



In the Name of Allah, the Beneficent, the Merciful

MCA Board of Trustees Meeting Minutes

Date: December 21, 2020 (Monday)

Location: Zoom

Meeting began at ~8:00pm and adjourned at ~10:30pm

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 #4 held on Dec 7 were approved

2. Updates

a. Funeral Facilities License:

Br. Hamud informed the Board that Br. Umair has sent an email that MCA has filed the delinquency report(s). He gave MCA a heads up that MCA may be fined or the probation could be extended due to the late filings of the last 2 quarters.

b. Funeral Vehicle Hearses:

Br. Hamud is working with Br. AbdiRahman, EB Treasurer, on the smog checks and renewal of auto insurance of these vehicles.

c. Guarantors documents to Devon update:

Assigned board members are continuing to reach out to the guarantors to remind them about their 2018 and 2019 tax returns to be sent to Devon bank. One more guarantor has confirmed that the papers have been sent. Three more guarantors still need to confirm. All guarantors need to arrange both their 2018 and 2019 tax returns to Devon bank directly using secure methods.

Action Items for #2:

1. Br. Hamud to keep an account on the number of hours that Br. Omair has worked related to all BOT related items
2. Br. Hamud to send an email to the Board with the updates on 2b.
3. Assigned board members to continue reminding the guarantors regarding 2c.
4. Sr. Shabeena to save all relevant documents in the shared folder.



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3. Board members' attendance

Members of the Board have been concerned that Br. Gulled has not been attending meetings for the last few weeks since November 9, 2020. Some BOT members have individually sent emails and WhatsApp messages, and are concerned that no reply has been received so far.

Action Item: Sr. Shabeena to send an email to Br. Gulled, inquiring about the matter.

4. MCA CUP Application Status update

Br. Mustafiz updated the Board regarding the updates received from Br. Adil. Partial re-submittals have been made to several/many departments to address their additional comments received during the last few months. The review and communication is still in progress. More details are in the email update through Dec 18, 2020.

5. Workflow update

Br. Faisal updated the Board regarding his work on workflow, and prioritized on a few items, with regards to budget, and timeline:

1. Funeral home roof and wall (April - June) - \$40,000
2. LED Lights Project (External and interior) - \$5,000
3. Kitchen Hood - \$75,000
4. HVAC Repairs - \$20,000
5. BOT Room - \$5,000

More details and particulars have been added to the spreadsheet in the shared folder.

6. BOT Annual Plan/Semi Annual GBM

From the finance standpoint, BOT is very close on expense and income in the yearly budget excluding MCA3.0 Renovation/Expansion. The Board discussed the presentation plan for the GBM. Members will enter content in the slide deck.

Action Item: Sr. Shabeena to put place holders for each member to enter his/her content in the slide deck.

7. Next Meeting

Jan 4, 2021 (Open Meeting)