



General Body Meeting

December 15, 2019



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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

Agenda



- Opening
- Welcome (2 minute – Br Diallo)
- Recitation of the Quran (5 minutes – Quran Academy)
- Youth Update (10 minutes – Br Amaan)
- President's Update (15 minutes – Br Jaseem)
- Treasurer's Update (10 minutes – Br Sabah)
- BOT Update (30 minutes – Br Masood)
- Outgoing / Incoming Officers (10 minutes – BOT Br Diallo, EC Sr Leenah)
- Roll Call / Approval of last year's Meeting Minutes (5 minutes – Br Diallo/Sr Leenah)
- Q & A (30 minutes – Diallo/Sr Leenah)
- Conclusion and Dua' (3 minutes – Br Diallo)



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Youth Progress



Attracting Youth to the Masjid

IFN Masjid Involvement

- Strategic Planning
- Event Organization
- Masjid Cleaning
- Sunday School

Volunteering Outside IFN

- Helping Hand
- Fundraising Dinners



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Youth Islamic Learning



Islamic Learning

- Weekly Halaqa
- Imam Azfar
- HSYC
- Darusalaam
- Tarbiyah Retreats



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Youth Issues

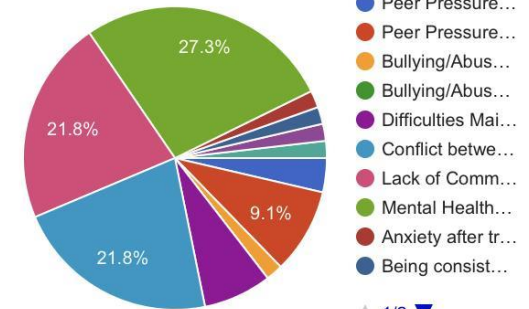


1. Mental Health
2. Lack of Communication with Parents
3. Conflict Between Islamic identity and Fitting In
4. Interaction with Opposite Gender
5. Questioning Belief in Islam

Which issue do you struggle with most?



55 responses





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Youth - Solution



1. Youth Involvement in Decision making
2. Collaboration in the masjid and at Homes
3. Continue Support to Youth Groups



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President's Report



Accomplishments

- Exceeded fundraising targets for yearly operations of IFN and run in cost effective way
- Unprecedented level of involvement of Youth and Women
- Record number of students(14) in full time hifz program.
- Hotline 24/7 for domestic and mental health issues through FAC.
- IFN Interfaith and outreach recognized by YWCA and awarded to Sr. Helena
- Supported Relief Efforts for countries such as Syria, Kashmir, Palestine, Uighurs



President's Report



Accomplishments

- 5 times Salah Schedule – Imam and Br. Omar Tolba
- Naval Base Services (Friday and Sunday)
- Community Picnic was successfully done after many years.
- Developed and Maintained good relations with authorities and lawmakers
- ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Active Shooter response training
- Health Initiatives - AED AED/CPR/FIRST, AID trained personnel
- Drug Prevention and Health Fair



President's Report



New Committees/programs

- IFN career Counseling – Dr. Haris Jamil
- Omair Quran and Science Academy – Sr. Zahra Nadeem
- GRIT (Growing Resiliency Intentionally Together) - Sr. Nancy
- Juma services in Lake County Jail – Imam Azfar
- Seerah Program – Imam Azfar
- Efficient cash collection and counting Process - Br. Usman Ghani
- Toast Masters Program - Dr. Khaudija Bano

New Chairs for Committee/Program

- FAC-Sr. Sadia Thiryayi, Zakaat – Sr. Loubna Kiliouine, HSYC – Sr. Samina Anwar, Vice Principal SS- Sr. Naheed Shaikh



President's Report



Future programs/activities

- Make youth programs stronger
- Support group and Hotline for drug use prevention program
- 2 emergency exit doors in musallah area
- Open Mosque event
- Scholarships for deserving students
- Diversity Committee
- Census program awareness in collaboration with CIOGC



