MINUTES OF ST. MATTHEW DVB MEETING
Sep 9, 2026

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

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

II. **Agenda Approval:** Approved the agenda with adding the topic of insurance to discussion and fire alarm updates to business times. All ayes.

III. **Approve Prior Meeting Minutes:** Approved the minutes of August 19, 2026 with minor edits. All ayes.

IV. **Financial Review**

a/b. Finance Report/Treasurer's Report

The DVB is planning on working with the office manager on a few items including when we were short on funds and the payroll system withdrew them. This would also include working with the payroll system to look into state and federal taxes from June and July.

Following the recent meeting and outreach to the Church, the Church has stepped up with increased funding. At this time, payroll seems to be in a good spot, but capital invoices need to be figured out.

The treasurer will work with the bank in the coming days to understand moving funds in real time between the accounts. A plan to move all but five dollars from the account ending in 0005 to 0022 to better collect interest.

The DVB also discussed a plan to work through logging into any online platforms or authentication while Pastor is out, which includes receiving a security code to a cellphone.

c. **Initiate 2027 Budget Process**

The DVB president, Pastor, and the treasurer will start putting in the framework for the 2027 budget process before Pastor goes on leave.

V. **Business Items:**

a. **Move to investigate solar panel installation to save 10-30% on energy costs**

After much discussion regarding potential solar panels, the DVB is interested in moving on learning more about solar panels at St. Matthew.

Topics that were discussed were how does this impact the new roof, the costs to get this project off the ground, and the potential money back on the energy savings. The DVB has instructed Jason Zemke to look into this more and bring more information back.

b. 2027 Benefits - Retain Current Plan Offering

After reviewing the proposed benefit plans for 2027, the DVB proposed sticking with the current plan at a 2.45% increase. All ayes.

c. Fire Alarm Updates

The DVB received additional information regarding the current fire alarm project and the request for additional funds to provide sprinkler cages and a CO monitor system due to the gas stove in the kitchen. The request has come to the DVB due to the recent changes in code. The DVB proposed up to $2,000 for additional upgrades to the fire alarm project. All ayes.

VI. Discussion

a. Teaching Time/Staff Report

i. Pastor's medical leave coverage

Pastor shared with the DVB his plan while he is out on medical leave. He noted that everything is covered and staff will be covering various tasks and items.

ii. Office Manager Update

During a segway, Pastor noted that things are going with the office manager in their new role.

iii. Church360

Pastor informed the DVB that St. Matthew now has the Church360 software.

b. DCLC Update

The update from the DCLC included the overall financial state at the year to date point, which included a major loss of income at the beginning of the year. Starting September 1, the DCLC has started cleaning their rooms at the end of the day to help with associated cleaning costs.

In the near future, there will be a meeting with the proper staff and board members to make sure that finances are in order moving forward, and proper financial contributions are being made.

There was a website and social media plan developed and submitted by a congregation member to the DCLC. The DCLC is going to review these items and figure out how they can implement these changes to attract new families.

c. Insurance Follow-Up

The DVB was informed that the insurance claim for the gym floor was denied by the Church's insurance, but there are still options to move forward. After discussion, the DVB is in favor of following up and asking the vendor to file a claim with their insurance.

d. Misc Items

With lengthy conversations earlier in the meeting and being aware of time, the DVB touched on a few more items to close out the meeting. The DVB was made aware that the unicyclists were going to test out the gym floor to see if they can continue to practice on it. The DVB also was made aware of the website and social media plan a member made and will look into that further.

e. Open Mic follow-up

i. Outreach Committee

Due to his absence, Pastor has asked the DVB to take on the outreach committee project and find members of the Church that will be members. The first idea of the committee is a park cleanup on September 20 at Huset Park.

ii. Staffing Model

The DVB talked about the Church's staffing model in its present form and what might need to change in the future. After discussion, the DVB requested a draft of the 2027 budget to better understand what the type of staffing model the Church budget can support.

Due to the time, the DVB tabled the rest of the conversation on staffing and will continue at the next meeting.

The meeting was closed with a prayer led by Pastor Hugo. The DVB will meet again on September 23 at 6:30 pm.

Respectfully submitted,

Will Rottler