



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

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

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**Date:** 02-03-2020

**Location:** MCA Board Room

**BOT Members present:**

Mustafiz Choudhury, Mohamed Mostafa, Faisal Ahmed, Junaid Shaikh, Abdur Rahman, Ahmed Hamud

**Board Members Absent:** Azeem Syed.

**Other Attendees:**

Meeting began at ~8:40pm

Meeting adjourned at ~10:45pm

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- ✓ **Call to Order**
- ✓ **Statement of Values**
- ✓ **Roll Call**
- ✓ **Confirmation of Quorum**

- **Process of Contract Approval:**

- **Resolution:**

- Expenses above \$5,000 and any prospective contractual agreement irrespective of the amount, will need BoT approval, which will be based on three proposals/bids presented to the BoT, with the exception of emergencies. 6-0-0.

- **HVAC Annual Maintenance Contract:**

- **Discussion:**

- After discussion on the issues. Abdur Rahman proposed that we need to do a thorough investigation and proposal are acquired after a Joint Board decision is taken.

- **Devon Bank:**

- **Discussion:**

- Mostafa updated that Devon Bank approached with issues that 2018 and 2019 have different reporting formats. EB Treasurer and Mostafa will resolve the issue and respond to Devon.



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- **GIS Update:**
  - **Discussion:**  
Discussed GIS response of MoU. The discussion will be continued in next week's meeting.
  - **Action:**  
Every board member is requested to study in detail and come prepared with their suggestions.
- **MCA Website:**
  - **Discussion:**  
Ahmed updated that a new website is in the works and proposed to have a section for BoT to communicate with MCA Community .
- **Adjournment**
  - **Next Meeting**
    - Monday Feb 13, 2020 at 9:30 pm.