



AMERICAN MUSLIM DIVERSITY ASSOCIATION - AMDA

Address

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Sterling Heights, MI-48314
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Board of Trustees: trustees@amda.us
Board of Rep.: representatives@amda.us
Standing Committee: semembers@amda.us

Chairman of the Board: M. ZAINUL ABEDIN

Term: Sep - Dec 2020

Monthly AMDA Board Meeting Minutes - 05 December 2020

Date: 12/05/2020

Time: 11:00 AM-1:00PM

Agenda items

1. Meeting starts with the name of Allah - Chairman 11:00AM -11:02AM
2. Financial update - 11:02AM - 11:15AM
 - Income Update: Br. Shafiq Presented Financial update and current cash balance in all the AMDA Masjid Accounts.
 - Expenditure Update: Br. Abedin presented AMDA Expense update for the month of November 2020.
 - Check-o-Matic Account Responsibility update: Br. Anam presented balance in the Check-o-matic account and stated that he is still waiting on access to this account that is in 5/3rd Bank and working with Br. Moin about this matter.
 - 21st Nov 2020 Virtual Fund Raising Follow-up: Total fund raised/pledged for Masjid Expansion Project - Br. Shafiq mentioned that total pledged fund raised in the Virtual Fundraising event on 21st November 2020 is \$44,930.0 out of which \$6,600.0 deposited in the AMDA Primary Bank account.
 - Preparation of the year end closing of donation details in Quickbooks and send donation tax letter to each doners for year 2020 - Br. Shafiq mentioned that all the donations deposited in the AMDA Primary account and submitted online account via PayPal account will be processed for sending donation letter to the donors. Target is middle of January 2021 for completing this year-end activity.
3. AMDA Masjid Prayer Hall management 11:15AM - 11:25AM
 - Recent COVID-19 Surge: Conducting Friday Jummuah Prayer at AMDA from 12/11/20
 - It was decided that Board will observe the progress of COVID-19 pandemic situation until Tuesday 8th December 2020 to make a decision on conducting Friday Jummu'ah Prayer on 12/11/20.
4. AMDA Imam Recruitment Process - Trustee Board 11:25AM - 11:35PM
 - Br. Sadique had query on Imam recruitment process in AMDA. Br. Moin Clarifies the Imam recruitment policy in AMDA that AMDA Board of Trustee is responsible to determine this policy as stated in the AMDA constitution by which board of Trustee set the process. However the details of this policy is not written in the AMDA constitution.

- An Imam search sub-committee of Three members is there in-place with members are Br. Javid Khatri, Br. Moin Asjad from current board of trustee and Br. M. Azim from previous Board. Br. Moin also mentioned how this process was taken in the past to recruit Imam as stated below.
 - In the past this sub-committee was posted this position in public domain like AMDA website and request for application and resume from respective qualified Imam candidates that are kept confidential.
 - After that the sub-committee interviews and gather information about the candidates who applied to make a short list of candidates. Than the short listed candidates are invited to give Khutbah, give speech, lead Salat etc. in front of the community. The sub-committee observe these activities and request feedback from community.
 - Based on all these activities the sub-committee recommends the board for hiring the most qualified candidate as Imam of AMDA.
- Comment and suggestion - Masud Hossain
 - Br. Masud had some comments/questions on how to recommend for an Imam. Br. Moin explained that anyone who is qualified for the position should apply first. A number of other board members - Br. Mustafa, Br. Hashem, Br. Anam, Br. Hafiz, Br. Noor, Br. Ashruf etc. joined/participated this lively discussion.

5. AMDA Membership Status and proposals - Br. M. Ali

11:35AM - 11:45AM

- Br. Ali had prepared an one pager with proposal on Membership process but due to time constraint it was not discussed and will be brought back in the next meeting.
- Br. Moin commented that an extra drive should be taken for membership to add as many members as possible in the next year 2021 between January to March with an active member list that will be very significant data to show to the City for the approval process of AMDA Masjid Expansion project.
 - Some of the drives of this membership discussed are sending community email reminder, calling the current members to renew, requesting the donors (from donors list) to be active members, emailing to members etc.

