



## Board of Trustees Meeting Minutes and Action Items

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### Meeting Information:

<b>Meeting name</b>	IFN BOT Meeting		
<b>Date</b>	December 13, 2020 @ 10:05 AM	<b>Location</b>	Conference Call

### Attendees of the Meeting

Br Haris Jamil	Br Naveed Ismail
Br Abdullah Bushnaq	Br Irshad Khan
Br Mamadou Diallo	Sr Oghay Kherzai
Br Nisar Syed	Br Farzan Mahmood
Br Jaseem Anwer	Sr Ambareen Sheriff
Br Masood Ahmed	Br AbdulHai Khaleel (For Q3 Financial Update)
Br Saquib Ahmed	

### Meeting Chair

Br. Haris Jamil	
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### Agenda

1. Chairman's Remark
2. November Meeting Minutes Approval
3. Bylaws Committee Recommendations
4. Finance Update / Q3 Report
5. Fundraising Final Numbers/Next Steps
6. Youth Strategy Next Steps
7. Construction Committee Update
8. Other Business
  - Youth Participation in BOT
  - Lessons Learned from Recent IFN Events

### Meeting Minutes

The meeting started at 10:05 AM, with Duaa'.



## Board of Trustees Meeting Minutes and Action Items

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### 1. Chairman's Remark

#### *Highlights:*

The Chairman thanked all the board members who participated in the General Body Meeting. This was the first GBM we held online and overall, everything went smoothly. There was a comment from a community member that the attendants should have been visible to everyone (a few panelists were able to view the list, but not all). The Chairman also thanked the two outgoing board members for their long tenure in helping IFN. Their recognition plaques are available for pickup at the office. Members are encouraged to review and update the calendar.

### 2. November Meeting Minutes Approval

**Motion:** Br Diallo moved the motion to approve the November meeting minutes. Br Abdullah seconded the motion. **There were no objections. Motion approved.**

### 3. Bylaws Committee Recommendations/Next Steps

#### *Highlights:*

"We've laid out the timeline. We've reached out to the different committee members. In January we will hold a Board/EC workshop. Comments can be submitted in writing via the template we will share if a person is not attending. In February we will repeat with the community. In March we will take the work to the attorney."

"We should watch out for the date in January, as we have a lot of competing meetings coming up. We also want this work to be a community effort and review the membership of the committee so that its members are not all former board members."

"We are open to the Board Officers recommending the membership makeup of the committee in the next year."

"I would strongly echo that comment. I would like for the committee to engage more with the community. We should really open it up and ask who in the community would like to participate and select members. Next, the board should discuss and approve who would like the committee."

"We would wait for the board's recommendation on the committee's members. I can help with the logistics when needed."

"We will finalize this committee in January, but until then I would like to ask Br Masood to continue to lead the committee."

### 4. Finance Update / Q3 Report

#### *Highlights:*

Income Statement



## Board of Trustees Meeting Minutes and Action Items

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B2 INCOME STATEMENT

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	1	2	3	4	5	6	7	8
	Budget Yr 2020	Budget YTD Sep-2020	Actual YTD Sep-2020	Budget Q3 2020	Actual Q3-2020	YTD Sep-2019	Q3-2019	Actual FY 2019
<b>Income</b>								
Donations			269,924		36,077	311,093	35,102	350,901
Membership			47,950		1,850	54,515	2,275	57,990
Tuition			64,873		23,845	122,448	50,762	179,187
Events (Ramadan/Eid/Picnic)			961		961	32,595	7,355	32,605
Banquet Hall Rental			200		-	1,850	1,150	2,700
Burial Plot			5,000		2,500	12,800	7,600	16,600
Misc Income			4,146		631	10,525	100	6,044
<b>Total Income</b>			<b>393,053</b>		<b>65,864</b>	<b>545,826</b>	<b>104,344</b>	<b>646,026</b>
<b>Expense</b>								
Building Operations	176,500	132,375	84,021	39,875	19,646	122,535	40,650	153,018
School Programs	149,500	108,375	99,036	33,625	32,434	106,238	33,693	150,155
Events & Activities (Budget net of income)	72,500	58,750	6,898	10,250	3,029	71,723	20,509	80,115

Income Statement Balance Sheet Temporarily Restricted Income Expense

110%



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		YTD Sep-2020	YTD Sep-2019	Q3-2020	Q3-2019	FY 2019
<b>Income Details</b>						
<b>Unrestricted Contributions (Donations)</b>						
Donations (Excluding Cash)		264,652	293,289	36,077	35,102	326,372
Friday/Cash Collections		5,272	17,804	-	-	24,528
<b>Total Unrestricted Contributions</b>		<b>269,924</b>	<b>311,093</b>	<b>36,077</b>	<b>35,102</b>	<b>350,901</b>
<b>Tuition Fees</b>						
Sunday School Tuition		21,193	45,108	11,500	27,577	47,432
Quran Academy Tuition		42,060	47,870	10,725	16,915	63,185
Saturday School		-	20,800	-	-	60,800
Summer School/ Imam Program/ Darul Arqam		1,620	8,670	1,620	6,270	7,770
<b>Total Tuition Fees</b>		<b>64,873</b>	<b>122,448</b>	<b>23,845</b>	<b>50,762</b>	<b>179,187</b>
<b>Membership Dues</b>		<b>47,950</b>	<b>54,515</b>	<b>1,850</b>	<b>2,275</b>	<b>57,990</b>

Income Statement Balance Sheet Temporarily Restricted Income Expense

There's an almost 50% drop from last year, because of the lessened tuition collection in Sunday School and no on-premise Saturday School.

"Were there any discounts from Sunday School fees?"

"We returned \$50 per student, since we were not offering lunch."

"How come membership dues are declining over the years?"

"I believe the membership was going up last year, but this year is probably due to the Covid-19."

"We have a delta of around \$6,600. We should find the real number of members from the Membership Committee."

"We did have discussions about membership back in March. It will be difficult to use this year as a trend in anything. Right now, we should look at these are purely as numbers, and avoid making changes based on them."



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	A	B	C	D	E	F	G	H	I	J	Y	Z	AA
	Expenses Details				Note	Budget FY 2020	Budget YTD Sep 2020	Actual YTD Sep 2020	Budget Q3 2020	Actual Q3 2020	Actual YTD Sep- 2019	Actual Q3 2019	Actual FY 2019
3	<b>Building Operations</b>					176,500	132,375	84,021	39,875	19,646	122,535	40,650	153,018
6	Utilities (incl snow removal & landscaping)					56,000	39,875	31,366	11,875	9,151	44,663	12,340	53,267
7	Electricity					14,000	10,500	7,592	3,500	2,879	9,820	3,917	12,794
8	Gas					7,000	5,250	3,698	1,750	311	5,238	372	5,988
9	Landscaping					8,500	7,250	2,775	3,000	2,775	7,175	4,175	8,350
10	Snow Removal					12,000	6,000	7,500	-	-	11,645	-	11,645
11	Telephone/Internet					4,000	3,000	2,621	1,000	852	2,815	1,102	3,677
12	Waste/Sanitary/Insect Control					10,000	7,500	6,899	2,500	2,208	7,616	2,640	10,328
13	Water					500	375	282	125	125	354	134	485
14	Security					46,500	34,875	12,990	11,625	1,536	26,431	8,684	37,321
15	Cleaning Service					36,000	27,000	15,189	9,000	3,094	23,797	7,297	31,682
16	Maintenance					25,500	19,125	5,047	6,375	4,015	20,326	12,328	21,981
17	Miscellaneous:					12,500	11,500	19,429	1,000	1,851	7,317	-	8,767
18	Fire Department Fines					1,000	750	-	250	-	-	-	-
19	Insurance					8,000	8,000	6,969	-	-	6,961	-	7,747
20	Operating Supplies (incl. Cleaning)					3,000	2,250	11,803	750	1,851	29	-	692
21	Real Estate Taxes					500	500	657	-	-	327	-	327

Income Statement Balance Sheet Temporarily Restricted Income Expense

Average: 12,387 Count: 534 Sums: 6,441,006 110%

“Everything is down across the board except for operating supplies. I also see a slight increase in the Quran Academy expense.”



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124 =QB Profit and Loss!B89

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	A	B	C	D	E	F	G	H	I	J	Y	Z	AA
1													
3				<b>Expenses Details</b>	Note	Budget FY 2020	Budget YTD Sep 2020	Actual YTD Sep 2020	Budget Q3 2020	Actual Q3 2020	Actual YTD Sep- 2019	Actual Q3 2019	Actual FY 2019
34				Interfaith		2,500	1,875	29	625	29	505	-	1,062
35				Others (incl Picnic) (*)		26,500	16,875	2,019	4,625	155	20,862	10,267	24,007
36													
37				<b>Administrative</b>		136,500	98,188	85,702	30,313	25,488	26,595	8,286	35,916
38				Fees		22,000	11,500	13,653	2,500	1,527	7,734	2,432	12,449
39				Temporary Help		28,000	21,000	10,278	7,000	3,436	12,985	4,725	15,767
40				Imam Emoluments		77,500	58,125	53,586	19,375	17,672			
41				Others		9,000	7,563	8,185	1,438	2,853	5,876	1,129	7,700
42													
43				<b>Total</b>		<b>535,000</b>	<b>397,688</b>	<b>275,657</b>	<b>114,063</b>	<b>80,596</b>	<b>327,091</b>	<b>103,137</b>	<b>419,204</b>
44													
45				Other Expenses (see offset in income)				1,853		618	29,493	3,702	30,728
46													
47				Strategic Planning Additional		15,600	-	-	-	-			
48													
49				<b>Depreciation</b>				120,812		39,921	120,875	40,356	161,055
50													
51				<b>Total Expense (from Unrestricted Funds)</b>		<b>550,600</b>	<b>397,688</b>	<b>398,321</b>	<b>114,063</b>	<b>121,135</b>	<b>477,459</b>	<b>147,195</b>	<b>610,987</b>

Income Statement Balance Sheet Temporarily Restricted Income Expense

“We spent around ~\$2,000 more on administrative fees?”

“Those are due to bank fees for processing online donations.”





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Q3-2020				
Temporarily Restricted Contributions	Opening Jul 1'2020	Contribution	Expenditures / Payments	Closing Sep 30'2020
Sadaqah	35,031	8,683	(8,694)	35,020
Specific Donations	28,111	2,211		30,322
Clinic	5,249	-	-	3,249
Burial Plots	6,133	-	-	6,133
Sunday School	50,735	-	-	50,735
HSYC	2,023	1,236	(700)	2,559
Zakat	82,482	8,333	(30,400)	60,415
Quran Academy	38,268	-	-	38,268
Endowment	18,367	485	(658)	18,194
Fitra*	4,682	-	(4,682)	-
Campus Expansion	100,844	2,200	(11,369)	91,675
External Organizations	33,709	2,769	(1,799)	34,679
<b>TOTAL</b>	<b>405,634</b>	<b>25,917</b>	<b>(58,302)</b>	<b>373,249</b>

\*Excess Fitra funds transferred to Zakat funds

Specific Donations						
	Q3-2020	Q2-2020	Q1-2020	Q4-19	Q3-19	Q2-19
Dawah & New Muslims	5,000	5,000	4,000	4,000	4,000	
Kids Fund	3,432	3,432	3,432	3,432	3,432	
Montessori	1,250	1,250	1,250	1,250	6,250	
Science Academy	12,000	12,000	12,000	15,000	10,000	
Syria	-	-	-	-	15,033	
Old Misc (from 2015)	4,429	4,429	4,429	4,429	4,429	
Insurance Prem Escalation \$3,528						
China				100	100	
Islamic Relief				1,000	-	
Imam Initiatives	2,000	2,000		1,000	-	
Civic Engagement(CIOGC)	2,211					
	30,322	28,111	25,111	29,211	43,244	

