

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
Darul Arqum Islamic Center
Monthly Board Meeting
Wednesday, Dec. 22nd 2021

Date: Dec 22nd, 2021 (Wednesday)

Time: 7:15 p.m.

Location: DAIC

Attendance:

	Board Member	Role	Attendance
1	Ashfaq Khokhar	Chair	Present
2	Saleem Baig	Vice-Chair	Present
3	Sondoss Elnegahy	Secretary	Present
4	Mohammed Rashid	Treasurer	Present
5	Mohamed Ali	Da'wa and Religious Affairs Committee	Present
6	Kylie Anderson	Social Affairs Committee	Present
7	Md Mosleh Uddin	Educational Affairs Committee	Present
8	Salman Maqsood	Public Relations Committee	Absent
9	Yasir Obeid	Property and Building Committee	Present
10	Vickie Mujeeb	Women Affairs Committee	Present

Guests: Mahmoud Ghashash

Agenda items:

New Items:

1. Approval of previous meeting minutes
2. Discussing the board's communication strategy
3. Carpet for the Islamic

Items from previous meeting Agenda:

3. Report from liaisons on forming their committee
4. Ramadan management if no Imam was hired by then
5. Hiring a New Imam
 - 5.1 Candidate visit (added by Br Yasir)

New Items:

1. Approval of previous meeting minutes

Br Rashid has indicated some spelling mistakes. Given the spelling mistakes would be edited, previous meeting minutes were approved Unanimously.

2. Discussing the board's communication strategy

The Chair establish a communication protocol and *in shaa Allah* the following process shall be followed:

- Any emails or voice messages received by the board, the **Secretary** will respond to the query/request as the first type of response to acknowledge the receipt of the query/request. Meanwhile, the Secretary will **delegate the task needed to the appropriate BoD** according to their role and depending on the type of query/request. Tasks would mostly be in the form of responding to the sender and/or take action to resolve the inquiry/request.
- The Secretary will BCC the BoDs in all communication.
- The assigned BoD will then follow up in a timely manner and keep the BoDs BCCed in the communication or send the BoDs to confirm the kind of action taken.
- The Secretary is expected to **respond to incoming queries/requests within 48 hours**.
- If Secretary was not able to respond within 48 hours, then Br Yasir Obeid will temporarily respond to incoming queries/requests.
- In regard to incoming mail, Vice-Chair checks the mail and leaves them in DAIC's office. Treasurer will then check the mail in the office.

3. Carpet for the Islamic Center:

- Br Saleem has generously covered the full cost of new carpets to DAIC.
- Br Yasir, along with volunteers from the community, helped pick up and bring the carpets to DAIC.
- Installation is expected in shaa Allah in March by Property and Building Committee.

Items from previous meeting Agenda:

3. Report from liaisons on forming their committees:

- Da'wa and Religious Affairs Committee: 7 members
- Property and Building Committee: Committee members has not been formed yet
- Public Relations Committee: Liaison not present to report on his committee
- Social Affairs Committee: 9 members
- Women Affairs Committee: 9 members

Action item:

All liaisons with formed committees should send the Secretary the list of names and roles of their committee members.

4. Ramadan management if no Imam was hired by then

Postponed to next meeting.

5. Hiring a New Imam

5.1 Candidate visit

Before discussing this agenda item, the following are side notes:

- The Chair has received a reply from Br Mahjoub Jaily regarding reasons for his resignation decision. The Chair will respond to acknowledge the receipt of the email.
- Br Yasir has a nomination for Br AbdelKareem as a potential candidate for the Imam position. He sent his CV to BoDs. Br Yasir indicated that Br AbdelKareem can visit DAIC by end of January.

The following are some questions that were asked regarding hiring a new Imam:

- Br Rashid asked a question he said has been brought up in the community: Do we need an Imam?
 - The consensus among the BoDs that yes we need an Imam since DAIC needs a resident scholar to maintain the needs of an Islamic center such as DAIC.
- How much are we going to pay the new Imam?
 - A yearly fund of 52 thousand dollars should be raised towards the Imam funding account
- What are the roles of the hiring committee?
 - To create an advertisement for the Imam position with careful and thorough description of what the position entails, i.e. who we, the community, is looking for in the new Imam
 - To review the candidates and finalize 2-3 of and present to the BoDs.
 - To plan and arrange an on-site visit to the final candidates.

The following are remarks that the hiring committee needs to keep in mind:

- 1) The hiring process cost should not exceed the \$7000.
 - 2) The hiring committee should do its best to know what the community members are looking for in the new Imam, and do what is suitable to make use of the knowledge and expertise of community members that can help in choosing a new Imam.
 - 3) The salary will be a separate agenda item the BoDs would need to discuss after the hiring committee has finalized the candidates.
- How will the hiring committee be formed?
 - The Executive committee (Chair, Vice-chair, Treasurer & Secretary) will choose 5 members for the committee and send the list of nomination to the BoDs by Tuesday (De. 28) to give their feedback.

The following are some miscellaneous points that were discussed unrelated to the agenda items:

- An ad-hoc committee needs to be formed for covid related issues.
- A question was asked by Br Yasir: Is once a week enough for the cleaning lady to clean DAIC and are we satisfied with the job she does?
 - The consensus was that the BoDs are satisfied with the once-a-week cleaning being done.
- Due to the need to have a person in charge of uploading quickly any updates on the website, the Chair said he will reach out to a volunteer that can help out in such a matter.

Meeting adjourned