

Darul Arqum Islamic Center

Executive Board Meeting

Board meeting on Sunday, March 21, 2010

**AGENDA**

Opening prayer:

Announcements:

Approval of February 16 meeting minutes

- |   |                 |
|---|-----------------|
| 1. Treasurer Report                             | Mohd. Al-Saqer  |
| 2. Committee Liaison Report                     | Liaison         |
| 3. Committee Responsibilities                   | Saleem Baig     |
| 4. Writing Workshop                             | Syed Azam       |
| 5. Imam Fund Pledges detailed Report            | Salahuddin Syed |
| 6. Ramadan Traweeh Arrangement                  | Directors       |
| 7. Gain Peace Bus Sign Design Approval          | Directors       |
| 8. Zakat/Sadaqah Distrib. Guidelines            | Salman Maqsood  |
| 9. Request for Financial help by a sister       | Saleem Baig     |
| 10. Window Screens for the Prayer Hall          | Salman Maqsood  |
| 10. Private use of Computer and Copying machine | Saleem Baig     |
| 11. Podium for Khateeb                          | Jani Abbasi     |
| 12. Landscaping---Phase 2                       | Saleem Baig     |
| 13. Chandelier for Prayer Hall                  | Saleem Baig     |

OPEN TIME (additional agenda items if time permits)

Next Meeting:

Establish Quorum/ Call to order: Saleem Baig, Jani Abbasi, Salman Maqsood, Salahuddin Syed, Ali Husain and Mohammad Al-Saqer, Khalid Boushaba.

Absent: Abdulhamid Azzaz (Excused)

Opening prayer: Jani Abbasi.

Announcements: None.

Approval of February 16 meeting minutes: approved without corrections, unanimously.

1. Treasurer Report: Mohd. Al-Saqer reported that as of march 2010 a total of \$3674.00 is the balance on zakat and sadaqa fund.

2. a. Committee Liaison Report, Education committee liaison Khalid reports that they have planned to organize the library. The board has requested Khalid to get schedule for the Sunday Islamic school and also get statistics on number of students, grades and teachers involved in the school.

2. b. PR committee reports that the bus advertisement of "Gain peace project" will start on March 24th. The Board wants to see what advertisement/design was selected and would like the minutes of the PR committee to be sent to the Board before being posted on the website. Submitting the meeting minutes to the Board is a requirement for all standing Committees, as stated in the Islamic Center By-laws.

3. Committee Responsibilities, It was clarified by the Chair that the Committees are to send their project recommendations to the Board. The Board, an elected body, makes the final decision: either approves/disapproves a project recommended by any committee. The Board could also send the project back to the Committee with some modifications,

4. Writing Workshop: Syed Azam submitted a "letter to the Editor" writing course. It will be offered on four Saturdays lasting for 2 hours. Sister Lynn has submitted a detailed report to the Board via Syed Azam. The Board, after some discussion, approved a sum of \$750 as total expenses for this workshop that may be held at the Islamic Center. The Board also approved to charge \$25 per person and \$50 per family for those attending this course. If the total fee paid by the students does not add up to \$750, the Board will make up for the difference. The Board will also remit Sister Lynn any extra fees collected over the cost of the workshop. The motion was made by Salahuddin Syed, seconded by Ali Husain and unanimously approved.

5. a. Imam Fund Pledges detailed Report: Br Salahuddin Syed reported that as of date the total pledges and cash with checks collected is \$29,730.00. Also many members who have not pledged any amount at present are willing to pay for this expense once we hire an imam. Also many pledges are post-dated, after the Imam is hired.

5b. The Board unanimously agreed to hire the first qualified Imam that meets our criteria.

5c. The Board approved to offer the job of Imam to Mohammed Amin from NY. The contract will be offered with a total salary of not more than \$40K inclusive of all expenses. The initial contract will be for one year with job evaluation at the end of first six months.

5d. In case Brother Amin was not available, it was decided to seek and interview more candidates.

6. Ramadan Traweeh Arrangement: Salahuddin reported that the Des Moines masjid is able to send their Huffaz (1-3) to lead Taraweeh at our Islamic Center. The Board unanimously agreed to give the following guidelines to the Huffaz who will lead the Taraweeh Prayers: The huffaz will try to complete either 8 or 20 rakats of Taraweeh plus the Isha prayers within 1.5 hours. They would try to complete, if possible, the entire Quran recitation without reading from the text. These guidelines will be conveyed by Salahuddin to the Des Moines mosque management.

7. Gain Peace Bus Sign Design Approval: Recommended design of Gain peace sign project will be sent to the Board by the PR Committee Chair.

8. Zakat/Sadaqah Distribution Guidelines: Initial guidelines distributed by Salman Maqsood but needs to be refined.

9. Request for Financial help by a sister: The Chair reported that one sister has requested a total of \$1000.00 to take care of her financial needs. After much discussion on helping the sister in the best possible manner, a total of \$400.00 was approved unanimously. Motion was made by Br. Ali Husain and seconded by Khalid Boushaba, approved unanimously. Brother Ali Husain will draft a letter, expressing the desire of the Board to help her, including an offer for her to clean the Islamic Center and get paid for it, if she wants to. The letter will be reviewed and approved by the Board through e-mails. The letter along with a check of \$ 400 will be sent to the sister in need.

10. Window Screens for the Prayer Hall: Salman Maqsood reported that the interior designer said the cost of the window screens would be pretty high. The alternative will be to get some window screens from home improvement stores. Br. Mohd. Saqer is requested to find screens from local stores and continue on this project that will include the two larger glass windows in the main prayer hall.

11. Private use of Computer and Copying machine: Saleem Baig reported that a sister wanted to use computer and copier of the Masjid for her private use. He did not allow it. It was decided unanimously to set a policy to NOT allow any individual use of Masjid resources for private use.

11. Podium for Khateeb: The Chair proposed that a small podium to keep books/papers during khutba should be purchased by the Islamic Center. A sum of \$ 200 was approved unanimously by the Board for this purpose. Brother Salman Maqsood is given the duty to find an appropriate matching podium. It was the consensus of the Board to buy the podium for less than \$200.

12. Landscaping---Phase 2: The Chair reported the remaining work that was not completed last Fall in phase 1 of landscaping needs to be taken care of this Spring. We will need some volunteers for this work. The P & B Committee liaison & Chair brother Ali Husain is requested to come up with the plan and bring it to the Board for approval.

13. Chandelier for Prayer Hall: Saleem Baig reported the Masjid dome was designed originally to have a chandelier. May be, we should look into this mater. The members did not show much enthusiasm for this project and the mater was dropped.

14. Khateeb list: Brother Jani Abbasi submitted a proposed list of brothers who will be giving Khutba on Fridays. The list of Khateeb was approved by the Board unanimously.

Next Meeting: Sunday, April 25, after Asr Prayer.