

## NWICC Board Meeting

<b>Time:</b>	6 pm to 7 pm
<b>Date:</b>	Wednesday Jan 18, 2023
<b>Attendees:</b>	Adeel Ahmed, Ali Saifleh, Faisal Khan, Huma Yusuf, Hyder Ali, Jamesha Salaam, Nazia Hussain
<b>Please Bring/Read:</b>	Agenda
<b>Teleconference details:</b>	In Person - NWICC Room
<b>Meeting purpose</b>	Board meeting

## Agenda/Meeting Minutes

	Agenda Item	Date	Presenter
<b>Guest Update</b>			
<b>MOTIONS</b>			
	<b>Board Minutes Approval - 01/11/2023</b>	01/18/23	Board Members
	<p><b>Topic: New Committee or Existing Committee Process</b></p> <ol style="list-style-type: none"> <li>1. Send flier to the community to advertise Committee</li> <li>2. Board selected board member as committee liaison</li> <li>3. Hold first committee meeting, vote on chair &amp; vice, explain committee responsibilities &amp; expectations</li> <li>4. Record meeting minutes</li> <li>5. Repeat above annually</li> </ol> <p>APPROVED / NOT APPROVED</p>		
<b>EVENTS</b>			
	<p><b>Description: Board Meeting Times</b></p> <ol style="list-style-type: none"> <li>1. Option 1: 6 to 7 pm</li> <li>2. Option 2: 7:30 to 8:30 (max 9 pm) to warp up</li> </ol> <p><b>Shaykh Saifullah Update to Board - <u>Once a month</u></b></p> <ul style="list-style-type: none"> <li>- Wednesday 01/25</li> <li>- Wednesday 02/22</li> <li>- Wednesday 03/29</li> </ul> <p><b>Jamesha Salaam Financial Update - <u>Once a month</u></b></p> <ul style="list-style-type: none"> <li>- Wednesday 01/25</li> <li>- Wednesday 03/08</li> <li>- Wednesday 04/12</li> </ul>		
<b>UPDATES</b>			

<b>Community Care Donation 2022</b> Jan 17, 2023 Amount transferred to Community Care - \$7,652.51	01/17/23	Jamesha
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<p><b>RAMADAN 2023</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Taraweeh       <ul style="list-style-type: none"> <li><input type="checkbox"/> Qari/Imam for Taraweeh Prayers           <ul style="list-style-type: none"> <li><input type="checkbox"/> Option 1: Saifullah</li> <li><input type="checkbox"/> Option 2: Hire Imam to do taraweeh salah</li> </ul> </li> <li><input type="checkbox"/> Cost: Hadiya Amount - \$ 2000</li> </ul> </li> <li><input type="checkbox"/> Fundraiser       <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Date: Saturday March 25, 2023</li> <li><input type="checkbox"/> Who: Who will be guest speaker and Will Saifullah do the FR?           <ul style="list-style-type: none"> <li><input type="checkbox"/> Option 1: Saifullah - Cost \$0</li> <li><input type="checkbox"/> Option 2: Outside Speaker - Cost \$ 5000               <ul style="list-style-type: none"> <li><input type="checkbox"/> Sh Ammar Al Shukry</li> </ul> </li> </ul> </li> </ul> </li> <li><input checked="" type="checkbox"/> Location:       <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> NWICC Musallah</li> </ul> </li> <li><input checked="" type="checkbox"/> Fundraiser Goal Amount: \$ 200,000</li> <li><input type="checkbox"/> Jumma Fundraising Organizations during Ramadan       <ul style="list-style-type: none"> <li><input type="checkbox"/> NWICC</li> <li><input type="checkbox"/> CAIR MN</li> <li><input type="checkbox"/> Building Blocks</li> <li><input type="checkbox"/> ICNA Relief MN <b>OR</b> Islamic Relief MN</li> </ul> </li> <li><input type="checkbox"/> Ramadan Committee       <ul style="list-style-type: none"> <li><input type="checkbox"/> Lead: TBD</li> <li><input type="checkbox"/> Board Member Liaison: Nazia Hussain</li> <li><input type="checkbox"/> Roles &amp; Responsibilities           <ol style="list-style-type: none"> <li>1.</li> </ol> </li> </ul> </li> <li><input type="checkbox"/> Interfaith Iftars (at NWICC)       <table border="1" data-bbox="289 1476 1198 1675" style="margin-left: 20px;"> <thead> <tr> <th>Date</th> <th>Ramadan</th> <th>Organization</th> <th>Contact</th> </tr> </thead> <tbody> <tr> <td>4/05/23</td> <td>14</td> <td>Taking Heart Iftar</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </li> <li><input type="checkbox"/> Iftar at other organizations       <ul style="list-style-type: none"> <li><input type="checkbox"/> Tuesday - 03/28 - City of Crystal City of Crystal hosting Iftar at: Crystal community center 4800 Douglas Dr N, Crystal, MN 55429           <ul style="list-style-type: none"> <li><input type="checkbox"/> Who is attending:</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Finalize Eid prayer location:       <ul style="list-style-type: none"> <li><input type="checkbox"/> Book Plymouth Room and in the meantime continue looking for a bigger place to accommodate Approx 1000 - 1500 people</li> </ul> </li> </ul>	Date	Ramadan	Organization	Contact	4/05/23	14	Taking Heart Iftar							
Date	Ramadan	Organization	Contact											
4/05/23	14	Taking Heart Iftar												

- Plymouth Room: 7 am to 9:30 pm - \$ 700
  - Prayer 1: 7:30 am, 8 pm finish session 1, clear room by 8:15 am
  - Prayer 2: 8:45 am, 9:15 finish session 2, clear room by 9:30 am
- NWICC Building Dining Hall
  - Prayers 3: 9:30 am, 10 am finish salah
- Volunteers
  - For each session have 5 to 10 volunteers for prep, cleanup and parking
- Email request from Br. Saleem
  - Common Location for NWICC & Maple Grove Eid Salah ?
    - Should we move forward with this option
    - What will be the location options
    - Timings for Salah -

Fundraising Presentation By Board President

- Wednesday Jan 18 to Sunday 29 - Prep & Draft
- Wednesday Feb 01 - Review #1
- Wednesday Feb 15 - Review #2
- Wednesday Feb 22 - Review #3
- Wednesday March 8 - Finalize
  - Financial Overview Slide
  - Program Overview
  - Construction Committee Slide

Community Care During Presentation

- Who -

Bonus for the Employees

- Shaykh Saifullah
- Br. Ali
- Sr. Ruwada
- Br. Tayash

Zakat Ul-Fitr

- Donation Date
- Donation Amount
  - Organization #1
  - Organization #2
  - Organization #3

After Eid Salah Treats

- What -
- Budget - \$
- 

**Jumma Salah Parking & Traffic**

**Issues:**

- Parking in the Masjid Large Parking lot - people moving barricade cones after the lot is full

<ul style="list-style-type: none"> <li>- Parking beyond the 20 allocated spots in the Post Office, even with cones indicating parking area</li> <li>- Parking in the City Employee Parking lot</li> <li>- Parking on the street with NO Parking Signs</li> </ul> <p><b>Impact</b></p> <ul style="list-style-type: none"> <li>- Blocked other cars parked in parking stalls</li> <li>- Upset post office customers</li> <li>- Upset neighbors</li> <li>- Delay when leaving the salah</li> </ul> <p><b>Options</b></p> <ul style="list-style-type: none"> <li>- Board members to do rotation on each Jummah to help with Parking</li> <li>- Continue to recruit volunteers - 2 per session - One in masjid parking lot and One in Post office parking lot</li> </ul> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>- Faisal to create Board Member rotation sheet and send it the members to let them know of their schedule</li> <li>- Schedule <ul style="list-style-type: none"> <li>- 01/17 - Adeel</li> <li>- 01/27 - Ali</li> <li>- 02/03 - Faisal</li> <li>- 02/10 - Huma</li> <li>- 02/17 - Hyder</li> <li>- 02/24 - Jamesha</li> <li>- 03/03 - Nazia</li> </ul> </li> </ul>		
<p><b>Cleaning Services</b>  Company: Team Clean  Contact: Christian Montoya - 952-582-4581</p> <ul style="list-style-type: none"> <li>● Two Day a week - Monday &amp; Thursday</li> <li>● Areas to clean <ul style="list-style-type: none"> <li>○ Entrance Hallway</li> <li>○ Mussallah Hallway</li> <li>○ Mens Restroom</li> <li>○ Mens Wudu Area</li> <li>○ Women's Restroom</li> <li>○ Prayer Room</li> </ul> </li> <li>● Cost: \$982 + tax (tax exempt)</li> </ul>		
<b>FOLLOW-UPS</b>		
<p><b>WF Account</b></p> <ul style="list-style-type: none"> <li>- Close account - November 16, 2022</li> <li>- Sadia to have the balance as a check written for NWICC account</li> <li>-</li> <li>- ACTION: Sadia to call WF and follow up with bank manager and closer account by - Wednesday - DATE 11/16/2022 - <b>COMPLETE</b></li> <li>- Update</li> </ul> <p>AsalaamuAlaikum everyone,  Hope everyone is doing well inshAllah.</p> <p>I was able to sit down with a banker and close the Wells Fargo account.</p>		

There was \$3736.09 left which will be sent as a cashiers check to NWICC within 10-12 business days.

Since this was a business account there was a \$30/ month service & maintenance fees, which will be deducted from the final amount of the check.

Few points to note that we'll have to move the automatic payments Br @Jamesha Shaikh Salaam

- There was a monthly deduction of \$47.31 for FDMS, which is a "First Date Merchant Service", please verify if we're still utilizing the service and move the payment to new account, if not then we can just let it be.

- 12/07 - Once WF account closes this service will stop

- Siddiqui Basnet's accounting payment has been paid monthly \$380, you might want to move this to the new account, let Santosh know that you're working on moving this. December payment might be late.

- **ACTION:** Br. Jamesha to reach out them

- There was also a monthly credit for \$18.62 from the Mighty Cause non-profit fundraising campaign "FDN Grant". I'm not sure how we can redirect this.

If my memory serves me, Br Khalil had setup that Mighty Cause fundraising campaign account a while ago, so he might know the account credentials, if he still remembers that then we can redirect the deposit to the new account.

- Fund raising platform

- **ACTION:** Faisal / Jemesha to ask sister Hebba to reach out to brother Khalil and make updates

## DISCUSSIONS

### Board Members Distribution of Responsibilities

Area	Responsible
Religious Programs <ul style="list-style-type: none"> <li>· Weekly Halaqas</li> <li>· Monthly lectures</li> </ul>	Responsible: Huma Support: Ali and Nazia
Rental <ul style="list-style-type: none"> <li>· Classrooms               <ul style="list-style-type: none"> <li>o Schedule</li> </ul> </li> <li>· Dining Hall</li> </ul>	Responsible: Huma Support: Ali and Nazia
Events & Fund-Raising Schedules <ul style="list-style-type: none"> <li>· Jumma Fundraising Schedule</li> <li>· Events – dua's,</li> <li>· Jamat Visits</li> </ul>	Responsible: Huma Support: Ali and Nazia

<p>Member Programs</p> <ul style="list-style-type: none"> <li>· BBQ</li> <li>· Kids Events</li> </ul>	<p>Responsible: Nazia Support: Huma</p>		
<p>Ramadan iftar</p> <ul style="list-style-type: none"> <li>● Sign-Up</li> <li>● Distribution</li> </ul>	<p>Responsible: Nazia Support: Jamesha</p>		
<p>Ramadan Taraweeh</p> <ul style="list-style-type: none"> <li>· Setup &amp; Cleanup</li> </ul>	<p>Responsible: Ali Support:</p>		
<p>Fundraising</p> <ul style="list-style-type: none"> <li>· Ramadan</li> <li>· During Ramadan</li> <li>· During the year (Construction)</li> </ul>	<p>Responsible: Hayder Support: Adeel, Jamesha, Huma</p>		
<p>Friday Parking &amp; Traffic</p>	<p>Responsible: Faisal Support: Hyder</p>		
<p>Landscape &amp; Snow Plowing</p>	<p>Responsible: Adeel Support: Faisal</p>		
<p>Cleaning Services</p> <ul style="list-style-type: none"> <li>- Classroom</li> <li>- Bathroom</li> <li>- Dining Hall</li> <li>- Musallah</li> </ul>	<p>Responsible: Faisal Support: Adeel</p>		
<p>Equipment Maintenance</p> <ul style="list-style-type: none"> <li>- HVAC</li> <li>- Security Cameras</li> <li>- Security Doors (Key Fob)</li> <li>- Fire Alarms</li> <li>-</li> </ul>	<p>Responsible: Aeel Support: Faisal</p>		
<p>Social Media</p> <ul style="list-style-type: none"> <li>- NewsLetter</li> <li>- Website</li> <li>- WhatsApp Groups</li> <li>● Facebook</li> </ul>	<p>Responsible: Ali Support: Nazia</p>		
<p>Sunday School</p>	<p>Responsible: Sunday Support: Nazia</p>		

	<b>Topic: Saifullah's Contract</b>		
	<b>Topic: NWICC Bylaws Review</b>		
<b>PROJECTS</b>			
	Replace HVAC Unit		
	Smart Lights in dining hall		
	Fix Sidewalk Cracks in front of Post Office		
	Replace car barriers in the Post Office parking lot		