Brook Quay Community Cooperative

EXPANSION DECISION PAPER

Regional service expansion gate

Reference: BRD-84398
Date: September 5, 2026
Prepared by: Valerie Mitchell

Regional service expansion gate

The executive team is considering service entry into two neighboring regions. The proposal includes a staged readiness gate for staffing, support, customer commitments, and exit.

The paper contains a readiness checklist, proposed first-phase customers, local support assumptions, and unconfirmed dependencies. Interest is distinct from a contract.

Evidence, audience, and next step

Authorize a bounded readiness phase and return with evidence before the second region opens. Existing contracting and staffing limits continue.

The gate does not approve every prospect, guarantee a launch date, or make continuation inevitable if support evidence fails.

Single point of failure remains

The control for the regional service expansion gate depends on one person, account, system, or location whose absence would stop the activity or remove the evidence of what happened. The current owner is reliable, but reliability does not make an untested substitute available.

The owner names an alternate, provides the required access and instructions, and exercises a handover under the conditions that matter. The record states which decisions the alternate may take and which still return to the governing role.

A planned exercise should show the alternate completing the critical step and preserving the decision record. If access or authority is missing, the item remains a resilience gap rather than being closed because the primary owner was present.

Defer commitment pending evidence

The present record does not yet support a full commitment to the regional service expansion gate. Deferral is intended to resolve the identified uncertainty, not to let the proposal remain indefinitely between teams without an owner or question for the next review.

The sponsor will obtain the missing evidence, name the person responsible, and return with a revised recommendation explaining whether the evidence changes the original case. Preparatory work may continue only within already assigned responsibilities and must not create the deferred commitment by another name.

The next paper places the new evidence beside the earlier assumption and states whether to proceed, narrow, or close. Until a new decision is recorded, the proposal remains deferred and existing responsibilities continue under their current limits.

Decision record

Prepared for the governing group by Valerie Mitchell.
Decision: _____ Authorized representative: _____
This proposal remains unadopted until the decision record is completed.