

## **BOD Meeting minutes Feb 12, 2011**

Attendees: Brs. Babar, Qasim, Quddusi, Saife Islam, and Imam Abdur Rasheed.

The meeting started with dua.

Previous meeting minutes were not presented.

### **Fundraising for Islamic Center of Frisco**

Brs Adnan and Rehan joined us from Frisco and invited us to the Fundraiser. Brs Babar, Kamran and Saife plan to go there, IA. We will share this with IALFM community.

### **Water pipe damage at the wudu area**

On Friday there was water damage at the outside wudu area. Water was turned off and Br. Sammy was informed about this.

### **Fire code violations update**

Br Sammy took action on the fire code violations and fixed all 3 violations. Fire inspector will be back this week.

### **Fund raising follow ups**

Babar presented the summary of follow up items.

- Budget and paperwork for all items and transactions
- Updated database of donors/community members with donation status and follow up items
- Thank you notes for donors (Dr. Farooq etc)
- Planning for next year

There was a discussion around following topics:

- Need to separate pledges for which we don't have a check or credit card (estimated to be over \$50K) and to follow up on them; Br Kamran is working on this
- Follow up with community members who could not join us on the day of FR
- How to handle the auctioned antique pages in terms of tax
- Decided that any donations for services need to be handled with the correct process and paperwork
- Speaker and fundraiser for next year – start early!
- Sell remaining books after Friday prayer
- Keep the volunteers engaged - there is a thank you dinner for them

## **Family night for Feb**

Per previous decision, family night will be on the fourth Friday of each month, regardless of speaker availability.

Upcoming family night will be on Feb 25 at 7pm.

## **Audit and financial matters**

Per constitution we are required to do an audit. We have started contacting CPA/Auditors to get bids for the audit. We intend to present the cost to the community in the next GB meeting so that GB can vote on whether to conduct audit every year or less frequently. We also need to see which account can be used to pay for this.

- Donation statements have been prepared and we are in the process of mailing them out.
- It was clarified that we have a new Zakat account, separate from charity account.
- Board also reiterated its policy that all payments should be against invoices. All expenses/transactions over \$1000 should be against multiple bids and with proper documentation.
- Tax preparations for 2010 will be started soon.

## **Clarification on family membership**

Sr. Nazzie joined by phone for this discussion. After discussion it was decided that we will not make any changes to the family membership. This means that adult members (18+) of a family (within the same residential address) can join as part of a family membership and they will be counted as separate members. Of course, adult members are welcome to register as individual members. Sr. Nazzie will contact members to clarify this. Babar will modify the online form to reflect this.

## **Open items from previous meetings**

Br Saife has contacted a few water well companies. The estimate is about \$9-\$10K. Initial visit will cost \$350. More bids will be collected.

Br Qasim suggested sending reminder emails to community for Salat in the Masjid. Imam will compose the message.

The meeting ended with a dua.

Notes by: Babar Bhatti