Board of Trustees Meeting Minutes and Action Items

Meeting name	IFN Board Monthly Meeting		
Date	March 4, 2018 @ 6:00 AM	**Location**	IFN Basement

Attendees of the Meeting

Br. Masood Ahmed	Br. Ishaq Mohiuddin
Br. Moghis Ahmad	Br. Jaseem Anwer
Br. Tanveer Jaffer	Br. Syed Shahabuddin
Br. Rizwan Shaikh	Haris Jamil
Sr. Fehmida Khan	
Sr. Rubina Khan	

Absent – Br. Nisar Syed and Br. Diallo

Meeting Chair

Br. Masood Ahmed	

Agenda:

1. Opening Remarks ----------5 minutes.
2. Approval of minutes of meeting held February 18, 2018 ----------5 minutes.
3. President's Report ----------20 minutes.
4. Planning for next Townhall and General Body meetings ----------20 minutes.
5. Update on IFN Clinic ----------15 minutes.
6. Financial Updates (if any) ----------15 minutes.
7. Other Business ----------15 minutes.

Action Items:

Action Item 1 – Br Ishaq Mohiuddin will propose to purchase additional grave sites for the IFN Community in the next BOT.

Action Item 2 – Br Ishaq Mohiuddin will work with Br Jaseem Anwer to put together a policy for counting cash from all boxes (Sadaqah, IFN Masjid Funds, Syria etc.) collected weekly and it will be under dual control.

Action item 3 – Meeting announcement will be sent before March 15, 2018 by the following
Br Jaseem – EC Town Hall Meeting

Br Diallo – GBM
Br Rizwan – Capital Project Town Hall Meeting

Action item 4 – Br Jaseem will publicize the IFN clinic information on monitors and on the LED display after conformation that the clinic is open to both Muslims and non-Muslims.

Action item 5 – Br Nisar will present 2018 IFN Clinic plan in the quarterly update.

Action item 6 – Br Jaseem will arrange to get the LED display repaired.

Action item 7 – Br Syed Shahabuddin to share the Endowment committee update in the next BOT meeting.

Action item 8 - BOT Chairs – Share BOT Ad Hoc Committees' information with all BOT members.

Minutes of the Meeting

1. Approval of Meeting Minutes – Br Haris

- The meeting started after Fajr Salah and the quorum was established.
- Approval of minutes of Feb 18, 2018 meeting – The motion to approve the minutes was moved and seconded. **Minutes were unanimously approved**.
- Posting the minutes on the IFN website – Br Masood Ahmed said that we all should review the minutes very carefully to make sure that they do not contain any personal and confidential information and after review we can post them on the IFN website.

2. President's Report – Br Jaseem

1. Analyzed Results from IFN Community Survey and summary of results were shared with the community.
2. Organized bus trips with CIOGC to the first Muslim Gubernatorial Candidate Forum at the MECCA Centre, Willowbrook.
3. Held a Muhsen Awareness Event with guest speakers.
4. Kicked off the 2018 IFN Membership Campaign Drive.
5. Created a Maintenance Environmental Rounds Checklist so we always have a safe environment for congregants.
6. Notified the community of IFN's Official Communication Channels & Communication Policy.

7. Created a more efficient and transparent IFN conference room booking process for IFN events and Activities utilizing google calendar.

8. Created a new cash counting process for Fridays including purchase of a Cash counting machine to make the process more efficient/user friendly.

9. Installed a Halal Vending Machine in the basement that would generate additional revenue for IFN.

10. Presented the budget for the year 2018 and BOT finalized it.

Additional comments at the meeting

- **Survey results** were sent by the President to the community. Transparency was a big concern. People are concerned about the financial transparency as well as overall transparency.
- Funeral Services – People are asking whether IFN members get discounts on the funeral services. No, but the cost of funeral services is very little at IFN in comparison to outside places. Outside cost is approximately $10,000. Here it is almost half of the outside cost. We should inform the community our cost is discounted.
- Br Ishaq mentioned that we have purchased some grave sites and we should purchase some more.

Action Item 1 – Br Ishaq will propose in the next BOT to purchase additional grave sites for the IFN Community.

- Can we have an individual survey.
- Improvements - Sometime good things are proposed in the individual meetings and we should bring them in the GBM.
- We bought a new machine for counting cash. We open all boxes every week and count.
- We should have dual control when we access money in the boxes, safe etc.
- Br Jaseem will work on how we can have dual control when somebody opens the boxes or safe.

Action Item 2 – Br Ishaq will work with Br Jaseem to put together a policy for counting cash from all boxes (Sadaqah, IFN Masjid Funds, etc.) collected weekly and it will be under dual control.

- We have started the Newsletter and it is an effective way to communicate with the community.

3. Planning for Next Townhall and General Body meetings

- BOT discussed to schedule three meetings.

- Second Construction Town Hall meeting will be on April 15 will be led by Br Rizwan.
- EC will schedule a Town Hall meeting on April 22.
- GBM – April 29th will be organized by Br Diallo. Follow up meeting will be on May 6th.
- If quorum is not established in the first and second GBMs we will go for electronic voting for the approval. We can send the minutes and slides of the GBM to the community for the electronic approval.

Action item 3 – Meeting announcements will be sent before March 15, 2018.

