



**Muslim Community Association of the San Francisco Bay Area (MCA)
3003 Scott Blvd, Santa Clara, CA 95054**

BOT Meeting Minutes December 5, 2019

BOT Members Present:

Mustafiz Choudhury, Mohamed Mostafa, Junaid Shaikh, Ahmed Hamud & Faisal Ahmed (by phone)

Board Members Absent: Abur Rahman, Azeem Syed

Other attendees: None

Meeting Started: **8:40PM**

Meeting Adjourned: **10:54PM**

Devon Bank Financial Report: Two formats of the same report were reviewed. One format was showing a detail information while the other format was showing somewhat less detail information. It was agreed that we should submit the financial report this time (2018-2019) to the Devon Bank following the same format/methodology in which the BOT used to submit the report to the Devon Bank. In addition, it was agreed in the meeting that we should consult a CPA to review our accounting methodology prior to submitting our Devon Bank Financial report in the future. (2020-2021 onward)

EB/BOT Finance summary: The EB/BOT financial reconciliation report presented by Brother Mohamed Mostafa was reviewed and approved by the BOT members who were present (Mustafiz Choudhury, Mohamed Mostafa, Junaid Shaikh, Ahmed Hamud & Faisal Ahmed (by phone)). Br. Mustafiz had already highlighted some numbers in the report for clarification in which Br. Mohamed and Br. Junaid were both clarifying for Br. Mustafiz what some of those numbers were representing in the report. For example, Br. Mustafiz was asking why the credit card fees of 2.77% that was only specific to the credit card payment processing was also levied on the total amount which includes checks payments.

GIS MOU Amendment and Payment Schedule: Br. Mustafiz Choudhury presented the original GIS MOU Amendment draft with a slight modification to be reviewed. The GIS MOU Amendment draft was approved by the BOT members present and Br. Faisal on the phone. Br. Mustafiz will clean up the Amendment draft and submit the cleaned version to Br. Mohamed who will share it with GIS board members.

Closing of the Meeting: Br. Mustafiz thanked everyone for coming and also thanked Br. Faisal for joining the meeting by phone. The meeting closed at 10:54PM