



Board of Trustees Meeting Minutes and Action Items

Meeting Information:

Meeting name	IFN BOT Meeting		
Date	January 10, 2020 @ 10:00 AM	Location	Conference Call

Attendees of the Meeting

Br Haris Jamil	Br Naveed Ismail
Br Abdullah Bushnaq	Br Irshad Khan
Br Taha Suglatwala	Sr Oghay Kherzai
Br Nisar Syed	Br Farzan Mahmood
Br Jaseem Anwer	
Sr Khaudeja Bano	
Br Saquib Ahmed	

Meeting Chair

Br. Haris Jamil	
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Agenda

1. Chairman's Remark and New Members Welcome
2. Overview of BOT Meetings
3. December Meeting Minutes Approval
4. BOT Member Roles
5. Bylaws Committee Structure
6. Fundraising Update
7. IFN Clinic Update
8. Finance Report, Closing Books on 2020 and Starting 2021 Budget
9. President's Report
10. Other Business

Meeting Minutes

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



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1. Chairman's Remark

Highlights:

The Chairman welcomed the new board members.

- Calendar: BOT calendar published, please review.
- Budget: We will be reviewing and approving the 2021 budget in Q1.

2. December Meeting Minutes Approval

Motion: The motion to approve the December meeting minutes was moved and seconded. **There were no objections. Motion approved.**

3. BOT Member Roles

Highlights:

The Chairman went through the 2020 roles and the two new open areas.

"I request that our new Sister take on the Policy Management Lead, and our new Brother to take on the Construction Committee Liaison."

All accepted the recommendations.

4. Bylaws Committee Structure Update

Highlights:

"We will keep the same lead for the committee. Our new Sister will be replacing the outgoing board member. The rest of the committee will be kept as is."

5. Fundraising Update

Highlights:

"We have some pledges left to confirm. Will be meeting to see what is required to finish the Capital Project Design Phase."

"We would like to hold another virtual fundraising event in March. We'll work with the EC on creating a list of people we'll send a letter to request their support."

"Is \$75,000 due before March?"

"That is correct, it is needed to complete the Design Phase."

"What is left in pledges?"



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“We are trying to get that info, we reached out to people at the end of the year to remind them. It should be less than \$20,000.”

“Have we asked for employer matches for the donations?”

“Some people do that already.”

6. IFN Clinic Update

Highlights:

“The Clinic has been closed because of Covid since March. One member-doctor brought up a proposal in December to start a tele-health service that would benefit IFN and beyond. The intent of the Clinic is to be open to everybody.”

“We have a liaison with Lake County. We should consider the possibility of the Clinic being part of the COVID-19 vaccination effort.”

“CIOGC is receiving information about faith-based organizations delivering vaccines; we’ll engage the EC and Covid-19 Task Force.”

“Is there a mental-health aspect for tele-health?”

“Not specifically, just regular/general practitioner medicine that can be done without being seen in person.”

“We have a mental health program at IFN, I can share that information offline.”

“Anything as a community we can do?”

“We encourage the community to register. Information will be shared through IFN communication channels.”

“How are we planning to advertise that tele-health is going to be available? We should make sure we have a good online presence.”

“Can you clarify the vaccine rollout at religious places of worship?”

“IL DOH has plans based on areas that are hit hard, and then once general rollout starts, Faith Based Organizations will be used to reach the population (we are Region 9).”

“We do a lot of programs at IFN, we need to do a press release on the tele-health.”

7. Finance report 11:05AM



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Expenses





As of Jan 1, 2021	
IFN Operational Expenses	
Total Budget Approved Jan 2020	\$550,600
Budget Adjusted June 2020 <small>(Estimated)</small>	\$500,000
Spend to Q3, Sept 30	\$277,510
Forecast for year end 2020(Q3)	\$222,490
Capital Phase-I Expenses	
Contracted Amount for Phase I	\$330,000
Amount spent from Inception till Q3	\$98,341
Cash in Bank (Restricted)	\$91,675
Pledges to be collected	\$36,950 (\$80,000 Pledged)

Investments



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Investment Update

IFN Reserve Fund	
Total Cash in Bank (Sep 30)	\$1,014,809
Less - Restricted Funds (Sep 30)	\$373,249
Less - One year Expenses (Est)	\$350,000
Net Available for Investment	\$291,560

NAIT Investment	
Transferred to NAIT ICCF Fund Inception to (Dec 15)	\$400,000
Net asset value in NAIT ICCF Fund (Dec 15)	\$408,292

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Investment Update Sharia Portfolio

IFN Endowment Fund	
Cash in Bank (Dec 31)	\$354,560.55
Transferred to SP (Sharia Portfolio) from inception to Dec 15	\$350,010.58
Net asset value in SP Dec 31	\$426,462.27

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IFN Reserve Fund (in NAIT) – In January we will get the 2020 numbers. End of Q1 we have a report about the investments and how this approach is going.

Discussions

“Is the return reported quarterly?”

“Annual, by end of January.”

“NAIT is going to be mailed, updates should be available by email.”

“Question about the Spend and Forecast numbers; are they correct?”

“These are forecasts done based on actual from June. We did not reconcile the numbers, and they will probably be updated with information from the last quarter. End of January finances will be updated to reflect all of 2020 and budget for 2021.”

“Are the Capital Project pledges correct and up to date with information?”

“No, we need to update with the information from the last fundraiser.”

“Are we directing Sharia Portfolio in their investments?”



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“No, they are managing it, but we can give direction if needed.”

“When Sharia Portfolio was setup, we selected moderate risk and gain. They maintain the portfolio as a fiduciary party.”

“We can also possibly talk about getting stock donations that can go to our Sharia Portfolio account.”

8. President Report

Highlights:

- YM: Did snow removal to help community members who are unable to physically do it.
- YMS: Rename of SSU and are not part of the YM group. Active programs, starting with a clothing drive.
- Quran Academy: Possibility that 3 students will graduate soon.
- Membership: Drive started, we had 407 members last year, inshaa Allah this year we will have more.
- Maintenance: Two emergency doors were added in front of the Musala.
- Chandelier support: Work in progress to fix the motor and the structure.
- Covid-19 Taskforce: Providing guidelines to IFN based on CDC and Local Government. There was a request regarding funeral home services. Meeting on December 24th regarding this topic. After a detailed discussion, the decision was because of Holiday surge of COVID19, current recommendation was to not resume. End of this month meeting will re-evaluate that topic.
- Covid-19 testing/food distribution – Have been able to rollout these services to the local community and they have been fully utilized and effective. 30 people showed up for the food drive. Next one is January 17th.

“HSYC – do we know how many students we have this year?”

“I do not recall, will send you the information.”

“Are we informing other communities about these programs?”

“Yes, and people coming to the programs have been from outside our community.”

“Are there plans to continue the covid-19 testing? A few more sessions?”

“We will reach out to the company that has been doing it to see if we can join in. 120 and 105 tests done in both sessions, 50/50 mix of community and outside.”

“Any information if we have infections in the community?”



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“First one there were no positives, 2nd 5 positives. General info, not specifics, were shared of course.”

“If food drive was 30 people coming, is it possible to have a clothes drive be part of it?”

“Good idea, let us discuss offline for planning for a future drive.”

9. Other topics

Highlights:

Trends for physical participation in Namaz

“I heard that the number of people at namaz has dropped since earlier in the year after things got shutdown again. I request the EC to confirm what the trend is in case we are losing active participation in the Masjid.”

“Based on what we are seeing in the Smart Jamaat App, our Jumuas are still fully booked. Not sure where the impression about fewer people coming is originating from.”

“3 Jumua vs. 2?”

“This was done for a short period of time when infection rates went up, it was to reduce the number of people or exposure.”

“We have 20-25 people in Isha, there are people staying away as expected.”

WhatsApp

“I want to bring up the changes to WhatsApp privacy policies, access to contacts, and other changes. There has been a lot of discussions about it.”

“We should consider moving BOT communication out, and possibly even IFN news communications. Shared information about Signal (foundation funded) as an alternative.”

“Is this a new application?”

“Signal has been around for a number of years.”

“Overall for IFN moving is difficult, for BOT we should consider text messaging.”

The meeting concluded around 12:20 PM with Duaa’.