



St. Mark COC – Troy – Board Meeting Minutes January 14, 2018

ATTENDANCE

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

INTRODUCTION

- Fr. Mina began the meeting with prayer at 12:40pm
- The minutes from the previous board meeting were approved as presented

I. Refurbishment of Parish House: There is a need to refurbish the kitchen in the Parish House including new cabinets and countertops; new tile \$3250, paint, granite. The front door also needs to be changed, the laundry room has a broken floor and needs to be refurbished as well. The total project cost based on estimates received. The total project cost is estimated to be around \$20,000. The board voted on the project and approved the funding. The project is to begin after the end of January.

II, The garbage dumpster located next to the parish house is too close to the house and creates a foul smell in the summer. Should consider moving further away towards the back; Garbage dumpster needs to remain in the vicinity that it currently is by code. *Update after meeting provided by Mark Nasr:* The Dumpster will be approximately 38-40 feet away (it is currently 8-10 feet away) from the parish house per the new parking lot drawing and will be in an enclosure. This should resolve the issue.

III Magid Athnasios submitted \$545 to the Treasurer, which was received as donations for the car window decals that have been offered to congregation members to help identify cars belonging to members. These decals are linked to a security strategy to help in identifying vehicles that should or shouldn't be on the church property.

IV. The parking lot designs with corrections requested by the City of Troy have been submitted to the City. Approval from the city engineer is pending the submission of two last items. The architect is preparing the items one related to the front gate and one issue with the drainage. T Once we have final approval and final drawings, the church will solicit bids for project contractors. *Update after meeting:* Received approval and just need to submit minor changes and submit 7 copies of design.

V. Need to confirm date of St. Mark's Church 40th anniversary based on when Liturgies started. Action Item for Miriam.

VI. Deacon ordination process will be streamlined by H.G. Anba Saraphim as well as deacon services.

VII. Parking especially on Sundays is very disorganized and many congregation members are parking in fire lanes and in areas which are not parking spots. This creates potential danger in an emergency as well as difficult traffic flow. Some issues result from lack of parking spots but many issues result from people wanting to park close to the church even though other parking is available. Action Items suggested to deter parking disorganization

- * Starting next week, January 21, an announcement will be made asking members to obey parking.

- * Shuttle should start running to alleviate parking issues once spots all up on Sundays.

- * Enforcement of parking lot rules by parking monitors. (discussed engaging volunteers or possibly hiring outside services)

- * Flyers can be distributed on cars parking improperly

Update after meeting from Miriam: Michael Fahmy agreed to take on the task of creating an ongoing parking system with volunteers or hired services to maintain the organization of the parking lot on an ongoing basis. He will create a system and corresponding budget.

VIII. Beginning February 2018, the Board agreed to have a standing agenda item to receive a monthly update on the church financial status.

IX. Candidates to take on the responsibility of Kirk Lane property management were discussed and Abouna Mina will reach out to them to discuss the role. Obtaining Consumer Energy monthly warranty protection for appliances will help reduce demands of a property manager.

X. Grand Rapids church is in need of funds in the amount of \$10,000 to compete new church. Plan is to inform congregation of this opportunity and solicit donations from congregation if they want to take the blessing of establishing the church. Action Item for Nadia to prepare summary of project.

XI. Windows at St. Mark are still in need of replacement. There are some replacement windows already. Issue was communicated to maintenance team to install. Action Item: See timeline and budget needed for this project.

XII. A fundraising idea was raised by Magid Athnasios to create a book describing the icons in St. Mary's church with a guide to the icons. The descriptions can be written by high school Sunday school students, if they agree. Action Item for Nadia to ask Alex about designing such a book as a fundraiser and ask Sunday School if students can help as well.

XIII. Action Item for Miriam to contact Fr. Maximus regarding updates to St. Mark renovations; those items which are still in need of repair or replacement and those items which have already been updated.

XIV. The celebrations and banquet for the Enthronement of H.G. Anba Seraphim were very successful and the financials from the events held on December 16-17 were reviewed and discussed.

XV. The term of the current board is set to expire in May 2018 per the by-laws. Fr. Mina will discuss next election cycle for the Board with H.G. Anna Saraphim.

XVI. The issue of hiring a church manager was raised again and a vote was taken by the board members. 4 members voted in favor of beginning the process to recruit a church manager; two members voted no and one member abstained from voting. The conclusion was to proceed with moving forward to recruit a church manger. The next step will be designate someone to spear-head the process and take congregation approval.

XVII. In order to catalog ongoing projects and updates to projects and how items were resolved, a google document "Action tracker" will be created and shared with the board members where board members can update progress on projects in between board meetings. Action Item for Miriam to create action tracker document. This will aid in moving projects further along rather than waiting till monthly board meetings to update board members and take subsequent actions.

XVIII. Diocese Fee - St. Mark will be remitting our diocese fee to the diocese for August 2017 - December 2017. Holy Cross will remit fees directly to the diocese for their portion.

XIX. Magid A. brought to the board's attention that the bookshop shelving design, as it is, has no power outlets available for use by bookshop volunteers and limits their ability to execute their service. This needs to be corrected.

IV. OTHER BUSINESS:

The next board meeting will take place on Sunday, February 4, 2018

Fr. Mina concluded the meeting with prayer at 2:45pm.

Signatures:=

Fathers:

Board Members:

Secretary: