



In the Name of Allah, the Beneficent, the Merciful

MCA Board of Trustees Meeting Minutes

Date: January 19, 2021 (Tuesday)

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: Community members

1. Approval of Minutes

Minutes of the BOT Open Meeting #6 held on Jan 4 were approved .

2. Feedback from Semi-annual GBM

Feedback regarding the Semi-annual GBM has been good.

3. MCA Strategic Plans

Br. Mustafiz updated the Board that Br. Nadeem (President) has asked for a Joint Board session to discuss MCA strategic ideas/topics, and is working on a date. A tentative date has been worked out, and will be confirmed.

4. Facilities Update

Br. Faisal updated regarding some items of the facility that he has been working on.

- Workflow system - The system will be used for managing work orders, repairs, billing purposes, booking rooms in the facility, etc. Documentation on how to use the system is available and the system can be used by MCA administrative staff/volunteers who have access to mcabayarea email. Care has been taken to avoid duplicating requests and Br. Gul (Facility manager) will channelize requests to EB/BOT/GIS as appropriate. Br. Faisal and Sr. Lubna (Vice-President) are working diligently to get the system up and running. MCA IT vendor (Sequoia Networks) is supporting the work and so is Br. Osama (IT Chair). The system has shown effectiveness in detecting proper management of the facility, like times when HVAC was not supposed to be running.
 - Members suggested that a specific person needs to own the system, maybe an employee so that the system is used effectively. To be discussed more on this.
- LED lights - A report from SVP will be available soon that will be provided to Brighton Energy which will be the basis for the rebate provided.



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- Cafeteria Kitchen Hood - potentially qualifies for a rebate from SVP as it is for a commercial non-profit cafeteria, to be confirmed by Faisal.
- Funeral - There was an inspection after the delinquent funeral reports were filed. There may be another inspection after the March report. The deficiencies have been rectified to enable us to move forward
 - Members discussed whether we need to do adhoc or temporary repairs or go through the permitting process and then execute the project comprehensively. After Br. Faisal gathers the cost numbers, he will present them to the Board to discuss further.
- Building Floor Plan Digitization/Organization - All plans for which hard/paper copies are available have been digitized. Note in some cases, there may be multiple copies of the same plan. Thanks to Br. Hisham Said and Br. Amin Adil for their help with this effort/project.
- BOT Room Organization - In parallel to the digitization process, the hard copies of the plans are being organized in the BOT room, with the help of two interns.

Action Item: Faisal to update the BOT as and when there are new developments, and also the cost incurred on individual cost items.

5. MCA Loans/Sharia Advisor

Br. Mostafa proposed to the Board to hire a Sharia scholar (with expertise in Islamic Finance) as a paid advisory consultant for MCA loans. The task would include studying the loan contracts and provide opinions w.r.t compliance. Members brainstormed the proposal and looked at the pros/cons of this effort . The option of having an advisory committee in the matter, with the possibility of adding related items, like funds, etc were discussed. No decision was made.

6. Next Meeting

- February 1, 2021 (BOT Open Meeting)