



St. Mark COC – Troy – Board Meeting Minutes November 6, 2016

ATTENDANCE

- Present:** Fr. Mina, Fr. Maximus, Maged Essak, Karim ElFishawy, Magid Athnasios Nadia Zaki, Ashraf 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.
- I. A request from couples from other Orthodox churches to use our church for weddings was discussed
- A. A rough protocol was drafted and reviewed and changes requested by the board members.
 - B. The issue will be tabled until we receive written guidance as to which churches can use our church for sacraments. Action item: For the Fathers.
 - C. Mark Nasr will try to recruit someone to manage this process if couples outside our church request to use our church once we receive guidance.
- II. Issue was raised that the balcony may pose hazards to children being there and not being monitored.
- Balcony walls and structure is accordance to code but safety issues may occur for children that are not being appropriately monitored by parents. Balcony is only generally needed on holidays and busy days.
- Action Item: to ask Cleaning crew to confirm that balcony is closed on Friday prior to weekend services.
- Action Item: Ask maintenance and streaming teams to make sure balcony is locked after use
- Action Item: remind parents to watch children in the church.
- III. An issue was raised by the school that damage and vandalism is being done to the Playground by children who use the playground equipment during church hours (Saturday and Sunday). We reviewed pictures of such damage including children writing on the equipment with markers and destroying storage compartments.
- a. Action Item: Nadia all try to recruit someone to agree to monitor children who use the playground
 - b. Action Item: Ask parents to watch their children when using the playground and encourage respect for the church property

IV. Purchasing of TVs for use by Sunday school media

A. The Board approved purchasing TVs for Sunday school classrooms where projector screens are not set up already (or purchased and waiting to be installed). Mary Yacoub will lead effort in purchasing TVs (Costco suggested because of non-profit status)

V. Shed -

The proposed purchase of a shed to house large maintenance and construction equipment was tabled until further information is received.

VI. Roof repair

Some roof repairs are required at St. Mary's. Two quotes were solicited for repairs and repair work will proceed for an estimate of \$3000 (lower of the two quotes).

VII. We discussed a new Process for check writing to capture information immediately when a check is issued

Exceptions: In emergency scenarios, checks will be captured immediately and communicated to the Treasurer.

VIII. Any Loans to members will go through treasurer and proper documentation will be issued.

IX. A new written protocol for use of Church issued Credit Cards has been drafted and approved by the board highlighting the need for quick documentation and detail. The new credit card protocol will be issued to all credit card users along with new credit cards.

Maged will show Fathers new credit card system.

X. Maintenance - We discussed how new maintenance projects get initiated and what maintenance projects are in queue.

Action Item: Ask Naguib Bekheet to present a list of open Maintenance projects.

XI. Organization of Deacons area - The Deacons' area is in need of regular organization of materials etc.

Action Item: Mark will recruit one of the deacons to organize a group of deacons to serve in this area in an ongoing basis.'

XII. The next board meeting is scheduled for December 4, 2016.

XIII. The meeting ended with prayer at 2:00pm