

# Meeting Information:

Meeting name	IFN BOT Meeting	
Date	December 13, 2020 @ 10:05 AM	Conference Call

# Attendees of the Meeting

Br Haris Jamil	Br Naveed Ismail
Br Abdullah Bushnaq	Br Irshad Khan
Br Mamadou Diallo	Sr Oghay Kherzai
Br Nisar Syed	Br Farzan Mahmood
Br Jaseem Anwer	Sr Ambareen Sheriff
Br Masood Ahmed	Br AbdulHai Khaleel
	(For Q3 Financial Update)
Br Saquib Ahmed	

# **Meeting Chair**

Br. Haris Jamil	

# Agenda

- 1. Chairman's Remark
- 2. November Meeting Minutes Approval
- 3. Bylaws Committee Recommendations
- 4. Finance Update / Q3 Report
- 5. Fundraising Final Numbers/Next Steps
- 6. Youth Strategy Next Steps
- 7. Construction Committee Update
- 8. Other Business
  - Youth Participation in BOT
  - Lessons Learned from Recent IFN Events

# **Meeting Minutes**

The meeting started at 10:05 AM, with Duaa'.



#### 1. Chairman's Remark

Highlights:

The Chairman thanked all the board members who participated in the General Body Meeting. This was the first GBM we held online and overall, everything went smoothly. There was a comment from a community member that the attendants should have been visible to everyone (a few panelists were able to view the list, but not all). The Chairman also thanked the two outgoing board members for their long tenure in helping IFN. Their recognition plaques are available for pickup at the office. Members are encouraged to review and update the calendar.

### 2. November Meeting Minutes Approval

**Motion**: Br Diallo moved the motion to approve the November meeting minutes. Br Abdullah seconded the motion. **There were no objections**. **Motion approved**.

## 3. Bylaws Committee Recommendations/Next Steps

Highlights:

"We've laid out the timeline. We've reached out to the different committee members. In January we will hold a Board/EC workshop. Comments can be submitted in writing via the template we will share if a person is not attending. In February we will repeat with the community. In March we will take the work to the attorney."

"We should watch out for the date in January, as we have a lot of competing meetings coming up. We also want this work to be a community effort and review the membership of the committee so that its members are not all former board members."

"We are open to the Board Officers recommending the membership makeup of the committee in the next year."

"I would strongly echo that comment. I would like for the committee to engage more with the community. We should really open it up and ask who in the community would like to participate and select members. Next, the board should discuss and approve who would like the committee."

"We would wait for the board's recommendation on the committee's members. I can help with the logistics when needed."

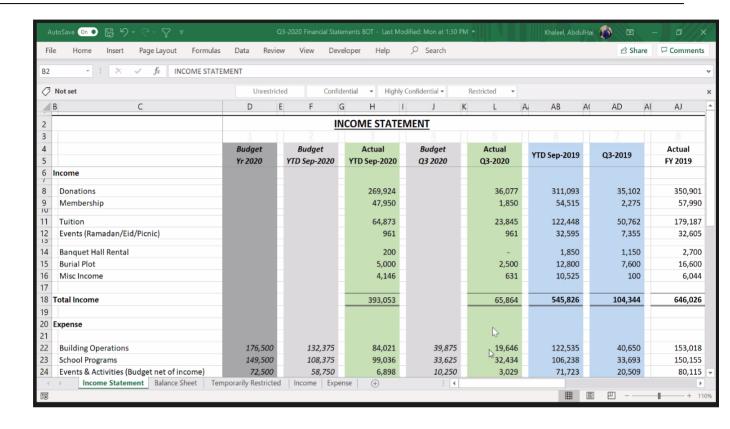
"We will finalize this committee in January, but until then I would like to ask Br Masood to continue to lead the committee."

#### 4. Finance Update / Q3 Report

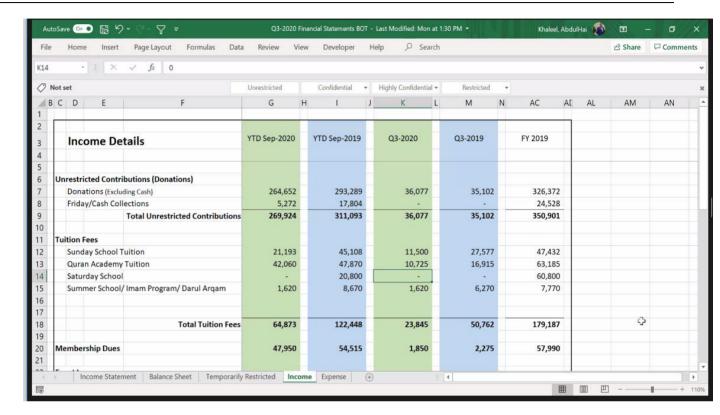
Highlights:

Income Statement









There's an almost 50% drop from last year, because of the lessened tuition collection in Sunday School and no on-premise Saturday School.

"Were there any discounts from Sunday School fees?"

"We returned \$50 per student, since we were not offering lunch."

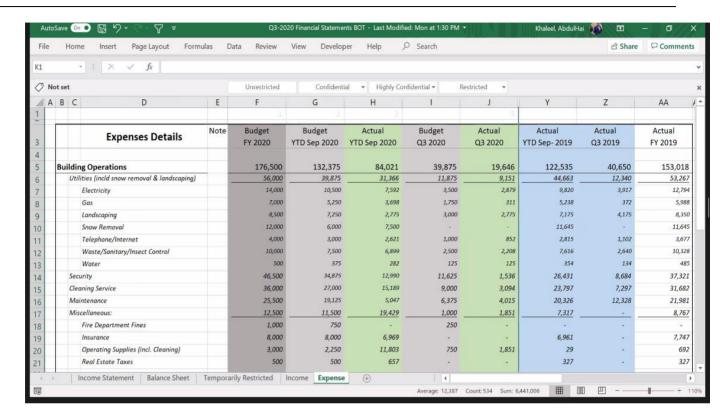
"How come membership dues are declining over the years?"

"I believe the membership was going up last year, but this year is probably due to the Covid-19."

"We have a delta of around \$6,600. We should find the real number of members from the Membership Committee."

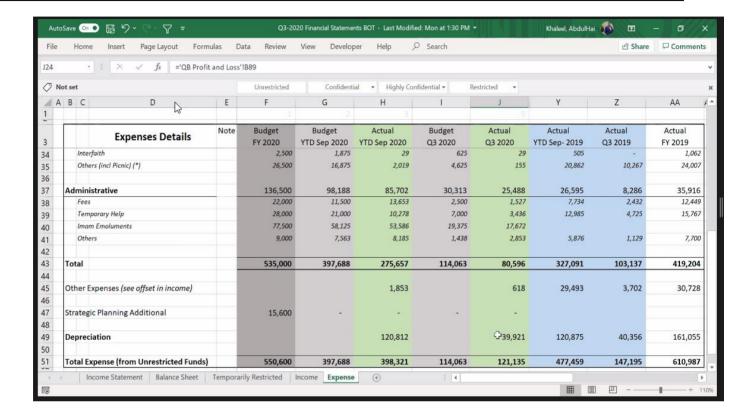
"We did have discussions about membership back in March. It will be difficult to use this year as a trend in anything. Right now, we should look at these are purely as numbers, and avoid making changes based on them."





"Everything is down across the board except for operating supplies. I also see a slight increase in the Quran Academy expense."

