



## St. Mark COC – Troy – Board Meeting Minutes February 5, 2017

### ATTENDANCE

- **Present:** Fr. Mina, Fr. Maximus, Maged Essak, Karim ElFishawy, Magid Athnasios, Nadia Zaki, Ashrad Morcos Mark Nasr, Miriam Howard
- **Excused Absences:** None
- **Unexcused Absences:** None

### INTRODUCTION

- Fr. Maximus began the meeting with prayer at 12:45pm
- The minutes from the previous board meeting were approved as presented.

### Update on parking lot project:

- I. Parking lot site plan drawings were stamped by architect and civil engineer. Owner application will be made to the City of Troy instead of by the architect. The plan is to submit the site plans for 2nd Tuesday of March approval meeting. Already have had preliminary discussions with the City regarding the plans. The plan will likely include a front gate. Miriam will submit the plans to the City of Troy on Monday, February 6. If plans get approved at the March planning meeting, Ground breaking may occur in late March.
- II. Plan includes LED lighting in the parking lot. May be opportunity to apply for grant for rebate if we use LED lighting. Mark/Miriam will follow up on the feasibility of applying for this grant.
- III. Current lighting in parking lot continues to be a problem: plan is to change outdoor lighting poles to LED lighting which will be less expensive and use less energy and as a result, lights can be kept on longer for safety at less cost. DTE may offer rebate. Magid A. will research this opportunity.
- IV. \$20,000 has been collected thus far for the parking project towards the total project cost of \$300,000. Congregation is encouraged to donate to this project to allow the project to start in a timely manner. Sponsorship target is \$3000 per parking spot (however parking spot sponsorship will be anonymous).
- V. There is a project underway to update the altar curtains, cabinets and other fixtures at St. Mark's church. Abouna Maximus has price lists and will publish to encourage congregation to donate for these special items. Nadia Zaki will be contact person for receiving the donations.
- VI. In addition to donations for parking, donations are needed for St. Mark renovation as the church celebrates its' 40 year anniversary. A poster with schematic of proposed parking lot plan will be posted in the churches (mark/miriam).
- VII. Feedback from Town Hall meetings held on January 22, 2017

- A. People are unsure about how the new parking lot plan will look like; we concluded that we should post a simplified schematic in the church.
- B. Many people raised the issue of need for increased security on the church campus. One step that will be included is to install a mechanical gate at the entrance of the church. Need to also include a sign that the church campus is under camera surveillance. We Miriam to schedule a meeting with security committee to review next steps in security planning.
- C. Board announced that the campus will be a 'smoke-free' campus going forward: there was a recommendation that the church provide information on smoking cessation programs. Also need to post signs reminding congregation that the campus is Smoke-free. Miriam ask Naguib to coordinate where to post signs.

IX. A list of needed projects around both St. Mark and St. Mary's church has been drafted. Karim will circulate the list of projects and schedule a conference call with Board members to prioritize list of how projects can be completed.

X. Clothes Bank : Clothes bank is operated by St. Joseph's Family Support and is operating out of the parish house. The clothes bank is serving the congregation and has a good turnout each week. St. Joseph will pay for basement renovation and the additional space will be used for clothes bank to expand its offerings to include household items available for sale. Ask St. Joseph to share metrics of use (number of families served). We discussed that after a period of time after the renovation is complete to ask St. Joseph to provide metrics re: how many families/ individuals are served by the clothes bank.

XI. A private suite reserved for the use of Fr. Seraphim when he is visiting our church is under construction. The suite is on the main floor of the parish house. The contractor will start this week and St. Joseph will clear out the space which they are currently using.

XII. Last quarter of 2016 donations were higher than previous quarter.

XIII. A maintenance issue was raised by some congregation members that the entire sidewalk is not being plowed after it snows. The area not being plowed is between the parish house garage and the overflow parking. Miriam will ask Naguib to have someone shovel snow/ice in this area on a regular basis.

IX Garage of parish house is practically empty and can be used as storage space. Magid A. will recruit someone to make a storage plan for the garage to maximize storage space and access.

X. Issue with set of double doors on north facing wall of St. Mary's church has a gap which allows air to seep through and results in loss of heat. This issue is know to the maintenance team and a solution is being investigated. Abouna Mina will follow up on this task.

XI. Cemetery lots: George Saleh is willing to organize the cemetery lots sales that the church has purchased previously at a discount. The plot schematic and details on ownership transfer are with Suzy. Karim and Maged E. will meet with George Saleh to discuss project. . After meeting will send email announcement and make announcement in the church to make congregation aware that project is underway.

XII. Father Mina concluded the meeting with prayer at 1:50pm.

XIII. The next board meeting is scheduled for Sunday, March

Signatures:

Fathers

Board Members

Secretary