



In the Name of Allah, the Beneficent, the Merciful

MCA Board of Trustees Meeting Minutes

Date: Aug 25, 2021 (Wednesday)

Location: Zoom

Meeting began at ~8:15pm and adjourned at ~9:30pm

BOT Members present: Mustafiz Choudhury, Mohamed Mostafa, Shabeena Ahmed, Faisal Ahmed, Syed Fahim Ahmed, Ahmed Hamud, Gulled Roble

Board Members Absent: None :-)

Other Attendees: Community Members

1. Approval of Minutes

Minutes of the BOT Meetings held on Aug 07 (Urgent Meeting) and Aug 17 (Open Meeting #18) were approved.

2. Endowment Fund (short term - next steps)

Br. Mohamed confirmed that a Bank account dedicated to the Endowment Fund has been created. For the drop down menu in the website (where donation can be made to the Endowment Fund), work needs to be done by the IT. Br. Fahim will contact IT to get the work done.

Action Item: Br. Fahim to contact IT and get Endowment Fund as a new category in the drop down menu in the MCA website for donation.

3. David J. Powers & Associates, Inc. (DJ)

Br. Mustafiz invited Br. Adil to answer questions that some Board members had regarding the scope of the work to be done by DJ Powers & Associates. Br. Adil stated and explained that he has extensively discussed with the consultant and the city officials including the Traffic director. Based on those discussions, the scope has been somewhat reduced and he does not think there's not much more that could be negotiated with respect to the scope of the work (because in some cases the state laws have changed effective 2020). The recommendation from Br. Adil was to get the ball rolling and work with both the city and the environmental consultant to expedite the work. Mustafiz and Br. Adil will be holding regular meetings with both the city planning department and DJPA to keep track of progress and escalate within each organization as necessary. The Board thanked Br. Adil for his work.

Board resolved to authorize DJ Powers & Associates to proceed with the work that is described in the proposal (Vote: 6-0-1).



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Action Item(s): Br. Mustafiz will sign the DJPA proposal and communicate to Br. Adil and David J. Powers & Associates, Inc. and request them to proceed with the work immediately and expeditiously.

4. Signatories to the Restructured Loan from Devon Bank & Payoff of CIF loan

The Board passed the following resolutions with the new proposed restructuring of loan from Devon Bank:

1. **Board (unanimously 7-0-0) resolved** to go ahead with the restructured loan with an additional loan of \$1.3 million dollars (to be paid off in 7 years with a predictable fixed annual profit rate of 4.5%).
2. **Board (unanimously 7-0-0) resolved** to assign the Foundation and BOT Chairperson (Mustafiz Choudhury) and Treasurer (Mohamed Mostaf) of the Board to be the signatories of the new loan agreement. Br. Faisal and Br. Fahim (continuing Board members) are authorized to sign the loan documents in lieu of Br. Mustafiz and Br. Mohamed respectively should they be unable to do so for any reason.
3. **Board (unanimously 7-0-0) resolved** to pay off the CIF loan in its entirety right after receiving the \$1.3 million dollars of new money from Devon Bank. The Chairperson (Mustafiz Choudhury) and Treasurer (Mohamed Mostafa) are authorized to sign documents associated with the payoff of the CIF loan. Br. Faisal and Br. Fahim are authorized to sign on behalf of Mustafiz Choudhury and Mohamed Mostafa respectively should the primary authorized members not be able to do so for any reason.

5. Review Balance sheet of AGM report

There have been questions regarding certain dollar amounts of ~\$100K and ~\$200K that show as liability of BOT to GIS and EB respectively. Br. Mohamed confirmed that there is no documentation related to these liabilities and these “historical” amounts have just been carried forward. During the last 3 years, BOT has not received any proof or documentation to indicate these are real liabilities.

Board resolved that since no documentation or proof exists for these items, BOT should work with EB and GIS Board to remove these amounts from the BOT books and financial records. (Vote: 6-0-1)

Action Item: Br. Faisal to add the balance sheet and update the AGM report with the resolution as footnotes.



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6. HVAC and Maintenance Contract

Br. Faisal updated the Board regarding updating HVAC Controls in the GIS side of the building and is waiting for the GIS Board to sign the MOU. More details are in the email from Br. Faisal dated Aug 23.

7. Intrusion and theft at MCA

Br. Faisal updated the Board regarding the incident. More details are in the email from Br. Faisal dated Aug 24.

A police report has been filed as of now. Board members agreed that it is important to give due attention to such incidents, as it may affect overall safety and security of MCA. Board members have individually reached out to EB members regarding the incident and required actions related to the incident.

Action Item: Br. Faisal to request Br. Ajaz to describe and document the measures that need to be taken by EB.

8. Items/Topics for next meeting (Tentative)

Update on previous items

9. Next Meeting

Aug 31, Tuesday @ 8:15 pm.