

20251005 EC Meeting

1. Members present (none absent)
 - a. Mohammad Gaafar
 - b. Nabeel Ashraf
 - c. Shima Syed
 - d. Ali Aiello
 - e. Stephanie Ahmadipour
 - f. John Edry
 - g. Nadeem Fatteh
2. Communication concerns
 - a. Phone directory
 - i. Safety concern:
 1. Can be a source of scams
 2. Password protection
 - ii. What is the purpose
 - b. Spokesperson for EC for unexpected situations.
 - i. Playbook for what to say
 - c. Means of communication with the community on a regular.
 - i. Website + whatsapp
 - ii. Discontinue Constant Contact
 1. No need for newsletter – low visit rate on the website
 - d. Posting / WhatsApp policy
 - i. Programs should be posted if they are linked to Augusta - ISA
 - ii. Nadeem proposed to only post what comes from the EC
 - e. Website changes
 - i. The front page has all the important information: short intro, locations, announcements, Donation link, events, and prayer times
 - ii. Need to work on
 1. ISA calendar for the year
 2. All Forms in one place
 3. Membership link
 4. ISA scholarship
3. Business/HR Concerns
 - a. Official Meetings Scheduling
 - i. We need 12 meetings, when, where
 1. Shima suggests having an EC meeting just before the week of the business meeting
 - ii. Business meeting
 1. Once a month
 2. When? (the first Sunday of every month)
 - iii. Quarterly meeting
 1. Flexible but at the end of March, June, September, and December
 2. The secretary will make the calendar
 - b. Need to define roles and responsibilities, SOPs
 - c. Google Drive
 - i. Meeting minutes
 - ii. Receipt management
 - iii. Calendar maintenance
 - iv. Booking rooms and resources
 - d. Archives

- i. For 7/10 years for the state
 - ii. Minutes are open to everyone after approval by all EC members
 - iii. Google Docs – Meeting minutes
 - e. Do we need an IT person
 - i. For frequent updates on the website.
 - ii. Not for now
 - f. Voting list
 - i. A donation to M&O should be mandatory
 - ii. Update bylaws for donations that qualify
 - iii. December 31st should be the due date for the membership
 - iv. Voting candidacy – How to ensure candidates are held to moral standards
- 4. Programs, Youth, Women's Points
 - a. Programs are needed during Thanksgiving and/or Christmas time.
 - b. Policy – Youth bringing non-muslim friends to the masjid
 - i. Why is there current strictness? People were bringing in cigarettes, alcohol, girls, and incorrect dressing. Concern for injury
 - ii. However, what about the kids who came in and were compliant with the masjid policy
 - iii. Need to work towards a middle ground.
 - c. Youth area/Family repair ideas
 - i. Water Fountain fix, Masjid pavilion, fire pit project.
 - ii. Play and Pray Fridays
 - iii. Concern for caging sprinklers
 - d. Hoops for Hope
 - i. Compliance with the dressing code
 - ii. Qasim – policy compliance communicated
 - iii. Needs an adult to ensure compliance on the day of the event - Affan
 - e. Manarah Project
 - i. EC approved a fundraiser for this organization supporting the homeless – POC: Asad Akhtar
 - ii. Rental fee for our venue.
 - f. Open house - 50 Year celebration –
 - i. Probably April
 - ii. Can we combine the open house and the 50-year celebration in April
 - iii. T-shirts –
 - iv. Done last year – need to schedule it.
 - v. A separate committee should be made.
 - vi. People should be vetted
- 5. Education Points
 - a. Discussed the ISA weekend school
 - i. Will work out a way to collect and file receipts.
 - b. We need to improve the quran class
 - i. We need to make it well-funded.
 - ii. Maybe the religious committee can oversee it.
- 6. Treasurer Updates
 - a. Credit cards will be issued.
 - b. We have 100,000 -120,000 for the new quarter EC budget,
 - i. Expected expenses – 32K for admin, 10k for insurance, 25K for utilities and services, 22k for Sunday school, 3.5k for quran.
 - ii. Available for events – 25k

- iii. Mini budget needed for programs, to be decided by the program coordinator, Youth rep, and Sister's rep.
- c. Budget 2026
 - i. Template will be shared with all the members.
 - ii. Access will be given to previous years spending.
 - iii. Needs to be sent to the board for approval. Will get update from board about our collection this year to guide budget amount for next year
- d. New protocols needed for making the organization more professional
 - i. Proposal to try collecting 2-3 quotes before deciding a vendor for any activity above a certain amount.
 - ii. Receipt collection to be appropriately done.
- 7. Committee Points
 - a. Emergency Disaster Preparedness
 - i. Need to create a committee
 - b. Committees need to be revitalized
 - i. Education
 - ii. Religious
 - iii. Maintenance
 - iv. Relief/Interfaith
 - v. Emergency Preparedness
 - vi. Network & Security

APPROVED BY:

Nadeem Fatteh

Ali Aiello

Muhammad Nabeel Ashraf

Shima Syed