



St. Mark COC- Troy – Board Meeting Minutes July 12, 2015

ATTENDANCE

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

INTRODUCTION

- Fr. Maximus Habib began the meeting with prayer at 12:40pm
- The Minutes from the previous board meeting were approved.

UPDATES ON UNFINISHED BUSINESS

Service Committee Update (Emad Looka)

- Need to finalize desired layout for kitchen – Action Item: Emad will follow up with Radamis Georgi.
- There were issues with meetings not cleaning up food service before leaving the church hall. Emad will follow up Arabic meeting clean up after food service. Emad will follow up.
- Action Item: locate the documents associated with the land, building, deed etc.
- Action Item: Ask Fathers to announce weekly that if anyone knows of anyone new who came to the church or new to the area to introduce them to Michael Fahmy so they can be welcomed and added to communications.
- Need to assign a backup person to assist Naguib Bekheet in the for phone tree service.
- The IT Committee has achieved 80% wireless coverage in the church. Media closet needs more laptops and computers.
- Matthew Aneese will head public relations for the church (i.e. handling requests from media, requests for visits from news/reporting outlets, representing the church to the public).
- A suggestion was made to have board members act as a link to each of the 7 groupings in the service committee structure. Decision to be made among board members which board members will link to which areas.
- Social Services committee is already formed and serves as a link to provide those in the church community who are in need to access resources in the community.

NEW BUSINESS

1. A financial committee (subgroup within the Board) was created to maintain an annual budget and review expenditures for opportunities for savings etc. Maged Essak, Ashraf Morcos, Magid Athansios, Miriam Howard volunteered to be members.

RESOLUTION: A resolution was passed (2015.3.1) by unanimous vote to create a board sub-committee to study and review our revenue/expenditures in detail and to create a budget, which shall be known as the finance committee. Maged Essak, Ashraf Morcos, Maged Athanacios and Miriam Howard shall be designated members of said committee.

2. Finalizing of 2014 Financial Statements: The board members have reviewed the 2014 financial statements and approved for distribution to the congregation. Maged Essak will send financials to the Fathers for final approval and then prepare to send them to the congregation. General assembly is scheduled to place on Sunday, August 30, 2015 (with one liturgy taking place that day) to review financial statements with the congregation.

RESOLUTION: A resolution was passed (2015.4.1) by unanimous vote to approve the 2014 financial statement and call for a general assembly of the congregants on Sunday, August 30, 2015 to review and approve the 2014 financial statement. As required, the written financial statement shall be disseminated no later than July 30, 2015 so as to provide the requisite 30 days advance written notice. Also, it will be the goal of the board to approve future financial statements by the end of February of each calendar year.

3. Town Hall meeting will take place on Sunday, July 26. One meeting after the 1st Liturgy (presented by Ashraf Morcos & Karim ElFishawy) and another meeting after the 2nd Liturgy (presented by Maged Athansios & Mark Nasr)– presentation to include photos of construction progress, description of service committee structure, advertise cemetery plots for sale (include schematic of plots) where can reserve at 10% of cost; financial assistance committee, advertise for a social worker to assist in social services.

RESOLUTION: Resolution (2015.2.1) has been amended (2015.2.2) to provide for two town hall meetings on July 26; one after the Arabic liturgy and one after the English liturgy. All Board members will do their best to be at one or both of the town hall meetings.

4. Nadia Zaki to join to Maged Fouad, John Azer, Salwa Bishay, Mervat Tadros and Vivian Megally in helping people get community outreach/ social services.

RESOLUTION: A resolution was passed (2015.5.1) by unanimous vote to create a social services committee to facilitate disbursement of resources to individuals and families in need within the community, which committee shall be comprised of 6 individuals including board and non-board members. The 6 member body shall include Nadia Zaki, Maged Fouad, John Azer, Salwa Bishay, Mervat Tadros and Vivian Megally.

5. A shared Google documented has been created to assign a board member each week to assist the treasurer in donation collection and counting.

RESOLUTION: A resolution was passed (2015.6.1) by unanimous vote approving the request of the Board Treasurer, Maged Essak, to be assisted by another board member as he collects and counts the weekly donations. A google document shall be created to facilitate sign-up.

6. An issue exists that there is limited storage at the Church and a solution of constructing a permanent storage garage in the back of the parking lot. Cost should be about \$60-70k. Will remove metal cabinets and make indoor cabinetry that matches the wall and is consistent with structure. This is issue was tabled for later discussion.

NO RESOLUTION AT THIS TIME. THIS ISSUE WAS TABLED FOR FURTHER DISCUSSION AT THE NEXT MEETING.

7. Awareness committee is going to start initiatives soon to make hallway and social gathering area more orderly. One suggestion is to erect a vestibule with canopy (25x39 square foot) can be added to the side of church to allow for an area to have coffee and socialize after church in order to clear the walkways.

NO RESOLUTION AT THIS TIME. THIS ISSUE WAS TABLED FOR FURTHER DISCUSSION AT THE NEXT MEETING.

8. It was agreed to hold a meeting between the Board of Deacons of the church and the Board of directors of St. Mary CDC (school) to discuss how to structure the relationship between the school and church in the future, including financial remuneration from the school to the Church for use of facilities.

NO RESOLUTION AT THIS TIME. THIS ISSUE WAS TABLED FOR FURTHER DISCUSSION AT THE NEXT MEETING.

9. It was agreed that the financial committee create a protocol for credit card documentation.

NO RESOLUTION AT THIS TIME. THIS ISSUE WAS TABLED FOR FURTHER DISCUSSION AT THE NEXT MEETING.

10. Code for security system wiring for the security system both inside and outside. \$8-10K now stage 1. Outside wiring is a different company than company that wires the company.

RESOLUTION: A resolution was passed (2015.8.1) by unanimous vote to install the wiring in St. Mary's church for a security/camera system. The expenditure for interior wiring will be approximately \$8,000.00-\$10,000.00.

11. In order to address the overcrowding in the church and in Sunday school, – a group of board members and non-board members will be assembled to study possible solutions.

NO RESOLUTION AT THIS TIME. THIS ISSUE WAS TABLED FOR FURTHER DISCUSSION AT THE NEXT MEETING.

OTHER BUSINEES

- The next regular board meeting is scheduled for Sunday, August 2, 2015.
- The meeting was closed with prayer by Fr. Mina and adjourned at 2:20pm.