

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the Name of Allah, the Most Gracious, the Most Merciful

Darul Arqum Islamic Center of Ames, Iowa
MONTHLY BOARD MEETING

Wednesday, 14th DECEMBER 2022 / 6:00 PM - 7:00 PM / Multipurpose Room

ATTENDEES

Name	Attendance
Ashfaq Khokhar	Present
Salman Maqsood	Absent
Ahmed Tamrawi	Present
Yasir Obeid	Present
Mahmoud Gshash	Absent
Azeez Idris	Present
Amir Abdelmawla	Present
Umar Farooq	Present
Kylie Anderson	Absent
Vickie Mujeeb	Present

Present: 7 Absent: 3

AGENDA

Item
Opening Prayer
Minutes of last meeting
a. Adoption of last meeting minutes b. TODOs Follow-up
Ahmed Tamrawi - Finance Updates

Item
- Imam Reconciliation update
- Janazah SOP
- WhatsApp Business
- Management Training for Nonprofit organizations
- Iqama Times
Amir Abdelmawla - Sunday School Updates
Closing Dua

Opening Prayer

Prayer by brother Amir Abdelmawla

Minutes of the last meeting

Brother Umar Farooq moved for the adoption of the minutes of the last meeting and was seconded by Sister Vickie Mujeeb.

Follow-up on TODOs from the last meeting

On documentation of the new financial software, Brother Ahmed Tamrawi mentioned that he was still working on that.

On Google for Non-profit setup, Brother AbdulAzeez Idris is to follow up with Brother Salman for access on the next steps moving forward.

About the door security system, the previous IP address issue has been resolved. Issues were raised about a point of reference for the door security system, and some other concerns about too many people having a single access code for the masjid were also raised.

About the Education committee handover, Brother Amir Abdelmawla spoke with the previous education committee coordinators, Brother Mosleh and Brother Ahmed (Not sure which Ahmed).

Regarding **the cemetery proposal**, a new design has been proposed to ensure the graves face the Qibla. And to also avoid people stepping on old graves. Dr. Ashfaq mentioned that the space between the groups for the graves in the new design was too much. Brother Yassir also discussed some challenges with

working with the current cemetery owner. The next step is to meet with the cemetery owner for further discussion.

About email and phone responses, Brother AbdulAzeez Idris shared a document about how emails and phone calls are responded to. Emails are checked at least once a day. Immediate responses are sometimes made, and other emails are forwarded to the appropriate committee for the response. The next step is to have a protocol for how committees respond to emails.

Financial Report

Ahmed Tamrawi gave updates about the finances. Also mentioned was a cheque of \$6000 for the Pakistan Relief efforts received and forwarded. Also shared that the masjid's monthly billing is about \$1500. Monthly electricity and water bill are being requested rather than the current approach. The monthly billing would save the masjid more money.

Imam Reconciliation Update

The Imam reconciliation committee reported on its meeting with Imam Jaily with the following:

1. Imam Jaily holds no grudge against anyone
2. Managerial issues were the reasons for conflict, including contract management and evaluation process

The board opened the floor for the members to make a decision about moving forward with Imam Jaily. Another meeting during the weekend was suggested to finalize the Imam's decision.

ACTION ITEMS

Task	Person In Charge
Follow up on Google for Non-profit from Brother Salman	AbdulAzeez Idris
Meet with Cemetery owner	Dr. Ashfaq
Create email response for Committee	AbdulAzeez Idris

Task	Person In Charge

NOTES

- Meeting Adjourned: By Dr. Ashfaq and was seconded by brother Umar Farooq
- Next Meeting: 11th January 2023