

Knox Church Council Meeting

December 15, 2020

Chair: Sharon Christmas

Secretary: Sharon McIntosh

Present: 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. 6:32 pm

Opening Worship: On behalf of the Trustees, Wayne Clayton spoke on the truth about Santa.

Adoption of Agenda as amended and Adoption of Minutes of the Nov. 17, 2020 meeting:

Motion: Wayne Digby/Shelley Tataryn

Carried

Amendments:

Under Old Business: add Tipi Legacy Project

Under New Business: add Safe at Home Grant

Business Arising from the Minutes/Old Business:

a. CEBA Loan (Shelley Tataryn)

Shelley Tataryn presented Council with information regarding the Canada Emergency Business Account (CEBA) loan program. Limits for the amount of loan and forgivable portion have been increased since the program was originally introduced. Application can be made for a \$60,000 loan from a participating financial institution; \$20,000 is forgiven if paid back in full by December 31, 2022. This \$20,000 is considered a federal government grant. It gets credited the year the loan is approved. The money must be used for operating expenses. Application must be made before March 31, 2021. Prior to applying, we must receive authorization from Prairie to Pine Region.

Although Council originally rejected applying for this loan, as we have now gone a good portion of the year without much of our rental or fundraising money, it may be time to revisit. Loan funds could be invested in GIC's as "fall back" funds should we need it, then be used to repay at the end of 2022. The grant portion would alleviate the operating deficit we are likely to experience for 2020.

The executive met on December 2 and decided to recommend this loan to Council.

Motion: Shelley Tataryn/Debby Dandy Carried
That we apply for the CEBA loan in the amount of \$60,000.

Discussion:

- The grant portion would become 2021 income in the month received.
- We currently have also been receiving the CEWS grant. This program has been extended until June of 2021. However, we cannot rely on the amount we receive as it is dependent on our monthly income.
- The amount we receive from CEWS would only be affected in the month in which we receive the \$20,000.
- The recent bequest will not affect the application.

By consensus, Council authorized Shelley Tataryn to contact the Prairie to Pine Regional Office for approval and to apply for the CEBA loan.

- b. Procedural Manual (Laura Crookshanks)
Some information is still forthcoming, so this matter was deferred until January.
- c. Emergency Response Plan (Coleen Wall)
The plan was circulated (previously) for review.
Discussion:
Overall, Council felt the plan was well done, and compares well to other emergency plans.
 - The north and south doors were not specifically mentioned in the plan as people need to have a safe place to go as they exit (people exiting via the 17th Street can go to the parking area; those using the 18th Street exit can go to the lawn and sidewalk). The doors are still indicated on the floor plan.
 - We need to convey the plan to user groups.
 - All user groups will get a copy of the condensed version, and it will be attached to the rental agreement. Many of our groups already have their own protocols.
 - Some concern was expressed that Knox people might have to go into the building to check in the case of a bomb threat, however, the plan says that depending on (the level of threat), police “may” ask to have a Knox person assist in a search. It is not a definite thing and we trust the police would not put anyone in danger.
 - There is currently a fire plan in the procedural manual. Now that we have an emergency response plan, it will just be referenced in the procedural manual. However, the procedural manual needs to note who is responsible for updating the emergency response plan and how often it should be updated.

It was suggested Council be responsible for updating the manual, and it should be brought forward to Council in June or September each year as the new council takes over. In this way, contact information can be updated and new council members can review the documents.

-It was suggested to do an editorial review to correct some spelling and grammar.

-The Committee will meet to write the condensed form and will discuss some of the points brought up in tonight's council meeting.

d. Livestream Equipment Proposal

The Planned Giving Committee has approved using up to \$25,000 to fund this project.

Motion: Laura Crookshanks/Shelley Tataryn Carried
That Council receive the report of the planned giving committee and approve the recommendation from the planned giving committee to use up to \$25,000 to fund the livestream equipment project.

Discussion:

This project has already been discussed at the November 22 congregational meeting.

Council tasked the livestream equipment committee to proceed with obtaining the equipment.

e. Tipi Project

Motion: Wayne Digby/Debby Dandy Carried
That Knox council approve the Tipi Legacy Project at an estimated cost of between \$2,200 and \$4,000. Funds will come from donations, Sobey's gift card funds and a request may be given to the planned giving fund.

Discussion:

We (Knox) are asked to pay half. If we get funds from the TRC grant it could be less. Our portion would be between \$2,200 and \$4,000.

Council authorizes the Outreach Committee to notify the Aboriginal Council we will proceed.

Correspondence/Rental Requests:

Nov. 26/20

Amaya Sydor

Subject: Request to Rent Sanctuary and Grand Piano after Code Red

Referred to: Sharon McIntosh for response.

The Executive Committee recommends we accept this request. Jane Skinner and Mindy Campbell were also consulted.

Council agreed by consensus. Note: Rehearsals must be scheduled during regular office hours while staff are on the premises.

Financial Report: presented by Shelley Tataryn

Motion: Shelley Tataryn/Wayne Digby Carried
That the November 2020 Financial Report be accepted as presented.

Motion: Wayne Clayton/Roger Bright Carried
That the interest generated within the planned giving fund stays within the planned giving fund.

