



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

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

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**Date:** 09-02-2020

**Location:** Google Meet

**BOT Members present:**

Mustafiz Choudhury, Faisal Ahmed, Azeem Syed, Ahmed Hamud, Mohamed Mostafa, Junaid Shaikh, Abdur Rahman (dropped off ~9pm)

**Board Members Absent:** None

**Other Attendees:** None

Meeting began at ~8:30pm

Meeting adjourned at ~9:50pm

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

- **Insurance :**

- **Discussion:**

- Insurance Company for MCA (Church & Casualty) re-evaluated the replacement value of MCA properties/buildings and has significantly increased the premium. Note that the value of the buildings assumed when the insurance contract was signed 2 years ago was significantly lower and below market value. MCA will get additional quotations for Insurance and will assess the increase

- **Action Item:**

- Faisal will get quotations from 2 other vendors including one Muslim insurance agent who got in touch with BOT a few weeks ago.

- **CIF:**

- **Discussion:**

- The BOT discussed the issue of paying off the CIF (Community LLC) loan by exploring options such as adding the outstanding CIF loan to the Devon Bank loan. Junaid mentioned that a financial analysis will need to be done to determine the financial benefits of paying off a shorter duration CIF loan with a longer term Devon bank loan.

- **Action Item:**

- Junaid will work on the financial analysis and present the analysis and potential options to pay off the CIF loan in the next BOT meeting.

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- **External Lightning:**

- **Discussion:**

BOT received from MCA's Facilities Manager a proposal from a consultant (Brighton Energy) for conversion of external lighting fixtures to LED.

- **Action Item:**

1. Gul to get quotes from 2 additional vendors
2. Gul to provide a detailed analysis of the scope of the project including cost and expenses for labor and fixtures.

- **Decision (7-0-0):**

BOT reiterated previously articulated policy of MCA employee (including Facilities Manager) not being authorized to sign an agreement with a contractor without explicit authorization of respective Secretary or Board decision or resolution

- **MCA-GIS Maintenance Expenses Agreement:**

**Action Item:**

Faisal will draft a simple BOT-GIS MOU outlining the sharing of GIS Maintenance expenses.

- **Masjid Noor Update:**

- **Discussion:**

Based on preliminary inspection, the ADA Ramp needs some rework to meet the code. It will involve some additional cost for the rework.

- **Discussion:**

BoT discussed the payment for Masjid Noor contractor's invoice of ~\$43K. The contractor had agreed to ~\$7K lower amount in meetings with Abdur Rahman, Faisal, Munther and Adil. However, after repeated requests, the contractor has not sent MCA a revised invoice of ~\$36K. Several options of payment were discussed

- **Decision (5-1-0):**

Pay contractor \$36K but only with a revised invoice reflecting this amount

- **Adjournment**

- **Next Meeting**

- Wednesday Sep 09, 2020 at 8:30 pm