



In the Name of Allah, the Beneficent, the Merciful

MCA Board of Trustees Meeting Minutes

Date: February 01, 2021 (Monday)

Location: Zoom

Meeting began at ~8:00pm and adjourned at ~9:45pm

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

*Mohamed Mostafa left ~9:30pm

**Ahmed Hamud left ~9:00pm

Board Members Absent: Syed Fahim Ahmed, Gulled Roble

Other Attendees: Community members

1. **Approval of Minutes**

Minutes of the BOT Open Meeting #7 held on Jan 19 were approved.

2. **Contract form for services provided by MCA Funeral Home**

Br. Faisal proposed some changes regarding a form used for funeral services provided by MCA. An editable version of the form will be shared with BOT members to review and propose updates. To be discussed again.

3. **Update on Funeral vehicles**

Br. Hamud updated the board that the registration for the silver vehicle has been completed. Earlier Br. Hamud had informed the BOT that the black and silver hearses passed the smog test and both the vehicles have automobile insurance.

4. **Funeral home renovation**

Br. Faisal is working on a proposal for funeral home renovation at An-Noor and will update the BOT as and when it is ready.

5. **Update on the CUP application status**

Br. Mustafiz updated the board on the CUP application status - most of the departments that were not yet approved are close to getting to "approved" state. To meet the requirement of the city, BOT approved the hiring of a city listed/approved third party consultant. Br. Adil has engaged the consultant who will work with him and eventually provide a report to the Street department of the city.

6. **MCA Strategic Goals (for 2/7/21 JB Meeting)**

Items to be discussed on the 2/7/21 JB meeting were brainstormed.



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At a strategic level, the items discussed were

- Reduce the operational expense of MCA substantially in the range of 25% - 50%, which should include reduction of headcount expenses
- Establish MCA as the leading Islamic institution in the Bay Area
- Engage with the Community a lot more with both online and onsite activities
- Fundraising efforts to sustain and continue to provide Services the community
- Provide a robust & dynamic website that contains all required information for community members and easy access to information
- Provide clear categorization of the services provided by MCA to the community
- Overall goal is to strategize and optimize the delivery of each service provided to the community

7. Next Meeting

- February 15, 2021 (BOT Open Meeting)