal report by Mel Doyle
-The committee met in May.
-The barbecue with the Green Team was rained out and postponed. It has not yet been rescheduled.
-Spirit Kids' Club led worship on June 2. It went really well. There was a presentation of bibles to the children.
-The Superintendent's position is not yet filled. They plan to approach one of the parents to see if she would be interested in volunteering.
-They will resume in September.

Craig Miller commented that several positive comments were received from visitors and the congregation.

- 8) *Trustees*: Attached
Motion: Wayne Clayton/Shelley Tataryn Carried
That we pay the full 2019-20 insurance premium of \$8,553 in one payment.
-The Trustees met and plan to do a complete inventory in September/October this year. As part of the inventory, we need to number all the storage drawers, cupboards, etc. and take inventory of what is inside.
-They noticed also that some user groups have belongings stored in several places on the premises. They wondered if the groups are paying for that space, and suggest a charge for storage should be negotiated with renters in the future.
- 9) *Stewardship*: verbal report by Al Moulin
-The committee has recessed until September.
-They will conduct a new pledge campaign in the fall.
-Per the report circulated, the fundraiser event on April 6/19 was very successful. Stewardship is starting to explore ideas for a fundraiser for next year.
- 10) *Outreach*: verbal report by Wayne Digby
-The committee will meet on Thursday (September 20).
-Debby Dandy will be reporting on the Deepening Understanding of Intercultural Ministries training.
-A comment was made that while it was not an Outreach Committee event, the Pride event held at Knox was truly an “outreach” event.
- a) *Refuge Brandon*: verbal report by Wayne Clayton
-Abraham Tekla has arrived. He has more English than they thought.
-The Rohingya family do not have English but have started taking classes. There is Bengali interpreters in Brandon, but no one who speaks the Rohingya dialect.
-Mel Doyle advised the English classes taught at the Union of Commercial Foodworkers building are open to anyone, not just Maple Leaf Employees.
- 11) *Green Team*: verbal report by Wayne Clayton
-The Green Team has recessed for the summer.
-They are hoping to be able to do the picnic event in the fall, but no date yet has been set yet.
-They have fridge magnets reminding us what can and can't be recycled if anyone wants them.
- 12) *Affirm Committee*: verbal report by Mel Doyle
-The Pride activities went well.

13) *Chair:*

Sharon Christmas thanked Council for coming to her house for the potluck supper and meeting.

Motion: Roger Bright/Coleen Wall

Carried

The adoption of all Committee Reports

New Business:

- a. Motion to amend signing authorities for Knox with Westoba Credit Union

Motion: Roger Bright/Wayne Clayton

Carried

That Sharon Christmas (Chair), Debby Dandy (Vice-Chair), Shelley Tataryn (Treasurer) and Sharon McIntosh (Office Manager) be signing authorities. Any two signatures are required.

- b. Motion to allow the executive to make decisions over the summer

Motion: Coleen Wall/David Barrows

Carried

That the executive of Knox United Church, comprised of the Chair and/or Vice-Chair, minister or UCC appointee, secretary, treasurer and property representative, be authorized to conduct business over the summer months from June 19, 2019 until September 17, 2019.

- c. Scouts at Knox

Wayne Clayton advised they have continued discussions to partner with the Scouts by becoming sponsors, and are now formalizing this partnership. Knox needs to complete an application for charter, and the Scout group will send it to their headquarters.

The consensus of Council was for Wayne Clayton to look after this, and be the contact and signing authority.

Motion: Wayne Clayton/Wayne Digby

Carried

That Knox complete the application to sponsor the Scout group at Knox.

Next Council Meeting: September 17, 2019

Opening Worship: Trustees

Closing prayer was offered by Craig Miller.

Motion to Adjourn: Coleen Wall (9:58 pm)

Funerals at Knox United Church, Brandon

Information Regarding Funerals / Memorial Services / Celebrations of Life

Knox United Church is open to all who seek support in dealing with the death of loved ones. Our New Creed states: In life, in death, in life beyond death, God is with us. We are not alone.”

Arrangements/Planning

All arrangements are to be made through the Minister, including the time and date of the service, the order of service, the choice of music and the participation of others (laity, clergy, musicians). In most circumstances the Minister will preside over all funeral services held within the church, unless otherwise arranged.

Remains

As per United Church tradition, the coffin will be closed for the service. If the deceased has been cremated, we encourage the family to have the ashes present for the service so that they may be blessed and commended into God’s keeping. Please discuss these arrangements with the minister.

Music

We have both a piano and organ available. Once you have spoken with the minister, you are invited to discuss details of the music with the organist/pianist.

Flowers

Flowers may be delivered to church. Please call the church at 727-6975 to arrange a convenient time for delivery.

When selecting flowers please note that due to allergy concerns you are asked to avoid heavily scented florals.

Reception

Arrangements may be made through the church upon request.

Suggested Honoraria (as you are able)

1. Church Organist/Pianist \$ 100.00
2. Additional fee for extra preparation (e.g. rehearsing with soloist) \$ 50.00
3. Audio \$ 50.00
4. Video \$50.00 as necessary (power point)
5. Custodian \$ 50.00
6. Minister \$ 250.00
7. Reception costs as arranged

Contributions for the use of the sanctuary or chapel, as you are able to give, are appreciated.

Payment

In most cases payment will be made through the funeral home. You may also make payment directly to the church to cover the honoraria. Please check with the church office to confirm the amount.

We hope this information is helpful as you plan your loved one’s service. Please feel free to discuss any of the items, or other questions that arise, with the Minister.

Trustee Report to Council for June 18/2019

The Insurance Policy for Knox was reviewed for the period June 1/2019 to May 31/20.

Coverage includes:

Replacement cost on the building - \$4,783,741

Contents Insurance -\$439,931 – same as last year

Total coverage is \$5,223,672 with building and contents

Increase of 3% from last year

General liability \$3,000,000

General policy aggregate on the liability \$10,000,000

Which means we could have 3 liability claims each to a maximum of \$3 million in any one year

There is a separate Accidental Death and Dismemberment Policy (CHAD) that covers church member, adherents and volunteers participating in church sponsored activities.

Cost for this is \$125.00/year

Total cost – **\$8,553** an increase of **\$1,102** or **14.8 %**

Submitted by W. Clayton
For Trustees of Knox