

# Minutes from Coordinating Meeting August 19, 2025

Member	Attend	Member	Attend
Cooper, Barry	A	Lancaster, Mark	P
Ellison, Russ	P	Moberg, Steve	P
Kleinmeyer, Aaron	P	Wilson, Ron	P
<b><u>IT Team</u></b>			
Stackpole, Chris	P		
		<b><u>Guests:</u></b>	
		Lee, Josh	P
<b><u>Ex Officio:</u></b>		Anderson, Dale	P
Morefield, Michael	A	Wopata, John	P

V is Virtual/Zoom

- **Opening Prayer** — at 6:03 pm by Aaron.

## Personnel

- **Part-Time Social Media and Website Administrator** — Josh joined the meeting to discuss this position. Hailey Campbell has been interviewed by Josh, Barry and Michael, and they recommend that she be hired. Motion to hire by Mark, seconded by Ron. Approved.
- **Weekend Facility Manager** — Ernie was released by his doctor to return to work with his only restriction being to not lift over 40 pounds. When Aaron, Steve and Michael met with Ernie to discuss his readiness to return to work, Ernie expressed that he was able to perform all the of the responsibilities of the job (other than the 40-pound restriction), so he was approved to begin working on August 1. The team discussed their observations of how things were going so far.
- **Staff reviews** — Steve will put together a plan for who will be responsible for the 2025 reviews of each staff member. There was discussion of possibly adding something to the review forms related to goals for that person to help achieve the church's vision.

## IT Team

- **Live Stream of Services** — Nicole has requested that the IT Team look into streaming the church services on the TVs in both lobbies.
- **Access Pad for Office** — Chris is working on setting up an access pad which would allow anyone in the office to unlock doors as visitors arrive.

- **Access Guidance** — the IT Team needs guidance on the rules for who needs door access and how they should gain that access (facial ID, PIN, access card, etc.). Chris will send info on options and recommendations.
- **Security Cameras** — some of the cameras have gone off-line. They are uncertain why, but the cameras may get replaced anyway. Landon Welch is working on this issue. Additional money may be needed to fully resolve.
- **Computer for Hailey** — Aaron inquired about who could make a recommendation to Josh on a laptop for Hailey to use. Chris advised that Gary Stewart would be the best person.

#### New Business

- **Facilities & Maintenance Coordinator** — Dale Anderson and John Wopata joined the meeting, representing the Property Team, to discuss Aaron's suggestion that church may be able to hire a part-time person to keep the building clean, organized and well-maintained. The cost of this position might be offset by dropping the current contract for janitorial services (current contract is month-to-month). The teams discussed various ways this might work. Further discussions will be needed between the teams to finalize a plan.

#### Adjournment:

- Motion for adjournment by Ron, seconded by Aaron; approved. The meeting was adjourned at 8:10 pm.
- Russ closed the meeting with prayer.

#### Next meeting:

- September 16, 2025 @ 6:00 pm

Respectfully submitted,

Steve Moberg  
Clerk