Treasurer's Report

Income Statement



INCOME STATEMENT

	Budget 2019	Budget YTD Sep-19	YTD Sep-2019	Q3-2019	Q2-2019	Q1-2019	2018
Income							
Donations			311,093	35,102	255,787	20,204	333,630
Membership			54,515	2,275	15,225	37,015	56,505
Tuition			122,448	50,762	54,898	16,787	143,228
Events (Ramadan/Eid/Picnic)			32,595	7,355	25,240	-	27,965
Rental			1,850	1,150	-	700	2,175
Burial Plot			12,800	7,600	4,200	1,000	20,167
Misc Income			10,525	100	6,895	3,530	14,926
Total Income			545,826	104,344	362,246	79,236	598,596
Expense							
Building Operations	176,500	136,000	122,535	40,650	45,089	36,797	155,656
School Programs	149,000	111,750	106,238	33,693	41,335	31,210	137,612
Events & Activities (Budget net)	67,000	63,000	71,723	20,509	45,499	5,715	72,559
Administrative	53,000	32,125	26,595	8,286	11,251	7,058	50,419
Budgeted Expenses	445,500	342,875	327,091	103,137	143,174	80,780	416,246
Other Expenses (see offset in Misc Income)			29,493	3,702	23,453	2,338	18,583
Total Cash Expense			356,584	106,839	166,627	83,118	434,829
Net Income (before depreciation & excl payroll)			189,242	(2,495)	195,619	(3,882)	163,767
Depreciation			120,875	40,356	40,281	40,238	160,023
Net Income (excl payroll)			68,367	(42,851)	155,338	(44,120)	3,744
Payroll	75,000	56,250	(54,907)	(18,439)	(18,957)	(17,511)	(70,293)
Release of Payroll from Restricted			23,962	-	6,451	17,511	70,293
Transfer of 10% Gross Collections to Endowment Fund			At YE	At YE	At YE	At YE	(60,000)
Release of Quran Academy Shortfall from Restricted (Expense in excess of Income)			At YE	At YE	At YE	At YE	38,557
Net surplus (shortfall) - trsf'd to Equity			37,422	(61,290)	142,832	(44,120)	(17,699)



Treasurer's Report

Balance Sheet



BALANCE SHEET (Statement of Financial Position)

	Sep-19	Jun-19	Mar-19	Dec-18
Assets				
Current Assets				
Cash	1,283,762	1,335,701	1,207,534	1,221,664
Burial Plots	83,389	87,091	90,180	90,797
Investments	11,494	11,494	11,494	10,365
Advance against restricted funds	-	-	-	9,231
Total Current Assets	1,378,646	1,434,286	1,309,208	1,332,057
Property and Equipment				
Land & Improvements	1,393,709	1,393,709	1,393,709	1,393,709
Building & Improvements	3,462,858	3,462,858	3,462,858	3,462,858
Furniture & Equipment	328,418	328,418	322,336	322,336
Leasehold Improvements	6,250	6,250	6,250	6,250
Motor Vehicles	4,036	4,036	-	-
Construction In Progress	19,600	18,000	21,041	18,000
Less: Accumulated Depreciation	(1,625,464)	(1,585,108)	(1,544,827)	(1,504,589)
Total Property and Equipment	3,589,407	3,628,163	3,661,367	3,698,564
Total Assets	4,968,053	5,062,450	4,970,575	5,030,621
Net Assets				
Unrestricted	4,554,556	4,615,846	4,473,014	4,517,134
Temporarily Restricted (see next slide)	413,497	446,604	497,561	513,487
Total Net Assets	4,968,053	5,062,450	4,970,575	5,030,621
Total Liabilities & Net Assets	4,968,053	5,062,450	4,970,575	5,030,621



Treasurer's Report

Account Balances



Temporarily Restricted Contributions	Q3-2019			
	Opening Jun 30'2019	Contribution	Expenditures / Payments	Closing Sep 30'2019
Sadaqah	75,630	23,582	(22,502)	76,710
Specific Donations	45,644	6,250	(8,650)	43,244
Clinic	1,754	-	(1,000)	754
Burial Plots	6,133	-	-	6,133
Sunday School	56,050	-	(5,000)	51,050
Zakat	66,728	7,148	(32,515)	41,361
Imam Fund	-	-	-	-
Quran Academy	65,548	1,200	-	66,748
Endowment	6,020	4,500	(5,761)	4,759
Fitra	-	-	-	-
Campus Expansion	123,097	5,466	(5,825)	122,738
TOTAL	446,604	48,146	(81,253)	413,497

