Board of Trustees Meeting Minutes and Action Items

Meeting Information:

Meeting name	IFN BOT Meeting		
Date	May 3, 2020 @ 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	Br Farzan Mahmood
Br Nisar Syed	Sr Ambareen Sheriff
Br Jaseem Anwer	
Br Masood Ahmed	
Br Saquib Ahmed	

Meeting Chair

Br. Haris Jamil	

Agenda

1. Chairman's Remark
2. April Meeting Minutes Approval
3. Finance Report
4. Construction Committee Draft Design Update
5. Youth Strategy Update
6. Maintenance Update (Exit Doors, Shatter-proof Windows, High-Resolution Cameras, Gate Automation)
7. Ramadan Update
8. President's Report
9. Other Business

Meeting Minutes

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

1. **Chairman's Remark**
   The Chairman wished all members Ramadan Mubarak. He praised the EC for its good job at running the Masjid in these challenging and unique times.

2. **April Meeting Minutes Approval**
   Motion: Br Diallo moved the motion to approve the March meeting minutes. Br Naveed seconded. **The rest approved**. **Motion approved**.

3. **Finance Report**
   Highlights
   - Full report is not complete yet. The EC treasurer is working on finalizing the numbers, which are going to be available soon.
   - Had a meeting with Sharia Portfolio. Set a date in July to present investment balances for Q1 and Q2 to all board members.
   - No meeting with NAIT.
   - If no one is coming to the Masjid, what are our best-case scenarios, worst-case scenarios?

   We should give our treasurer another week and we can review in the middle of May.

4. **Construction Committee Draft Design Update**
   Highlights
   The Construction Committee shared 'IFN Campus Expansion Presentation' document via email on 5/2/2020. The Committee made recommendations for Option B2, which provides IFN with some classrooms and gym, while Option D would require work on the parking lot.

   Discussions
   "The current approach is a staged approach, while the original requirement was to have a modular approach. The modular approach would have provided a fully usable module once complete, before moving to the next module. A staged approach will not give you any usable space in the first stage (outer shell). So, it is fair that we as a board vote on which one of these options to move forward with, and do we feel comfortable the option meets the original requirement."

   "Both Option B2 and D are within the same square footage, roughly. Why do we not feel that the requirement is not met?"

   "The original requirement was three distinct modules, each usable at the end of their construction. The phased approach has three phases: a shell, a first floor, a second floor."

   "So, for Option D we need to have $2M to get started?"

   "Essentially you should have it ready, so that the construction does not stop."

   "If we go with Option B, can we challenge the Construction Committee to come up with a smarter way of executing it?"

"My understanding is that Option B is the best approach. The first phase (hard shell) will consume around 50% of the budget and time, but we will not be able to use that space."

"So, roughly for around 2 years we will not have any usable space, and about 50% of the budget would have been consumed."

"If I read Option B2 correctly, occupancy cannot be done until phase 1 is done, i.e. $5.6M?"

"That is correct."

5. **Youth Strategy Update**
   Highlights
   All interested parties have been communicated with, to make sure that we are all aligned. Need to work with EC on the following two actions:
   - Send communication using all channels to the community introducing the idea and requesting for volunteers.
   - Identify a way to gather data regarding our youth (what are their needs, gender, age, etc.).

6. **Maintenance Update (Exit Doors, Shatter-proof Windows, High-Resolution Cameras, Gate Automation)**
   Highlights
   Installation of exit doors in the men's prayer all has been approved, so we can move forward with that. Any other new requirements (such as automation of main door for accessibility purposes) will be considered separately.

7. **Ramadan Update**
   Highlights
   Despite the challenges, we have been able to keep multiple activities going online daily, thus keeping the community engaged. The biggest challenge is Fundraising. So far, we have raised ~50% of the budget. We were able to save on Ramadan costs (~$42,000). All BOT members are invited to send in their pledges for the operational expenses, and to attend the daily programs.

   We need to review this chandelier and look at its cost to IFN and decide whether we should remove it altogether.

8. **President's Report**
   Highlights
   Sunday School section, we are treating waiting-list students vs normal students differently. We need clarification on that. Second, there are some concerns with the amount of information shared via WhatsApp (students' and parents' information, phones numbers, etc.). We should be using Praxi, which we selected as the tool of communication for the school.

9. **Other Business**

Highlights

❖ *Zoom Incident*

Br Aamir has already taken some actions and sent out communication on how to better secure Zoom.

❖ *Fundraising*
  o Discussions regarding Fundraising using Muslim Legal Fund of America (MLFA) proposal forwarded by Br Nisar.
  o Use virtual, cloud-based Fundraising platforms, which allow us to reach out to a large audience.
  o Reach out to outside organizations, the same way we allow others to raise funds at IFN.
  o Getting our Youth involved for the Fundraising event.
  o Open pledges: we still have a good amount not collected. The EC requested that we hold on until they complete their expenses campaign before reaching out.

The meeting concluded at 12:50 PM with Duaa'.