



Board of Trustees Meeting Minutes and Action Items

Meeting Information:

Meeting name	IFN BOT Meeting		
Date	March 7, 2021 @ 10:00 AM	Location	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	Br Taha Suglatwala
Br Saquib Ahmed	Br AbdulHai Khaleel (For 2021 Budget)
Sr Khaudeja Bano	

Meeting Chair

Br. Haris Jamil	
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Agenda

1. Chairman's Remark
2. February Meeting Minutes Approval
3. Bylaws Committee Update
4. Policies Signing by BOT Members
5. Br Abdullah Mitchell from CIOGC
6. Finance Update / 2021 Budget Approval
7. Self-sufficiency of IFN Education Programs
8. Spring Fundraising Update
9. Community Survey of BOT
10. President's Report

Meeting Minutes

The meeting started at 10:05 AM, with Duaa' for the departed, and the community.

1. Chairman's Remark



Board of Trustees Meeting Minutes and Action Items

The Chairman reminded board members that we will review and pass the budget today. He thanked the board member for completing the policies documents that we will be signing. He reiterated that the EC President will be the IFN representative in CIOGC, with the BOT Chairman as alternate second representative.

2. February Meeting Minutes Approval

Motion: The motion to approve the February meeting minutes was moved and seconded. **There were no objections. Motion approved.**

3. Bylaws Committee Update

Highlights:

"We have been meeting weekly every Tuesday. The work has been divided among the members and I would say 70% of it is complete. We are working with the EC Secretary to schedule an EC/BOT review. The youth are involved in this process. We should be done by 4/12/2021."

"Here's our execution plan:

1. Internal working committee
 - All to send redlines – 75% complete.
 - Review changes in next meeting – Discussions to be held to reconcile all comments and come to common agreement on each item in the next meeting on 3/9.
2. Board/EC Workshop
 - Send bylaws to Board/EC to review and redline – Target date is 3/7.
 - Schedule workshop to review the redlines – 3/28 and 4/4.
 - Decide on date for joint workshop – Target date is 6/12 to wrap up.
 - Publish Plan.
3. Youth
 - Identify youth participants with input from YM, YMS, YC.
 - Explain how they can get community service hours for serving non-profit organization.
4. Community
 - Send letter to community first."

"Can we add comments to other things not covered?"

"Absolutely."

"For the community reach-out, are there planned surveys or town halls?"

"We will do both."

"We should only be reaching out to IFN members."



Board of Trustees Meeting Minutes and Action Items

“What are the key bylaws updates you are considering?”

“High level, we are reviewing the following contentious areas: Membership Dates, BOT Tenures, and Youth Advocacy.”

“Are you looking for BOT feedback before general feedback? Are the documents going to be edited online or offline?”

“We will recommend doing an offline feedback, so we do not influence each other via our comments.”

4. Policies Signing by BOT Members

“Please read all the policy documents, read the acknowledgment page, sign it, and drop it at the office by 3/15.”

5. CIOGC Presentation

Highlights:

“Thank you for allowing us to come and share with you an important initiative, the DEI (Diversity, Equity, Inclusion) Resolution. These are core values we live up to and demonstrate in our communities. We are here to share these with you and request your support.”

“Why are we here? By 2022 we would like to increase the diversity of our governing board by 33%.”

[CIOGC went through the DEI Resolution presentation.]

“We are asking for an IFN board member who will work with CIOGC toward implementing the DEI Resolution.”

“Does CIOGC have any resources to help marginalized communities?”

“Yes. We look at external resources and adapt them internally.”

“We attended the Muslim Anti-Racism Training through the Collaborative Community Initiative (CCI). Is there any similar training that CIOGC is offering?”

“Yes, we are offering this type of training on an ongoing basis.”

“IFN is already represented in CIOGC. Do you think we need another member involved in this effort?”

“It’s up to your organization, but I would recommend a person committed to moving the needle forward and in a position of leadership.”