Temporarily Restricted Contributions	Q2-2019			
	Opening Mar 31'2019	Contribution	Expenditures / Payments	Closing Jun 30'2019
Sadaqah	94,055	35,917	(54,342)	75,630
Specific Donations	67,132	3,600	(25,088)	45,644
Clinic	1,809	-	(55)	1,754
Burial Plots	6,133	-	-	6,133
Sunday School	51,410	5,000	(360)	56,050
Zakat	-	94,776	(28,048)	66,728
Imam Fund	6,451	-	(6,451)	-
Quran Academy	61,348	4,200	-	65,548
Endowment	91,291	5,700	(90,971)	6,020
Fitra	-	21,612	(21,612)	-
Campus Expansion	117,932	5,165	-	123,097
TOTAL	497,561	175,970	(226,927)	446,604

Temporarily Restricted Contributions	Q1-2019			
	Opening Jan 1'2019	Contribution	Expenditures / Payments	Closing Mar 31'2019
Sadaqah	116,963	21,229	(44,137)	94,055
Specific Donations	39,221	27,911	-	67,132
Clinic	1,779	30	-	1,809
Burial Plots	5,733	400	-	6,133
Sunday School	51,500	-	(90)	51,410
Zakat	15,079	17,803	(32,882)	-
Imam Fund	23,962	-	(17,511)	6,451
Quran Academy	60,148	1,200	-	61,348
Endowment	87,621	4,200	(530)	91,291
Fitra	-	-	-	-
Campus Expansion	111,481	6,451	-	117,932
TOTAL	513,487	79,224	(95,150)	497,561

Temporarily Restricted Contributions	2018			
	Opening Jan 1'2018	Contribution	Expenditures / Payments	Closing Dec 31'2018
Sadaqah	78,754	103,860	(65,651)	116,963
Specific Donations	43,402	10,000	(14,181)	39,221
Clinic	-	4,400	(2,621)	1,779
Burial Plots	-	6,351	(618)	5,733
Sunday School	51,250	500	(250)	51,500
Zakat	21,785	99,845	(106,551)	15,079
Imam Fund	83,660	10,595	(70,293)	23,962
Quran Academy	86,538	12,167	(38,557)	60,148
Endowment	59,076	91,650	(63,105)	87,621
Fitra	-	24,011	(24,011)	-
Campus Expansion	-	128,174	(16,693)	111,481
TOTAL	424,465	491,553	(402,531)	513,487



Reminders



- Please submit all expense claims for 2019 latest by December 20, 2019 so that the expenses are processed and recorded within 2019
 - We follow cash basis (modified) accounting and do not want to charge the 2020 budget for 2019 expenses
- Please settle your Ramadan Pledges before year end. Also please
 - Make payments by check, or
 - Provide bank account details to set up monthly debits - preferably not credit card to avoid transaction charges for IFN
- Significant events:
 - IFN and IFN Endowment Fund Investments (please refer to Finance Director Presentation)
 - Campus Expansion Phase 1 Commencement (please refer to BOT Chair communication)



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2019 Year in Review



Key highlights here - details will be discussed by each board member in the upcoming slides

- Increased transparency
- Update of the Strategic Plan
- Strategic goals initiated
 - **Education** - Full time school - Al Ihsan Academy
 - **Facilities and Infrastructure** - campus expansion planning - architect engaged for:
 - Land reclamation activities for wetlands
 - Design and planning of the three modules for campus expansion to go to permit by 2021
 - **Financial**
 - Engaged portfolio manager (“Sharia portfolio”) for equity portion of endowment fund.
 - Engaged fund manager (“NAIT ICCF”) for reserves.



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Transparency initiatives

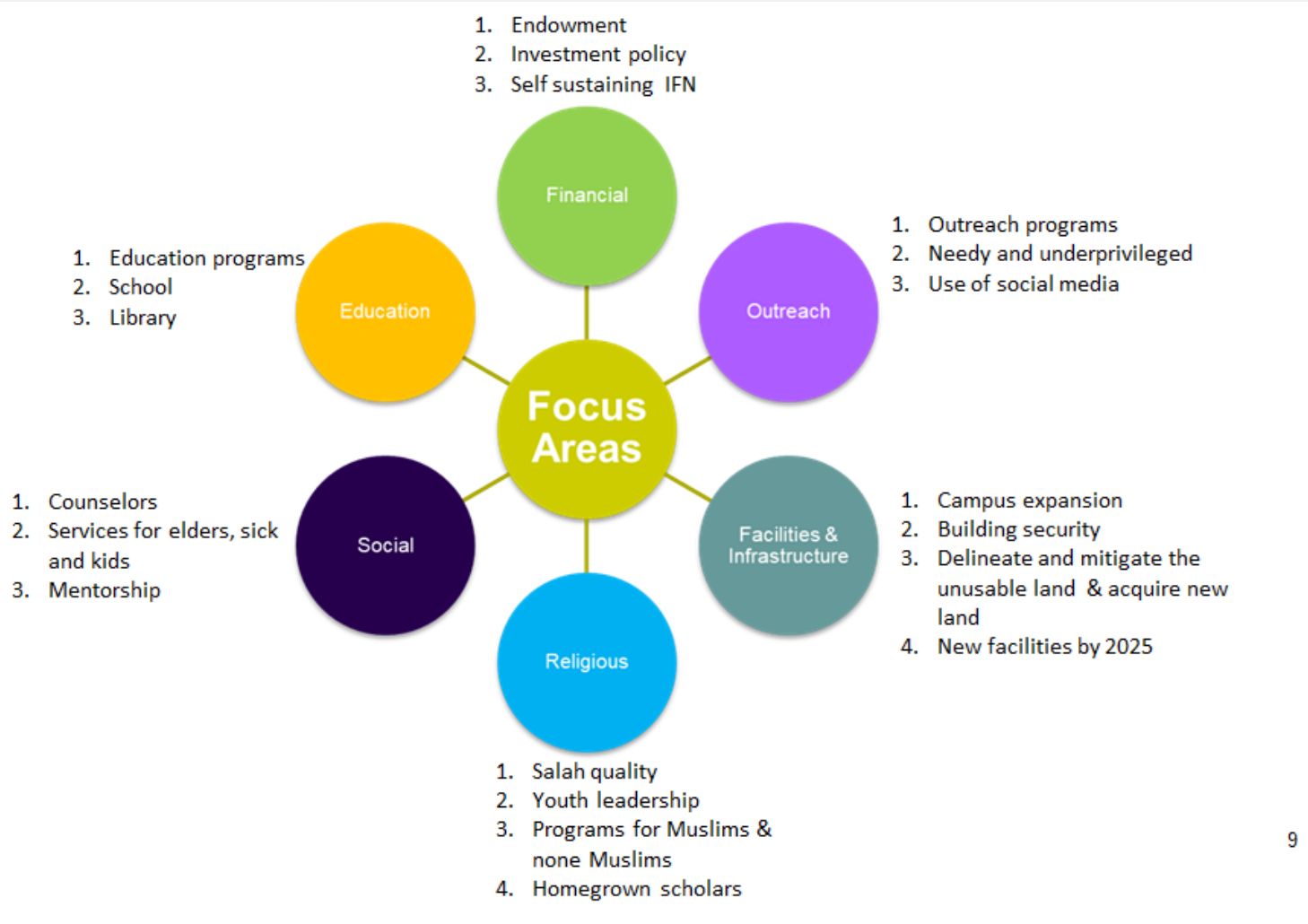
- Monthly Meeting Minutes published on IFN website
<https://ifnonline.com/meeting-minutes>
- Introduced BOT Quarterly Updates Newsletter, also published on IFN website
<https://ifnonline.com/meeting-minutes>
- Introduced Quarterly BOT Open Meetings for community.
- Town hall meetings for large initiatives such as strategic planning, campus expansion, finance updates, endowment updates, etc.



Strategic Plan



- Early 2019 started planning for Strategic planning 2025-2030
- 2030 Vision/portrait





Al-Ihsan Academy – the full time school at IFN



- Al-Ihsan Academy registered as a 501(c)3
- Construction was completed to combine two classrooms with an open door.
- School started on September 6, 2019
- Thirteen students are enrolled (3-5 years old).
- Two part time teachers have been hired from IFN community
 - Sr. Wardah Arif
 - Sr. Muizza Suglatwala
- One full time Teacher Assistant from IFN community
 - Sr. Nafisa Mohammad
- Goal is to establish a Montessori style program Insha'Allah
- IFN Board has approved the program and a memorandum of understanding (MOU) is in place.



IFN Reserves Report



- IFN Reserve at \$900,000
- \$250,000 will be kept as cash reserve
- \$650,000 is planned to be invested
 - North American Islamic Trust (NAIT) managed
 - Islamic Centers Cooperative Fund (ICCF)
 - Made initial transfer of \$50k
 - Transfer \$25k monthly to NAIT until target amount is reached.



