



## St. Mark COC – Troy – Board Meeting Minutes October 4, 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.

### Ongoing Business:

- I. Emad Looka – Service Committee Updates
  - a. Once a quarter, a meeting will be held face to face with service moderators. Next in face meeting (where Board is invited) will take place on Thursday, October 15 at 7:00pm in St. Mary's Church
  - b. All servants meeting will be held in January 2016
  - c. Back flow tests (for both churches) and boiler testing was completed. All permits have been received for the kitchen remodeling project.
  - d. The 2014 financial update was presented after the 1<sup>st</sup> Liturgy last week and was well received.
  - e. Information desk is getting started in St. Mark and will get started in St. Mary after construction completion.
  - f. Due to inability to physically pull wiring inside St. Mary's church for a wired security system, a wireless security system will need to be used inside St. Mary's church (wired system is still an option for exterior, corridors and classrooms). Not optimal design due to potential for interference. Security records will be reviewed and monitored when needed or if a threat is perceived. The system is not designed to monitoring will be done by volunteers. The security will not provide alerts (i.e. act as an alarm system) should unusual activity take place on the premises. As of now, no costs have been incurred for wiring/installing the security system.
  - g. The Church is still waiting to hear the decision on a federally funded grant, which may be able to fund the security system. Emad suggested that the Board take a decision by the end of the year whether to proceed with the installing the security system.

## **II. Suggestion Box**

- a. Mark Nasr will re-install a suggestion box at St. Mark's Church this week as this feedback was received from a congregation member.

## **III. Town hall**

- a. Two town hall meetings are scheduled for October 25, 2015 as an opportunity for the board to update the congregation on on-going projects and respond to comments from the previous town hall meetings.

## **IV. Credit card documentation**

- a. New credit cards are going to be issued in the name of each person under their own credit application. In order to streamline credit cards available in the name of the church and increase compliance with documentation rules.
- b. If anyone is unable to obtain a line of credit, they can conduct purchases using petty cash.

## **V. Rental Houses -**

- a. There is a property management LLC that has been set up to manage the properties. There are only two houses with mortgages on them. The title for the houses is in St. Mark's name. Action Item: Mark will talk to Naguib about whether there is an opportunity to increasing rental income.

## **VI. Long Term planning /Capital Improvement Planning**

- a. Karim presented a proposed plan to help guide the church in identifying, prioritizing and making capital expenditures.
  - i. Capital Expenditures would be defined as anything over \$10,000 or with a useful life of 5 or more years.
  - ii. The goal would be to prioritize needs and create a long-term plan and present to congregation with long-term needs. A template was presented and this template would contain necessary information related to any project undertaken.
  - iii. Another goal would be to share ideas with congregation and solicit feedback from congregation.

The board was agreeable to the proposed plan and would start using this process for future construction projects and capital expenditures.

## **VII. Chargeback expenses from Church to St. Mary CDC**

The market value for renting space of the approximate size of St. Mary CDC is roughly \$4000 (with utilities and maintenance). After a discussion on the proposal to accept a \$4000 a month rental payment from ST. Mary CDC to the Church, Mark

Nasr raised a motion to vote to accept the rental payment and Miriam Howard seconded the motion. The remaining board members abstained from voting and wanted to obtain more clarification on the expenses, which the church pays on behalf of the school. This discussion was tabled until more details can be obtained.

**OTHER BUSINESS:**

VIII. The next board meeting will take place on Sunday, November 1, 2015

IX. Fr. Mina concluded the meeting with prayer at 2:40pm.

**Signatures:**

Fathers:

Board Members:

Secretary: