

NWICC Board Meeting

Time:	5:30 pm to 7 pm
Date:	Wednesday Jan 25, 2023
Attendees:	Adeel Ahmed, Ali Saifleh, Faisal Khan, Huma Yusuf, Hyder Ali, Jamesha Salaam, Nazia Hussain
Please Bring/Read:	Agenda
Teleconference details:	In Person - NWICC Room
Meeting purpose	Board meeting

Agenda/Meeting Minutes

	Agenda Item	Presenter
Guest Update		
	Monthly Imam Update - Saifullah	
MOTIONS		
	Board Minutes Approval - 01/11/2023	Board Members
	<p>Topic: New Committee or Existing Committee Process</p> <ol style="list-style-type: none"> 1. Send flier to the community to advertise Committee 2. Board selected board member as committee liaison 3. Hold first committee meeting, vote on chair & vice, explain committee responsibilities & expectations 4. Record meeting minutes 5. Repeat above annually <p>Suggested Committees</p> <p>Action Item: 01/11 - 02/01: Ali / Adeel to define the role of each committee</p> <ul style="list-style-type: none"> - Committee Update Once Quarter <input checked="" type="checkbox"/> Election Committee <input checked="" type="checkbox"/> Ramadan Committee <input checked="" type="checkbox"/> Construction Committee <input type="checkbox"/> Youth Committee <input type="checkbox"/> Sister Committee <input type="checkbox"/> Men's Committee <input type="checkbox"/> Musallah Committee religious activities committee <ul style="list-style-type: none"> <input type="checkbox"/> Liaison between Imam & Board - maybe <input type="checkbox"/> Social Media <ul style="list-style-type: none"> <input type="checkbox"/> Facebook <input type="checkbox"/> WhatsApp <input type="checkbox"/> Website <input type="checkbox"/> Newsletter <p>APPROVED / NOT APPROVED</p>	

EVENTS	
<p>Description: Board Meeting Times</p> <ol style="list-style-type: none"> 1. Option 1: 6 to 7 pm 2. <u>Option 2: 7:30 to 8:30 (max 9 pm) to warp up</u> <p>Shaykh Saifullah Update to Board - <u>Once a month</u></p> <ul style="list-style-type: none"> - Wednesday 01/25 - Wednesday 02/22 - Wednesday 03/29 <p>Jamesha Salaam Financial Update - <u>Once a month</u></p> <ul style="list-style-type: none"> - Wednesday 02/01 - Wednesday 03/08 - Wednesday 04/12 	
UPDATES	
<p>Financial Update</p> <ul style="list-style-type: none"> - 2022 Operational Expenses - will be on 02/01 - 2022 Income 	Jamesha
<p>Community Care Donation 2022 Jan 17, 2023 Amount transferred to Community Care - \$7,652.51</p> <p>Action Item: Br. Hyder - to reach out to Br. Eraj to schedule Community Care Update to Board on - needs to be pre Ramadan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wed 02/08 OR <input type="checkbox"/> Wed 02/15 OR <input type="checkbox"/> Wed 02/22 	Jamesha
<p>RAMADAN 2023</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Taraweeh <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Qari/Imam for Taraweeh Prayers <ul style="list-style-type: none"> <input type="checkbox"/> Option 1: Saifullah <input type="checkbox"/> Option 2: Hire Imam to do taraweeh salah <input checked="" type="checkbox"/> Cost: Hadiya Amount - \$4000 - approved <ul style="list-style-type: none"> <input type="checkbox"/> Schedule for Jummah Salah 04/07 - Al Bayan <input type="checkbox"/> Fundraiser <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Date: Saturday March 25, 2023 <input type="checkbox"/> Who: Who will be guest speaker and Will Saifullah do the FR? <ul style="list-style-type: none"> <input type="checkbox"/> Option 1: Saifullah - Cost \$0 <input type="checkbox"/> Option 2: Outside Speaker - Cost \$ 5000 <ul style="list-style-type: none"> <input type="checkbox"/> Sh Ammar Al Shukry <input type="checkbox"/> Option 3: Local Shaykh Ilyas Cost Aprox \$1000 - approved <input checked="" type="checkbox"/> Location: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> NWICC Musallah <input checked="" type="checkbox"/> Fundraiser Goal Amount: \$ 200,000 <ul style="list-style-type: none"> <input type="checkbox"/> Operations <input type="checkbox"/> Programs 	

Construction

Donors

- Generate Possible Donor List
- 02/06: **Action Item:** Buy Thank you Cards for donors
- 03/09 - 03/18: **Action Item:** Board Members Sign donor thank you cards
- 04/05/23: Generate Report of donors + donors with pledges
- 4/05 - 04/09: Label thank you cards
- 04/10: Mail thank you cards

Jumma Fundraising Organizations during Ramadan

- Friday - 03/24 NWICC
- Friday - 03/31 Islamic Relief MN
- Friday - 0407 Al Bayan
- Friday 04/14 Building Blocks

Ramadan Committee

- Meeting to be held on 01/22 after Maghrib
- Lead: TBD
- Board Member Liaison: Nazia Hussain
- Roles & Responsibilities

1.

Interfaith Iftars (at NWICC)

Date	Ramadan	Organization	Contact
4/05/23	14	Taking Heart Iftar Speaker - Saifullah IRG - Youth	Huma

Iftar at other organizations

- Tuesday - 03/28 - City of Crystal City of Crystal hosting Iftar at: Crystal community center
4800 Douglas Dr N, Crystal, MN 55429
 - Who is attending:

Finalize Eid prayer location:

- Book Plymouth Room and in the meantime continue looking for a bigger place to accommodate Approx 700
- Plymouth Room: 7 am to 9:30 pm - \$ 700
 - Prayer 1: 7:15 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

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
- Parking beyond the 20 allocated spots in the Post Office, even with cones indicating parking area
- Parking in the City Employee Parking lot
- Parking on the street with NO Parking Signs

Impact

- Blocked other cars parked in parking stalls
- Upset post office customers
- Upset neighbors
- Delay when leaving the salah

Options

- Board members to do rotation on each Jumma to help with Parking
- Continue to recruit volunteers - 2 per session - One in masjid parking lot and One in Post office parking lot

Action

- Faisal to create Board Member rotation sheet and send it the members to let them know of their schedule - **Complete**
- Schedule

— 01/17 - Adeel

- 01/27 - Huma
- 02/03 - Faisal
- 02/10 - Ali
- 02/17 - Hyder
- 02/24 - Jamesha
- 03/03 - Nazia

Cleaning Services

Company: Team Clean

Contact: Christian Montoya - 952-582-4581

- Two Day a week - Monday & Thursday
- Areas to clean
 - Entrance Hallway
 - Mussallah Hallway
 - Mens Restroom
 - Mens Wudu Area
 - Women's Restroom
 - Prayer Room
- Cost: \$982 + tax (tax exempt)

FOLLOW-UPS

WF Account

- Close account - November 16, 2022
- Sadia to have the balance as a check written for NWICC account
-
- ACTION: Sadia to call WF and follow up with bank manager and closer account by - Wednesday - DATE 11/16/2022 - **COMPLETE**
- Update

AsalaamuAlaikum everyone,
Hope everyone is doing well inshAllah.

I was able to sit down with a banker and close the Wells Fargo account.

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

Topic: NWICC to continue with Resident Scholar

Options:

1. Continue with Resident Scholar
2. Have both Resident Scholar and Imam
3. Have Imam Only

Impact:

- Continue with Resident Scholar
 - Define the role of resident scholar
 - Few board members have one on one conversation with Saifullah
 - Communicate the role in NL and in Open House
- Have both Resident Scholar and Imam
 - Define the role of Imam and Resident Scholar
 - Hire Imam

Timeline

Action Item: 01/25: Faisal to provide Imam key roles and responsibilities. Board Members to review and agree on the list

Action Item: 02/01: Finalize below list

Action Item: 02/08: Board president to set up meeting with Saifullah (block 2 hours)

Action Item: 02/15: Few board members to meet with Saifullah and find agreement with below roles & responsibilities

Imam Key Role & Responsibilities

1. Madhab
 - a. Will provide options with 4 Sunni madhabs - Hanafi, Shafii, Maliki, Hanbali and the reasoning for following a particular option
2. Daily Prayer
 - a. 2 daily prayers - Maghrib & Isha (5 days a week)
3. Jummah Prayers
 - a. Deliver Jummah Khutbah on a weekly basis
 - b. Invite other Imam's or religious scholars to deliver khutbah
4. Evening Halaqas & Adult Education Classes
 - a. Conduct at least 2 halaqas per week
5. Sunday School Responsibilities
 - a. Teach Sunday School Classes - Quran & Islamic Studies each week
 - b. Design & Develop Sunday School Curriculum
6. Ramdan
 - a. Conduct Ramadan Taraweeh Prayers
7. Masjid Office Hours
 - a. Weekday evenings and Weekends totally - 5 to 6 hrs
8. Other Activities

- a. Participate in Interfaith outreach
- 9. Out of Office / Prayers
 - a. Provide appropriate notification to board
 - b.

Board Members Distribution of Responsibilities

Area	Responsible
Religious Programs <ul style="list-style-type: none"> · Weekly Halaqas · Monthly lectures 	Responsible: Huma Support: Ali and Nazia
Rental <ul style="list-style-type: none"> · Classrooms <ul style="list-style-type: none"> o Schedule · Dining Hall 	Responsible: Huma Support: Ali and Nazia
Events & Fund-Raising Schedules <ul style="list-style-type: none"> · Jumma Fundraising Schedule · Events – dua’s, · Jamat Visits 	Responsible: Huma Support: Ali and Nazia
Member Programs <ul style="list-style-type: none"> · BBQ · Kids Events 	Responsible: Nazia Support: Huma
Ramadan iftar <ul style="list-style-type: none"> ● Sign-Up ● Distribution 	Responsible: Nazia Support: Jamesha
Ramadan Taraweeh <ul style="list-style-type: none"> · Setup & Cleanup 	Responsible: Ali Support:
Fundraising <ul style="list-style-type: none"> · Ramadan · During Ramadan · During the year (Construction) 	Responsible: Hayder Support: Adeel, Jamesha, Huma
Friday Parking & Traffic	Responsible: Faisal Support: Hyder
Landscape & Snow Plowing	Responsible: Adeel Support: Faisal
Cleaning Services <ul style="list-style-type: none"> - Classroom - Bathroom - Dining Hall 	Responsible: Faisal Support: Adeel

	- Musallah		
	Equipment Maintenance - HVAC - Security Cameras - Security Doors (Key Fob) - Fire Alarms -	Responsible: Aeel Support: Faisal	
	Social Media - Newsletter - Website - WhatsApp Groups ● Facebook	Responsible: Ali Support: Nazia	
	Sunday School	Responsible: Sunday Support: Nazia	
	Topic: Saifullah's Contract		
	Topic: NWICC Bylaws Review		
PROJECTS			
	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		