IFN Endowment Report



- IFN Endowment Fund (IFNEF) Assets:
 - One townhouse property with rental income
 - \$600,000 cash assets
- All current cash assets (approx \$600K) targeted for equity investments
 - Sharia Portfolio is the portfolio manager
 - Transfer \$25k monthly into new account until target amount of (\$600K) is reached.



Endowment and Reserve Report - Next Steps



- IFNEF and Finance Committee annual review:
 - Review current investments planned at end of Q1 for previous year
 - Assess performance and additional options available for investment
 - Present report and recommendations to the BOT



Campus Expansion Project

Project scope is now limited to only design of the three modules with the architect to enable to project to go to permit





Campus expansion planning

Activities initiated in Q4 2019



- Contract has been finalized and signed between the Architect and IFN.
- Weekly meetings of Campus Expansion Committee and Architect has been established
- Wetland Delineation effort has been started - INTECH has provided a preliminary map of delineation of wetland with the project property line and beyond
- Project Program discussions are underway, discussing and reviewing the requirements for our Campus Expansion project.



Campus expansion planning

Action items for 2020



- Leads of Different Programs shall be informed of the design progress once there is sufficient information or development has taken place. The leads will have opportunity to review and comment on the design at evolving stages of the project.
- Quarterly update will be provided to the IFN Board of Trustees.
- Campus Expansion Committee will schedule at least two Town Halls in 2020 with the IFN Community to provide progress/updates on the Project.



Policies instituted by BOT



- Policies added and updated in 2019
 - Ethics Committee: Grievance Procedures and Code of Conduct Form
 - Sexual Harassment and Misconduct Policy
 - Conflict of Interest Policy
 - Elections at IFN: Ethical and Islamic Guidelines
 - Confidentiality Statement of IFN
 - Drug and Alcohol Free Policy



Free Clinic update



- Open for all, excellent opportunity for youth to get trained.
- IFN registered as 501(c)3
- IFN Clinic Bylaws - in progress
- Number of people served in 2019
104 till date
- Several doctors involved
- Grants obtained



Board Members



-Outgoing

Fehmida Khan	5 years
Rubina Khan	5 years
Tanveer Jaffer	5 years
Syed Shahabuddin	2 years
Rizwan Sheikh	5+4 years

-Incoming

Saquib Ahmed	5 years
Irshad Khan	5 years
Farzan Mahmood	5 years
Naveed Ismail	2 years
Ambareen Sheriff	1 year



EC Members



--Outgoing

Masood Ali Khan

Rafiq Rakhangji

Sabah Khan

Yousuf Mohammed

Vice-President

General Secretary

Treasurer

Social Events Director

--Incoming

Jaseem Anwer

Waseem Khan

AbdulHai Khaleel

Aamir Ahmed

Mona Ahmad

President

Vice-President

Treasurer

General Secretary

Social Events Director



Approval of Last Year Meeting Minutes





Q&A



Appendix





BOT 2019 Key Activities



The following IFN members were welcome as new BOT members:

Br. Abdullah Bushnaq

Sr. Oghay Kherzai

January

--Budget: The 2019 initial budget was drafted and amounted to \$535,300.

--IFN Clinic: Work was started to make the IFN Clinic an independent 501(c)(3) entity. A charter and bylaws will be drafted for approval, and a board of directors will be established.

February

--The BOT held its first open meeting on February 3rd, 2019. Minutes and Q & A document are published here: <http://ifnonline.com/meeting-minutes>



BOT 2019 Key Activities



--Strategic Planning: Work to refresh IFN's Strategic Plan 2020 started. Sr Oghay was selected to lead that effort.

--Capital Project: The architecture firm working with IFN submitted its final draft contract for review. Final contract was \$355,992.00.

External auditors were hired to initiate audit of IFN financials for 2017 and 2018.

--All tax forms were mailed by end of February.

--Budget: The 2019 budget was finalized at \$520,000 and approved in a unanimous vote by the board members.



BOT 2019 Key Activities



March

--The 2019 budget was revised slightly upward and stood at \$520,500.

--Work to clear approximately 3 acres of land to the east of the Masjid was approved.

