



# General Body Meeting

December 9, 2018



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allāh, the Most Gracious, the Most Merciful

## Agenda – 11:00 AM to 1:00 AM



- Welcome and Recitation of the Quran – 5 mins
- Executive Committee Presentation
  - President's Update – 10 mins
  - Vice President's Update – 5 mins
  - Treasurer's Update – 10 mins
- Board of Trustees Presentation
  - Capital Project Construction Update – Rizwan - 15 mins
  - Capital Project Fundraising Update – Fehmida - 5 mins
  - BOT Update – 10 mins
- Roll Call / Approval of Spring Meeting Minutes – 5 mins
- Q & A – 60 mins (EC and BOT available after Dhuhr in LRC for any further Q&A)
- Conclusion and Duaa' – 5 mins



## Proposed Dates for Communication with the Community in 2019



- 16 Dec 2018 – Follow up General Body Meeting
- January 2019 – EC meeting with community.
- 3 Feb 2019 – Open Board Meeting with community members
  - Please provide topics to be addressed to the BOT General Secretary by January 20
- March 2019 - Capital Project Update Town Hall
  - Learn about the progress of the project from the engineers and architect.
- April 2019 - Endowment Town Hall
  - Learn about the endowment fund and estate planning.
- May 2019 – EC meeting with community.
  - Treasurer’s Report with Q&A



# President's Update



## Operations (Committees & Programs)

1. Religious Committee (Imam Azfar)
2. Funeral (Br. Ishaq Mohiuddin)
3. Maintenance (Br. Vaquar Shaikh)
4. Membership (Br. Aamir Ahmad)
5. Women's Advocacy Committee (Sr. Loubna)
6. Zakat (Br. Parvez Patel)
7. Health (Sr. Nancy Romanchek)
8. Civic Engagement (Dr. Amin Nadeem)
9. Outreach (Dr. Aamir Abushamaa/Sr. Helena)
10. Ramadan and Eid (Br. Altaf and Sr. Loubna)
11. Naval Base (Dr. Wasim Kagzi)



# President's Update



## Operations (Committees/Programs cont..)

12. Education (Dr. Zafeer Ahmad)
13. HSYC (Sr. Oghay Kherzai)
14. Muhsin (Sr. Sadia Thiryayi)
15. Social Media (Sr. Sadia Thiryayi)
16. Quran Academy (Dr. Saif Sheikh and Br. Fawad Ahmad)
17. Mentorship (Sr. Oghay Kherzai)
18. Education Technology (Br. Kazim Hasan)
19. Leadership Development (Dr. Khaudeja Bano)
20. Youth Group Activities (Shayaan Shaikh)
21. Lake County United (Br. Shakeel Syed and Sr. Shazma)
22. IT (Br. Shameer Barkat)
23. Security (Shemeel Basheer)
24. Boys and Girls club (Sr. Eman Enaya)
25. Halqa Programs (Sh. Farid Fahmy, Dr. Walid Khayr, Anwar Basha, Sr. Sabiha Khalid)



# President's Update



## New programs

- Toastmasters
- Community Potluck
- Clinic Improvements and Podiatry Services

## Upcoming committees/programs

- Family Advocacy Committee
- IFN umrah program
- Quran & Science Academy
- Ethics Committee
  - Sexual Harassment Policy
  - Grievance policy
  - Conflict of interest policy
  - Code of conduct



# President's Report



- **Education**

- **Sunday School & HSYC**

- Praxi Fully integrated and used by Sunday School – Piloted Pre-Registration this year
- 180+ students registered in Sunday School, 33+ Students in HSYC
- New Leadership and few new teachers in HSYC

- **Improvements**

- Evaluating to bring curriculum improvements – More Activity & Interaction based along with technology improvements
- Policy documents created/updated and posted on the Sunday School Website
- Periodic Evaluation of Teachers

- **MUHCEN**

- Provided sign language interpreters for Eid prayers, accommodation for special needs at events
- Started Quarterly Caregiver support group and Sibling support group, Braille Quran available now in Masjid
- Alhamdulillah, IFN is now Gold Certified

