



*In the Name of Allah, the Beneficent, the Merciful*

## **MCA Board of Trustees Meeting Minutes**

**Date:** November 07, 2019 (Thursday)

**Location:** MCA Board Room

**BOT Members present:**

Mustafiz Choudhury, Faisal Ahmed, Mohamed Mostafa, Junaid Shaikh (had to leave @ 9:10pm), Ahmed Hamud, Azeem Syed

**Board Members Absent:** Abdur Rahman

**Other Attendees:** *None*

Meeting began at ~8:35pm

Meeting adjourned at ~10:05pm

The BOT welcomed Azeem Syed as the appointed BOT member for the current term. Azeem Syed was selected as the BOT appointed candidate in the Joint Board meeting held on November 05, 2019.

The members of the BOT held a discussion, after some deliberations agreed to, and decided on the following assignment of positions. The names in parentheses correspond to the secondary/shadow owners of the positions

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- Chairperson: **Mustafiz Choudhury** (Azeem Syed)
  - Secretary: **Azeem Syed** (Junaid Shaikh)
  - Treasurer: **Mohamed Mostafa** (Ahmed Hamud)
  - Secretary of Facilities: **Abdur Rahman** (Faisal Ahmed)
  - Secretary of Endowments, Trusts & Investments: **Junaid Shaikh** (Mohamed Mostafa)
  - Secretary of Legal & Insurance Matters: **Faisal Ahmed** (Abdur Rahman)
  - Secretary of Communications and Special Projects: **Ahmed Hamud** (Mustafiz Choudhury)
  
  - Bank accounts signatory change
    - Resolution: The board resolved that the authorized signatories to the bank accounts for MCA BoT will be the Chairperson, Mustafiz Choudhury, and the Treasurer, Mohamed Mostafa.
  
  - Stock Donation
    - Discussion concluded that we need to emphasize and advertise the option for community members to donate stocks as this can be a financially attractive option for some in the community w.r.t donations
  
  - Transition Plan with Br. Muhie (Planning Phase Consultant)
    - Mustafiz will try one more time to get Br. Muhie to complete tasks I-IV as proposed in an email as part of "Transition Plan"
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- Action Item: Mustafiz - Plan on meeting with Br. Adil along with Mohamed and/or Faisal and discuss with him the need for transition of Planning Permit tasks from Br. Muhie
  
- An-Noor Renovation Update
  - Faisal & Azeem updated that all tiles will be in house and ready for installation by Nov 11. First, tiles will be installed followed by other fittings.
  - The BOT strongly recommended that the contractor work towards completing all work before Thanksgiving.
  - Faisal noted that completing windows may take a bit longer than the rest of the renovation tasks since the newly ordered windows may not arrive till the end of the month
  
- Misc. Topics
  - Azeem proposed that BOT look into a way to get feedback from the community regarding its performance
  - Ahmed indicated that the MCA web site needs to be revamped and donation and payment options need to be made intuitive and easy to find. It was noted that the current website is based on "old" technology and it's important that when the website is revamped, it's developed with newer, modern technology that's easy to manage and maintain
  - Action Item: Faisal will follow up with Facilities manager regarding electronic access keys for Azeem and Ahmed
  - Action Item: Junaid Sign the cheques for Community LLC and Br. Adil (reimbursement for purchase of tiles) tonight before out of town travel and let Brs. Shariar & Adil know
  - Decision: The BOT authorized Faisal and Ahmed to have access to the MCA main printers
  
- Next Meeting
  - *Next Thursday (11/14/19)*