



In the Name of Allah, the Beneficent, the Merciful

**MCA Board of Trustees
Meeting Minutes**

Date: October 29, 2020 (Thursday)

Location: Zoom

Meeting began at ~8:00pm and adjourned at ~9:30pm

BOT Members present: Mustafiz Choudhury, Mohamed Mostafa, Shabeena Ahmed, Faisal Ahmed, Syed Fahim Ahmed, Ahmed Hamud, Gulled Roble

Board Members Absent: None

Other Attendees: Community members

1. Approval of BOT Meeting/Working Session Minutes

None (This was the first meeting for the current Hijri year - 1442 and term of the Board)

2. Assigning Positions of various BOT Secretaries as defined in the Constitution

The following positions were assigned with unanimous consent amongst the members:

- Chairperson – **Mustafiz Choudhury**
- Treasurer – **Mohamed Mostafa**
- Board of Trustees Secretary – **Shabeena Ahmed**
- Secretary of Facilities – **Faisal Ahmed**
- Secretary of Endowments, Trusts and Investments – **Syed Fahim Ahmed**
- Secretary for Legal and Insurance Matters – **Ahmed Hamud**
- Communications and Special Projects Secretary – **Gulled Roble**

Additionally, each Board member signed up for a secondary position.

Position	Secondary Position
Chairperson (Mustafiz Choudhury)	All, primary interface to Consultant, Amin Adil
Board of Trustees Treasurer (Mohamed Mostafa)	Secretary of Endowments, Trusts and Investments
Board of Trustees Secretary (Shabeena Ahmed)	Chairperson
Secretary of Facilities (Faisal Ahmed)	Secretary for Legal and Insurance Matters
Secretary of Endowments, Trusts and Investments (Syed Fahim Ahmed)	Board of Trustees Treasurer
Secretary for Legal and Insurance Matters (Ahmed Hamud)	Communications and Special Projects Secretary
Communications & Special Projects Secretary (Gulled Roble)	Secretary of Facilities



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3. Frequency, date, time of regular BOT Meetings

BOT meetings will be held bimonthly (twice a month) on Mondays (8:00 – 9:00 pm), generally on the first and third Monday. If there is a need, more than two meetings may be held in a month. The Mondays on which there are no meetings may be used as working sessions for focused items. The next BOT meeting will be held on Monday, Nov 9, 2020; a working session has been scheduled on Monday, November 2, 2020

4. Topics of Discussion in next BOT meeting

Tentative topics for next meeting (to be confirmed)

- Facility Insurance
- K&C Contract Renewal
- General facility updates
- Campus Expansion/MCA 3.0 Renovation project update
- Endowment Plan (the following meeting)

5. Next Meeting(s)

Monday, November 2, 2020 (Working session)

Monday, **November 9, 2020** (BOT meeting)