Q2-2020				
Temporarily Restricted Contributions	Opening	Contribution	Expenditures / Payments	Closing

Income Statement Balance Sheet Temporarily Restricted Income Expense

"The \$60,000 left in Zakat, is that overall?"

"Yes, it's rolled from the previous years."

"The people who donate are expecting their donations to be spent in the same year."

"That is the case, we usually run from Ramadan to Ramadan."

"So, this amount will be disbursed by next Ramadan?"

"If there's a demand, yes. Otherwise we will roll it over."

"Typically, we disburse all the money by Ramadan. We even usually use Sadaqa funds to cover Zakat requests."

"We should also reach out to beyond our community where there is a lot of need this year."

"I think as a board, we must work with the Treasurer and the Zakat Committee to put a monthly spending plan together so that all funds are depleted by Ramadan."

Balance Sheet



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BALANCE SHEET (Statement of Financial Position)				
	As of Sep-20	As of Jun-20	As of Mar-20	As of Dec-19
<b>ASSETS</b>				
Current Assets				
Cash	1,014,809	1,137,557	1,047,654	1,141,918
Burial Plots	80,301	80,919	82,154	82,154
Investments	339,535	263,904	187,869	111,494
Total Current Assets	1,434,645	1,482,380	1,317,677	1,335,566
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	328,418	328,418
Leasehold Improvements	6,250	6,250	6,250	6,250
Motor Vehicles	3,756	3,756	3,756	4,036
Capital Project (Construction) In Progress	117,941	106,572	90,372	70,468

Income Statement Balance Sheet Temporarily Restricted Income Expense

“The loans from SBA are a liability for us until forgiven.”

“Is our loan forgiveness application pending?”

“Chase is not taking the applications yet.”





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E58 =E56-E57											Not set	
Unrestricted Confidential Highly Confidential Restricted												
A	B	C	D	E	F	G	H	I	J	K	Z	
40			Total Net Assets	4,941,622		5,017,908		4,896,799		4,935,662	Capital Improvement	
41											Equipment	
42			Total Liabilities & Net Assets	4,961,122		5,037,408		4,896,799		4,935,662	Furniture & Fittings	
43											IT Equipment	
44											Land and Improve	
45			Equity Reconciliation								Leasehold Improver	
46			Opening	4,612,275		4,498,692		4,526,168			Motor Vehicle	
47			Surplus (shortfall)	(55,271)		97,382		(47,380)			Surveillance Equipm	
48			CWIP from restricted	11,369		16,200		19,904			Total Fixed Assets	
49			Closing (same as balance sheet above)	4,568,373		4,612,275		4,498,692			TOTAL ASSETS	
50											LIABILITIES AND EQUI	
51			EDIL = Economic Injury Disaster Loan								Liabilities	
52			PPP = Payroll Protection Plan								Current Liabilities	
53			SBA Loans will be treated as Liabilities till we get forgiveness from SBA								Accounts Payable	
54											Accounts Payable	
55											Total Accounts Pay	
56			Total Cash - Restricted funds	\$641,559.75		\$731,923.11		\$649,547.69			Credit Cards	
57			One year Op/Ad/QA expenses	\$350,000.00		\$350,000.00		\$350,000.00			Chase Credit Car	
58			Available for Investment	\$291,559.75		\$381,923.11		\$299,547.69			Credit Card	
59											Total Credit Cards	
60											Other Current Liabi	
61											Accrued liabilities	

"I wanted to check on the dates for the 2021 budget."

