



In the Name of Allah, the Beneficent, the Merciful

MCA Board of Trustees Meeting Minutes

Date: December 7, 2020 (Monday)

Location: Zoom

Meeting began at ~8:00pm and adjourned at ~10:00pm

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

Board Members Absent: Gulled Roble

Other Attendees: None

1. Approval of Minutes

Minutes of the BOT Open Meeting #3 held on Nov 23 were approved

*Regarding Item #3 of the minutes - Tentative date for semi-annual general body meeting is January 9, Saturday in the evening, timing TBD

2. Devon Bank/Loan Guarantor

As discussed in the last meeting, there are 6 individual guarantors of the loan. Two members have sent their tax papers to the bank. Br Mustafiz and Br. Faisal to follow-up with two other guarantors and get clarification whether they have sent their returns directly to the bank. Br. Fahim and Mostafa will talk to the last two guarantors to remind them about sending the papers to the bank.

Action Item: Mustafiz, Faisal, Fahim & Mostafa to follow-up with the guarantors

3. Funeral Facilities License

Two years ago, there were issues with the funeral facilities license, and MCA petitioned to the AG office. As a result, the license was restored but MCA was put on probation that required MCA to file quarterly reports. For the September report, there were two reminders sent, but the funeral director had resigned around the same time that the transition of the new board took place. MCA-EB missed filing the December report in a timely manner. Br Faisal has reached out to the previous EB Treasurer, Br. Naeem Ansari who will work with the current Treasurer, Funeral Director, President of MCA and MCA legal counsel to file the last 2 quarterly reports and explanation for the late submission.

Action Item: Faisal & Ahmed Hamud will follow-up on the matter and will update the board regarding the next steps.

4. Kabab and Curry Update

Br. Ahmed and Br. Faisal met with Br. Usman and updated the board regarding the conversation. It was decided that the lease would be \$7000/month from the month of



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opening the K&C and will be \$8000/month from Jan 1, 2021. Thereafter, the lease amount will increase 3% per year.

There was a resolution that the extension are ready to be signed with vote 5-0-1

Action Item: Ahmed and Faisal will arrange to get the extension signed; Mustafiz will make himself available to physically sign the agreement with K&C owner.

5. Giving Tuesday FR update

This is an initiative by Br. Abdullah and Sr. Lubna and Br. Mohamed was not part of it. The exact amount that has been raised is unknown.

6. Rumman Cafe request

Board discussed the email that was sent by Sr. Aliya, Rumman cafe owner requesting permission for limited pick-up food services. BOT decided to reply to her, acknowledging the receipt of the email and that once the shelter in place is lifted, BOT could consider it. We need to make sure that MCA criteria for the reopening of various businesses (bookstore, cafe etc.) are more or less consistent

Action Item: Shabeena to work with Mustafiz and send an email reply to Sr. Aliya.

7. HVAC Consultant

Br. Faisal reminded the board about the email that was sent regarding the HVAC documentation.

Decision: Board approved the consulting fee that has been quoted by Br. Shakeel, HVAC consultant to provide full documentation of all HVAC units at MCA

8. Facilities Update

Br. Faisal gave a facilities update. He is working on a couple of items and trying to find the gap on what is there and what should be there. He will update the BOT once he is done with the findings. There was also a continued discussion on the email sent by Sr. Lubna regarding the email about building IDs and the Resources pdf. It was decided to keep the names as follows:

- MCA 1.0
- MCA 1.0-School
- MCA 2.0
- MCA 3.0-School
- MCA 3.0
- Masjid Al-Noor
- Funeral Home

This is to keep in line with the use permit of 3.0 and also clear identification of bills related to projects of GIS and other schools in the main building 1.0.



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Decision: Board approved Hisham Said as volunteer to organize the BoT documents.

9. Endowment fund update

Br. Fahim is working on MCA's endowment fund project/initiative and is planning to meet a couple of people for inputs. He will be updating the BOT soon.

10. Call for a joint meeting

Members discussed the need for a Joint Board meeting with EB to openly discuss various issues that we currently have. Date and time to be worked on. Possible items of discussion: fundraising campaign, re-opening issues, classification of facility expenses - what is agreed, assignments of staff, need for open communication between the two boards and also the community on a regular and ongoing basis.

Action Item: To be discussed further

11. Miscellaneous Items

- a. **Funeral Vehicle Hearses:** Br. Ahmed notified the board that registration for the funeral vehicle hearses have expired. The grey vehicle is working but the black one requires a smog check and is in the car shop with Br. Ali. An email has already been sent by Br. Ahmed to EB Treasurer, Br. Abdirrahman and will follow up with a phone call.

Action Item: Br. Ahmed to talk to Br. Abdirrahman and arrange for the registration of both vehicles to be completed ASAP.

- b. **FR update:** Br. Mohamed informed the board that he has excused himself from the FR campaign due his health condition and requested Br. Nadeem and Br. Mustafiz to take the lead

12. Next Meeting

Dec 21, 2020 (Open Meeting)