- **Quran Academy**

- 8 Fulltime & 10 Part-time students in Boys Hifz program, about 35 Nazira students, 40 students in Summer Program
- Started Girls Part-Time Hifz program this Summer – 5 Kids Enrolled

- **Security**

- Installed Intrusion Control and Installing Access Control System this month
- Constantly evaluating threats and taking precautions/reacting as necessary
- Working on Education and Training sessions for Weekend and QA teachers, students and community members



# Income (January 2018– September 2018)



Masjid Donation	\$305,115
Tuition Fee	\$ 92,086
Membership Dues	\$ 51,975
Events	\$ 27,965
Rental	\$ 1,075
Burial plot sale	\$ 15,549
Miscellaneous	\$ 15,009
<b>Total Income (Unrestricted):</b>	<b>\$508,774</b>

January-August 2018 figures prepared by the former Treasurer, pending review





# Expense (January 2018– September 2018)



	Budget FY 2018	Budget Jan'18-Sep'18	Actual Jan'18-Sep'18
<b>Building Operations</b>	<b>173,814</b>	<b>130,361</b>	<b>116,376</b>
<i>Utilities</i>	51,539	38,654	38,561
<i>Security</i>	46,324	34,743	32,047
<i>Cleaning</i>	37,360	28,020	21,854
<i>Maintenance</i>	24,500	18,375	13,902
<i>Others</i>	14,091	10,568	10,012
<b>School Program Expenditures</b>	<b>157,501</b>	<b>117,741</b>	<b>98,277</b>
<i>Quran Academy Expenses</i>	97,000	72,750	73,862
<i>Sunday School Expense</i>	51,701	36,191	19,633
<i>Summer Program</i>	8,800	8,800	4,782
<b>Events &amp; Activities Expenditures (*)</b>	<b>77,975</b>	<b>71,100</b>	<b>69,403</b>
<i>Ramadan Expense</i>	32,750	32,750	41,074
<i>Eid-Al-Fitr</i>	6,750	6,750	8,844
<i>Eid-Al-Adha</i>	6,750	6,750	7,603
<i>Calendar</i>	4,225	4,225	2,495
<i>Interfaith</i>	2,500	1,875	1,999
<i>Others</i>	25,000	18,750	7,388
<b>Administrative</b>	<b>46,168</b>	<b>34,626</b>	<b>27,998</b>
<i>Fees</i>	23,584	17,688	8,459
<i>Temporary Help</i>	15,864	11,898	14,049
<i>Others</i>	6,720	5,040	5,490
<b>Total</b>	<b>455,458</b>	<b>353,827</b>	<b>312,054</b>
<b>Other Expenses</b>			<b>16,052</b>
<b>Depreciation</b>			<b>120,094</b>
<b>Total Expense (from Unrestricted Funds)</b>			<b>448,200</b>

\* Higher Ramadan/Eid expenses offset by related income of \$28K

January-August 2018 figures prepared by the former Treasurer, pending review



# Balance Sheet (September 2018)



	Sep-18	Dec-17
<b>Assets</b>		
Current Assets		
Cash	1,101,921	1,022,049
Burial Plots	93,268	98,828
Investments	10,365	10,365
Advance Payroll	20,000	-
Deposits	1,630	493
Total Current Assets	1,227,184	1,131,735
Property and Equipment		
Land & Improvements	1,393,709	1,391,029
Building & Improvements	3,462,858	3,455,358
Furniture & Equipment	322,336	301,492
Leasehold Improvements	6,250	6,250
Construction In Progress	18,000	18,000
Less: Accumulated Depreciation	(1,464,659)	(1,344,566)
Total Property and Equipment	3,738,494	3,827,563
<b>Total Assets</b>	<b>4,965,678</b>	<b>4,959,298</b>
<b>Net Assets</b>		
Unrestricted	4,595,407	4,534,833
Temporarily Restricted (see next slide)	370,271	424,465
Total Net Assets	4,965,678	4,959,298
<b>Total Liabilities &amp; Net Assets</b>	<b>4,965,678</b>	<b>4,959,298</b>

