

General Body Meeting

ISLAMIC CENTER OF MARYLAND

June 15, 2019

Meeting Ground Rules

- This is the General Body meeting, called by the Board of Trustees (BoT), as required by the ICM By-laws in Part Four, Article 2.
- Mutual respect for all presenters and attendees is vital to the success of this meeting so a high level of mutual respect is required amongst all participants.
- Opportunity to provide feedback and/or ask questions will be provided after each section of the presentation.
- Feedback and/or questions should be relevant, concise and to the point.

Meeting Agenda

- Opening: Recitation from Quran
- Approval of General Body Meeting Agenda 2019
- Minutes of the 2018 GB Meeting
- ICM State of Affairs (Chairman's Report, Treasurer's Report)
- Master Plan Status
- Operational Committees & Programs
 - By-laws Updates
- Islamic Waqf of Maryland
- Elections
 - Election Committee report
 - Election of Three Trustees
 - Election of Election Committee Chair for 2020
- Q&A
- Closing Dua'

Meeting Minutes & Membership

- Minutes from May 2018 General Body Meeting
- Membership Status

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Total ICM Members	216	212	176	218	217	209	175	231	180	182	250	456
Family	95	94	80	98	101	96	77	101	79	79	105	184
Individual	26	19	11	14	14	17	13	20	15	19	23	60
Student	0	5	5	8	1		8	9	7	5	15	28
Voting Members	147	180	166	149	162	167	123	133	136	142	195	272
Family	67	80	75	68	76	78	58	60	61	64	81	112
Individual	13	15	11	6	9	11	7	8	7	10	17	24
Student	0	5	5	7	1	0	0	5	7	4	13	25
New Members	56	64	56	46	34	27	35	25	44	39	56	208
Family	23	25	21	19	15	11	11	8	18	15	24	79
Individual	10	11	7	8	4	5	5	5	8	9	6	37
Student	0	3	7	0	0	0	8	4	0	0	2	13

Chairman's & Treasurer's Report

Board of Trustees, Office of the Imam, Executive

Chairman: M. Nadeem Ahmad

- Administration
- Master Plan; Fundraising (acting)
- Facilities & Physical Security (acting)

Vice-Chairman: Adileh Sharieff

- Communications
- Outreach
- Dawah

Treasurer: Nurudeen Thomas

- Accounting, Payroll, Accounts, Taxes
- Personnel records

Secretary: Nadeem Ahmed

- Records, Membership
- IT

Trustee: Ajmal Ali (Stepped Down)

- By-laws

Trustee: Mannan Dasti

- Education
- Social Services, Zakah, Sadaqa
- Umme & Me

Trustee: Maged Sharaf

- Imam Search
- Masjid Programs
- Liaison Office of the Imam
- Youth Programs

OFFICE OF THE IMAM

Dir. Religious & Youth Affairs: Chad Earl

- Responsible for religious programs, education, youth affairs

Asst. Imam: Jamil Dasti

- Responsible for daily prayers, counseling, hifzh/tajweed training, and zakat review

EXECUTIVE CABINET

Exec Dir: Noman Habib

- Responsible for execution and operation of all functions delegated by the Board of Trustees

Financial Liaison: Abu Waheed Khan, Naeem Anjum

- Direct Debit, Online Donations, Provides execution and operational support to the Treasurer.

Administrator: Mohammed Aslam

- Office Admin, Scheduling, Provides execution and operational support to the Exec.Dir.

Asst. Administrator: Samer El Qorom

- Facilities Admin, Security, Provides execution and operational support to the Administrator.

IT Admin: Maksudul Haque

Social Services: Shahnaz Baten

Executive Committee

Exec. Dir. heads the Exec. Committee, which is made up of all chairs and/or leads of various committees

ICM Advisory Council

- Dr. Amin Ezzeddine
- Dr. Abdullah Shamim
- Abu Waheed Khan
- Sh. Saad Tasleem
- Ahsun Dasti
- Ayaz Siddiqui
- KO meeting (telecon) held on 6/9/19
- Major points included:
 - Community needs assessment
 - How to get young adults back and invested in ICM
 - Effects of 'Un-mosqued' movement; alternate 3rd space
 - Activities for all segments of the community – get people back into the masjid
- Meeting to discuss details and an action plan scheduled for last week of June

Chairman's Report – Strategic Tasks

Execution of MP Phase-I Islamic School, Youth & Community Center Building Construction:

- Interior finishing commenced; Required milestone for permit extension achieved; Significant progress made

Vacant Imam Position:

- Sh. Chad Earl hired as Director of Religious & Youth Affairs

Finance & IT:

- Operationalization of the finance management launched; about 60% completed
- New website rolled out; Back-end integration of finance data in place but facing some challenges

Advisory Council:

- Charter developed and approved; Members invited; Six individuals accepted; Council launched

Operating Procedures:

- Compilation task started but incomplete

By-laws Review & Update:

- Proposed changes completed by the Board for review and approval by the GB

Membership Management:

- Solutions explored; Incomplete

Fundraising:

- FR Director appointed
- Three teams proposed: Work on improving collections from existing modes; Work on engaging high net-worth individuals; Engage external communities & centers

Major Opportunities & Challenges

- Required funds to complete the interior of the building with the occupancy permit
- Role of Advisory Council
- Required support to the Office of Imam
- More volunteers & community support

Finance

- **Committee Members:**
 - Nurudeen Thomas (Treasurer)
 - Naeem Anjum
 - Anjum Pervez
 - Abu W. Khan until March 2018
- **2018-2019 Accomplishments:**
 - Completed comprehensive audit of ICM financial activities and statements for 2017.
 - Reduced ICM Property tax by ~ 80% from original bill through non-profit 5013c reclassification.
 - Completed and distributed end of year donation receipts and tax filings.
 - Worked with IT team and improved the integration of data collection and classification for quick and easy financial reporting.
 - Introduced and configured Square Point of Sale systems that can be used in satellite locations and major fundraising as additional terminals.
 - Completed overnight drop-box with bank at no cost to ICM
 - Established weekly cash counting and deposits.
 - Created a separate Sadaqa account at the bank level

Finance Cont'd...