2021 Proposed Budget – 1st Draft:

Shelley Tataryn presented the proposed operating budget and council reviewed each line. Suggestions were made for changes. The budget will be revised according to the discussions for next meeting.

Staff were excused from the meeting while M&P presented the staff compensation budget to council.

Committee Reports:

- 1) *Ministry & Personnel (M&P):* Coleen Wall
 - The December 27 service will be prerecorded for broadcast on our Youtube channel on the 27th.
 - Craig Miller will be on study leave during the first part of January. Knox will not record or livestream services for January 3, 10 and 17. However, recommendations and links for other United Church services will be sent to the congregation.
 - Effective immediately, Les Kelly has resigned from the committee. Nominations Committee has been notified.

- 2) *Property:* Attached
 - Replacing carpet in lounge with vinyl flooring:
Knox facilities were approved for use by the Brandon University Early Learning Centre, but with the stipulation that carpet in the Lounge be replaced before the new year. We have some quotes. Jenkins appears to be best quote at \$3,300 for materials. We will do our own installation. Funds can be taken from the Building General Reserve, and also, the Inbetweeners are putting aside money to support this project. The day care will be operating over Christmas break but have arranged with the Nursery School to use the lower level to allow work to be done in lounge.

Motion: Roger Bright/Coleen Wall Carried
That we approve the Jenkins quote for the flooring.

Sharon Christmas advised money from Inbetweeners at this point will cover most of the cost of materials.

- 3) *Minister's Report:* Craig Miller
-Craig Miller shared with Council a picture from the last SKC zoom meeting - This was the night to make edible nativity scenes. This (working with the children) brings joy to his ministry and his life. The CE committee has been really creative and we have had a lot of fun. The Ugly Christmas Sweater pageant will give the congregation the opportunity to share the joy of the children.
-December marks the 4th anniversary of sharing circles.
-Craig thanked Council for their work over this year in the times of COVID, and for providing consistency and leadership. He suggested this is a good time to reflect on the changes, and decide what we want to embrace and what we want to leave behind going into the future.

Coleen Wall and Council thanked Craig and the worship team for their work.

- 4) *Worship:* Diane Shepherd
-Thanks to Bernie Whetter for supplying trees and poinsettias for the chancel.
-On behalf of the Worship Committee, Diane purchased lights as necessary and lighted the trees.
- 5) *Congregational Care and Membership (PC&M):* David Barrows
-It is important for all of us to stay connected with people, especially during the pandemic.
-While the committee could not meet, Christmas cards were sent out by a number of people from their homes to seniors and shut-ins in the Knox congregation.
- 6) *Vice Chair:* No report.
In response to a question, Debby Dandy advised we would not hear back regarding the New Horizons for Seniors 2020-21 grants until March.
- 7) *Christian Education:* Attached
Discussion:
-Leanne Sprung advised how the SKC is looking forward to doing the Ugly Christmas Sweater pageant. Also, CE will be sending out scavenger hunt information in preparation for the pageant.

-Laura Crookshanks thanked Leanne, Craig and Antoinette for reaching out to keep our youth engaged.

-Leanne reminded Council if anyone has kids in their (extended) family, CE will be happy to send out activity packages and include them in the zoom meetings.

- 8) *Trustees:* No report
-Welcome to Vivian Mitchell who has become a Trustee.
- 9) *Stewardship:* Alan Moulin
-The Stewardship committee will meet on Tuesday. They will discuss the draft budget and results of the Stewardship campaign.
- 10) *Outreach:* Attached
- 11) *Green Team:* Attached
-Thanks to Roger for helping with the energy audit. More to follow.
-Also, if you missed the session with Ryan Boyd, you can watch the recording on youtube. It was very good.
- 12) *Affirm Committee:* Laura Crookshanks
-The committee has had no formal meetings, but have chatted.
-It is interesting to see how much the affirm movement is broadening its scope beyond LGTBQ to include intercultural, interfaith, and racial justice matters. It is bringing Outreach and Affirm together.
- 13) *Chair:*
-Sharon Christmas thanked all for being tolerant with her technical knowledge/non-knowledge in the past year. It is learning-as-we-go-along. Merry Christmas, and the best for 2021.

Motion: Roger Bright/Wayne Clayton
The adoption of all Committee Reports

Carried

New Business:

- a. 2020 Annual Report and Annual Congregational Meeting
Sharon McIntosh requested all committee reports be submitted by January 7 for the annual report.
Craig Miller advised the Region has stated pastoral charges do not have to have an annual meeting at the beginning of the year, but as it worked well in November, he asked Council if they wished to have one (by Zoom) in February as usual. It was decided to hold a meeting on February 7, 1:00 pm by Zoom. It was felt holding the meeting is a good means of connecting and pulling people together when we can't meet in person.

b. Safe at Home Grant

Shelley Tataryn advised this is a grant being offered by the provincial government to help people to stay at home during COVID. It would work well for our livestream project. Shelley submitted a grant application asking for money for our livestream equipment. Funds are available for projects up to \$50,000.

Discussion:

It was mentioned that religious services and political activities are excluded from this grant. However, registered charities are not excluded, so it may be possible that Knox could be considered.

Next Council Meeting: January 19, 2021

Opening Worship: Stewardship

Closing prayer was offered by Craig Miller.

Motion to Adjourn: Wayne Clayton, 9:02 pm