



In the Name of Allah, the Beneficent, the Merciful

MCA Board of Trustees Meeting Minutes

Date: 06-15-2020

Location: Google Meet

BOT Members present:

Mustafiz Choudhury, Mohamed Mostafa, Faisal Ahmed, Abdur Rahman, Azeem Syed, Ahmed Hamud, Junaid Shaikh (joined 9:30)

Board Members Absent: None

Other Attendees:

Meeting began at ~9:00pm

Meeting adjourned at ~10:30pm

- ✓ **Call to Order**
- ✓ **Statement of Values**
- ✓ **Roll Call**
- ✓ **Confirmation of Quorum**
- ✓ **Approve Previous Meeting Minutes**

- **HVAC Repair & Maintenance:**

- ☐ **Discussion:**

- Abdur Rahman presented the repair quotes and BoT deliberated on options including upgrading the system to handle filtration related to COVID-19 situation for better air circulation. Br Adil will present options after consulting with HVAC experts.

- **BoT Email Moderator:**

- ☐ **Decision:**

- BoT decided that the Secretary of Communications (Br Ahmed) to be moderator for BoT email aliases.

- **MCA Finance Office Update:**

- ☐ **Discussion:**

- Mostafa have been working with Finance office for more than 2 months on the following

- 2019 Foundation Taxes and Form 3500 to get suspension by IRS of Foundation lifted. For the taxes, Mostafa reviewed the financial statements and asked Sr. Fowsia to answer few clarifying questions before finalizing the number but nothing was done in this part for 1.5 month. On the 3500 form (20 pages document) Mostafa reviewed the original draft and gave line by line edits to be corrected by Sr Fowsia. He has been waiting for this correction for about a month. Br. Naeem has notified Mostafa that Finance team is fully consumed with EB tasks and BoT tasks may have to wait another month or two.



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Mostafa proposed a formula to split the finance office expenses and suggested using a number of checks as a simple indication of workload between EB and BoT but Br Naeem didn't accept that.

Mostafa forwarded the email exchange to the BoT as reference already.

Action Item:

Action; Mustafiz to communicate to Br. Fouad and get him involved as this is not acceptable to put BoT work on hold.

● MCA Newsletter:

Discussion:

Ahmed updated that he didn't have any update on MCA Newsletter. BoT will coordinate with EB on restarting the newsletter. BoT decided not to pursue a separate newsletter and add content in the newsletter published.

Action Item:

Ahmed to coordinate with EB regarding the newsletter.

Faisal will communicate with the IT Committee to update the MCA Website.

● GIS MoU:

Discussion:

Mustafiz updated that the MoU is with EB for signature and completion. BoT and GIS have already agreed to sign.

● Masjid Noor ADA Ramp:

Action Item:

Faisal will work on communicating to the city for final inspection with Br Fawzy and Br Adil.

● Re-Opening Committee Update:

○ Discussion:

Mustafiz updated the BoT on the current situation and that gradually we have been adding Salats.

Masjid Noor will start within a week with a couple of prayers and then add additional prayers gradually.

Jumma started last friday at MCA in consultation with other BayArea Masjid and will add more sessions as logistics are sorted out.



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- Hope Lease:
 - Action Item:
 - Mustafiz will review, Addendum to the Lease for extension to be sent to Hope.

- MCA Foundation Meeting
 - Next Meeting
 - Monday Jun 29, 2020 at 9:00 pm

- Adjournment
 - Next Meeting
 - Monday Jun 22, 2020 at 9:30 pm