



Board of Trustees Meeting Minutes and Action Items

Meeting Information:

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| Meeting name | IFN BOT Meeting | | |
| Date | February 2, 2020 @ 6:25 AM | Location | IFN Basement |

Attendees of the Meeting

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| Br Haris Jamil | Br Irshad Khan |
| Br Abdullah Bushnaq | Sr Oghay Kherzai |
| Br Mamadou Diallo | Br Farzan Mahmood |
| Br Jaseem Anwer | Sr Ambareen Sheriff |
| Br Masood Ahmed | |
| Br Saquib Ahmed | |
| Br Naveed Ismail | |

Meeting Chair

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| Br. Haris Jamil | |
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Agenda

1. Chairman's Remark -----
2. Finance Report -----
3. Pass Formal Motion on CCI Commitment -----
4. Review Policy Documents to Sign -----
5. IFN Bylaws Review -----
6. Fundraising Improvement Proposal -----
7. Construction Committee Update -----
8. President's Report -----

Meeting Minutes

The meeting started at 6:25 AM, with the Secretary making Duaa'.

1. Chairman's Remark (6:25 AM)

The Chairman opened the meeting with reminder that we should limit the board meeting to 2 hours. The agenda must be completed 2 weeks prior to the meeting. Please read all reports before the meeting and update your action items before the meeting. He also suggested we electronically sign the policies. He will work with EC Secretary to set something up this coming week.

2. Finance Update (6:30 AM)

Finance Director, via email: We won't have the 2019 Q4 Finance Report and 2020 Budget for the meeting. Our last BOT meeting was 2 weeks ago, the Treasurer was out of the country travelling



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and asked for more time. Inshaa Allah the 2019 Q4 report and the 2020 budget will be ready for review mid-February if we have a separate meeting for Budget. And we can finalize in the March BOT meeting, inshaa Allah.

3. Pass Formal Motion on *Community Collaborative Initiative (CCI) Commitment (7:13 AM)*

Motion: The motion for IFN to participate in the CCI project with one board member and one community member for up to 3 years was moved and seconded. **Two board members abstained.** All others approved. **Motion passed.**

Br Nisar Syed from the board and Br Moghis Ahmad from the community have agreed to take part in this effort of behalf of IFN.

4. Review Policy Document and Sign (7:16 AM)

The EC Secretary will send details on how to sign the policies electronically by next week.

5. IFN Bylaws Refresh (7:18 AM)

Discussions

“I suggest the formation of a subcommittee to review the bylaws and present their recommendations to the board.”

“I have the following suggestions:”

- We need to clarify the membership dates.
- We need more clarity on the roles and responsibilities (Example: President, Vice President, Social Director, etc.).
- On the Finance side, clarify the roles and responsibility of the Finance Committee and the Finance Director.
- We should review the quorum process.
- Bylaws of the Clinic do not mention a clear oversight. I think the IFN Board should have oversight of the Clinic.
- Include a diversity clause in the bylaws, requiring inclusion of all the various members of the community.
- Include a youth clause in the bylaws, requiring inclusion of the youth, through a shadowing process for example.

“I suggest everyone to propose names via email for inclusion in the subcommittee.”

The subcommittee will be formalized at our next meeting.

6. Fundraising Improvement Proposal (8:02 AM)

A presentation on how to improve Fundraising was given to board members.



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Discussions

“How do we identify all the alumni of IFN?”

“We should engage the youth themselves and let them lead that part with our support.”

“I think we should also try to improve continuous monthly donations, because it is very easy to do.”

“We should also remind members that some companies will match donations.”

“Whoever is interested in participating in this effort, let me know. I want to put a team together quickly and get started.”

“The Operating Budget is the responsibility of the EC, and for many years we have been meeting or exceeding our target.”

7. Construction Committee Update (8:22 AM)

A presentation on the Construction Committee Update was given to board members.

Discussions

“What is the expectation as of March 31? What are we going to get?”

“There are no specific milestones by quarter.”

“We need to have some milestones and deliverables. I think the payment schedule needs to be tied to milestones and deliverables.”

“We will go back to the architect and ask him to add the milestones. The other thing is we are running out of space in our Dropbox.”

Action Item:

- Br Abdullah, Sr Ambareen, Br Naveed to send recommendation to the EC for the changes we need for our folder structure to accommodate for more space.

8. President’s Report (8:45 AM)

The full report was emailed to all board members the previous night.

Discussions

“One, I do not see establishment of the committees and publishing of the names. Two, I do not see the Imam’s reviews, goals, and contract renewal. Three, we had a security meeting and talked about reaching out to the Sheriff on what type of prosecution could be done, and we still have not had any updates. These need to happen within the next two weeks.”

“Some active YM youths could be used as a leading supervisor for YM.”



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“I think it needs to be a person disconnected from YM, an adult.”

“I will have a meeting with Br Naveed, and we will discuss how to approach this.”

“Consider making our doors accessible as part of the Operating Budget. Water issues: I want a specific report for water issues in order to have a good understanding of what is going on. Here’s what we have, here’s what’s been done in the past, here’s what we should do so we can address it once for all.”

The meeting concluded at 9:00 AM.