MINUTES OF ST. MATTHEW DVB MEETING
May 27, 2026

Members Present: Louise Roberts, Will Rottler, Brian McBroom, Karrie Kikeh, Larry Betzold, Pastor Hugo, Lisa Neaderhiser

Not Present: Patti Seitz

I. **Opening Prayer:** Pastor Hugo opened the meeting in prayer.

II. **Agenda Approval:** Approved the agenda. All ayes.

III. **Approve Prior Meeting Minutes:** Approved the minutes of April 2026. All ayes.

IV. **Discussion - Part 1:**

a. Finance Report/Treasurer's Report

Added to the finance report was a report showing transactions. The DVB reviewed the report to get a better understanding of what the transactions are and where they are being charged to. At the previous DVB meeting, it was brought up that some transactions were missing so this will be a better tool to review the transaction activity.

Due to the timing of checks being cut and approved, some expenses might show up in time for the respective monthly reports.

The DVB and staff continue to work on the process for the Paid Leave process for the staff.

Staff continued to work on the process for an accounts payable email, but the focus has shifted from one email for an accounts payable account to a google group for ease of access for the staff.

V. **Business Items:**

a. Church 360:

There was a recommendation to purchase Church 360 software ($250) and yearly support/maintenance ($650). This will replace Shepard Staff which is being out of service. The focus of Church 360 will be the tracking of giving and membership. There is also a finance tracking portion, but the focus will be the giving/membership aspect. All ayes.

b. Church Roof Drainage:

There was no vote needed, but there was a request to move forward on replacing roof drainage at the cost of $8,600, which was planned in the

contingency costs. The DVB asked the Properties and Facilities Committee to look into what other costs might appear and what was included in the project bid from the contractor.

c. Sump Pump:

A request for purchasing a sump pump was brought to the DVB but a vote was tabled until there were more quotes available.

VI. Discussion - Part 2:

a. Teaching Time/Staff Report:

i/ii. Connect Team Update/Staff Updates:

Pastor noted the theme of the upcoming church year for St. Matthew will be connecting to the community. Pastor will work with the staff to work on ways to connect to the community in the upcoming staff retreat June 14-16. Nothing to report regarding the staff.

iii. SMCT Updates:

Pastor also noted that there are creative differences between the church and St. Matthew Community Theater regarding payments, building usage and the future schedule.

iv: Community Peace Breakfast, Tuesday, June 9

St. Matthew will be attending the upcoming Community Peace Breakfast.

b. DCLC Update:

- Current enrollment is at 45, but history has shown numbers will decrease during the summer. Changes to staffing levels might have to reflect those changes.
- The state appeared for its licensing visit and it went well.
- DCLC is working on ways to increase its outreach to attract new families.

c. Property/Facilities:

i. Alarms - Reinspection

There is a reinspection for alarms on June 12. The focus is making sure that signage is properly labeled.

ii. Gym and Hall Flooring:

There is an inspection scheduled on May 28. Once the inspection is approved, the gym can be used again.

d. President's Desk:

- A former office manager will be in town to help assist the current office manager with training.

- St. Matthew will be hosting an ethnic lunch with the Ethiopian Church on Sunday, May 31.
- Tabled the conversation on social media costs.

The meeting was closed with a prayer led by Pastor Hugo. The DVB meeting for June will take place on June 30 at 6:30 pm.

Respectfully submitted,

Will Rottler