



St. Mark COC – Troy – Board Meeting Minutes August 16, 2015

ATTENDANCE

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

INTRODUCTION

- Fr. Maximus began the meeting with prayer at 12:30pm
- The minutes from the previous board meeting were approved as presented.

UPDATES ON UNIFINISHED BUSINESS

1. Kitchen Remodeling – The final plan was to be submitted to the City. Nadia will follow up with Naguib and provide an update to the Board.
2. The church board now has a space on the church website for uploading minutes etc. Miriam will be responsible for uploading documents to the website.

NEW BUSINESS

1. Feedback has been received that the website should be available in Arabic, as well as the Board Meeting Minutes should be available in Arabic. Magid A will follow up. Update: Ashraf Samuel has agreed to translate the board meeting minutes to Arabic on a monthly basis. Update: Magid A. communicated with the technology team to ask them to make the website available in Arabic and they will work on this.

Resolution: To support the translation of the website and the board documents into Arabic (Resolution 2015.7.1)

2. The general assembly to review the 2014 financial statements is scheduled for Sunday, Aug 30. All Board members should plan on attending. Maged E. will circulate his power point presentation to the other board members for comments. The general assembly will include a discussion to draw attention to the need for tithing.
3. Awareness committee will launch their efforts within 1-2 weeks. The door between Sunday school rooms and St. Mary foyer has been opened in order to create better traffic flow.

- a. A proposal was discussed \$35,000 canopy can be erected outside of the foyer to serve as a area for people to congregate and socialize. The canopy would have heating/cooling and extend the area by 1000 sq feet.

This proposal was tabled for future discussion after the project committee proposes its recommendation for expanding space.

4. Parking issue: under old code and old variance there may be up to 92 spots by finishing the wooded area in the back of church for parking. If new variance and code is applied, the available spaces will be reduced to 42. The projected cost for the full excavation and creation of parking spots is between \$200000-250000.

This proposal was tabled for future discussion after the project committee proposes its recommendation for expanding space.

5. A project committee was formed to study the overcrowding and space issues (Sunday school classes, social hall and parking) and to propose solutions with costs. This committee includes Karim ElFishawy and Magid Athnasios from the board and they will recruit 3 non-board members from the congregation. The intention of the effort is to develop a framework and process that supports the development of a Capital Improvement Plan (CIP) for the church. This will allow the church congregation to identify, capture and prioritize its needs that require capital spending, document and estimate proposed solutions for the various needs, and prioritize and approve projects based on information collected and available resources.
6. The creation of a 5-year strategic plan will be headed by Magid Athnasios and the board will meet outside the regular monthly meeting to put together a strategic vision for the church.
7. A vote was taken to terminate the monthly Arabic Radio broadcast subscription and the proposal was approved unanimously. Update: the termination of subscription has been made by Ashraf Samuel effective September 2015

Resolution: The Monthly Arabic radio broadcast spot will be terminated and the Church will cease paying the monthly subscription fee (Resolution 2015.9.1).

8. The prospect of hiring a church manager was discussed. A previously written job description was circulated. The board will review the job description and propose candidates.

This proposal was tabled for future discussion.

9. Each board member was asked to serve as a liaison between the board and the eight Service committee groups.

Resolution:

The following board members will act as liaisons between the board and the service committee group moderators (conveying feedback from the congregation, etc.)

Financial Services – Maged Essak

Social Service – Nadia Zaki

Administration – Magid Athnasios

Technology Services – Karim ElFishawy

Spiritual Services – Mark Nasr

Educational Services – Ashraf Morcos

Records & Archives – Miriam Howard

Sunday School – Mark Nasr

10. A committee of 5 members was assembled to represent the church and St. Mary's CDC is planning the future relationship of the school and the church. The committee will meet on Aug 30 and provide recommendations to both the boards of the church and school.

OTHER BUSINESS

- The next regular board meeting is scheduled for Sunday, Sept 13 at 12:30pm
- The meeting was closed with prayer by Fr. Mina and adjourned at 2:30pm.