Board of Trustees Meeting Minutes and Action Items

6. Finance Update / 2021 Budget Approval

Highlights:

	Budget FY 2019	Budget FY 2020	Budget FY 2021
Building Operations	176,500	176,500	<u>144,200</u>
<i>Utilities</i>	56,000	56,000	53,000
<i>Security</i>	46,500	46,500	23,500
<i>Cleaning</i>	36,000	36,000	24,000
<i>Maintenance</i>	24,000	24,000	24,000
<i>Others</i>	14,000	14,000	19,700
School Program Expenditures	149,000	149,500	<u>150,500</u>
<i>Quran Academy Expenses</i>	102,000	102,000	110,000
<i>Sunday School Expense</i>	45,000	45,000	40,000
<i>Summer Program</i>	-	-	-
<i>HSYC Program</i>	-	-	-
<i>Muhsen Program</i>	2,000	2,500	500
Events & Activities Expenditures	67,000	72,500	<u>64,000</u>
<i>Ramadan Expense</i>	30,000	30,000	<u>30,000</u>
<i>Eid-Al-Fitr</i>	5,000	5,000	5,000
<i>Eid-Al-Adha</i>	5,000	5,000	5,000
<i>Calendar</i>	4,000	3,500	3,500
<i>Interfaith</i>	2,500	2,500	2,000
<i>Fund raising</i>			5,000



Board of Trustees Meeting Minutes and Action Items

Others		20,500	26,500	13,500
Administrative		53,000	59,000	<u>56,300</u>
Fees		24,000	22,000	22,000
Temporary Help		20,000	28,000	20,000
Others		9,000	9,000	14,300
Payroll (Imam's Salary)		75,000	77,500	<u>77,500</u>
Total Budgeted Expense		520,500	535,000	492,500
<u>Additional Budget Requests</u>				
Strategic Planning				
Education			2,400	<u>2,400</u>
Religious			13,200	<u>13,200</u>
Total Budgeted Expense Including Strategic Planning		520,500	550,600	508,100
<u>One-time Budget</u>				
Security			30,000	
Total Budget for 2021			580,600	508,100

“The only change is the increase in the Ramadan line item by \$2,000 (total now is \$30,000); and another \$2,000 for our volunteers (Annual Volunteer Event).”

“Why is the increase in Ramadan line item similar to 2019, the pre-COVID year?”

“This is mostly due to special cleaning expenses for the Masjid because of COVID.”

“I would like to clarify that donations during Ramadan also cover most expenses of Ramadan, is that correct?”

“Those are mostly for Iftar and Suhur, not for cleaning expenses.”

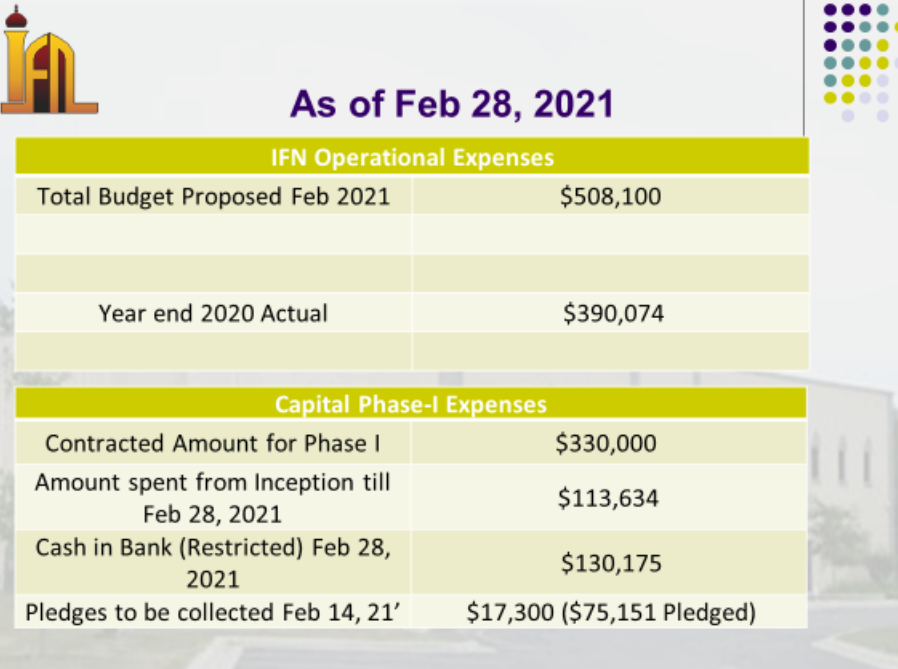
Motion: The motion to approve the proposed 2021 IFN budget as presented today 3/7/2021 to the board with a total of \$508,100 was moved and seconded. **There were no objections. Motion approved.**

