

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, 9th NOVEMBER 2022 / 7:30 PM - 8:30 PM / Multipurpose Room

**ATTENDEES**

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

Present: 9 Absent: 1

**AGENDA**

Item
Opening Prayer
Minutes of last meeting
Committee Updates
1. Finance
a. Financial Report (Ahmed Tamrawi)
2. Religious
a. Daily Salah leaders (Mahmoud)

Item
<ul style="list-style-type: none"> <li>b. Jumaah Khutba (Mahmoud)</li> <li>c. Iqama Time Adjustment (Ahmed Tamrawi)</li> </ul>
<ul style="list-style-type: none"> <li>3. Building <ul style="list-style-type: none"> <li>a. Multipurpose room misuse (Yassir)</li> <li>b. Security Camera (Ahmed Tamrawi)</li> <li>c. Lock System and Magnetic cards (Tamrawi)</li> </ul> </li> </ul>
Content Management <ul style="list-style-type: none"> <li>1. Google Workspace</li> <li>2. Whatsapp Group Policy</li> </ul>
Committee Meetings <ul style="list-style-type: none"> <li>- Updates</li> <li>- Committee List</li> </ul>
App development
AOB
Closing Dua

### Minutes of the last meeting

The meeting minutes from the last meeting on Wednesday, Oct 5th, 2022, were adopted by Umar Farooq.

### Financial Report.

Ahmed Tamrawi presented the organization's current financial status. The organization has adopted new open-source software for account management, GnuCash.

### Religious Affairs.

- The daily salah leaders list and the monthly Khutba list have been provided to the concerned volunteers. The Khutba list would be made at the beginning of every month.
- The Adhan time automation has been completed by Ahmed Tamrawi together with Ahmed Kamal. The timings are based on IslamicFinder.org. A set of rules for how the timings are updated were also presented. Exceptions to be made for Ramadan
- Timing would start on Sunday rather than Friday to accommodate the Day Light savings change.

The motion to automate salah time was moved by Mahmoud Gshash and seconded by Salman.

### **Google for Non-Profits.**

Ahmed Tamrawi and Azeez Idris would work on moving the organization to the Google Workspace platform.

### **Building**

- Multiple suggestions were provided on the misuse of the multipurpose room. The final consensus was to have the room accessible only by request, so the room is always kept clean for the next user.
- Ahmed Tamrawi purchased a 3TB hard drive for the security camera, which was currently running on a temporary hard drive
- The Door security system is to be checked by the company by the end of the week

### **Communication Policy**

- The membership list has been computed by Ahmed Tamrawi to automatically check valid and expired memberships
- Whatsapp group policy was discussed and for the board to be the admins of the group if the DAIC is to be affiliated with the group

### **AOB**

- Azeez mentioned for each committee to submit a list of its members
- Amir mentioned the education programs started for kids, youths, men and women for the week. Amir would speak with the previous education committee chair and is also working on getting a teacher
- Ashfaq Khokar mentioned a proposal for app development for the masjid. The first phase of the app was developed with volunteer efforts, but the second phase requires a financial commitment of \$3600-\$3900. This idea was not moved further.
- Cemetery proposal submitted by the previous board is to be considered for further work
- Ashfaq also mentioned the need for a protocol for responding to voice and email messages.

- On Imam Search, new CVs have been shared. The previous Imam was mentioned to have indicated an interest in coming back to serve as Imam. The Imam search committee would meet within a week and provide weekly updates in shaa Allah.

## ACTION ITEMS

Task	Person In Charge
Provide protocol for daily salah and Khuta selection	Mahmoud
Documentation for new financial software	Tamrawi
Google for Non-profit follow up	Tamrawi
Google for Non-Profit set up	Salman
Follow up with the company on Door Security System	Tamrawi
Membership list automation follow-ups	Salman and Tamrawi
Speak with previous education committee chair	Amir
Share cemetery proposal with new board	Ashfaq
Provide an update on Imam Search committee in a week	Ashfaq

## NOTES

- Meeting Adjourned: By Umar, seconded by Salman
- Next Meeting: Wednesday, Dec 14th, 2022