



St. Mark COC – Troy – Board Meeting Minutes March 12, 2017

ATTENDANCE

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

INTRODUCTION

- Fr. Mina began the meeting with prayer at 12:30pm
- The minutes from the previous board meeting were approved as presented.

1. Double doors in St. Mary's church on men's side facing North leave a gap when closed. This gap allows some cold air to come in and can be uncomfortable for people sitting near it. Weatherstrips can be added temporarily but the final solution is a special weatherstrip addition. This is on the maintenance team project list.

2. The baptisery in St. Mary's is being worked on currently.

3. There is a project underway to research options for switching the outdoor lighting to LED lighting which is less expensive and more energy efficient. There are several options for different types of light and with varying changes that need to be made to the light fixtures. We would have to rent equipment to reach top of light posts. The cost varies from \$200-\$400 per fixture without labor costs to adapt the fixture. An option is to engage electrician to change fixtures and lights. Installing more efficient lights will also allow us to get a credit from DTE. Naguib Bekheet is researching all the options and costs.

4. An ongoing project list of repairs and projects at St. Mark and St. Mary has been drafted. Naguib will own the list and add to his on-going list.

5. Some updates and renovations to St. Mark Church are underway and should be completed by Easter (fixing pews, new paint, etc.) Naguib will find an installer to replace windows at St. Mark's church that are in need of repair and will get price quotes. Mark and Karim will initiate contact with installers they know of and have installers contact Naguib. Replacement windows can be purchased from Home Depot. This project will exclude replacement of any stained glass windows.

6. Regarding the list of projects needed to update St. Mark's, Abouna Maximus will create a list with project price estimates and solicit donations for any congregation members who would like to contribute to specific projects. Examples include new altar curtains (already sponsored and paid for), cabinets for Deacon supplies and other fixtures. Nadia Zaki will be the point of contact for anyone who would like to sponsor a project and the list will be circulated through the weekly email announcement.

7. The construction of a residence for Father Seraphim (located in the parish house) is near completion.
8. There are several signs that need to be posted in parking lot (for improved flow of traffic, signs informing of camera surveillance of the parking lot, no smoking signs). A traffic engineer will be consulted on how best to improve flow of traffic with yield signs etc.
9. The service of receiving donated cars needs to be coordinated. This is not under Naguib's management except for the transfer of legal title etc for cars donated to the church. Need to make sure that cars accepted have a useful life and are not in need of too much repair.
10. St. Mark needs a new microphone system. A system has been researched and identified at a cost of \$4,500. The Board approved this purchase.
11. On Friday, March 24th 6pm at Holy Cross Church, a reception will be held for the newly-ordained Fr. Rapheal of Holy Cross. Mark Nasr will prepare a gift to present to him on behalf of the congregation of St. Mark's and St. Mary's.
12. George Saleh agreed to take on the project of selling purchased cemetery lots at White Chapel for any congregation members who would like to purchase. Karim El-Fishawy and George met with Suzy Tawfik to review lots, locations and history. A follow-up meeting is scheduled to organize all the information. There is a contact at White Chapel who can help to organize the information regarding all the lots purchased in the distant past. action Item: Miriam will call White Chapel to obtain this information.
13. Holy Week 2017 Schedule and Services was discussed. There will be one service in Troy for Palm Sunday, Holy Thursday, Good Friday and Resurrection Liturgies. There will also be all the same services conducted at Eastside Church, Shelby/Rochester Church and Holy Cross. The Holy Week services will be coordinated with parking, streaming, usher team and all other teams.
14. Emad Looka will take on responsibility of review, restructuring and adding accountability for Service Committees structure. The details are being finalized.
15. The Church has received City of Troy approval for parking lot site plan. Fundraising projects are underway and the plan will be to begin construction after Easter. As mentioned before, all future projects require the finishing and addition of drainage in the overflow parking lot.
16. Father Maximus concluded the meeting with prayer at 2:20pm.
17. The next board meeting is scheduled for Sunday, April 2, 2017.

Signatures:

Fathers

Board Members

Secretary