MINUTES OF ST. MATTHEW DVB MEETING
August 19, 2026

Members Present: Louise Roberts, Brian McBroom, Lisa Neaderhiser, Larry Betzold, Patti Seitz, Pastor Hugo, and Karrie Kikeh

Not Present: Will Rottler

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

II. Agenda Approval: Approved the agenda with no changes. All ayes.

III. Approve Prior Meeting Minutes: Approved the minutes of August 5, 2026. All ayes.

IV. Discussion - Part 1:

a/b. Finance Report/Treasurer's Report

The church's financial situation was discussed. Is it possible to have Procare Tuition Express deposited automatically? **(Karrie will follow up with Julie)**

c. Building Insurance - Jason Zemke

Jason Zemke filed a claim with the insurance company regarding gym floor installation and asbestos.

V. Business Items:

Properties Committee

i. A Proposal to pay for the Alarm System in two payments will be presented to the company.

ii. Louise will inquire about the outstanding balance on the gym floor.

VI. Discussion - Part 2:

a. Teaching Time/Staff Report:

Staff updates: Office Manager

i. Things are going really well with Rachel as the new office manager. She is settling in nicely.

ii. Pastor Hugo has secured coverage by various pastors during his absence. His last day will be September 6, 2026. The church will pay the

guest pastor $350.00 per weekend. This will include both services and bible class on Sunday.

iii. Concordia Plan will pay for 70% of the pastor's salary during his absence. There is a question of whether MN Paid Leave will cover the other 30%.

b. DCLC Update:

i. We currently have 49 children enrolled. By the end of the month, there will be 45 children enrolled. We will be picking up another child soon.

ii. Karrie will draft a letter for Julie to share with the staff that will address overtime, time card issues, and absences.

iii. Beginning Sept 1, DCLC Staff will be responsible for cleaning their classrooms, trash, and bathrooms that are used.

c. Property/Facilities:

i. Sump pump:

No date is set for installation.

ii. Gym and Hall Flooring: How is it holding up? There are still questions about the warranty. The DVB will be discussing rules for use by outside groups and fees.

d. President's Desk:

i. Louise will host two open mic events to have open discussions about the current financial situation of St. Matthew. The dates will be August 23 (11-12:15) and August 26 (6:15-7:30). Both events will be held on Zoom as well.

ii. The DVB will review the benefits pkg and give a recommendation for coverage for the next renewal period.

The meeting was closed with a prayer led by Pastor Hugo. The DVB will meet again on September 9 at 6:30 pm.

Respectfully submitted,

Lisa Neaderhiser