

Darul Arqum Islamic Center
Executive Board Minutes of Meeting
October 13, 2013

Present:

Waddah Akili, Syed Azam, Ammar Melaibari, , Salahuddin Syed, Salahuddin Mahgoub, Omar Manci, Salman Maqsood, and sister Matheena Syed.

Absent (excused):

Yassir Mahmoud, Saleem Baig

1. Establish Quorum, Roll Call & Opening Recitation: The meeting was called to order and Quranic verses were recited by Br. Waddah Akili at 1:55 pm.
2. Add or delete agenda items:
 - Visitors Attending Masjid – Brother Salahuddin proposed that to avoid any complaints about visitors into prayer hall, we should purchase a TV and put it on main multipurpose room. Brother Ammar suggested that we should get opinion from a scholar as it may be better to let visitors see the prayer when they are in the room.

Motion by Salahuddin – Seconded by Syed Azam: To purchase a TV for multipurpose room, up to \$500.00. Passed unanimously.

- Minutes Recording Format, e.g. EB2013-1
Brother Mahgoub proposed to use a new numbering format for recording of meetings minutes. The proposed system includes EB (Executive Board), the meeting calendar year (e.g. 2013), and the minute number (e.g. 1). This system would make it easier to retrieve any agenda item in future since each agenda item will have a unique code. I, Syed Azam, tried to enter it but it is messing up the formatting so this document will be updated by brother Mahgoub and it will be used as a template later.
- Action Sheet
Brother Mahgoub suggested to use an action sheet that will go along with the minutes so everyone knows what needs to be done and act on it before the next meeting when he/she reports on it. A draft format will be sent to board members and once everyone agrees to it, it will be adopted as the standard.
- Youth Involvement and contribution
Brother Mahgoub expressed his concern on the lack of coordination between Masjid and MSA and the expected involvement and positive role of Muslim youth. Brother Ammar pointed out that Masjid does not invite them to do volunteer activities. In the end, it was decided that brother Salahuddin will take a lead on this issue.

Brother Salahuddin volunteered to liaise with MSA to discuss venues of more interaction.

Motion by Salahuddin - Seconded by Salman: To delegate Salahuddin to contact MSA to hold joint activities. He will report back to board via email before the next meeting.

Motion by Salahuddin – Seconded by Salman: To give Salahuddin permission to contact MSA to hold joint activities. He will report back to board via email before the next meeting.

Passed unanimously.

3. Announcements:

Brother Salman announced that that he will be leaving to Pakistan, by mid December for 3 to 6 months. He is requesting the EB to make arrangements to take care of his office (treasurer) during his absence.

4. Approve Minutes : Sept 22nd, 2013

Motion made by Brother Salahuddin – Seconded by Brother Mahgoub: To approve the minutes of Sept 22nd, 2013 meeting. Passed unanimously.

5. Financial Report –

No report from Brother Salman

6. Review of Eid Ul Adha arrangements

a. Eid Khateeb – Brother Omar Manci informed the board that brother Ahmed Kamal will be the Khateeb.

b. Eid Day – Food items for morning – Brother Ammar is taking care of ordering donuts, coffee, and juice for the morning refreshments.

c. Eid Day – Dinner is ordered by Brother Salman. Brother Ammar will order 20 soda bottles and needed paper products.

d. Arrangements for Kids – Decision will be made later about the date and location.

7. Iqamah Prayers – Updating Website – Who is responsible? How far ahead we Iqamah timing be added?

Syed Azam will provide login details to Omar Manci so he can update the Iqamah Times.

Note: Email with login details sent to brother Omar.

8. 501(c) 3 – Update from Brother Akili and Syed Azam

Syed Azam updated that they are working on completing the form, there are many areas that needs to be covered, including addition of dissolution clause in the Bylaws.

9. Cleaning up office – Syed Azam

Motion Syed Azam – Seconded by Salman: To purchase boxes to pack historic paperwork from office and move them to basement/utility closet. All the papers and other material should be moved by the end of the October.– Passed unanimously.

Brother Omar volunteered to move the stuff to basement.

Note: Some of the cleaning was done right after the meeting by brother Ammar and Omar. Things that do not belong to the MSA were moved to the office for later removal to the basement. Brother Omar was given the office key of Syed Azam so he can pack and move things without any restrictions.

10. Past Agenda Items:

- a. "Washer and Dryer" (Yassir & Salman) – Board decided to drop this idea for now.
- b. "Office keys" (Salman) – Ordered office keys, all set. Issue Settled.
- c. "Wifi Update" (Syed) – Syed Azam will call to Century link again. They adjusted the invoice but have not sent the return authorization.
- d. Islamic Finance Lecture (Ammar) – Brother Ammar will get back to the board with an update on brother Bahjat's availability.
- e. Washing of a Muslim Deceased training for men (RA)
Brother Omar Mancini will get more details on when the training for men's can be arranged.
- f. Establishing a fixed committee for Reverts– Brother Omar will work with RA Committee to look into this and get back to board with an update.

11. Agenda Items from WAC:

- Sunday School registration online - Board was informed that school does not want to use any online registration. They do need some help in archiving registration data. Sister Mathena will send the PDF version of the registration form to Syed Azam so he can check if it can be programmed.
- MSA organizing/clearing their items left at counter opposite school office – This issue is discussed above, brother Omar will move Masjid related stuff to office, MSA related stuff will be taken to ISU by MSA, and any unneeded item will be thrown away.
- Cleanup of multipurpose rooms, halls, bathrooms on Sunday after classes (vacuum, take out trash, wipe down counters, clean bathrooms)

Salman will ask the cleaning person to come and clean on Thursday and Sunday.

- Basement is being organized. Need help from brothers to take things to trash bin or drop at goodwill, other donation spots. An email will be sent once cleanup is underway as to where items will be kept for removal.

Board will be notified if any help is needed to do the cleaning of basement.

- Sisters request: Older Children activity for Eid at perfect games or elsewhere...

Brother Ammar will coordinate this and will get back to board on what he and other volunteers have decided to do. Syed Azam will post the details on the website.

- A sister noticed scourging of the countertop side near the stove right front burner. Some type of prior notification to the Masjid needs to be in place before groups use the Masjid facilities.

Board agreed to request sign-in /sign-out for after hour Masjid use. Also, Brother Salman reminded the board that scourging of the countertop happened during Ramadan 2013/1434H. It was a large pot that was warmed up and it may have caused the damage.

- First aid kit for kitchen
Brother Salahuddin will order the First Aid Kit. Salman or someone else from P&B Committee will hang it in the smaller multipurpose room.
- Kalila Abdalim has requested copies of her document/forms submitted to DAIC for Fin-Aid Request Form.
Syed Azam gave the original copy of the Fin-Aid Request Form to Sister Matheena.

12. Following are the proposed dates to hold monthly dinner and lecture in the Masjid. WAC will review and let the board members know if they want to change any dates.

- a. Nov 9th
- b. Dec 14th
- c. January 11th
- d. Feb 8th
- e. March 8th
- f. April 12th
- g. May 10th
- h. August 9th
- i. Sep 13th

13. Chair Akili reminded all liaisons that they need to call the first meeting of each committee.

14. Confirm Date of Next Meeting & Adjournment: Next board meeting will be held on Sunday, Nov 17th.

The meeting was adjourned at 3:40 PM

Syed Azam, Secretary