--IFN Clinic: Br Nisar, Sr Fehmida, and the BOT Vice Chair (currently Br Haris Jamil) were selected to be included as members of the board of directors of the IFN Clinic.

--IFN Handbook

Sr Rubina put together a comprehensive handbook containing all IFN policies in one booklet. Once complete, all IFN employees, elected officials, and volunteers will be made privy of the policies and will be expected to abide by them while in tenure at IFN.



BOT 2019 Key Activities



April

--Capital Project Update: On May 5th, 2019, a Townhall meeting was held to update the community on the Capital Project.

--Strategic Plan Update: The BOT held the following events to gather input from the community regarding the Strategic Plan Update:

April 21, 2019: Strategic Plan Gap Analysis

April 28, 2019: Workshop with the community

May

--Finance Update: The 2018 Financial Statement was reviewed and approved. There was no increase on IFN expenditure between 2018 compared to 2017, and 2018 expenditures were below budget.

--Strategic Plan Update

Worked on ranking the impact of each line item and its costs from the data gathered at the Strategic Plan Workshop on 4/28.



BOT 2019 Key Activities



--Early Childhood Education at IFN

The board reviewed the final proposal from Al Ihsan representatives. The motion to allow operation of the school on IFN premises was moved and seconded. There was one abstention and nine yes votes. Motion was approved.

June

--The BOT held its second open meeting on June 9th, 2019. Minutes are published here: <http://ifnonline.com/meeting-minutes>.

--The board decided that external Audit for the IFN Endowment Fund for 2019 will start in Q1 2020.

--IFN Clinic: 501(c)(3) status was obtained for the “IFN Clinic” entity.



BOT 2019 Key Activities



--Strategic Plan Update

The board was presented the latest compilation of the result of the 100-point EC/BOT exercise. Next steps are to overlay these metrics with the prioritization obtained from the community and get the Strategic Plan team together to finalize the document.

July

--Work to investing IFN Reserve Funds was initiated. Final recommendations will be presented for a vote in the last quarter of the year.

August

--Election Committee: Work to create an Election Committee to oversee elections in December was kicked off. The board will reach out to community members to solicit their leadership and participation in this process.



BOT 2019 Key Activities



September

--Finance Update: Motions were passed to empower the Finance Committee to take action and assist our auditors in completing the 2017/18 audits. The motions were unanimously approved.

--Br Syed Shahabuddin, moved out of Illinois and as a result could no longer maintain his membership with IFN. The board passed a motion to elect Br Abdullah Bushnaq as the interim Finance Director until the end of the year. The motion was unanimously approved.

--Strategic Plan Update: Work continued on refreshing IFN's Strategic Plan. A Townhall meeting was held on 9/22 to present the latest to the community, along with the latest on the Capital Project.

--IFN Clinic: Refinement of the clinic's bylaws continue. Final draft will be presented to the board members in a future meeting for approval.



BOT 2019 Key Activities



October

--The BOT held its second open meeting on October 13th, 2019. Minutes are published here: <http://ifnonline.com/meeting-minutes>.

--Endowment Update: The motion to:

1. Invest \$650,000 of IFN Reserve Funds that are currently in non-interest-bearing accounts. Funds to be invested with the NAIT ICCF Fund over a period of 24 months.
2. Funds can be withdrawn with the approval of the board. A board motion will be required to withdraw from the reserve funds and apply towards operating funds only.
3. Authorized signatories will be: Finance Director, Treasurer, and Board Chairman.

was moved and seconded. There were no objections. Motion approved.

--Fall Fundraiser: We raised around \$79,000 during our fundraising event.



BOT 2019 Key Activities



November

--Finance Update: The motion to open a part time position for a paid assistant for the IFN Treasurer, with a maximum budget of \$10,000 per year was moved and seconded. There were no objections. Motion approved.

The motion to change the policy of transfer to the endowment fund equal to 10% of gross collection (excluding restricted contributions), restricted to net income adjusted for depreciation, effective January 2020 was moved and seconded. There were no objections. Motion approved.

--IT Update: The motion to create a BOT Subcommittee for the purpose of investigating the IT issues raised and to present a recommendation to the board on steps to address each one was moved and seconded. There were no objections. Motion approved. Br Abdullah would lead that subcommittee.



BOT 2019 Key Activities



December

---Elections held for new EC and Board members on December 8.

--Held our annual General Body Meeting on December 15.