6. Remuneration

11:45AM - 11:55AM

- 21st November 2020 Fund Raising Speakers -
 - Key note speaker - Imam Dawud Walid
 - Fund Raising Host - Imam El-Beshir
 - Br. Abedin will check on the payment previously paid for the fund raising speaker and host.
- Regular Virtual Speakers -
 - Quran Tafseer - Imam Ifdhal Khan - Pay rate will be increased from \$35/sermon to \$50.0/sermon per paid for each sermon in the Holy Month of Ramadan this year.

- Other evening Virtual programs - Included in the responsibility for Imam and assistant Imam.

Stories of Shahabas	Tafseer ul Quran	Stories of Prophets
By Weekly Tuesday 7PM - 8PM	Every Thursday 7:15PM - 8:00PM	Every Friday 7:15PM - 8:00PM
Imam Rumman Ahmed	Imam M. Ifdhal Khan	Imam Dr. Munawar Haque

7. Masjid Expansion Project Update review - Sub-committee 11:55AM - 12:10AM

- Br. Moin presented the update on AMDA Masjid expansion projects. He showed different elevation, rendered views of this projects. Some of the features discussed in the meeting that will be feedback to the Architectural firm.
- Br. Masud proposed to install solar panel for the AMDA Masjid expansion project and he will gather information how to obtain these panels free of charge.

8. Standard Operating Process (SOP) for the general community emails. How effectively and professionally this can be managed and who should be given the responsibility. Open discussion to all (Br. Ashraf has sent an email from past board meeting and he can lead us in this discussion). Br. S. Sadique

12:10AM - 12:20AM

- Br. Sadique discussed on this item. The executing members of each line item below should work together as main and back-up so that these items can be executed without any issue.

	Executing	Board Liaison
Draft, approval and send AMDA community e-mail (Yahoo)	Current Chairman, Br Moin Asjad, Br Saria Sadique	Br Saria Sadique
AMDA Google calendar maintenance (Updates & Printing)	Br Moin Asjad , Br Saria Sadique	Br Saria Sadique
AMDA Website maintenance	Br Mahmudul Khan Apel, Br. Noor Alam	Br. Noor Alam
Electronic record keeping & control for public access (i.e. meeting notes, announcement, contact info, etc.)	Br Sarida Sadique, Br Moin	Current Chairman
Facebook Maintence	Br Mahmudul Khan Apel, Br. Noor Alam	Br. Noor Alam
YouTube Maintenance	Br Foezur Chodhury & Br Moin Asjad , Br. Noor Alam	Br. Noor Alam
Zoom account activities & setup	Br Moin Asjad , Br. Noor Alam	Br. Noor Alam
Prayer hall TV display maintenance	Br Moin Asjad, Br Ferdous Ghazi, Br Saria Sadique	Br Saria Sadique
Social issues, complains, press release	Current Chairman	Current Chairman
Land line voicemail check and response	Imam Munawar	Current Chairman
Cell phone voicemail check and response	Imam Munawar	Current Chairman
Email reply to sender about Masjid query or religious matters	Current Chairman, Br Sarida Sadique, Br Moin, Imam Munawar	Current Chairman

9. Policy for providing financial assistance to independent contractors who are only supporting AMDA day to day activities - Br. Moin 12:20PM - 12:30PM

- Not discussed due to time constraint. Will bring back in the next meeting agenda.

10. Point of Sale Machine/Service Offer for AMDA from Elavon Payment Service - Doner can donate using Credit/Debit card. Offer details - 12:30PM - 12:40PM

- Free terminals and they can also provide you E-commerce payment gateway (Website) as well. Transaction charges are mentioned below:

Credit Cards: 0.10% (Basis Point)

Debit Card: 15 cent

- No Contract
No Other fee
No Cancellation fee
- The Agent contacted and asked about if any other fees than what is reported above. He told no other fees.
 - Board agreed to implement this item and ask for two POS machines one each for Brothers side and Sisters side.
 - Br. Abedin will contact the vendor to work on the implementation of this item.

11. AMDA Sponsored upcoming book “Muslim Friday Prayer: A Collection of 100 Khutbahs & Fiqh of Jumu’ah” authored by AMDA Imam Dr. Munawar as requested by the publisher 12:40PM -12:45PM

- Status Update -
 - Book Purchased - 50 qty Total at \$920.0, Sold 46 qty Total at \$826.0
 - Re-Ordered 200 qty at Authors discount \$7.5/pc total \$1500.0
 - Donation Received from one brother \$1000.0 for this book publishing
 - The pricing of 200 qty of this book in AMDA premise will be remain same pricing for the selling of 50 books earlier that are - 1-2 book \$20/pc, 3-4 books \$18/pc, 5 and above \$16/pc.

