

بِسْمِ اللَّهِ الرَّحِيمِ الرَّحْمَنِ  
Darul Arqum Islamic Center  
Monthly Board Meeting  
Thursday, November 4<sup>th</sup>, 2021

**Start Time:** 6:30 PM | **Location:** DAIC Multi-Purpose Room/Zoom | **Next Meeting:** 11/10/2021

**Attending:** Ashfaq Khokhar, Saleem Baig, Mohammad Rashid, Sondoss Elneghany, Salman Maqsood, Yasir Obeid, Mosleh Uddin, Kylie Anderson, Vickie Mujeeb, Mohammed Ali.

**Absent:** None

**Guest:** Hassan Abdelkarim

**Agenda:**

1. Introduction of elected members
2. Election of Officers
3. Monthly Meeting Time
4. Communication Protocols
5. Volunteer Sign Up & Cleaning

**Meeting Minutes:**

**1. Introduction of Elected Members**

The newly elected members introduced themselves to the rest of the board members.

**2. Election of Officers**

Br. Salman supervised the election process. Members were elected to the following positions –

**Chair:** Br. Ashfaq Khokhar **Nominated by:** Br. Saleem. **2<sup>nd</sup>:** Br. Salman **Vote:** U

**Vice-Chair:** Br. Saleem Baig **Nominated by:** Yasir Obeid **2<sup>nd</sup>:** Br. Mohammad Rashid **Vote:** U

**Treasurer:** Br. Mohammad Rashid **Nominated by:** Br. Saleem Baig **2<sup>nd</sup>:** Br. Ashfaq Khokhar. **Vote:** U

**Secretary:** Sr. Sondoss Elneghany **Nominated by:** Br. Saleem Baig **2<sup>nd</sup>:** Br. Salman Maqsood **Vote:** U

**Women's Affairs:** Sr. Vickie Mujeeb Elected by General Assembly

**Education Affairs:** Br. Mosleh Uddin **Nominated by:** Br. Yasir Obeid **2<sup>nd</sup>:** Br. Mohammad Rashid **Vote:** U

**Social Affairs:** Sr. Kylie Anderson **Nominated by:** Sr. Sondoss Elneghany **2<sup>nd</sup>:** Br. Salman Maqsood **Vote:** U

**Religious Affairs:** Br. Mohammed Ali **Nominated by:** Br. Mohammad Rashid **2<sup>nd</sup>:** Br. Salman Maqsood **Vote:** U

**Building & Property:** Br. Yasir Obeid **Nominated by:** Br. Salman Maqsood **2<sup>nd</sup>:** Br. Ashfaq Khokhar **Vote:** U

**Public Relations:** Br. Salman Maqsood **Nominated by:** Br. Mohammad Rashid **2<sup>nd</sup>:** Br. Saleem Baig **Vote:** U

### 3. Monthly Meeting Time

All board members agreed that the monthly board meetings will be held on the 2<sup>nd</sup> Wednesday of every month. The meeting should be held at **7:15 pm** but can be moved to a different time if there is consensus among the board members.

### 4. Communication Protocols

- a) **Board Email:** The Islamic Center board has always used [iceb@arqum.org](mailto:iceb@arqum.org) to communicate information among the board members and this email is also circulated with the community members. Br. Rashid proposed to use [iceb@arqum.org](mailto:iceb@arqum.org) in place of the board email created by the previous board. All members agreed to use [iceb@arqum.org](mailto:iceb@arqum.org)

**Action:** Br. Rashid to create a **position-based alias** email account for each member.

**Action:** Br. Rashid to add each email account to [iceb@arqum.org](mailto:iceb@arqum.org).

- b) **Dropbox:** The previous board members used Google drive to store their files. The Islamic Center already has an established method through dropbox to store files related to the Islamic Center. Brother Rashid proposed to continue using dropbox instead of Google drive. All board members agreed.

**Action:** Br. Rashid to give access to dropbox to all board members.

**Action:** Sr. Sondoss to transfer related files to dropbox. Contact Br. Hasan Al Basri (previous Secretary) to help.

- c) **Friday Announcement:** Due to the closure of the Islamic Center for a period and the change of the board members the Friday announcement protocol was not appropriately followed. The board members agreed that any Friday announcements must be approved by the board members in advance. Furthermore, the board members pointed out that the announcements are the responsibility of the Public Relations Committee.

The board elected Br. Yasir Obeid to make the announcement for the 1<sup>st</sup> Khutbah and Br. Salman Maqsood for the 2<sup>nd</sup> Khutbah. As a backup Imam can be allowed to make the announcements.

### 5. Volunteer Sign Up & Cleaning

Br. Rashid was interested in setting up a volunteer sign-up sheet for the upcoming Friday, but it was decided that it will be the responsibility of the appropriate committee to announce and register the volunteers.

Br. Rashid also requested to organize an Islamic Center clean-up day the following Saturday. The board members gave permission but requested to work in collaboration with the Building & Property Committee.

**Meeting adjourned:** 7:35 PM

**Next Meeting:** Wednesday, Nov 10<sup>th</sup>, 2021, at 6:30 PM in DAIC Multi-Purpose Room/Zoom

**Minutes submitted by:** Mohammad Rashid