



St. Mark COC – Troy – Board Meeting Minutes
October 1, 2017

ATTENDANCE

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

INTRODUCTION

- Fr. Mina began the meeting with prayer at 12:50pm
- The minutes from the previous board meeting were approved as presented.

MINUTES:

I. Public access wi-fi is now available at St. Mary's church.

II The parking lot addition plans were submitted to the City of Troy. The initial engineering review required some revised drawings. These drawings are in the process of being submitted.

III. Car decals are available for a suggested donation for \$10.

IV. There continues to be damaged property on the school playground due to use of the equipment during church hours. A meeting will be held with the school on October to discuss repairs and future steps to secure property.

V. 'Church operations manager' job applicants can send email to board@stmarkmi.org to apply for position. Position will be advertised once job description is completed. Position can be posted on Indeed, Michigan Talent Bank, City of Troy website. Post job simultaneously internally and externally. For internal announcement, can post job through announcement, Information Desk and put a link through the email. Applications will be screened by a committee of Nadia, Karim and Fr. Mina. There should be a clear vision for the position. Karim will send draft job description to board and moderators for comments.

VI. Rochester Church - need to discuss with the board of Rochester Church to discuss structuring the payments for services.

VII. Holy Cross Church : Payment of Prior diocese fees (prior to July 2017) need to be clarified. - Action Item: Father Maximus to contact Fr. Raphael

VIII. Basement of parish house has flooded and ruined some of the clothes that were part of the St. Joseph closet. *Action Item:* Ask St. Joseph if they are using the space because of moisture

that entered and future plans for clothes closet? There is an external issue with the drainage on the side of the house. Repairing this issue can be added to church manger responsibilities.

IX. St. Joseph — need to communicate to them to ensure all food accepted is appropriate for distribution. Action Item: Mark to communicate to St. Joseph

X. Action Item to obtain current lease agreements for Kirk Lane homes to review and see if needs any changes or updates need to be made. Also, ensure that there is regular inspection to see if the houses are being maintained by tenant and confirm basic maintenance.

XI. Ask maintenance team to paint the school before licensing review in January.

XII. Action Item: Abouna Mina will review changes to the Church's automobile insurance policy. Changes were made by the school (St. Mary CDC) with respect to adding and removing cars.

XIII. Anyone uses the white van for personal transportation, services outside church specific uses will be required to pay a fee.

XIV. Some people are leaving their cars in the church parking lot for extended periods of time. The security team has been monitoring this and taking appropriate measures. People leave their cars

XV. Announcements made after church are not very clear and not everyone is able to hear. Miriam will work with Emad to confer announcements from the Fathers that can be displayed on the TV screens outside the church. Announcements that are on the screen should mimic what the announcements are in the weekly email.

XVI. The next board meeting is scheduled for November 5, 2017.

SIGNATURES:

Fathers:

Board Members:

Secretary: