

## Re: CFS Phone Migration from Affiliated to UniFi Talk

From: Eric McPherson (emcpherson@cfserve.org)

To: bret\_blackford@yahoo.com

Cc: mennis@cfserve.org; kromain@cfserve.org; bret\_blackford@yahoo.com; bblackford@cfserve.org

Date: Tuesday, April 21, 2026 at 12:59 PM CDT

Please proceed with my approval. Thanks!

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**From:** M Bret Blackford <bret\_blackford@yahoo.com>

**Sent:** Tuesday, April 21, 2026 8:32:34 AM

**To:** Eric McPherson <emcpherson@cfserve.org>

**Cc:** Mary Ennis <mennis@cfserve.org>; Kevin Romain <kromain@cfserve.org>; Bret Blackford <bret\_blackford@yahoo.com>; Bret Blackford <bblackford@cfserve.org>

**Subject:** CFS Phone Migration from Affiliated to UniFi Talk

Eric and Mary,

Yesterday we closed out Phase 1 of the network effort and agreed to move forward with transitioning off the current Affiliated phone system and migrating to UniFi Talk.

This direction is based on the cost savings outlined in the attached summary, along with the benefit of having direct control over the system (e.g., updating messaging for holidays, weather closures, and other routine changes without relying on a third party). Based on current costs (~\$274/month) versus an estimated ~\$40/month for UniFi Talk, this transition is expected to materially reduce ongoing expenses.

**Eric — when you have a moment, please reply with your approval to proceed with this transition.**

Once approved, the following next steps are recommended:

### 1. Confirm cancellation terms with Affiliated

The original 3-year term has been completed, and based on current billing it appears the agreement is now operating month-to-month. We will confirm that service can be cancelled with 30 days' written notice and that no termination fees apply.

### 2. Clarify equipment ownership and access

The current phones are password protected. The contract documents do not clearly indicate whether the phones are

owned by CFS or remain provider-owned as part of a hosted service arrangement.

We should request:

- Administrative access (passwords) for the existing phones
- Confirmation of ownership
- If not owned by CFS, a reasonable purchase option or return instructions

### **3. Begin number porting (critical step)**

Before cancelling service, we will initiate porting of the existing CFS phone numbers to the new system to ensure there is no interruption or loss of those numbers.

### **4. Acquire initial UniFi Talk equipment**

Purchase 2–3 UniFi Talk phones (approximately \$200 each) to begin setup and testing.

We will evaluate whether the existing Grandstream phones can be reused, but should plan that additional UniFi phones may be required.

### **5. Document current configuration**

Mary and I will document the current call routing, extensions, voicemail/messages, and related settings to ensure a smooth transition.

### **6. Plan and execute cutover**

We will plan a short overlap period (approximately 1–2 weeks) where both systems are active. This will allow for testing and provide a rollback option if needed.

### **Existing numbers to be ported:**

- (314) 968-2216 – Missouri
- (618) 397-7678 – Illinois
- (314) 968-2335 – Fax

I've included Kevin Romain so he is aware of the planned transition and can provide any input or concerns from the current support perspective. I've also attached the most complete contract information available, though there may be additional documents.

Thank you, and as always, please let me know if you have any questions.

--- Bret

ps

I want to mention again that you should expect some hiccups during the phone cutover/transition. We will plan and work to minimize disruptions but I want to level-set expectations.

----- Forwarded Message -----

**From:** M Bret Blackford <bret\_blackford@yahoo.com>

**To:** Eric McPherson <emcpherson@cfserve.org>

**Cc:** Bret Blackford <bret\_blackford@yahoo.com>; Bret Blackford <bblackford@cfserve.org>

Eric,

I wanted to give you a quick update on where things stand with the CFS network work.

As of today, I would consider **Phase 1 complete**.

We have successfully migrated the CFS network off the old backbone and onto a modern UniFi platform. The phones and computers are now running through the new UniFi router and switch, and the legacy equipment (Charter/Spectrum router, MikroTik RouterBoard, Cisco firewall, and TP-Link access point) has been powered down and removed from the production environment.

The new system has now been running live for several days. I've been monitoring things closely and checking in with staff, and so far everything appears stable and performing well. Overall, this is a big step forward in terms of reliability, visibility, and flexibility.

There are still a few minor cleanup items remaining before we fully close out Phase 1:

- Install rack-mount kit for the new switch
- Clean up and re-terminate a few longer ethernet runs
- Remove remaining legacy equipment from the upstairs IT closet

None of these are urgent, but I wanted you to have a complete picture.

I've attached the Phase 1 expense details, along with the supporting documentation:

- [Invoice 1 – \\$763.53](#)
- [Invoice 2 – \\$270.64](#)

I expect a small amount of additional cost to wrap things up:

- Misc. accessories (cables, connectors, etc.) – approx. \$150
- Electrical help (Devin Daniel assisting) – approx. \$100

Now that the network is fully under our control we're in a good position to think about next steps. Potential Phase 2 items could include:

1. Evaluating phone system options
2. Adding security cameras
3. Reviewing cloud-based directory options (Azure AD)
4. Assessing PCs and laptops for refresh/replacement

When you can find time I'd like to schedule about 45 minutes with you and Mary to walk through what's been done and talk through priorities for next steps.

We are making good progress!

— Bret