

## MINUTES OF ST. MATTHEW DVB MEETING

JUNE 16, 2021

The June DVB Meeting held in person in Pastor's office (first non-ZOOM meeting in many months!) and called to order at 6:00 p.m. by President Jason Zemke.

Pastor Hugo led the opening prayer to begin the meeting.

**Members present:** Pastor Hugo, Jason Zemke, Karrie Kikeh, Mike Alm, Brad Cornelius and Teresa Anderson

A motion made, seconded and carried to approve the meeting agenda for June.

A motion made, seconded and carried to approve the May 2021 DVB Minutes.

**Teaching Time- Pastor Hugo:** Pastor pointed out a couple of positive things that have happened during COVID... there have been five new attendees and a non-member moved to provide offerings to St. Matthew after viewing our online services.

St. Matthew has not held events in the past 15 months due to COVID, so this year is going to be event centered and focus on revisiting the principals of the Red Letter Challenge. Beginning in October the goal is to have a monthly church event centered on outreach/service/fellowship. Each month a revolving group made up of up of two staff plus one DVB member or one lay minister will coordinate the events. Pastor provided a sheet for the DVB members to sign-up for a month to assist with planning an event. Pastor and Carol Blase will coordinate the first event in October.

**Staff Report:** The staff continue to work on planning for the new educational year beginning in September. Pastor has assembled a booklet for each staff to aid in their planning and will include a cover letter for each signed by the DVB members offering words of thanks and encouragement. Update on Martin: His mother suffered a stroke and his plans to visit her in England is postponed due to ongoing COVID travel restrictions. Continue to pray for Martin and his family.

### **Discussion:**

**Treasurer's Report:** All invoices have been paid and are up to date through May 31<sup>st</sup>. The PPP loan is now nearly exhausted. The daycare staff received an additional six weeks of hazard pay. Offerings for May are below budget and we will need to monitor going forward. There is \$53K listed in the building fund, but clarification needed to see if this figure considers the newly purchased AC unit for the sanctuary. The daycare applied for and received a \$6000 grant that is not restricted to use. The daycare also received a \$10K donation from the Skogerboe family in recognition of the 20<sup>th</sup> anniversary of DCLC. There are new enrollments nearly every week and

the daycare is fully staffed, however it would be great to have additional part-time aids to round out the DCLC staff.

**Other news:** The Liberian Church will be leaving St. Matthew June 20<sup>th</sup> as they have secured a more suitable location where they are able to leave their worship items set up and not required to take down weekly. We have been blessed by their presence and they will be missed. With the Liberian Church's departure, St. Matthew has availability to house a new ministry. A motion made, seconded and approved to allow Liberian Pastor Matthew Sephus and the Royal Family Fellowship International to conduct worship services at St. Matthew. The Royal Family consists of approximately 60 people and is a multi-ethnic group. Details to be finalized and will require a facility use request. This ministry is LCMS affiliated and will not present a cost to St. Matthew.

**Financial review update– Karrie Kikeh:** Last month Karrie outlined action plans for the church financial review audit completed by Jim Geslin and Brian Maxwell. Items to close out include:

- the insurance review for Church Mutual. Brad Cornelius has agreed to assist with the insurance review prior to expiration December 20, 2021.
- it was determined that it is not feasible to provide individual giving statements via email to all members. Decision made to advise members that quarterly statements would be available upon request.
- the term limit for the treasurer will be updated in the policy manual by Julie Allen.
- the job descriptions for the building manager and money counters will be updated by Pastor and added to staff review.
- complete list of computer equipment currently serviced by Brave North Technology has been provided to Pastor and this list will be left with Julie Allen for reference.

**Staffing Model Review- Pastor Hugo:** Jim Geslin has agreed to be part of the staffing model review group and the group may meet on Tuesday (to be determined). Pastor will serve as a resource only to the group.

**Properties-Facility Committee- Jason:** Still working out issues with the new Bulldog Cleaning service. The crew hired by Bulldog to provide the cleaning is not working out as hoped, a new crew is going to be in place soon and the situation will be monitored. Floor waxing has been started and only the gym area needs to be completed. Parking lot sealant has been applied to address the cracks. The flooring in the Round Table room is going to be completed and it appears there is not an issue with asbestos, so the \$10K donated by the Davis family in memorial to Rose should cover the flooring cost.

**COVID Update – Pastor Hugo:** Gradual changes being made to return to pre-Covid worship environment. There is no longer a need to enter the sanctuary from the Willer Room; shaking hands with Pastor is acceptable. Looking forward: on June 27<sup>th</sup> we will return with the offering

plate; as of July 11<sup>th</sup> there will no longer be a mask mandate or social distancing required. August 1<sup>st</sup> will be the return of usual communion practice; however we will still have the individual communion available if desired.

**President's Desk – Jason:** The next deadline for “Community Building” in the Newscene is July 12<sup>th</sup> for the August issue. Karrie will provide the community spotlight on the Liberian church and the DVB spotlight will be Jason. Future /ongoing ideas are the staffing plan, updates to the daycare, webpage development to include financial review, and a “Did You Know” segment highlighting the Counting Team (Sue Betzold to provide) and the Worship Assistants (Craig Affeldt to provide).

The meeting concluded with sharing and caring between members.

The closing prayer was led by Pastor Hugo.

The next DVB meeting is scheduled for Wednesday, July 2021 at 6:00 p.m.

Respectfully submitted,

Teresa Anderson