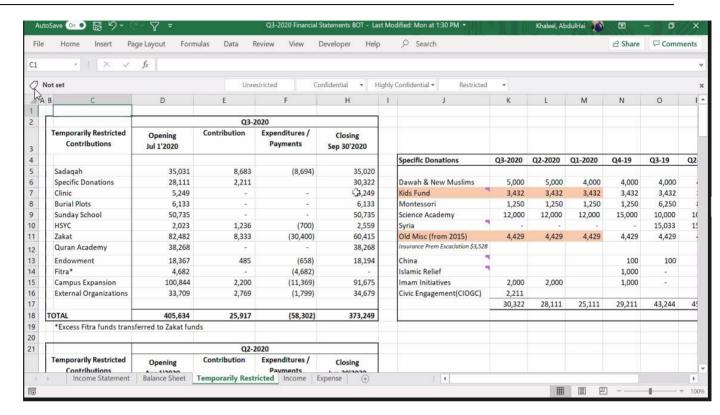




<sup>&</sup>quot;We spent around ~\$2,000 more on administrative fees?"

<sup>&</sup>quot;Those are due to bank fees for processing online donations."





<sup>&</sup>quot;The \$60,000 left in Zakat, is that overall?"

#### **Balance Sheet**

<sup>&</sup>quot;Yes, it's rolled from the previous years."

<sup>&</sup>quot;The people who donate are expecting their donations to be spent in the same year."

<sup>&</sup>quot;That is the case, we usually run from Ramadan to Ramadan."

<sup>&</sup>quot;So, this amount will be disbursed by next Ramadan?"

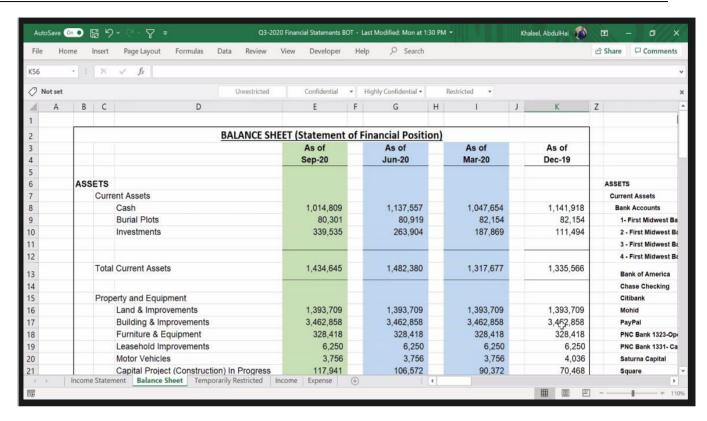
<sup>&</sup>quot;If there's a demand, yes. Otherwise we will roll it over."

<sup>&</sup>quot;Typically, we disburse all the money by Ramadan. We even usually use Sadaqa funds to cover Zakat requests."

<sup>&</sup>quot;We should also reach out to beyond our community where there is a lot of need this year."

<sup>&</sup>quot;I think as a board, we must work with the Treasurer and the Zakat Committee to put a monthly spending plan together so that all funds are depleted by Ramadan."



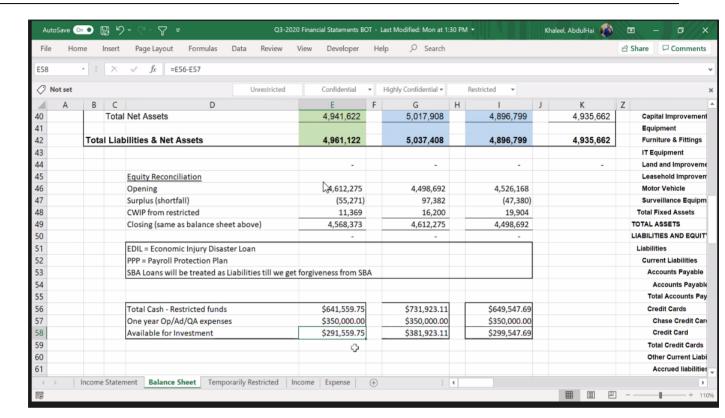


<sup>&</sup>quot;The loans from SBA are a liability for us until forgiven."

<sup>&</sup>quot;Is our loan forgiveness application pending?"

<sup>&</sup>quot;Chase is not taking the applications yet."