"We will present the draft budget in February and the approval will be at the BOT meeting in March. The Town Hall will be after that."

"We need to make sure that in next year's calendar we hold the Finance Town Halls in Q1 and Q4 and initiate the 2020 Audit in Q1. We have talked about switching to an annual audit. The board should pass a resolution in this regard in January. We should also be discussing the draft budget in January and should be approved in February."

"January is the month in which the Treasurer is busy sending out tax forms. So, I believe March is the right time to finalize the budget. I also would like to have an internal audit of our own."

"Our external audits are complete for 2017, 2018, 2019. The auditors in their Letter to Management mentioned missing invoices. Those invoices go back to a former Treasurer's tenure but in no way constitute a trend. I will be reaching back to the auditors to clarify."

### 5. Fundraising Final Numbers/Next Steps

#### Highlights:

We as a board must put forth a better way of engaging the community. It's very important,



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especially now, to emphasize Diversity gender Equality and Inclusion (DEI). We had a goal of \$100,000 but collected ~ \$75,000 in pledges. Out of the pledges, we have collected ~ \$43,000. We are working with the youth on sending out a reminder email to the community. We do want to emphasize collecting all the funds by March.

“One thing that IFN must do to keep engagement high is to provide services. One area we could improve on is in funeral services. We should really consider opening that service again so that we do not alienate our community members.”

“Our Covid Task Force is best qualified in making the decision on this. Once they say this is safe to reopen, we will resume. Note that the only service we are not offering is the Ghusl.”

“Let’s take an action item to review with the Task Force how other Masajid are able to provide Ghusl service, so that we can reopen this service at IFN.”

### 6. Youth Strategy Next Steps

#### *Highlights:*

Execution of the project will now be driven by the EC.

“We talked about having youth (both boy and girl) to participate in board meetings.”

“I suggest you also add this as a point of discussion in the Bylaws Refresh.”

“We have something similar at our work, through internships. We invited college students to work on a project, submit a solution and present it to the leadership, and we implement their solution. This could be part of the Youth Journey.”

“This request should be part of an overall effort to bring the youth and be active members of IFN. We need to think about how to have a rotation schedule, bring a lot of participants, so that we do not limit the effort to only a few.”

### 7. Construction Committee Update

#### *Highlights:*

The application for zoning and planning has been pushed to January 8. A few drawings need to be completed. The pre-application meeting is happening this month (December).

“When is the application for permit?”

“It’s all in the schedule I shared earlier. I will reshare it again. The permit is different from the zoning though.”

“We talked about a 2-minute video to present at the fundraising event.”



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“It did not happen. It seems like there was a glitch in the system and it was not presented at the event.”

“I suggest we make it more professional and post it on our Masjid website. We could use it for the high donor fundraising.”

“For this to happen, your zoning must be complete. We wanted to wait until all these steps have taken place.”

“What is our long-term plan? What is happening a year from now? I feel that we are doing things reactively for funds and approvals.”

“Right now, the way we are doing it is to complete this phase, not talk about the next phases. We would talk about these things post-Covid.”

“But preparation work must take place in the BOT. Longer term, what is the BOT going to do 6 months from now, a year from now?”

“The BOT is open to ideas.”

“There should be a plan in place. Once we have the zoning complete, we will be talking about big funds. There is a lot of work that we need to do. We need to create a database of donors. We can ask the BOT members to be responsible for bringing in a certain dollar amount, like \$10,000 each. That will allow us to immediately raise \$110,000 within the BOT itself.”

### 8. Other Business

*Recorded. Highlights:*

✚ Youth Participation in BOT  
Covered in 7 above.

✚ Lessons Learned

“We did not have a good plan on how to count the members voting at the GBM.”

“The emails asking to vote were an issue too. I voted but my husband couldn’t.”

“The GBM was conflicting with Sunday School. The youth have asked that a better time be considered in the future.”

The meeting concluded at 12:27 PM with Duaa’.