

Minutes from Coordinating Meeting  
October 21, 2025

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

V is Virtual/Zoom

- **Opening Prayer** — at 6:06 pm by Mark.
- **August Minutes** — motion by Ron, second by Russ to accept as submitted. Approved.
- **July Minutes** — Barry has found his notes from that meeting, but still needs to get them typed up.

New Business

- **Bell loan agreement extension** — Discussion was held regarding (1) removing the expiration date; (2) changing the extension to 10 years; (3) leaving the expiration date at 5 years. There was discussion that regardless of the expiration date, Coordinating needed to review the agreement periodically to make sure it was still working as we intended. That discussion then focused on the possibility that none of the current team members might be on Coordinating at some point in the future, so how do we remind ourselves or future team members to conduct a review? Steve will check with Kathy to see if Breeze has the capability of sending periodic reminders. Mark will draft a proposal for extension, to be reviewed at our November meeting.

Personnel

- **Facilities & Maintenance Coordinator** — Mark and Steve reported on interviews and walkthroughs which have been conducted the top two candidates for this position. Motion by Mark to extend an offer to Greg Strickler, pending a background check and drug testing, but to tell the second candidate that we were also very impressed with him and might come back to him if we find we need a second person. Seconded by Ron. Approved.

- **Staff reviews** — Steve distributed a plan for who will be responsible for each of the 2025 reviews of the staff. Aaron and Barry have completed Michael's review, and Barry and Michael will be conducting Josh's review.
- **Sarah's vacation** — Sarah will be on vacation from October 25 to November 10, so we will need coverage. Steve will talk to Ernie to see if he can cover.

#### IT Team

- **Access Control Policy** — Barry and Chris Stackpole are still working on the rules for who needs door access and how they should gain that access (facial ID, PIN, access card, etc.).
- **Power Outage Impact on Locked Doors** — We recently had a brief power outage that brought to light the issue that without electricity the magnets will not hold the doors closed. Barry said the solution would be to have a battery backup or generator to maintain power. It would be possible to have the facility managers manually lock the doors before they leave, but that would mean the doors could only be opened with a key the next morning. This would be a problem for the BSF ladies, some of whom arrive before Kathy on Thursdays.
- **Security Team** — Barry reported that Justin Ewing is in the process of standing up a new security team.

#### Adjournment:

- Motion for adjournment by Russ, seconded by Ron; approved. The meeting was adjourned at 7:29 pm.
- Barry closed the meeting with prayer.

#### Next meeting:

- November 18, 2025 @ 6:00 pm

Respectfully submitted,

Steve Moberg  
Clerk