Finance Section



Board of Trustees Meeting Minutes and Action Items

Expenses



As of Feb 28, 2021

IFN Operational Expenses	
Total Budget Proposed Feb 2021	\$508,100
Year end 2020 Actual	\$390,074


Capital Phase-I Expenses	
Contracted Amount for Phase I	\$330,000
Amount spent from Inception till Feb 28, 2021	\$113,634
Cash in Bank (Restricted) Feb 28, 2021	\$130,175
Pledges to be collected Feb 14, 21'	\$17,300 (\$75,151 Pledged)

We still have a shortfall for the Capital Project, around \$68,000 as of today (not \$75,151 as on the slide) even after collecting the remaining \$17,300.

Investments



Board of Trustees Meeting Minutes and Action Items



Investment Update

IFN Reserve Fund Reported Quarterly	
Total Cash in Bank (Dec 31, 2020)	\$906,523
Less - Restricted Funds (Dec 31, '20)	\$380,815
Less - One year Expenses (Est)	\$350,000
Net Available for Investment	\$175,708

NAIT Investment as of Feb 28	
Transferred to NAIT ICCF Fund Inception to date	\$425,000
Net asset value in NAIT ICCF Fund	\$450,894

4



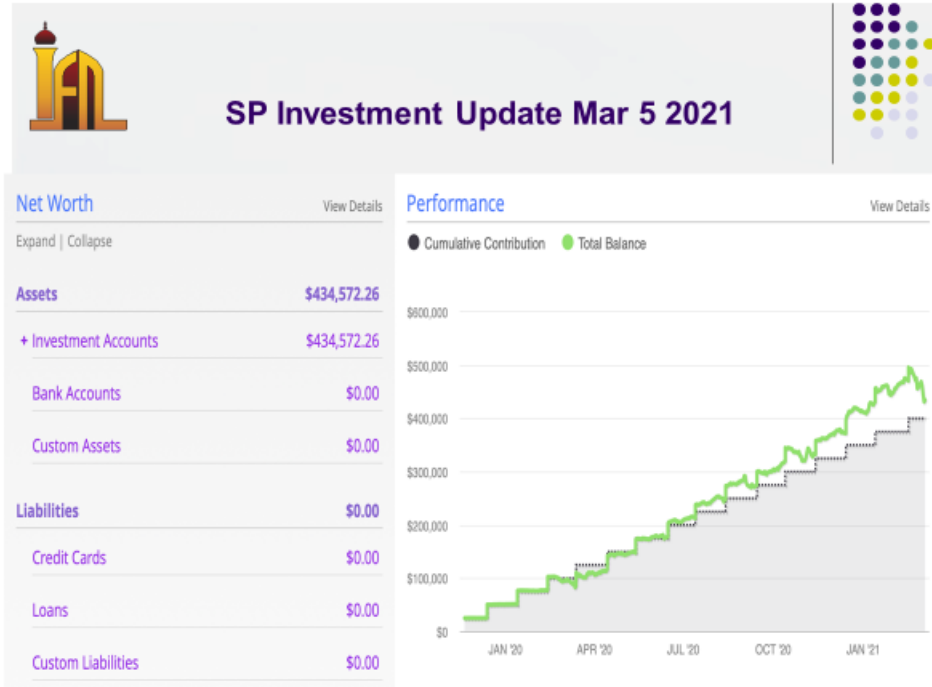
Investment Update Sharia Portfolio

IFN Endowment Fund as of Mar 5	
Cash in Bank	\$307,390
Transferred to SP (Sharia Portfolio) from inception to date	\$400,010
Net asset value in SP	\$434,572

5



Board of Trustees Meeting Minutes and Action Items



The month of February has seen a decline for Sharia Portfolio, but we are still in positive territory.

