



In the Name of Allah, the Beneficent, the Merciful

MCA Board of Trustees Meeting Minutes

Date: November 23, 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: Community Members

1. Approval of Minutes

Minutes of the BOT meeting #2 held on Nov 9 were approved

2. NAIT Registration related - Br. Mustafiz

Br. Sarodi had inadvertently copied MCA BOT on an email that was actually meant to be sent to NAIT BOT. The email was related to registration of MCA 2.0 & 3.0 with NAIT. Nevertheless, the plans for MCA 2.0 & 3.0 as of now are not affected. Br. Mustafiz procured all relevant documents of MCA from NAIT and shared with BOT members. The documents are to be uploaded in the shared folder. The documents will also be shared with Finance, and Finance will save/archive paper copies, if they do not already have them.

Action Item: Sr. Shabeena to save copies in the shared folder and share with finance

3. Semi-annual General Body Meeting

Br. Mustafiz proposed January 8, 2021 for the semi-annual GBM, which is a Friday. Some members have proposed that it is better to have the meeting on a Saturday instead of Friday. Br. Mustafiz to work on the date. The annual proposal needs to be presented in the semi-annual GBM. Meeting notice and agenda need to be sent out to MCA members ~3 weeks before the meeting, which is traditionally managed and organized by the EB Secretary.

4. Indoor/Outdoor Prayer services logistics

There have been some suggestions by BOT members regarding the prayer services during this difficult time, based on feedback from community members. Br. Mustafiz suggested a date that BOT can meet with EB and re-opening committee chair to share the feedback



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and discuss the recommendations. Since the date did not work out with all members, it was agreed that the suggestions recommendations will be emailed to EB. Br. Mustafiz will mail it to the President of the EB.

5. Devon Loan Guarantor

As part of the terms with Devon Bank, there are 6 individual guarantors of the loan. The guarantors need to submit their tax returns to Devon bank by the end of the year. BOT members will follow up with the guarantors to make sure that the required documents are sent by the guarantors directly to the bank.

Action Item: BOT members to follow-up with the respective guarantors

6. FR update - Br. Mohamed

Br. Mohamed updated about the FR campaign that he has undertaken as a joint BOT & EB venture. Couple of items have been discussed in an earlier meeting, including food drive for needy people, end of year stockmatching drive, matching funds from corporates. Some of the work may already be in progress, for which finance will be contacted for more details. For the campaign to be successful, the participation from key members of both boards is important, and at the same time, individuals experienced in fundraising need to be enrolled and engaged. The idea here is to bring the two boards and the community together.

7. K&C lease - Br. Ahmed

Br. Ahmed updated on the commercial lease agreement with K&C. Br. Ahmed and Br. Faisal to continue working on the terms and will try to come to agreeable terms to both parties as soon as possible.

8. Insurance Update - Br. Faisal & Br. Ahmed

Br. Faisal updated regarding the Church & Casualty insurance, in particular breakdown of an amount. Discussion was held with Jeff, the insurance agent, and updates have not been heard from him. Br. Faisal and Br. Ahmed to work on this item. There are two other quotations that were solicited and received. Br. Faisal will update the board in the next meeting.

9. Endowment Plans - Br. Fahim

Br. Fahim presented an initial outline of how endowments work, and the work that needs to be done in regards to creating an Endowment for MCA. There are some details that



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still need to be worked out. The draft plan is in the shared folder for members to review and suggestions for next steps. There will be more discussions on this.

10. Next Meeting

Nov 30, 2020 (Working Session)