

Knox Church Council Meeting

March 17, 2020

Chair: Sharon Christmas

Secretary: Sharon McIntosh

This meeting was held on-line via ZOOM.

Participants: Rev. Craig Miller, Sharon Christmas, Debby Dandy, Shelley Tataryn, Coleen Wall, Diane Shepherd, Roger Bright, David Barrows, Wayne Clayton, Leanne Sprung, Laura Crookshanks, Wayne Digby, Alan Moulin

Regrets: None

Call to Order: 6:40 pm

Opening Worship: Council Chair read "The Mayonnaise jar and Two Cups of Coffee".

Adoption of Agenda as amended and Adoption of Minutes of the February 18, 2020 meeting:

Motion: Shelley Tataryn/Coleen Wall Carried

Additions to agenda under New Business:

- Pickleball
- Update on Knox Website

Business Arising from the Minutes/Old Business:

- a. Emergency Response Plan (update)
Sharon Christmas contacted Brian Kayes (City of Brandon) as the committee are ready to present their plan to him for input, however, he will not be available to meet with them for a few weeks.
- b. Review of Financial Statements.
Vivian Mitchell has agreed to review the 2019 Financial Statements prior to Part 2 of the Annual Congregational Meeting scheduled for May 3.

Correspondence: None

Financial Report: presented by Shelly Tataryn

Motion: Shelley Tataryn/Coleen Wall Carried

That the February 2020 Financial Report be accepted.

Discussion:

-The office manager and treasurer attended Westoba Credit Union and moved \$35,000 from the chequing account into a rolling GIC per Council motion (January 2020 meeting). They advised that we need to monitor the chequing account balance, and if levels seem low, change the GIC to \$25,000 (if council is in agreement).

Motion: Shelley Tataryn/Roger Bright Carried

That if, in the next 30 days, the chequing account (balance) goes below \$5,000, we will change the GIC to \$25,000 rather than the original \$35,000.

-it was noted that if you take into consideration the 2020 UCC assessment has been paid in full, we are actually doing better than at this point last year. Last year we had only paid ¼ of assessment at the same time.

Committee Reports:

- 1) *Ministry & Personnel (M&P):* Coleen
 - The committee has not met for past two months.
 - M&P will follow UCC recommendations/guidelines regarding COVID-19. If we run into problems we will look after it at that point.
 - Discussion:
Discussion centered around how workloads may be affected by COVID-19, and the resulting reduced use of the building during this time. It was suggested hours for work for the office manager and custodian may need to be adjusted, especially as rental income for the church will be lower. However, it was decided it is too early to know just what the effects will be. There are projects that both can work on during this (quieter) period until such times as the effects are known. This can be left on a day-to-day basis, and the executive can make any necessary decisions.

- 2) *Property:* Attached
 - Discussion:
Discussion centered on the ramifications of COVID-19 on rental income. Sharon McIntosh can prepare a report.

- 3) *Minister's Report:* Craig Miller
 - Craig participated in a meeting with the Prairie to Pine Region via Zoom. Many churches are facing the same issues; loss of rental income will have a big impact on many. The recommendation from the Region is that personal interactions be limited to no more than 10 minutes and to maintain physical distance. Ministers can do one-on-one counselling by using Facetime, Skype, or similar programs.
 - Knox has purchased Zoom for a month. Committees are welcome to use this for their meetings. Craig is the "host" so committees will have to work with him for setting up meetings; hopefully he will not be required to take part in all meetings.
 - Some discussion followed regarding other possible uses of technology for such things as on-line choir practices.
 - Craig is working on a means of either live streaming or recording and posting a video of a small service on Sundays. Knox is not really equipped for this, but he is working on it. Based on Trinity United's experience, it would be used and viewed.
 - It was suggested that another means to youtube would be to post the video on Facebook. However, more people would probably be reached if youtube is used.
 - There was some discussion as to how the COVID crisis might impact Joe Ball. Council asked how the church can offer support as needed. At present, he is maintaining his hours at the hospital, and Craig is continuing to provide on-call relief.

- 4) *Worship*: Diane Shepherd
 - The Worship committee has not met. The only possible concern is if we can have communion at the end of the month as planned.

- 5) *Congregational Care and Membership (PC&M)*: David Barrows
 - The committee has had a phoning blitz this past week to contact not only the shut-ins and seniors, but all members to see how they are doing at this time, recommending they call a friend. Many people have indicated they have been doing this and keeping in touch.
 - The Newcomers luncheon was set for March 29th but will be cancelled as the COVID-19 situation is not likely to turn around by then.
 - Discussion:
 - Council expressed concern and reiterated the need to reach out and support those on self-isolation.
 - A special edition of CONNECTIONS will be sent shortly, advising the congregation of how the COVID-19 situation may affect congregational and church life, and reminding them they can contact the church if they need assistance and/or support.

- 6) *Vice Chair*: Debby Dandy.
 - A newsletter is planned for April.

- 7) *Christian Education*: Attached
 - Craig advised the One Strange Rock group has suspended meetings.
 - Al Moulin thanked Leanne Sprung for her work on the Family Fun afternoon.

- 8) *Trustees*: Wayne Clayton
 - The trustees are still planning to do an inventory. Maybe now while things are quieter, this can be done.
 - Sharon Christmas advised the ladies are possibly going to start taking inventory in the kitchen.

- 9) *Stewardship*: Attached
 - Alan Moulin drew attention to fact that the stewardship event will be cancelled due to COVID-19 as even if restrictions for gatherings were lifted by then, there would not be sufficient planning time. In view of this, Stewardship may have to put out a special appeal to cover the shortfall.
 - It was suggested the special appeal be to cover all shortfalls due to COVID-19, not just the stewardship event.
 - In CONNECTIONS, Craig Miller will remind people they can donate from home via CanadaHelps.
 - Alan then drew attention to a draft letter Stewardship wished to send to the congregation regarding possible financial shortfalls, and requested Council's feedback.
 - Considerable discussion followed, with many concerns expressed in regard to the possible options being put forward in the letter. It was also suggested a congregational meeting and discussion might be a more effective way to make decisions regarding this matter.