<sup>&</sup>quot;I wanted to check on the dates for the 2021 budget."

"We will present the draft budget in February and the approval will be at the BOT meeting in March. The Town Hall will be after that."

"We need to make sure that in next year's calendar we hold the Finance Town Halls in Q1 and Q4 and initiate the 2020 Audit in Q1. We have talked about switching to an annual audit. The board should pass a resolution in this regard in January. We should also be discussing the draft budget in January and should be approved in February."

"January is the month in which the Treasurer is busy sending out tax forms. So, I believe March is the right time to finalize the budget. I also would like to have an internal audit of our own."

"Our external audits are complete for 2017, 2018, 2019. The auditors in their Letter to Management mentioned missing invoices. Those invoices go back to a former Treasurer's tenure but in no way constitute a trend. I will be reaching back to the auditors to clarify."

#### 5. Fundraising Final Numbers/Next Steps

Hiahliahts:

We as a board must put forth a better way of engaging the community. It's very important,



especially now, to emphasize Diversity gender Equality and Inclusion (DEI). We had a goal of \$100,000 but collected ~ \$75,000 in pledges. Out of the pledges, we have collected ~ \$43,000. We are working with the youth on sending out a reminder email to the community. We do want to emphasize collecting all the funds by March.

"One thing that IFN must do to keep engagement high is to provide services. One area we could improve on is in funeral services. We should really consider opening that service again so that we do not alienate our community members."

"Our Covid Task Force is best qualified in making the decision on this. Once they say this is safe to reopen, we will resume. Note that the only service we are not offering is the Ghusl."

"Let's take an action item to review with the Task Force how other Masajid are able to provide Ghusl service, so that we can reopen this service at IFN."

### 6. Youth Strategy Next Steps

Highlights:

Execution of the project will now be driven by the EC.

"We talked about having youth (both boy and girl) to participate in board meetings."

"I suggest you also add this as a point of discussion in the Bylaws Refresh."

"We have something similar at our work, through internships. We invited college students to work on a project, submit a solution and present it to the leadership, and we implement their solution. This could be part of the Youth Journey."

"This request should be part of an overall effort to bring the youth and be active members of IFN. We need to think about how to have a rotation schedule, bring a lot of participants, so that we do not limit the effort to only a few."

#### 7. Construction Committee Update

Highlights:

The application for zoning and planning has been pushed to January 8. A few drawings need to be completed. The pre-application meeting is happeing this month (December).

"When is the application for permit?"

"It's all in the schedule I shared earlier. I will reshare it again. The permit is different from the zoning though."

"We talked about a 2-minute video to present at the fundraising event."



"It did not happen. It seems like there was a glitch in the system and it was not presented at the event."

"I suggest we make it more professional and post it on our Masjid website. We could use it for the high donor fundraising."

"For this to happen, your zoning must be complete. We wanted to wait until all these steps have taken place."

"What is our long-term plan? What is happening a year from now? I feel that we are doing things reactively for funds and approvals."

"Right now, the way we are doing it is to complete this phase, not talk about the next phases. We would talk about these things post-Covid."

"But preparation work must take place in the BOT. Longer term, what is the BOT going to do 6 months from now, a year from now?"

"The BOT is open to ideas."

"There should be a plan in place. Once we have the zoning complete, we will be talking about big funds. There is a lot of work that we need to do. We need to create a database of donors. We can ask the BOT members to be responsible for bringing in a certain dollar amount, like \$10,000 each. That will allow us to immediately raise \$110,000 within the BOT itself."

#### 8. Other Business

Recorded. Highlights:

- Youth Participation in BOT Covered in 7 above.
- Lessons Learned

"We did not have a good plan on how to count the members voting at the GBM."

"The emails asking to vote were an issue too. I voted but my husband couldn't."

"The GBM was conflicting with Sunday School. The youth have asked that a better time be considered in the future."

The meeting concluded at 12:27 PM with Duaa'.