



Board of Trustees Meeting Minutes and Action Items

Meeting Information:

Meeting name	IFN BOT Meeting		
Date	January 19, 2020 @ 6:45 AM	Location	IFN Basement

Attendees of the Meeting

Br Masood Ahmed	Br Irshad Khan
Br Haris Jamil	Sr Oghay Kherzai
Br Mamadou Diallo	Br Farzan Mahmood
Br Jaseem Anwer	Sr Ambareen Sheriff
Br Abdullah Bushnaq	Br Nisar Syed
Br Saquib Ahmed	
Naveed Ismail	

Meeting Chair

Br. Masood Ahmed	
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Agenda

1. Chairman's Remark -----
2. Election of New Officers -----
3. Selection of Leads and Liaisons -----
4. New Email Addresses -----
5. Finance Update -----
6. President's Report -----
7. Other Business -----

Meeting Minutes

The meeting started at 6:45 AM, with the Chairman making Duaa'.

1. Chairman's Remark (6:45 AM)

The Chairman welcomed the new members and went through the meeting's cadence and timings. He also went through some housekeeping items: Robert's Rules of Order; Dropbox access for all relevant documents; Board members' terms; Elections of new officers and committee chairs.



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2. Election of New Officers (6:55 AM)

Motion:

- The motion to Oelect the following new board officers was moved and seconded:
 - **Chairman:** Haris Jamil.
 - **Vice Chairman:** Abdullah Bushnaq.
 - **General Secretary:** Mamadou Diallo.
 - **Finance Director:** Nisar Syed.

One board member abstained. All other board members voted in favor. **Motion approved.**

3. Selection of Leads and Liaisons (7:00 AM)

Motion:

- The motion to select the following new leads and liaisons was moved and seconded:
 - **Construction Liaison** (Main contact with the Construction Committee): Sr Ambareen, Br Saquib.
 - **Fundraising Liaison** (In charge of Fundraising Committee and Planning): Br Irshad.
 - **Education Liaison** (Main contact with the Education Committee): Br Saquib, Sr Oghay.
 - **Youth Liaison** (Main contact with the EC and representative of the BOT for Youth programs and issues): Br Naveed, Br Irshad.
 - **Religious Affairs Liaison** (Main contact with the EC and religious affairs committee on topics related to Imam, Qari'): Br Farzan.
 - **Policy Management Lead** (In charge of maintaining IFN BOT policies): Br Masood, Br Abdullah.
 - **Strategic Planning Lead** (In charge of managing the IFN strategic plan continuity, implementation, updates, etc. Meet with committee leads quarterly): Sr Oghay.
 - **Clinic Liaison** (Represent the BOT on the IFN Clinic Board of Directors): Vice Chairman +2 board members (currently, Br Abdullah Bushnaq, and board members Br Nisar Syed and Br Farzan Mahmood).

There were no objections. Motion approved.

Discussions

“[regarding an earlier suggestion to add a Security Liaison]: I feel that the board should not be involved in Security, it should be part of the Executive Committee’s responsibilities.”

The selection of a Security liaison is tabled for a future vote.

“I want to bring up at the board level some Youth initiatives happening at the national level, through MYNA for example.”

“[regarding the IFN Clinic]: I would like to share with the board experiences happening elsewhere; I want to make sure that we are not creating another entity that could be a liability to IFN long term.”



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“Do we have an insurance policy for board members?”

“Yes.”

“I think we should make it standard practice to include background checks as part of our policies.”

External Audits

Motion:

- The motion for the new Chairman to execute the engagement letter for external audit with Evoy, Kamshulte, Jacobs, & Co. was moved and seconded. **There were no objections. Motion approved.**

Community Collaborative Initiative (CCI)

A presentation regarding this initiative was given to the board members.

Discussions

“CCI came to CIOGC and presented this information. My question to them was why IFN, Mosque Foundation, and other institutions which are part of CIOGC already should take part in this initiative. I am on already part of this and attend its monthly calls as part of CIOGC. I don't think IFN being a part of it will bring any new benefit to us.”

“I think it is beneficial because it allows us to learn this new information directly, instead of relying on CIOGC relying the information.”

Action Item:

- Br Masood to forward any CCI documents to the board.

4. New Email Addresses (8:05 AM)

A motion was passed last month to require all board members to use IFN officially assigned email accounts. We will be implementing this policy starting this month.

Action Item:

- How to better secure IFN information (Br Abdullah). Reach out to Sr Ambareen and Br Naveed and come up with a proposal.

5. Finance Update (8:17 AM)

Action Item:

- Finish setting up all account accesses by end of January (Br Jaseem).
- Add new Finance Director as Signatory (Br Jaseem, Br Nisar).

Motion:



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- The motion to proceed with Phase 1 of the Construction Project without the use of an escrow account, due to the complexity and additional cost incurred by IFN was moved and seconded. **There were no objections. Motion approved.**

6. President's Report (8:53 AM)

The full report was emailed the previous night to all board members.

Discussions

"I want to remind us again to be transparent and to publish open Youth positions to all."

"Why isn't the president's report shared with the community? It has a lot of good information."

"The format needs to be cleaned up before it could be shared with the community."

7. Other Business (9:30 AM)

New Board Members General Questions

"If I have ideas I want to implement for the youth (such as engaging the community), what is the process?"

"Work with the EC, and once we have a common understanding, the EC will send out communication to the community. Also work with the Strategic Plan team and see what they may already have for the youth."

"A few years ago, there was spiritual training for new board members. Can we schedule something like that?"

"Yes, I suggest you come up with a proposal to present to the BOT."

Action Item:

- Come up with a proposal and present to the board (Br Farzan).

The meeting concluded at 9:47 AM.