Br. Jaseem – EC Town Hall Meeting
Br. Diallo – GBM
Br. Rizwan – Capital Project Town Hall Meeting

- Last EC president raised some concerned about the BOT members and this was discussed in the last GBM. Our GBM minutes say that we will appoint an Ad Hoc Committee that will provide a report addressing these concerns.
- We can discuss in the next GBM. The BOT provided the response for every concern raised by the last President.
- We can revisit if anything is not clear to the community and appoint an Ad Hoc Committee and let it provide the report to the community.

4. Update on the IFN Clinic

- We should publicize and make the community more aware of the IFN Clinic.
- We should present the information to the community.
- Arrange a forum to introduce all doctors.
- We should open it to non-Muslims as well.
- The clinic should be up to par before we announce it to the people outside.
- EC General Secretary should make an announcement every Friday.
- We should have a banner outside the Masjid or display Clinic info on the LED display.

Action item 4 – Br Jaseem will publicize the IFN clinic information on the monitor and the LED display after conformation from Br Nisar that it is open to non-Muslims.

Action item 5 – Br Nisar will present 2018 IFN Clinic plan in the quarterly update.

Action item 6 – Br Jaseem will make arrangement to get the LED display repaired.

5. Financial Updates – Br Shahabuddin

- Treasurer has finalized the 2018 Budget. He has prepared the budget and the Finance Committee is going to review. In April the quarterly report will go out by email and also be included in the Newsletter. It will also be presented in the EC town hall meeting.
- The deadline for publishing the quarterly update is April 10.
- Endowment Committee – The following are members of the Endowment Committee. Brs. Ishaq, Shahab, Pervez, Tanveer, Arif and Masood. Br. Shahabuddin will send the minutes of the last meeting and they will be added to the end of this document as an addendum.
- Endowment meeting was scheduled at 12:00 PM today March 4. Br Shahid Ahmed to be added to the Endowment Committee.
- Br. Shahabuddin is the Chair of the Endowment Committee.

Action item 7 - Br Shahabuddin to share the Endowment Committee update in the next BOT meeting.

- Financials of endowment will be shared with the community.
- Complete the External Audit for 2016 by March 31 and Internal Audit by the end of April for the year 2017.

Motion: The motion to appoint Br. Shahabuddin the Chair of Fundraising Committee was moved and seconded. Sr. Fehmida will be the lead of the Capital Projects and other fundraising outside Ramadan and Br Jaseem will be the lead for Ramadan fundraising. **All in favor, motion approved.**

- Fundraising meeting was scheduled on March 4 at 11:00 AM. Br. Pervez, Sr. Rubina and Br. Ishaq will be invited to the meeting.

6. Women's Committee

- The Women's Committee wants to contribute but they do not have the means to contribute to a wider community outside the Masjid (e.g. Soup Kitchen etc.).

- The Women's Committee will present a proposal to purchase a van to the EC president.

- The meeting was ended with Duaa'.

Appendix – Endowment Committee Meeting Minutes sent by Br. Shahabuddin

IFNEF Meeting Minutes

Date: February 4, 2018
Attendees: Shahabuddin Khan, Tanveer Jaffer, Ishaq Mohiuddin, Masood Ahmed, Arif Khairuddin, Parvez Patel

Meeting Minutes

Agenda

1. Finalize financials for 2017
2. 2018 planning
3. Separation of IFN EF financials from IFN financials
4. Roles and responsibilities for 2018
5. Submitting tax forms for year ending 2017
6. Cadence of meetings in 2018

This is the first meeting scheduled for 2018. Br. Shahabuddin has been nominated by the IFN board to be the finance manager. As per the IFN bylaws "4.3.2.4 The Finance Director of the Board shall serve as the Chair of the Endowment Committee." Effective next meeting Br. Shahabuddin will take over as the Chair of the Endowment Committee and will be responsible for organizing a regular meeting cadence.
Br. Arif will be removing the outgoing Finance Chair and adding the incoming Finance Committee Chair Br. Shahabuddin as the bank signatory. The following roles and responsibilities were assigned.

Roles and responsibilities

1. **Property management**: The committee has unanimously decided to have Br. Tanveer continue to be responsible for property management through 2018, and Br. Tanveer has accepted.
2. **Accounting, IRS filing and Reporting**: Br. Arif by virtue of being the IFN treasurer is qualified to continue as the Treasurer. Br. Parvez will be his backup and assist in areas required by Br. Arif. All IRS filing responsibility continues with Br. Arif.
3. **Investment and Education Committee** – Br. Ishaq Chair and Br. Parvez Co-Chair
   This is a newly formed committee for this year. There is a need to educate the community on how to contribute to the endowment and the benefit to the individual and to IFN. This committee will take on this responsibility beginning this year and begin to organize education programs in IFN. Also, the committee will seek other qualified individuals and establish a robust investment committee with investment rules and guidelines.

Action items and action owners

1. Signatory update in the bank – Br. Arif Khairuddin and Br. Syed Shahabuddin
2. Publish separate financial report for IFNEF – Br. Arif with Br. Parvez
3. Review requirements to get IFNEF on Guidestar (or similar sites) and present plan to IFNEF committee – Br. Parvez
4. Establish calendar of education events for 2018 – Br. Parvez
5. Get details of brokerage account from Br. Muzaffer – Br. Masood
6. Transfer liquid funds from bank to brokerage – Br. Masood with Br. Arif
7. Schedule next meeting to follow up on the above – Br. Shahabuddin