Tax Forms:



Board of Trustees Meeting Minutes and Action Items

IFN – All filings are current	
Fed 941 for Employers	Quarterly Fed Tax return (Due Jan 31) ✓
IL 941 for Employers	Quarterly IL Tax return (Due Jan 31) ✓
Payroll Taxes IL501	Due by 15 of following month ✓
W2 (Sec of State)	Jan 31 ✓
W3 (SSA)	N/A since e-filing
Form 1096 & 1099	Jan 31 ✓
Sec of State Annual Report	Aug 31
IFN Endowment Fund	
Fed 990 for 2020	May 15
IL AG990 for 2020	June 30
Sec of State Annual Report	Aug 31

Discussions

“Would the \$68,000 have to be raised by the Fall?”

“If Phase 1 is to complete by year-end, yes.”

“What is the nature of the remaining \$17,300? Is it recurring or uncollected payments?”

“It’s a mixture of both.”

7. Self-sufficiency of IFN Education Program

Highlights:

“As you know because of the COVID pandemic, enrollment is down in our schools (Sunday School and Quran Academy). The plan is the Director of the Academy is going to talk to the community twice a month to promote the Quran Academy. We hope that once things are back to normal, we would have higher enrollment.”

“Do we know what is the minimum number of students to fully support the Academy?”

“At this moment we don’t know. We need to calculate and find out what is the minimum number.”

“We need two things here:



Board of Trustees Meeting Minutes and Action Items

1. Find what is this minimum number of students to make the Academy self-sufficient.
2. Decide how to approach the Academy's funding overall, compared to other education program."

"We need to put a strategy in place as we have vested interested in this program. I see the cost has gone up while revenue is down. There should be a plan in place, benchmarked regularly, maybe quarterly."

"We will brainstorm with our leads on how to make this program successful."

Action Item:

- BOT and EC to work with leads on recommendations for how the Quran Academy program can be made sustainable. Present those recommendations at our next board meeting in April.

8. Spring Fundraising Update

Highlights:

Action Item:

- BOT to work with IFN IT to create a 30-second video on our website to showcase our project and request funds.

9. Community Survey of BOT

Highlights:

"I shared the draft survey with the board members. There are three sections in the survey. Please look at the sections and send me feedback."

"What is the timeline?"

"We want to publish it with the BOT Quarterly Update. At a minimum, we should publish it twice a year."

10. President's Report

Highlights:

- Religious Committee on Ramadan Prep:
 - Shorten time in the Masjid.
 - Limit Tarawih to 8 Rak'aat.
 - Should complete the whole thing in one hour.
 - Discussions ongoing on whether two Tarawih sessions should take place.

"Is there any plan for some people outdoor?"



Board of Trustees Meeting Minutes and Action Items

“We are discussing but have not decided yet.”

“Are there accommodations for women and children?”

“Yes, we will set something up upstairs for Sisters and children.”

“Will you have any events outside for Eid?”

“That is also in discussion.”

“We must be careful in our attempt to fit as many people as possible. If Jumua, which is a Fardh Salah, is limited to 120 people, we should limit Tarawih, which is a Sunnah Salah, at the same number. We should also limit Iftar to people who had relied on the Masjid for that, perhaps through a drive-through. I also second the idea of accommodating women at the Masjid. Lastly, we need to dedicate an entrance for women and ensure men are not blocking that entrance.”

- Sunday School
 - Some competitions (Qiraat, Memorization, Quiz, etc.) are being held online, starting today, and continuing.
- IT Training
 - HSYC has started sessions and will continue.
- Quran Academy
 - One student will be completing memorization soon, and a couple more later in the year.
- Women’s Advocacy
 - Training held, along with the Care Team.
- Care Team
 - Birthday Club: will send cards to those who choose to participate.
- Free Food Distribution
 - Held last month and many families participated.
- COVID Testing
 - Held on every weekend in the last month (February).

“An electrician will be coming next week to take look at the chandelier.”

“Did everybody receive the first vaccination shot for COVID? Is anyone missing?”

“I am not aware of anyone missing.”

“If we can get demographic data of who in our community is 65 and over and where they are, we at CIOGC are working on a mobile vaccination unit.”

“Did the email for vaccination go only to a specific group?”



Board of Trustees Meeting Minutes and Action Items

“We were only servicing Group 1A (frontline), such as Free Clinic staff and Imams.”

“You can also register with healthcare establishments and if they have leftover vaccines you can get the shots regardless of age, instead of throwing them.”

“Let’s be careful in handling people’s health information/data, including name and age.”

The meeting concluded at 1:00 PM with Duaa’.