- **Contracted an independent certified accounting firm ATNF to manage ICM finances and completed Phase-1 of the initiative (Review, cleanup, and Baseline Creation; soon to be completed):**
 - Accountants engaged to review the QB and the associated processes
 - Reconcile and fix items to create a clean baseline - task near completion
 - Where required and identified, restructure QB classifications to improve error-free and consistent data entry
 - Take QB online (abandon single desktop computer based system, which is inefficient and vulnerable)
- **Phase-2 (Operational Mode):**
 - ICM team performs the data entry (guided by the accountants); existing processes and facilitations refined to match the online QB setup
 - Accountants perform monthly reconciliation (done every month) using automated means as well as manual review; monthly reconciliation reports generated for all revenue and expense streams
 - Customized reports created within QB to generate reports for each area (e.g. Master Plan, Zakah, Masjid, etc.) - move away from plugging numbers in external spreadsheets, which is error-prone and maintenance-heavy!
 - Reports available to each area trustee via restricted/controlled online access 24x7! This will greatly improve insight into P&L and controlling expenses
 - Annual compliance reports
 - Payroll, forms, etc.

CASH BALANCE

Islamic Center of Maryland, Inc.
Cash in Hand
As of MAY 31, 2019

Bank Name	Amount	Total
CASH IN HAND :		
M & T - Master Plan - Operating	\$ 1,514,504	
M & T - Master Plan - Ph. 1 Escrow Account	\$ 107,426	\$ 1,621,929
M & T - Operating account	\$ 67,512	\$ 67,512
M & T - Zakaat-UI-Maal	\$ 272,289	
M & T - Sadaqa	\$ 49,200	\$ 321,489
Petty Cash in Hand		
CASH AVAILABLE AS OF MAY 31, 2019		\$ 2,010,931

INCOME & EXPENSES - OPERATIONS

MASJID OPERATIONS						
	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE
REVENUES:	12/31/2013	12/31/2014	12/31/2015	12/31/2016	12/31/2017	12/31/2018
DONATIONS - MONTHLY & DIRECT DEBIT	\$147,538	\$107,170	\$105,731	\$94,186	\$110,625	\$99,898
FUND RAISING	\$69,735	\$97,770	\$109,623	\$94,632	\$80,173	\$85,059
MEMBERSHIPS DUES	\$14,425	\$9,640	\$12,310	\$11,325	\$13,325	\$15,920
OTHER INCOME	\$2,185	\$2,149	\$6,806	\$4,210	\$2,173	\$135,906
TOTAL :	\$233,883	\$216,729	\$234,470	\$204,353	\$206,296	\$336,783
EXPENSES :						
SALARIES	(\$47,099)	(\$66,993)	(\$69,792)	(\$66,115)	(\$69,190)	(\$75,182)
OTHER OPERATING EXPENSES	(\$174,206)	(\$162,415)	(\$175,591)	(\$205,651)	(\$180,569)	(\$213,439)
TOTAL :	(\$221,305)	(\$229,408)	(\$245,383)	(\$271,766)	(\$249,759)	(\$288,621)
NET CASH FLOW :	\$12,578	(\$12,679)	(\$10,913)	(\$67,413)	(\$43,463)	\$48,162
SATELITE LOCATION						
DONATIONS	\$47,908	\$62,277	\$53,041	\$50,243	\$46,362	\$41,342
LESS EXPENSES (RENTAL)	(\$46,585)	(\$53,886)	(\$51,917)	(\$58,996)	(\$47,103)	(\$55,637)
NET CASH FLOW :	\$1,323	\$8,391	\$1,124	(\$8,753)	(\$741)	(\$14,295)
SUNDAY SCHOOLS						
TUITION FEES	\$80,651	\$94,064	\$95,964	\$91,310	\$94,880	\$75,261
SALARIES - TEACHERS & ALLOC. ADMIN.	(\$18,839)	(\$19,141)	(\$19,940)	(\$20,723)	(\$21,277)	(\$23,133)
LESS: OTHER EXPENSES	(\$55,470)	(\$32,264)	(\$42,443)	(\$55,525)	(\$33,908)	(\$53,772)
NET CASH FLOW :	\$6,342	\$42,659	\$33,581	\$15,062	\$39,695	(\$1,644)
YOUTH PROGRAM						
REVENUES	\$ -	\$17,100	\$14,315	\$30,292	\$27,455	\$7,450
LESS: PROGRAM EXPENSES	(\$4,250)	(\$30,730)	(\$28,952)	(\$50,085)	(\$45,117)	(\$12,314)
NET CASH FLOW :	(\$4,250)	(\$13,630)	(\$14,637)	(\$19,793)	(\$17,662)	(\$4,864)
GROSS NET CASH FLOW	\$15,993	\$24,741	\$9,155	(\$80,897)	(\$22,171)	\$27,359

INCOME & EXPENSES – MASTER PLAN

MASTER PLAN						
REVENUES:	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE
	12/31/2013	12/31/2014	12/31/2015	12/31/2016	12/31/2017	4/30/2018
DONATIONS - MONTHLY	\$112,758	\$58,763	\$49,058	\$55,493	\$69,075	\$136,848
FUND RAISING	\$242,815	\$361,325	\$307,736	\$503,871	\$714,692	\$508,669
SADAQAH	\$68,550	\$95,929	\$78,945	\$125,554	\$112,906	\$102,804
DIRECT DEBITS, GRANT & MISC.	\$170,787	\$148,305	\$109,191	\$161,073	\$88,825	\$222,594
TOTAL :	\$594,910	\$664,322	\$544,930	\$845,991	\$985,498	\$970,915
EXPENSES (FUND RAISING)	(\$36,115)	(\$55,177)	(\$51,750)	(\$138,241)	(\$90,358)	(\$68,480)
NET CASH FLOW :	\$558,795	\$609,145	\$493,180	\$707,750	\$895,140	\$902,435

QARD HASAN PAYMENT SCHEDULE							
Amount Collected	Paid to Date	Remaining Balance	2019	2020	2021	2023	2028
\$ 1,011,000	\$ 260,000	\$ 751,000	\$ 85,000	\$ 145,000	\$ 461,000	\$ 30,000	\$ 20,000

INCOME & EXPENSES – ZAKAT

ZAKAT-UL-MAAL

	12/31/2013	12/31/2014	12/31/2015	12/31/2016	12/31/2017	12/31/2018
DONATIONS	\$114,647	\$134,034	\$151,298	\$166,089	\$163,032	\$203,667
PROGRAM EXPENSES	(\$126,753)	(\$150,973)	(\$111,626)	(\$124,952)	(\$98,882)	(\$93,970)
NET CASH FLOW :	(\$12,106)	(\$16,939)	\$39,672	\$41,137	\$64,150	\$109,697

ZAKAT-UL-FITR

DONATIONS	\$41,935	\$32,442	\$32,918	\$42,444	\$41,119	\$42,624
DISTRIBUTIONS	(\$41,935)	(\$32,442)	(\$32,918)	(\$42,444)	(\$41,119)	(\$36,149)
NET CASH FLOW :	\$ -	\$ -	\$ -	\$ -	\$ -	\$6,475

CAPITALIZED, STORED TO DATE, & PENDING COSTS

	2013	2014	2015	2016	2017	2018-19
SITE DEVELOPMENT	\$2,109,263	\$5,770	\$ -	\$ -	\$1,883	\$2,116,916
PHASE 1 - ISLAMIC SCHOOL, YOUTH & COMMUNITY CENTER CONSTRUCTION		\$107,933	\$27,710	\$948,602	\$2,924,380	\$2,985,476

PHASE 1 - ISLAMIC SCHOOL, YOUTH & COMMUNITY CENTER CONSTRUCTION	GMP Contract	Change Orders	Current Total	Completed to Date	Balance	Cash in Escrow
CONTRACT WITH HUBERT CONSTRUCTION, LLC.	\$3,040,000	\$76,237	\$3,116,237	\$2,985,476	\$42,000	\$107,426

BALANCE SHEET

Islamic Center of Maryland, Inc.	
Balance Sheet	
As of December 31, 2018	
ASSETS	31-Dec-18
CURRENT ASSETS	
M & T - Master Plan - Operating	\$ 1,315,946.88
M & T - Master Plan - Phase 1 Escrow	\$ 401,428.02
M & T - Operating Account	\$ 161,702.95
M & T - Zakaat-UI-Maal	\$ 164,364.13
M & T - Zakaat-UI-FITR	\$ 1,828.00
M & T - Sadaqa	\$ 68,945.00
M & T - Food Bank	\$ 1,960.00
M & T - Zakat & Sadaqah Other	\$ 16,256.43
M & T Bank - Petty Cash	
TOTAL : CASH IN HAND :	\$ 2,132,431
Other Current Assets	
Accounts Receivables	
Prepaid Assets	
Cemetery Lots	
Total - Other Current Assets :	\$ 15,655
FIXED ASSETS:	
Building	
Less : Accumulated Depreciation	\$ 55,468
Land & Site Developments (SWM)	
Building - Master Plan Ph. 1 (Comm. Ctr)	\$ 5,748,211.60
Building- Ph. 1- Finishing	\$ 331,454.00
Furnitures & Equipments	
Less : Accumulated Depreciation	\$ 3,582
Capital Improvements-Building	
Less : Accumulated Depreciation	\$ 11,695
Land - Masjid	\$ 650,000.00
Land - Islamic Waqf of Maryland	\$ 679,187.00
TOTAL ASSETS :	\$ 9,627,683

LIABILITIES & EQUITY	31-Dec-18
CURRENT LIABILITIES:	
Accounts Payable	\$ (7,420.00)
Payroll Liabilities	
Deferred Revenue	
Accrued Audit Fees	
Feed The Homeless	
Accrued expenses	\$ 35,716
Burial sites	\$ 750.00
LONG TERM LIABILITIES:	
Qurd - E- Hasana	
Retention Payable	\$ 1,015,055
TOTAL - LIABILITIES :	
EQUITY:	
Opening Balance Equity	\$ 8,583,581.00
TOTAL LIABILITIES & EQUITIES :	\$ 9,627,683

ICM Master Plan

Construction Project Teams

ECC:

- Abdulhai Sheikh*
- Ansar Burney
- Irfan Khan
- Saleem Akhtar
- Birame Kandji
- Arshad Nawaz
- Nadeem Ahmad (Trustee in charge)

* Appointed 'Owner's Representative' for during-construction management

Design Team &

Consultants/Contractors:

- Najah Abdalla (Architect)
- Cyrus Ariaban (Structural)
- Sharif Tarar (Electrical)
- Raj Pillai (Mechanical)
- James Wilkinson (Plumbing)
- Birame Kandji (Civil)
- Loreen Arnold (LEED Arch.)
- Hubert Construction (GC)
- Hillis-Carnes (ICM's QC)
- Sustainable Building Partners (LEED Commissioning)
- Various Individual Contractors

Progress – Contract of Record (COR) with Hubert Const.

- GMP Contract Baseline:
 - Construction of Phase 1 Building ‘Shell’
 - Award/NTP date: July 27, 2016
 - Finish Date: May 16, 2017
 - GMP Baseline: 3,040,000
- Status:
 - Shell completed
 - Projected close-date: Second week of July, 2019
 - Cost as of April 2018: GMP + Change Order (76,237) = 3,116,237
 - *Projected* closeout cost => 3,116,237 + Outstanding Payments (\$31,303) – Work Not Performed (\$74,863) – 75% of GMP balance (\$32,000) = \$30,040,677

Progress – COR Change Orders & Cost Summary

- 26 Change Requests (CR) under 3 Change Orders (CO) :
 - 21 Approved - \$88,737
 - Includes credit of \$107,112
 - Does not include credit of \$12,500 issued by the window supplier
 - 1 Submitted - \$30,739
 - For contractor charges that ICM has already notified that it will not entertain; Has been excluded from close out list
 - 1 Potential
 - Includes credit (TBD) for WSSC Fee; Part of close out
 - 5 Voided - \$ NA
 - 1 Declined - \$ 15,180
- As of May 2019 Invoice
 - Paid \$2,910,153
 - Balance and Retention Amounts: \$130,761 (adjusted \$23,898)
 - Procurement and acquisition savings to date: \$42,661
 - Per the contract, ICM gets 75% and the Contractor gets 25%

Interior Finishing - Status

- Not having the required funds to engage the General Contractor (GC), we decided to move with individual contracts (ICM becoming the GC) based on available funds
- This approach kept the permit active and contributed to progress but not without issues!

STATUS:

- Clinic
 - Drawings submitted; Pending DPS review and approval
- HVAC:
 - Installation of ductwork complete to 50%; HVAC units arriving for roof-top installation on June 18-19 (along with a big payment!)
- Plumbing
 - Four big bathrooms completed & inspected; Work on four other small bathrooms in progress
- Electrical
 - Wiring and wall-points installation completed to 60%; Electrical connection for HVAC units to occur soon; Lighting fixtures being installed
- Framing & Drywall
 - Framing completed to 90%; Some work in multi-purpose hall and second floor to start soon; Dry-wall, ceiling grids, and ceiling tiles next
- Fire & Sprinkler System
 - Sprinkler system piping installation in progress; Fire alarm wiring installed and inspected
- Low Voltage (A/V/LAN/SEC)
 - All conduit work completed; next is cable and points installation
- Other
 - Civil work
 - Roof-drain connections
 - Lighting, Doors, Etc.

Interior Finishing – Cost Summary

- A. Projected interior finishing cost = \$3,600,000
 - B. Contracts Awarded + Procurement Completed = \$2,200,974
 - C. Payments remaining on awarded contracts = \$1,409,262
 - D. Contracts to be awarded = \$1,399,026
 - E. Qard Hassan (liability) = \$751,000
 - F. Money in the bank = \$1,349,768 (as of May 31)
 - G. Cash-flow (as of today) = $F - C - D - E = \underline{\$-2.21M}$
-
- For all practical purposes, we have to address the cash-flow between now and Dec 2021 with the interior finishing to be completed by June 2020! Remember every delay add cost!
 - With an average of \$800K/yr net donations for construction, we end up with a deficit of \$700K-\$800K!
 - The real problem is to maintain the required cash-flow over this period to *continue the work and service payments*!!
 - Most cost effective and fitting solution to address the constraints remains having required funds on hand to award full contracts

Interior Finishing - Issues/Concerns

- Keeping construction permit active – 12 more months to finish!
- Required Funding
- Construction Management
 - Procurement headaches
 - Coordination issues
 - Changes and approval

COMMITTEES

Executive Committee Report

- **Accomplishments:**

- Facility Repairs and maintenance
- Upgraded sound system
- Basketball court for youth – in progress
- Refurbished the library to hold events
- Replacement of failing HVAC for Pavilion
- Lawn care and snow removal activities
- Security services
 - Security cameras operational
 - Police services during Jumah, Ramadan weekends, last 10 nights and EID prayers
- Facility rentals:
 - EID prayers outside of ICM
 - Fundraisers

Executive Committee Cont'd

- **Ongoing Activities**

- Continuous process improvements
 - How programs are scheduled
 - Documentation process improvement
 - Streamline event approval process

- **Challenges:**

- Attracting youth to the Center
- Existing Infrastructure maintenance to support growing community needs
- Security for ICM activities
- Scheduling conflicts due to capacity issues

- **Key initiatives:**

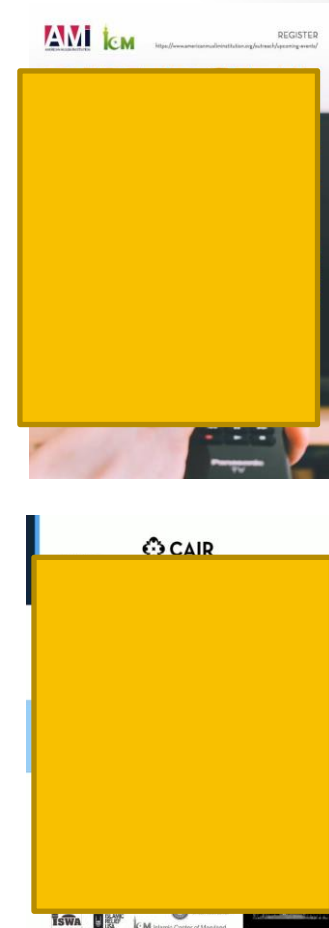
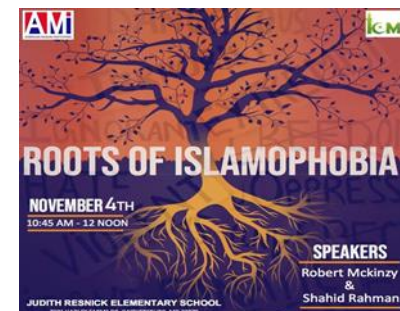
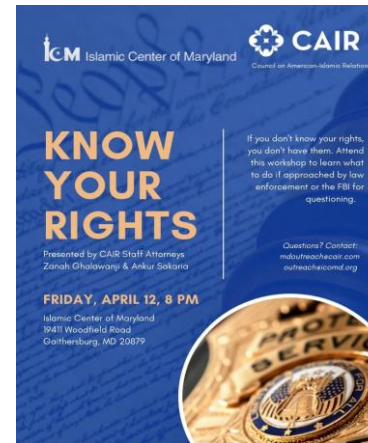
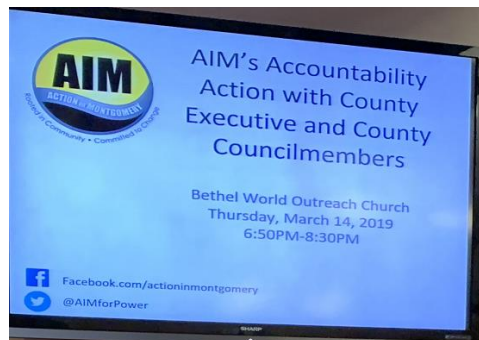
- Work with Sh. Chad and Masjid Programs Committee to develop programs for all age groups
- Masterplan completion to allow more space for community

Outreach & Dawah Committee

- Outreach Team: Adileh Sharieff, Nadeem Ahmad, Ahsun Dasti, Sadiya Bilgrami, Umme Sadiqha, Abida Dasti, Najam Shaikh, Shala Shamim , Aizat Oladapo, Erum Siddiqui, Hiba Habib, Farrah Khan, Mumtaz Jahan, Afshan Tariq, Samira Hussein, Shaista Asadullah
- 2018-2019 Activities Highlight:
 - Added new Outreach members and created a pool of volunteers for event participation only
 - Partnered with orgs like CAIR, AMI, MCMC to benefit the community for numerous workshops, youth leadership , community/civic engagement opportunities
 - Became an official member of Action in Montgomery (AIM)
 - Developed close relations with tangential organizations (schools, government, media, interfaith, etc.)
 - Added Process in place
 - All events have a dawah table with free takeaways (ICM sponsored),
 - All events have snacks (Outreach team donated)
 - All events have new scarves available for sisters (Outreach team donated)
 - Majority of the events are setup, hosted , cleaned up by Outreach volunteers with no admin staff needs

Outreach Committee: Community Engagement

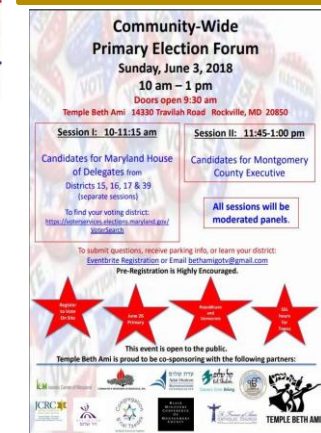
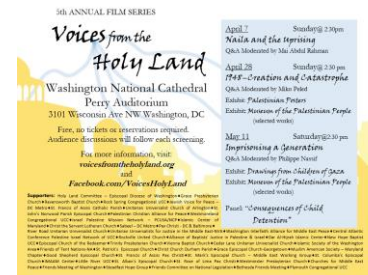
- Hosted workshops to educate community on civic engagement and media training with CAIR
- Hosted workshops to educate community on talking to the FBI and law enforcement with CAIR
- Transported and coordinated a visit for 15 youth to attend CAIR leadership event at the MD House of Delegates in Annapolis.
- Sent a delegation of ICM Muslims to participate in the MD group at the Annual USCMO Summit at Capitol Hill
- Worked with AMI to do a study on Islamophobia
- In collaboration with AMI hosted Tahira Rahman to understand the dynamics of use of Media to portray Muslims



Outreach Committee

Civic Engagement

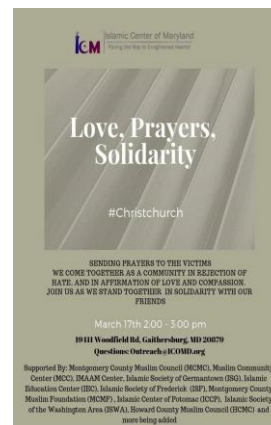
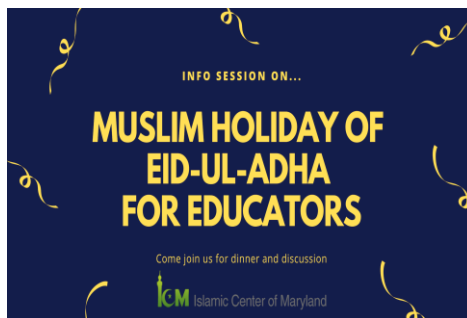
- 2018 Elections
 - Hosted numerous voter registration drives,
 - Collaborated with MCMC, and Temple Beth Ami to host Primary election Forum's
- Meet & Greet
 - Numerous events in 2018 and 2019 to meet elected officials at Jumma and events. County officials, Delegates and Congressman
- Muslim Issues Awareness and Engagement
 - Palestine: Partnered with VHLF, to host 4 interfaith movie discussions (at ICM) and 3 (at Washington National Cathedral)
 - Ughyur : Khutbas , Info session at ICM and bus to DC rally (in collaboration with Burma Task Force)
 - Rohingya: Info session at ICM and Rally in DC (partner with Burma Task Force)



Outreach Committee:

Interfaith Coalition Building

- Hosted visits from schools, youth groups, churches, synagogues
 - In winter break hosted 90 kids Poolesville HS for a 2 day, "spend the morning at ICM event" . Teacher wants this to be annual event
 - Hosted numerous church youth groups and school groups wanting to learn about Islam
- Launch of MAM – Meet a Muslim
 - Every last Sunday of the month we open our doors, for anyone and everyone to come, participate in a workshop and do Islam 101
- Relationships
 - Temple Beth Ami friends invited us to a friends and family event at the synagogue after Philadelphia shooting
 - Our Solidarity event was cosponsored by all MOCO Muslim orgs and we had huge turnout from all faiths orgs
- ICM Sponsored major events
 - MCPS Teachers Appreciation Event
 - Interfaith Iftar with county officials, state delegates and interfaith partners



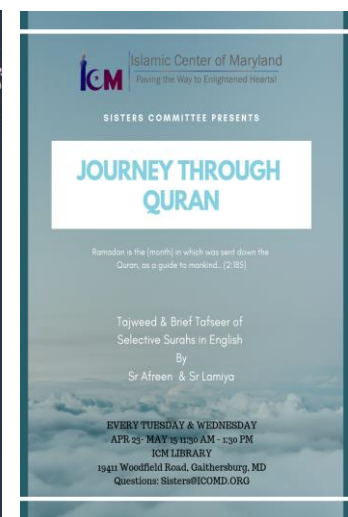
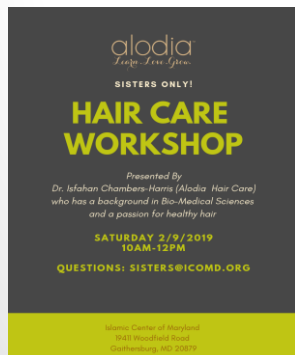
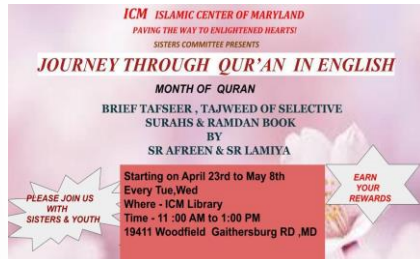
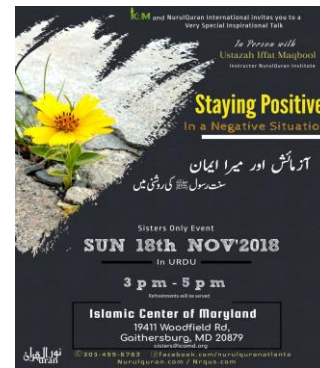
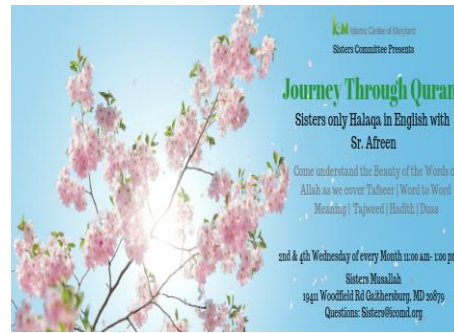
Outreach Committee: Dawah

- New Muslims
 - Created a New Muslim bag with ICM logo, and materials. (Translation, prayer rug kufi/hijab)
 - Have a second bag in place for when they call us to have tea with us (Salah book, Fortress of a Muslim)
 - Our Ramadan program was a big hit and we have a group of new Muslims engaged. Planning on starting a monthly get together/class in the fall
- Prison Support
 - Providing dawah material to prisoners that reach out to us on a regular basis
 - Plan to work with ICNA this year to learn more



Sisters Committee

- For the Sisters, by the Sisters
- Volunteers set up/ clean up/ provide the session / provide the food
- Sisters coming from HOCO and Turkish Mosque to attend



Communications Committee

- Comm Committee : Adileh Sharieff, Nadeem Ahmad, Ahsun Dasti
- 2018-2019 Activities Highlight:
 - Internal-ICM Event Communication: Event communication streamlined across ICM event coordinators and created a master spreadsheet for event/lead/room allocation for the year. This has eliminated double booking of events
 - External-ICM communication
 - Added , “this weekend at ICM” broadcast on Wednesday, so people do not miss stuff.
 - Migrated from .ppt fliers to catchy fliers to grab user attention
 - Facebook used very effectively to increase ICM user reach, both Muslim and non-Muslim
 - Ramadan we started using YouTube for Sh. Chad Khatera’s, plan is to streamline this year

Imam Search Committee

- **Team:** Nadeem Ahmad, Amin Ezzeddine, Ahsun Dasti, Abdullah Shamim & Maged Sharaf
 - The Committee received and reviewed applications from 33 candidates for the Imam/Religious Director position at ICM. The Committee shortlisted 12 candidates for the next steps.
 - The Committee contacted the 12 candidates, interviewed 4, and invited 3 to visit ICM for a weekend with the community.
 - Sheikh Chad Earl was strongly recommended by the Committee to the BOT for the position. He was endorsed by the BOT and members of the community.
 - Al Hamduli Allah, Sheikh Chad joined the ICM as its Religious and Youth Director on May 1, 2019 and was embraced by the community.

Masjid Programs Committee

- **Team:** Mohamed Aslam, Samer alQorom, Imam Jamil Dasti, Ahsun Dasti, Shala Shamim, Maged Sharaf
- **Highlights of activities:**
 - Daily prayers
 - Seven Jummas at 5 locations, including ICM (2)
 - Weekly educational activities
 - Social events such as guest scholars including Dr. Zainab Alwani (Vice Chair FCNA) and Sheikh Abdool Rahman Khan (ICNA)
 - Ramadan Program
 - Visiting Qari Dr. Mostafa Deyab
 - Two daily khaterah by Sheikh Chad and Imam Jamil, before Taraweeh and after Fajr
 - Qiyam on weekends throughout the month and during the last 10 nights.
 - Daily Tajweed class for brothers and sisters led by Dr. Mostafa Deyab

Masjid Programs Committee – Sample Events

Islamic Center of Maryland
Pursuing the Way to Enlightenment

Join us last 10 nights in Ramadan!

QIYAM BEFORE FAJR

with **Qari Dr. Mostafa Deyab**

Takmilah: For a hour that ends with exalted will be led by Qari Dr. Mostafa Deyab

Bathour: 30 min before Fajr althan. Bring a dish or two to share. ICM will provide suhoor for those doing Takmilah.

Fajr Salah: Led by Qari Dr. Mostafa Deyab
Questions: MasjidPrograms@ICOMD.org

Islamic Center of Maryland
Pursuing the Way to Enlightenment

Saturday's after Aar in Ramadan

HEALING THE HEART

Join Sh. Chad Earl for a series of talks on the shuras game from Imam Al-Ghazali "Oh beloved Son" and Imam al-Muniri's "Treatise to the seekers of Guidance"

Saturday: 5/25, 6/1, 6/30 pm - 7:30 pm
Stay and join us for Family Iftar after Maghrib
Questions: MasjidPrograms@ICOMD.org
19411 Woodfield Rd, Gaithersburg, MD 20879

Islamic Center of Maryland
Pursuing the Way to Enlightenment

Daily Class in Ramadan Quran Tajweed

with **Qari Dr. Mostafa Deyab**

Brothers & Sisters 10 & up
Monday - Saturday 5 pm - 6:15 pm
Sunday 2 pm - 3:30 pm

Questions: MasjidPrograms@ICOMD.ORG
19411 Woodfield Rd, Gaithersburg, MD 20879

Islamic Center of Maryland

RAMADAN SPECIAL SATURDAY NIGHT KHATERA WITH SH. SAAD TASLEEM

5/26, 6/2, 6/9
Starts After Isha at 10:15 pm

Questions: MasjidPrograms@ICOMD.org

Wahed ICM Islamic Center of Maryland

HALAL INVESTING SEMINAR

LEARN AND UNDERSTAND:

- Islamic wealth creation
- Halal stock selection
- Shariah Compliant Index Funds
- Investing without risk
- Retirement account selection
- ...and more

Fri. Jan. 25, 2019
@ 7:00 pm
Refreshments Served

PRESENTERS
SAAD ZARIF
VP of North America

ALPHA PETERSON
Investment Consultant

Wahedinvest.com 855-976-4747 info@wahedinvest.com

Islamic Center of Maryland
Pursuing the Way to Enlightenment

Advance Directives with Br. Ismail

After Isha Salah 3/1/19

19411 Woodfield Rd Gaithersburg, MD 20879
Questions: MasjidPrograms@ICOMD.org

Inspiring Evenings
WITH INTERNATIONALLY RENOWNED SCHOLAR

DEC. TIME & LOCATIONS

14 ISLAMIC SOCIETY OF NORTHERN VIRGINIA TRUST
FRIDAY 4:30 PM - 6:30 PM
4430 Shupper Lake Rd
Farmingdale, VA 22039
After Isha Prayer

14 ISLAMIC CENTER OF MARYLAND
FRIDAY 7:30 PM - 9:00 PM
19411 Woodfield Rd
Gaithersburg, MD 20879
After Isha Prayer

15 KINA CENTER
SATURDAY 9:00 PM - 10:30 PM
2013 Woodhewer Trail
Alexandria, VA 22304
After Isha Prayer

16 ISLAMIC SOCIETY OF WESTERN MARYLAND
SUNDAY 1:30 PM - 3:00 PM
1004 Day Rd
Hagerstown, MD 21740
After Isha Prayer

CONTACT
Masjid Programs
And Email: 202-252-1933
Virginia Programs
Email: 202-252-1933
LECTURES WILL BE IN URDU

HELPING HAND
We help and support you in your journey.

ICM has a 501(c)(3) status. All donations are tax deductible. *Tax ID: 51-7848404

Islamic Center of Maryland

Advance Directives with Br. Ismail

After Isha Salah 3/1/19

19411 Woodfield Rd Gaithersburg, MD 20879
Questions: MasjidPrograms@ICOMD.org

Islamic Center of Maryland
Pursuing the Way to Enlightenment

Salaat ul Tarawih

May 2017: Insha Aar

9:45 PM: Short Salawat of the Quran - Sh. Chad
10:00 PM: Insha Salawat followed by Tarawih
First Eight Rakat - Qari Dr. Mostafa Deyab
Last Twelve Rakat - Imam Jami Deyab

ICM Location: 19411 Woodfield Rd, Gaithersburg, MD
Questions: MasjidPrograms@ICOMD.org

Islamic Center of Maryland
Pursuing the Way to Enlightenment

Journey into As-Seerah

A monthly series with Dr. Amin Ezzeddine

The Islamic Center of Maryland

First session: December 21, 2018
After Isha at 7:30 pm.
All are invited

EVENTS WITH SHEIKH CHAD EARL

Sheikh Chad Earl grew up in Indiana and accepted Islam when he was 15-year old. He has been seeking knowledge since this early age which took him to Egypt in 2005 to learn Arabic and Islamic Studies. After completing the requirements, he was accepted into Al-Azhar University. He graduated with a degree in Islamic and Arabic Studies in 2018. He also pursued independent studies with various scholars in Egypt in different topics such as: Jurisprudence, Tafsir, Fiqh, Tahseer and Hadith.

Previously, he obtained his high school degree in 1999 from Bloomington High School South (Indiana) and a 2-year associate degree in 2001 from Indiana University, where he was the MS Vice President. He served as a youth counselor in Michigan and taught in the youth and senior courses to the youth and converts in Indiana and Egypt during his breaks. These courses covered Quranic Arabic, Tafsir, Sunnah, and Islamic Studies. He successfully launched an online Arabic program based in Cairo, Egypt and was responsible for hiring, payroll, scheduling, and other routine operations. Currently, he is serving as a writer, editor and translator with the Egyptian House of Fatah, Al-Azhar (Al-Azhar). He has given talks, Friday sermons, and Eid sermons in Indiana, Ohio, Illinois, Texas, California, New York, and Minnesota.

He is married and has a son and a daughter.

Friday, Feb. 15
Jumma Khutbah & Salah
ICM - 19411 Woodfield Rd
12:30 PM

The Believers' Journey to Allah
Community lecture
ICM - 19411 Woodfield Rd
7:30 PM

Saturday, Feb. 16
Living Islam in America
Meeting with the Youth
ICM - 19411 Woodfield Rd
10:30 AM

Finding Strength in Our Diversity
Community lecture
ICM - 19411 Woodfield Rd
7:30 PM

Sunday, Feb. 17
Importance of Women in Building & Preserving Islam in America
Multimedia lecture
Judith A. Novea Elementary School
7:00 PM - 8:00 AM

RAMADAN 2019

Imam Jami Deyab
Qari Dr. Mostafa Deyab

DAILY KHATMAH / SHORT TALK AFTER FAJR
Sh. Chad Earl

SHORT TAFSEER OF QURAN BEFORE ISHA
Sh. Chad Earl

FIRST EIGHT RAKAT OF TARAWIH (Starts Sunday May 19)
Qari Dr. Mostafa Deyab

LAST TWELVE RAKAT OF TARAWIH
Imam Jami Deyab

QIYAM EVERY SATURDAY & SUNDAY MORNING BEFORE FAJR
Qari Dr. Mostafa Deyab

ITIKAAH & QIYAM DURING THE LAST TEN NIGHTS
Sh. Chad Earl, Qari Dr. Mostafa Deyab

WEEKLY SESSION ON SATURDAYS AFTER ASR
Sh. Chad Earl

QURAN TAFSEER ON SUNDAYS
SUNDAYS 10:30 AM - 12:30 PM
BROTHERS 10:30 AM - 12:30 PM
SISTERS 10:30 AM - 12:30 PM
Qari Dr. Mostafa Deyab

CONSTRUCTIVE FLUNDERING
Saturday May 11 - Insha Aar

DAILY COMMUNITY IFTHAR
May 6 - June 2 - ICM

KHATMAH-QURAN & MASJID FLUNDERING
Friday May 21 - ICM

SALAAT UL QIYAM
Tuesday June 4 - Successful

ICM Islamic Center of Maryland
Pursuing the Way to Enlightenment

ICM Location: 19411 Woodfield Rd, Gaithersburg, MD
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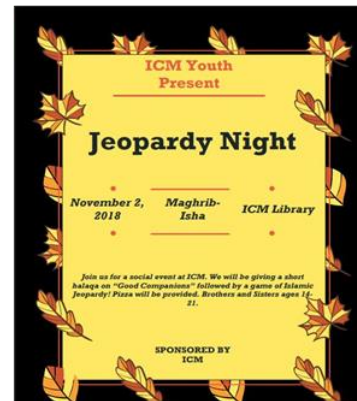
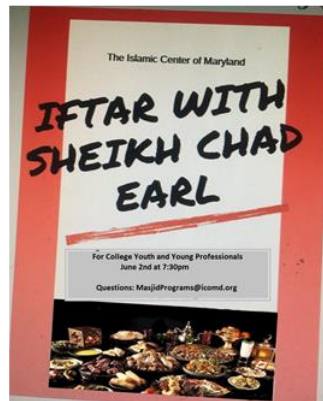
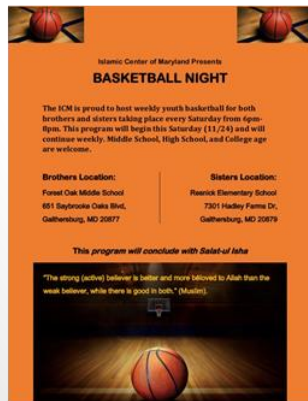
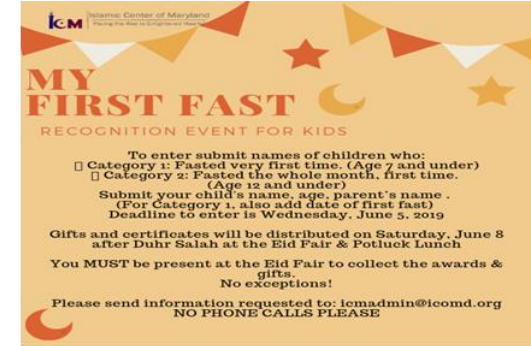
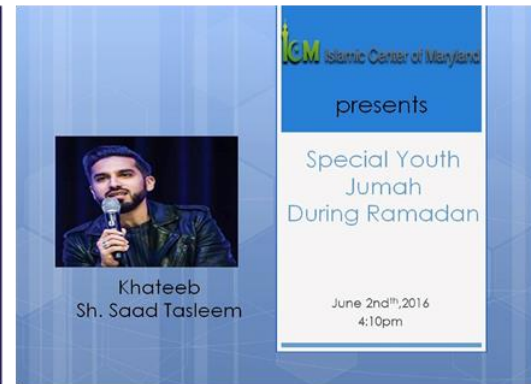
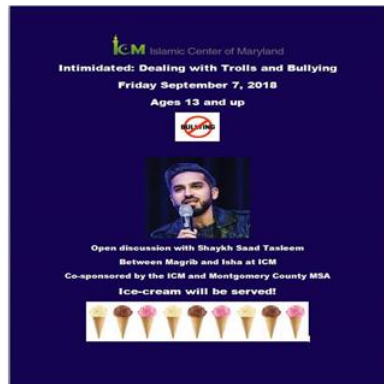
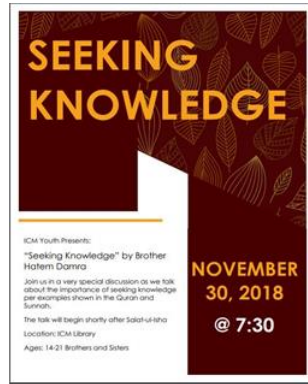
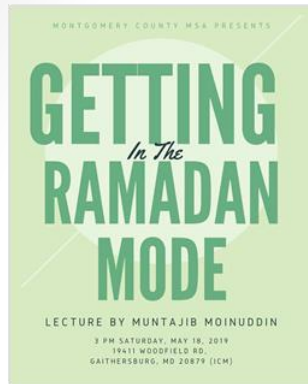
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ICM Location: 19411 Woodfield Rd, Gaithersburg, MD
Questions: MasjidPrograms@ICOMD.org