12. AMDA Monthly News Letter 12:45PM -12:50PM

- AMDA Imam proposed to launch a AMDA monthly news letter and showed his interest to be the editor of this newsletter.
- Br. Moin informed that there was such news letter in AMDA in the past that Br. Azim and Br. Hafiz worked on that. Br. Hafiz can share his experience on this item in the next meeting

13. Walk in / Info to the Board 12:50PM -12:55PM

- AMDA Board Chairperson for next term Jan 2021 to Apr 2021.
 - AMDA Board Chairperson responsibility is rotational basis and a new Chairperson carry over this responsibility in every 4 months term. The term of current chairperson Br. M. Zainul Abedin will end in December 2020. By Rotation the new Chairperson for the next term January to April 2021 will be Br. Hafizur Rahman. Congratulations to Br. Hafiz.

Meeting adjourned

Action items **Owner(s)** **Deadline** **Status**
 December Meeting minutes Current Chair. Dec 31, 2020 Approved/Denied/Rev

Attendees are:

Date: 12/05/2020

		<u>Board of Trustees (Term):</u>	<u>Cell Phone Number</u>	<u>Email Address</u>
1	P	Br. Hafizur Rahman (2017-2022)	248-990-0521	tastah57@gmail.com
2	P	Br. Abul Hashem Molla (2017-2022)	248-525-2027	mollaah@hotmail.com
3	P	Br. Shafiq Islam (2017-2022)	586-718-9599	shafiq_19@yahoo.com
4	P	Br. Abu Ashraf (2017-2022)	586-719-2394	aburaf_007@yahoo.com
5	P	Sr. Marina Azim - Women Representation (2017-2022)	248-703-2921	mazim515@yahoo.com
6	P	Br. Javid Khatri (2018-2023)	586-718-4234	jkhatri41@yahoo.com
7	P	Br. Moin Asjad - Heritage Representation (2020-2025)	248-854-8280	moinasjad@yahoo.com

		<u>Board of Representatives (Term):</u>	<u>Cell Phone Number</u>	<u>Email Address</u>
8	P	Br. Noor Alam (2018-2021)	248-247-4980	noorhulalam@yahoo.com
9	A	Br. Abul Bashir Patwary (2019-2022)	586-202-6845	abulpatwary@hotmail.com
10	P	Br. Mohammad Ali (2019-2022)	586-879-4122	m_ali_jewel@yahoo.com
11	P	Br. Mohammad Kamrul Hasan (2019-2022)	248-506-1855	khasan81@yahoo.com
12	P	Br. Saria Sadique (2019-2022)	248-892-4433	saria.sadique@gmail.com
13	P	Br. Zainul Abedin (2020-2023)	313-575-7711	zabedin90@gmail.com

		<u>Standing Committee (Term):</u>	<u>Cell Phone Number</u>	<u>Email Address</u>
14	A	Br. Mazdee Masud (2019-2021)	319-431-5804	masudmazdee@gmail.com
15	P	Br. Shahid Iqbal (2019-2021)	586-822-3398	mtimex@gmail.com
16	P	Br. Toufique A Bhuiyan (2019-2021)	313-409-9342	taufiqeb@gmail.com
17	P	Br. Mohammad Ashabul Anam (2019-2021)	502-262-9873	maanam03@gmail.com
18	A	Br. Rokonuzzaman (2019-2021)	248-909-1553	akm.rokonuzzaman@gmail.com
19	P	Br. Masud Hossain (2019-2021)	248-982-3859	rocky.hossain1990@gmail.com
20	P	Br. Mustafa Chmeiseh (2020-2022)	586-999-0101	mustafa.chmeiseh@gmail.com
21	A	Br. Tony Tweed (2020-2022)	248-310-5775	ttweed98@gmail.com
22	P	Br. Saad Farooqi (2020-2022)	248-525-9724	saad.farooqi@gmail.com
23	A	Br. Tanvir Rahman (2020-2022)	317-998-3339	rifat_139@yahoo.com
24	P	Br. Zia Ul Haq (2020-2022)	947-205-0034	ziaul12@yahoo.com

Guest Attendee

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