



## St. Mark COC – Troy – Board Meeting Minutes November 5, 2017

### ATTENDANCE

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

### INTRODUCTION

- Fr. Mina began the meeting with prayer at 12:45pm
- The minutes from the previous board meeting were approved as presented.

I. Youth servants have voiced interest in taking more of a leadership role and being more active in services of the church. Their services are welcome and needed. Refer youth servants to services committees to address potential roles of youth in the Church and leading services and committees.

II. Announcements: Michael Look attended the meeting to ask for feedback on how to best streamline and organize the series of coordinating written/email, verbal and social media announcements. The Board gave their ideas including:

1. Want to streamline the production and distribution of the announcements. Want to streamline verbal announcements, screens, Social media (Facebook).
2. Create a central place to send announcements
3. Information center can manage screens in the foyer of St. Mary's to show announcements.
4. Need a Deadline to submit the announcements so announcements can be reviewed.
5. Non-recurring announcements will need to be reviewed by one of the Fathers.
6. Consider having someone make the announcements other than the Fathers (i.e. Deacon who can review the announcements ahead of time and make sure announcements are all made and consistent.
7. Consider having the two TV screens in St. Mary's foyer display different information.
8. Can use an online fill-in form to make sure submission is complete with start and end dates and all important information.
9. Consider combining Copts of Michigan and Church Facebook page.
10. Announcements are still unclear and need to be announced and clear.
11. Action Item: Ask Fathers to consider having another individuals read announcements after Liturgy.
12. Michael Looka will comply ideas and design plan to be presented at the next board meeting.

III. Fr. Seraphim ordination, God willing, will take place on Saturday Nov 11 at Abba Bishoy Monastery. The Liturgy will take place on Sunday November 12 at 6am. Fr. Seraphim will return to the United States on or around December 7. Enthronement will take place on December 9 in St. Mark's Church in Cleveland from 12-2pm with Prayers of Ordination.

a. Gifts from the whole diocese will be staff and another staff with 2 snakes and the Bishop's apparel and cross. Will double the December diocese fee for each church to cover the costs and costs of gifts.

b. Date will be Dec 17 for general reception in Michigan. This date is tentative.

c. Date needs to be determined for Michigan reception with Dignitaries (Fathers from other Churches)

d. See what other diocese have done - ask Patrick to reach out to contacts in other dioceses.

e. Center of diocese under Fr. Seraphim will be in Toledo

f. Nadia Zaki will lead effort for reception for Fr. Seraphim in Michigan and create a committee from all churches to organize reception.

g. Action Item: Confirm with Abouna Maximus to confirm Dec 17 reception date

IV. Church manager position - written job description has been finalized and waiting approval from the Fathers.

A. Posting of job opening will be postponed until the return of Fr. Seraphim and will be pending his review and approval.

B. If receive approval from Fr. Seraphim, will then get blessing from the congregation. Communicate to the congregation and give a time for them to post objections and bring objections.

V. Parking Lot approval - the approval of plans for the parking lot innovation are still in secondary approval process with City of Troy. The front gate is included in the drawings under review. Second set of revised drawings should go to the architect this week and then to the City. Have to add patchwork to existing parking lot.

VI. St. Joseph closet - Confirm with St. Josephs to remove their things from the closet in the basement. The should be disposed of due to the water damage that has occurred in the basement. Ask Uncle Naguib to get quotes for fixing basement. Magid Athnasios will reach out to Naguib to solicit quotes.

VII. St. Joseph Food Bank - St. Joseph is doing quality assurance on all food coming into the pantry. The church is not legally responsible for another entity such as St. Joseph.

VIII Follow up with Fr. Maximus Max re: Holy Cross Diocese to see if there is any update on the diocese fee outstanding for fees paid by St. Mark on their behalf.

IX. Car insurance has been sorted out with respect to the school and ensuring that cars, licenses and and insurance are all matching.

X. Rochester Church - Mark Nasr will follow up with the Board of Rochester Church regarding remuneration for services.

XI. With regards to the on-going damage being done to the school playground by children using the equipment during church service hours, Miriam met with the school and they

presented pictures and descriptions of damage done to the playground. This problem has been on-going for over 2 years. The school has asked to restrict use of the playground outside of school hours as the school has purchased this equipment and The Board proposed to:

a. Approve \$1500 to purchase new toys to replace those that have been damaged or rusted due to accessing the shed where toys are stored and damaging equipment.

b. Approve purchase and installation of \$650 shed to securely store equipment. This shed doesn't have windows or sky lights and will hopefully be more difficult for anyone to break into.

c. An idea was proposed by moderators to recruit, through sign-up at the information desk, parent volunteers to monitor the children using the playground during church at information desk. Parent volunteers could ensure that all kids entering the playground are accompanied by one of their own parents to limit unsupervised kids. Kids can stay on playground as long as parents stay with them. Agreed to try this approach for a few months and see if there are enough volunteers and if this creates more respectful treatment of the equipment.

d. School proposed erecting a chain link fence to restrict access to the playground that would be re-routed.

XII. Security procedures for upcoming New Year's celebration and Nativity feast. Magid advised the security committee is reviewing last year's procedures and planning for upcoming events.

XIII. St. Mary CDC has not remitted monthly cost-sharing fee since May 2017. Maged Essak will follow up with school.

XIV. The next town hall is scheduled for December 3, Sunday

a. Maged Essak will present after 1st Liturgy and Nadia will present after 2nd Liturgy

b. Topics to cover include: Parking Lot, Fr. Seraphim ordination and welcome, Playground supervision issues, security procedures for upcoming feasts, decals for cars, Financial Update, Information Center Function, Fundraising project, status of parking lot project

XVI. Next Board meeting is scheduled for Sunday, December 3

XVII. The meeting concluded with prayer at 2:50pm