

Minutes from Coordinating Meeting  
February 6, 2025

Member	Attend	Member	Attend
Cooper, Barry	P	Lancaster, Mark	P
Ellison, Russ	P	Moberg, Steve	P
Kleinmeyer, Aaron	A	Wilson, Ron	P
Ex Officio:		Guests:	
Morefield, Michael	A		

V is Virtual/Zoom

- Opening Prayer at 6:33 pm by Mark.

Administrative:

- Approval of December Minutes (no meeting in January) — Moved by Ron, second by Russ. Approved.

Old Business

- Status of performance reviews were discussed.
  - Michael — completed by Dave Wiersma and Bob Williams.
  - Kathy — Michael and Steve — still pending due to Steve's illnesses
  - Nicole — completed by Michael and Mark
  - Amanda — Michael and Steve — still pending due to Steve's illnesses
  - Kelly — completed by Michael and Mark
  - Facility managers — we did check-ins to see if they had any complaints or concerns that we need to address rather than a formal review.
    - Sarah — completed by Mark (notes to be sent to the team by Mark)
    - Ernie — completed by Russ
    - Seth — Completed by Russ

New Business

- Leadership for the team was decided. Aaron and Barry will serve as co-chairs, with Steve as the clerk.
- Mark reported that during her performance review, Nicole was asked whether she would be interesting in taking on the Director of Children's Ministry position on a permanent basis. Although she had originally only agreed to fill the position on an interim basis for up to one year, she now feels that she would like to continue in a permanent role. There was

discussion about whether we should recommend that the Session establish a search committee to consider Nicole and any one else who may be interested in the position, or just recommend Nicole be given the role. Motion by Ron to recommend to the Session that Nicole be made the permanent Director of Children's Ministry. Seconded by Mark. Approved.

- Steve reported that Josh approached him to participate in a meeting with Nicole and Amanda related to planning for how we will staff Little Lambs when Amanda has her baby. Josh is currently trying to schedule that meeting.
- Steve reported that we have become aware of a revision in the Department of Labor's rules for determining whether a position is exempt (salaried) or non-exempt (hourly). Under these rules, any position which is paid less than \$35,568 annually must be classified as non-exempt regardless of the duties being performed. This means that Nicole, Amanda, and Larry need to be converted to hourly. Steve and Michael plan to have discussions with these employees to determine how many hours they typically work in a week so the conversion can be made.
- Barry advised the team of a program his company has which could allow Gashland to obtain discounted cameras and security equipment in exchange for allowing the company to test and train their AI software. It was suggested that it might be a good idea for the Session to appoint a team of people from different areas of the church to explore this idea. Barry will discuss with the rest of the Session at their next meeting.

Adjournment:

- Ron closed the meeting with prayer.
- Motion for adjournment by Mark, second by Ron. Approved; meeting adjourned at 8:56 pm.

Next meeting:

- March 6, 2025 @ 6:30 pm

Respectfully submitted,

Steve Moberg  
Clerk