It was decided the matter be deferred till next Council meeting. In the meantime, Stewardship can discuss feedback given by Council and redraft the letter for further discussion. Statistical input can be obtained from the Treasurer and Office Manager.

Council Chair thanked the Stewardship committee for their work in drafting this letter and initiating important discussion.

10) *Outreach*: Attached

-Tipi project: The Outreach committee supports this initiative very strongly. They feel it is an honour Knox was asked to work on this project, and speaks well to our reconciliation initiatives. They realize some people in the congregation may have questions and need more information. They would like to know if Council can approve this project.

Discussion:

-offer the congregation the opportunity to sit down in workshop/ information session(s).

-suggested we do the blanket exercise with the congregation.

-should Outreach educate the congregation on this project before Council approves?

-if we take out the dead bush and the nonilluminated sign, the tipi should physically fit into the space without encroaching on city property. All other trees, the boulder and the illuminated sign can stay in place.

-Jason Gobeil was going to initiate discussion with City Planning as this is the corner of a major intersection, or we can contact them ourselves.

-it was initially discussed that funding could come from the bequest, in which case, a request needs to go the Planned Giving Committee.

-the Rotary Club were approached about possible funding. They would want a "Rotary wheel" attached to the Tipi if they provide sponsorship.

-total cost will not be known until signage is determined, but typical cost is between \$6-8,000, with the host and the Tipi Legacy Fund each paying half.

By consensus, Council agreed in principle to this project.

Refuge Brandon – Wayne Clayton advised the COVID situation may affect the family's planned move to Winnipeg.

11) *Green Team*: Wayne Clayton

-April events will be postponed due to the COVID-19 restrictions.

12) *Affirm Committee*: Laura Crookshanks

-The PIE Day event was postponed due to COVID-19 and has not been rescheduled yet.

-Sarah Bruer, who was to be the guest speaker for PIE day, will do a presentation via Zoom on March 18.

13) *Chair*: No report.

Motion: Laura Crookshanks/Wayne Digby
The adoption of all Committee Reports

Carried

New Business:

- a. Recommendations of the Knox Executive Committee regarding recent security issues.
- Knox Executive met on March 11th. Minutes of this meeting were distributed to Council. Since communicating news of the fire incident to the congregation, there have been some inquiries as to how severe the fire was, etc.
 - Roger Bright advised the walls of the chapel have been cleaned, the cabinet door has been treated (where scorched), and arrangements have been made to have the carpets cleaned professionally (cost \$250).
 - It was suggested we get the sanctuary carpets cleaned at the same time as the timing is good with services suspended just now. Roger advised this will probably be approximately \$200 extra.
 - With respect to Executive's recommendations, Coleen Wall contacted 2 companies for quotes on security systems. Both quoted on cameras and on monitored systems but indicated they did not feel cameras were the best method. Both recommended a monitored motion detector system. One quote was received in time to circulate to council, and the second quote will be circulated shortly. A third company has indicated they wish the opportunity to quote but cannot do so until after March 23. Home systems available through Best Buy and one-line outlets were looked at but it was felt they did not offer what we want.
 - This matter is deferred till next meeting when all quotes will have been received and clarified as necessary.
- b. COVID-19/Contingency Plans
- Consensus of Council is that worship services be suspended at least until Apr 12 (following the school closures as a guideline), but will be evaluated on a day-to-day basis. The exception to this will be if a funeral arises. We will allow a funeral for immediate family only. If a family wants more, they can hold a memorial at a later date.
 - Zoom is available for committees/groups who wish to hold a meeting during this period.
 - Craig Miller is researching what technology is required to livestream worship services. He indicated he may need to incur expenses up to \$500, and suggested this could be taken from the memorial fund.
- Motion:** Laura Crookshanks/Wayne Clayton Carried
That Craig Miller be authorized to spend up to \$600 to purchase equipment to allow us to live stream. Funds to be taken from the Memorial Fund.
Friendly Amendment by Al Moulin to raise the limit to \$1,000. Agreed.
- c. Pitney Bowes Contract
- The Pitney Bowes contract is due for renewal July 1. We have the option to renew early (by April 1). However, the Office Manager reported that with technology, only a small portion of business is still conducted by mail. As postage is over and above the contract cost, the amount paid annually for the contract is far greater than the amount we might save at \$0.03 per letter sent. It would more economical to buy bulk stamps to use as needed.
- Motion:** Shelly Tataryn/Laura Crookshanks Carried
That the Pitney Bowes contract lapse on expiry.

d. Pickleball

-The pickleball group have been paying per session and will be giving this money to Knox in lieu of rent.

-Many facilities are closed due to COVID-19. The group has asked if Knox would consider opening our facility to other Pickleball groups during these shutdowns. There would be a maximum of 4 people using the facility at a time.

Considerable discussion followed, first addressing the request of the pickleball group, and then extending as to whether Knox should allow any renters to use the facility during the COVID-19 closures.

Motion: Leanne Sprung/Coleen Wall

Carried

That we advise all renters that effective March 20, they can no longer use Knox facilities until further notice.

e. Knox Website

GoDaddy has advised our website is no longer supported. Jenn Beckwith is working with GoDaddy on a new website.

Next Council Meeting: April 21, 2020

Opening Worship: M&P

Closing prayer was offered by Craig Miller.

Motion to Adjourn: Laura Crookshanks