



St. Mark COC – Troy – Board Meeting Minutes September 13, 2015

ATTENDANCE

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

INTRODUCTION

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

OTHER BUSINESS

I. Service Committee Updates – Provided by Emad Looka, reviewed updates on various services and projects. Emad posted the services committee charts in the church to increase awareness of structures and contacts. A meeting with all service committee heads will be organized in the near future.

Action Item: The Board asked Emad to add the service committee chart to website and to weekly email. We discussed adding emails and/or photos to chart facilitate contacting service committee heads.

II. St. Mark Kitchen remodeling update – The city permit approval for completing the remodeling is expected to be received on Monday, Sept 14

NEW BUSINESS:

I. Fire Safety in the Churches – Fire extinguishers have been reviewed and new extinguishers have been added in each church. Flameless candles in front of the icons will be instituted. Fr. Maximus to arrange for attaining the candles.

II. Security System installation – At the current time, there is an approval for installation of the interior wiring for a security system (approved in July 2015).

The church has applied for a federal grant with the assistance of a contractor to obtain funds to implement a security system. The decision on the grant should be made sometime in September 2015. Karim asked Naguib to follow up with the federal grant agency and determine status of the church's application

If the grant should be awarded, we will still ask Emad to interview the contractor associated with the grant to make sure they are able to deliver the product that we are looking for.

III. St. Mary's overcrowding: The Board agreed that while the weather is favorable to open the rear doors on St. Mary's church to allow congregants to flow out of the church after receiving Communion and improve traffic flow and congestion within St. Mary's. This system was used on the feast of St. Mary's and worked well to alleviate congestion. Miriam communicated this request to Shenouda Mekheel, the usher lead.

IV. Church manager can report to one of the Board members on a regular basis. Compensation can be hourly \$15 at a max of \$500 weekly and responsibilities can include organizing volunteers and administrative tasks. Update: There is no candidate at this time for the church manager position.

V. The awareness committee has started its efforts: more ushers, cleaner facility, sermons geared towards awareness.

VI. Chargebacks to St. Mary CDC School - We will draft a contract with specific terms and bring it back to the board for final approval. The school has agreed to pay \$4000 a month to the church for rent, direct costs and indirect costs attributable to use of the facilities. Also the school has committed to pay \$105,000 (now reduced to \$85,000 after a \$20,000 payment on Sept 1, 2015) outstanding debt by December 2018. Action Item: Miriam to coordinate finalization of written agreement.

VII. Credit card documentation – The financial committee will meet with those individuals holding credit cards and issue them with new credit cards along with new rules and documentation requirements. Eventually the church manager can oversee the reporting of credit card expenses.

VIII The next **Town Hall meeting** is scheduled for October 26, 2015. Magid A. will present after the 2nd liturgy.

Other business:

A suggestion was made to publish the service schedule (which priest is serving which Liturgy). This was tabled for future discussion.

It was discussed that a weekly announcement should be made with a countdown to the completion of S. Mary construction as well as an update on the remainder of money needed to complete the project.

Issue was raised that the pews in St. Mark church are movable and pose a safety risk.

Maged Essak is giving an additional presentation of the 2014 financial statements in Arabic after the first liturgy on Sunday 9/27/15.

The project collecting donations for the construction of pews for St. Mary & St. Church were discussed and clarified. For members of the congregation making donations to sponsor a pew, no mention of the donor's name would be added to the pew. The exception would be pews donated in the memory of a deceased family member, in which case a small plaque could be added to the back of the pew mentioning the name of the departed family member.

- The next regular board meeting is scheduled for Sunday, October 4 at 12:30pm
- The meeting was closed with prayer by Fr. Mina and adjourned at 2:30pm.

Signatures:

Fathers:

Board Members:

Secretary: