

# THE JOHN KNOX PRESBYTERY

1850 Bohman Drive, Suite 1, Richland Center, WI 53581  
(800) 424-7935 in IA, MN, WI; (608) 647-8828; Fax (608) 647-3886

Alyson Janke, Stated Clerk  
N7603 County Road M, Westfield, WI 53964  
(608) 296-2096  
[alysonjanke@yahoo.com](mailto:alysonjanke@yahoo.com)

---

1 September 2020

To: Clerks of Session

Subject: Session Records Review meetings

As I stated in an earlier email, we will **not** be meeting in person for minutes review this year, but by an electronic meeting platform called "zoom."

Each clerk will fill out the review sheet and **review his or her own minutes. You will not exchange records with another clerk.** During our electronic meeting, you will have an opportunity to ask questions and share tips and concerns with each other, as well as ask questions about your own minutes. At the conclusion of the session, you will indicate whether your minutes were approved with or without exception, according to the check marks in the boxes in the chart.

At the end of the session you will either scan and email the completed sheet to me or mail me a copy for my records. Then, as you begin recording minutes for the coming year, leave a space in your minute book for the stamp at the end of the minutes which were reviewed this year and next year I will stamp and sign for 2020 as well as 2021.

These are the dates and times for the zoom meetings:

Saturday, 26 September, 9 a.m.

Thursday, 1 October, 7 p.m.

Friday, 9 October, 9 a.m.

Tuesday, 13 October, 2 p.m.

Saturday, 17 October, 9 a.m.

You may attend any zoom meeting that is convenient for you. I will send a general email (to all) with an invitation to zoom 3 days before each scheduled session. If you have not already told me that you are attending, do so in response to the invitation.

If you cannot "zoom," perhaps there is someone in your church who would be your zoom buddy for this meeting. If you cannot work out a means of attending one of the zoom meetings, contact me and we will make alternate arrangements.

The schedule is on the back of this sheet.

As I think about these review sessions, I realize that I will miss seeing you and will miss the routine I have made of travel and attending each of the meetings. There are many things we are missing this year, aren't there? And we're all learning many new skills, as all of us learn how to do this task individually.

I hope you are well. Stay safe.

Godspeed,

*Alyson*

**2020 Schedule**  
**For John Knox Presbytery**  
**Session Records Review Meetings**

Held by zoom technology

Saturday, 26 September, 9 a.m.

Thursday, 1 October, 7 p.m.

Friday, 9 October, 9 a.m.

Tuesday, 13 October, 2 p.m.

Saturday, 17 October 9 a.m.

I will send invitations for these meetings 3 days before each meeting. It will be helpful to me for you to **respond to me only for the meeting you intend to attend** when you receive that invitation.