January-August 2018 figures prepared by the former Treasurer, pending review



# Temporarily Restricted Contributions



Temporarily Restricted Contributions	Opening Jan 1'2018	Contribution Jan-Sep	Expenditures Jan-Sep	Recipient #	Closing Sep 30'2018
Sadaqah	78,754	77,642	(53,051)	20	103,345
Specific Donations	43,402	-	(14,181)		29,221
Clinic	-	3,100	(1,919)		1,181
Burial Plots	-	4,551	-		4,551
Sunday School	51,250	-	-		51,250
Zakat	21,785	86,922	(87,270)	48	21,437
Imam Fund	83,660	8,325	(51,621)		40,364
Hifz Program	86,538	8,867	-		95,405
Endowment	59,076	23,450	(62,191)		20,335
Fitra	-	24,011	(24,011)	54	-
Campus Expansion	-	18,700	(15,518)		3,182
<b>TOTAL</b>	<b>424,465</b>	<b>255,568</b>	<b>(309,762)</b>	<b>122</b>	<b>370,271</b>

January-August 2018 figures prepared by the former Treasurer, pending review

Endowment Fund expenditure of \$62K includes transfer of \$58K to Endowment Fund Bank Account (separate entity, not included within Islamic Foundation North)



# Treasurer's Comments



- Audited Financial Statements for 2016, 2015 and 2014 have been issued and posted on the notice board. The auditors have issued a “clean opinion” (signifies no material findings). Audit process for 2017 and 2018 will now commence
- All financial information until the period ended August 2018 has been prepared by the former Treasurer and provided to us on November 29. This information is pending our review and hence presented as draft
- Please submit all expense claims for 2018 latest by December 16 so that the expenses are processed and recorded within 2018
  - we follow cash basis (modified) accounting and do not want to charge the 2019 budget for 2018 expenses
- Standard payment term for invoices are 30 days – please communicate to all vendors at the time of agreeing terms
  - Same terms apply for internal expense reimbursements
  - Exceptions being salary and charitable contributions
- Please attempt to make all pledge payments by check. This will save your masjid significant transaction cost
- Want to acknowledge the efforts of Br AbdulHai Khaleel or helping with the accounting



# IFN Fundraising Committee - 2018



- Rubina Khan
- Parvez Patel
- Loubna Kilioune
- Masood Ali Khan
- Jaseem Anwer
- Syed Tanveer Numan
- Rafiq Rakhangi
- Mateen Khumawala
- Ambreen Sheriff
- Irshad Khan
- Waseem Kagzi
- Saqib Ahmed
- Syed Shahabuddin
- Imam Azfar
- Azmat Mohammed
- Kim Rihman
- Raabia Khan
- Sabiha Khalid
- Qazi Ejaz Hasan
- Shayaan Shaikh
- Sehr Shaikh
- Keenan Jajeh
- Rabia Tayyabi
- Minha Khan

Video prepared by youth volunteers if you have not seen it yet <https://youtu.be/o3ndMAVBtIQ>



# IFN Fundraising Committee - 2018



- Thank you
  - IFN committee and guests
  - IFN Youth
  - Imam Azfar Uddin and Qari Osman Shareef
  - Dr. Arif Hussain
  - Board of Trustees and Executive Committee
  - Construction Committee
  - Fundraising Committee



# Capital Project Fundraising Summary

By Dr. Fehmida Khan



Ticket Collections	\$ 34,650
Pledges	\$ 147,050
Event Expenses	(\$ 15,922)
<b>Funds Raised (net of expenses):</b>	<b>\$ 165,778</b>

Of the above pledges, \$63K has been collected to date.

Please settle your pledges by December 31, 2018 to avail of potential tax deduction in 2018.



