



In the Name of Allah, the Beneficent, the Merciful

MCA Board of Trustees

Meeting Minutes

Date: 03-23-2020

Location: Google Meet

BOT Members present:

Mustafiz Choudhury, Mohamed Mostafa, Faisal Ahmed, Junaid Shaikh

Board Members Absent: Ahmed Hamud, Azeem Syed, Abdur Rahman

Other Attendees:

Meeting began at ~7:00pm

Meeting adjourned at ~9:30pm

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

The Insurance Agent presented the current Insurance Plan and proposed upgrades/changes to the plan for enhanced coverage
 - **Action Item:**

Faisal will work with the insurance Agent to collect quotes on individual items of enhanced coverage and get proposals.

Faisal will also work with other insurance agents & companies to get additional quotes for comparative purposes
 - **Facilities Update:**
 - **Discussion:**

In light of the Santa Clara County Shelter In Place (SIP) health directives, BoT deliberated to collect all action items and then prioritize collectively
 - **Action Item:**

Facility Managers to provide a list of all needs.
 - **Decision:**

BoT decided to waive the rent for the two Cafe's (Kabab&Curry and Rumman Cafe) in MCA Premises until further notice. This is based on the discussion held at the Joint Board Meeting of Mar 11., 2020.
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- **Hope Lease:**
 - **Discussion:**

Deliberated on possibility of extension of lease of MCA3.0 given the scenario of possible delay in permit and in light of the assessment by Planning & Design Consultant that Seismic Upgrade & MEP work can be done without tenant having to vacate the building.
 - **Action Item:**

Junaid to discuss with tenant/HOPE and propose possible extension options to BOT

- **Devon Bank Renewal:**
 - **Action Item:**

Mostafa will work with Devon Bank to negotiate the renewal of MCA loan for next three years .

- **GIS MOU update:**
 - **Action Item:**

Mostafa will coordinate with Najeeb on the payment schedule of the current BOT-GIS MoU.

Mostafa will work with Finance to reconcile the balance between GIS and BoT.

- **Adjournment**
 - **Next Meeting**
 - Monday Mar 30, 2020 at 8:00 pm