# Capital Project Update



## Engineers and Consultants

Azmy Abutaleb	Architect, Former Director of Town Planning, Abu Dhabi
Syed Hussani	President - Accurate Group, Consultant, GC, Civil Engineer
Issam Rayaam	Civil Engineer (Structural), Bureau Chief of Programming, IDOT
Syed Iftekhhar	Civil Engineer
Khalid Ameen	Civil Engineer
Asmah Ahmed	Interior Designer

## Project Coordinators

Ishaq Mohiuddin	Rizwan Shaikh
Tanveer Jaffer	Mujeeb Syed





# Capital Project Update



- Phase 1 subdivided into 1A and 1B
  - Phase 1A – Master Plan and Zoning
  - Phase 1B – Building Design, Permit, Bidding
- Selection of Architect
  - Five Architectural firms short listed, interviewed, evaluated.
  - Architects were graded by the construction committee engineers on various criterion.
  - In the process of finalizing the Architect (verification & checks in progress)
- Funds
  - 55% of Phase 1 requirement – Collected/Pledged
  - Funds available to complete Phase 1A



# Capital Project Update



- Phase 1A – Master Plan and Zoning
  - Wetland Delineation
    - ALTA, Tree, & Topographic surveys; Field work & report, USACE & Lake County JD, County Verification
  - Design of Master Plan
    - Geometric, Utility, Electrical, Landscaping, Grading, Erosion Control for Master plan approval
  - Zoning
    - Conditional use application/hearing
  - Project Manual and Specification for Master Plan.
- Phase 1B – Building Design, Permit, Bidding
  - Schematic Design Phase
  - Design Development Phase
  - Construction Document Phase
    - Detailed Architecture, Structural, Lighting, Mechanical, Electrical, Plumbing, Fire Protection Design
  - Deliverables: *Final Construction/Permit documents*
- Next Steps: Phase 2: Bidding Phase and Construction Phase
  - Not included in Phase 1, will require General Body Approval
  - Construction permits are valid for five years



# Adhoc Subcommittee Report on Payroll Advance Issue

by Dr. Fehmida Khan



As documented in the special board meeting minutes of May 26, 2018, the responsibility of the adhoc sub-committee made up of seven BOT members (who were not part of the payroll advance approval process) was to make a determination on the payroll advance issue based on the following.

1. Establish that there was no 501(c) violation
  - Since none of the members involved in this transaction benefited from this deal there is no 501C violation.
  - The beneficiary is an employee who does not control IFN.
2. Establish that there was no conflict of interest
  - There was no violation of conflict of interest because the officers did not benefit from the transaction.
3. Work with the lawyer and establish Reimbursement or Promissory Notes for the reimbursement process if required
  - The attorney's opinion as provided by the subcommittee regarding #3 is that it is not required since the loan is secured by the employee's asset (home).
4. Present their findings to the community and disband in March of 2019.

Based on the recommendation report from the sub-committee in August 2018, it is clear that #1 and #2 were not violated, and no resignations are required.

- BOT and EC are in agreement with the adhoc committee recommendation
- payroll advance being paid off per schedule and will be completed by Mar-2019
  - Effective today this matter is concluded



# Q3 and Q4 Board Update



- External audit completed – “clean report” – 2014, 2015, 2016
- External audit for 2017 and 2018 will be initiated next
- Board meeting minutes are published on the IFN website
- Open board meeting scheduled beginning February 2019
- IFN Clinic - average patient received increased from 2.5 in the last quarter to 3.2 patients this quarter – Jazakallah Sr. Nancy Romancheck
- Fundraising event on September 22 to fund Phase 1 of the Capital Project..
- Election Committee successfully concluded elections for 2 board positions expiring at the end of 2019.



# Thank you and Jazakallah Khair



- Thank you to the two board members who are completing their terms at the end of 2018.
  - Br. Ishaq Mohiuddin and
  - Br. Moghis Ahmad
- Welcome to the two board members who will begin their term on January 1, 2019.
  - Sr. Oghay Kherzai and
  - Br. Abdullah Bushnaq
- Thank you to the election committee for doing a professional job in conducting the elections.
  - Br. Ghulam Waris
  - Sr. Shamim Choudhury
  - Br. Vaquar Shaikh



# Roll Call

Approval of Spring Meeting Minutes



# Q&A

Please submit your written questions