Youth Committee

- **Team:** Muntajib Moinuddin, Waliullah Rifai, Tasneem Sharaf & Alaa Sharaf
- **Highlights of activities:**
 - Weekly youth activities
 - Youth only halaqa's with Hatem Damra, Sheikh Chad Earl, Imam Tarif
 - Youth Fun events like Movie night with snacks, Bowling/ice skating, Basketball every Saturdays for boys and girls
 - Youth Only Iftars with Sh. Chad

Youth Committee – Sample Events



Education Committee

Weekend School

- **Principal:** Mohammed Huda
Vice Principal: Sayeem Kazi
Registrar: Mohammed Jaweed
Activities & Other Support: Niamathullah Abdul Azeez, Mohamed Reyah, Abdul Ahad Shaikh, Nadeem Amin, Maksud Haque
- **312 Students**
- More than 100 volunteers (Administrators, Teachers, and student volunteers)
- 5 paid staff (teachers and facility staff)
- \$75,261 in revenue this year

Education Committee (WIS) Cont'd

Activities

- Sunday sessions for Parents (Quran & Contemporary Issues)
- 5th Annual Quran Competition
- Picnic and Sports days during Fall and Spring
- Supported local MSAs and student led charities
- 2019 graduation ceremonies hosted close to 800 attendees

Improvements –

- Started on an initiative developing effective teaching standard to improve classroom delivery approach for teachers.
- Significant amount of effort has been put in to upgrade and modernize school system. phase I of application development is in progress.
- Enhanced parent and teacher communication by utilizing Mailchimp platform for weekly emails
- Structure SSL hour process for 76 student volunteers
- Improved registration structure, process and automation. More than 50% parents paying on-line.

Education Committee (WIS) Cont'd

Challenges

- New teacher recruitment
- Teacher turnover, especially in the middle of the semester
- Lack of a dedicated resource to provide oversight on quality of instruction, teachers training etc.
- Lack of facility to provide a platform for the teachers to collaborate (e.g., a common sitting area for the teachers with computers and other accessories)
- Lack of sufficient security volunteers
- School System software needs numbers of improvements, replacement
- Lack of Community and parent involvement
- Facilities (outgrown it, need major upgrading)

Education Programs - others

- ICM Summer Camp 2018
 - Successful program with enrollment of 38 students
 - Summer camp for 2019 will be starting in July 2019
- ICM STEM Camp 2018
 - Successful program with total attendance of 48 students over 4 weeks
 - Summer STEM camp for 2019 will be starting in July 2019
- ICM Hifz Program
 - Classes held Monday through Friday – 3-5 students
- ICM Quran study program
 - Classes held in evenings – between 5-12 students
- ICM Arabic program
 - Classes held in Fall of 2018 – 15 registered students
- ICM Satellite programs for Quran and Arabic (Clarksburg)
- Ummee and Me – Continues to be well liked among new mothers and young Muslims

Social Services Committee

Team: Shahnaz Baten, Lubna Malik, Aizat Oladapo & Nadirah Rasheed

2018-19 Activities:

- ICM Ansar (in partner with Montgomery County Interfaith Refugee Resettlement Neighbors): total 40+ families served (Syrian, Iraqi, Afghani, Sri Lankan, Columbian, Sudanese, Somali, Central African Republic)
- ICM Hakeem Senior Program: Monthly program for ICM Seniors to meet, grow, share, contribute and build friendships
- ICM Eid Clothing Closet/Supplies: 200 families
- ICM Job Bank: 8-10 employed (home health care & daycare workers)
- ICM Smart Sack Program: Pack 160 Smart Snack packets monthly for the MCPS students in collaboration with MCPS/MANNA.
- ICM Salaam Visiting Group: weekly community visits
- ICM SS Outreach: Bi-monthly ICM Washington Grove Tea Circle (6 meetings)
- ICM Food Bank: 6-8 local families served/month (72 – 96 families served/year)
- ICM Feed the Homeless: 100 – 200 people/month (1200 – 2400 meals/year for Men's Emergency Shelter, MD)
- ICM Feed the Hood: 100 –150 people/month (1800 meals/year for DC residents)
- ICM Feed the Street Homeless: 50 packets quarterly for DC street homeless (snacks, toiletries, etc.) – 200 packets/year

By-laws Update

- Since the last By-laws updates done in 2011 there was a need to review and update items to align with the changing needs and requirements
 - Organizational performance and stability is tied to keeping its constitution, processes, and procedures aligned with the changing needs and requirements
- The latest round of updates involve deliberations between 2017-19 timeframe:
 - Proposed changes by the By-laws Committee in 2017 to the Board
 - Board reviewed and recommended changes in 2018-19 timeframe
- Types of changes:
 - Global
 - Specific

By-laws Update - RESULTS

By-laws Changes for 2019 GB Meeting					
Number	Part, Article	Proposed Change	PASS	FAIL	COUNT
2019-G-1	Global Update	Changed 'chairman' in all places to 'chair' including 'his' or 'him' to 'his / her' or 'him / her'.		X	27
2019-G-2	Global Update	Capitalized 'board' to 'Board'.	X		82
2019-G-3	Global Update	Changed United States to United States of America.	X		84
2019-G-4	Global Update	Added footnote to clarify how the referenced documents in the By-laws can be obtained.	X		101

Specific Updates:					
Number	Part, Article	Proposed Change	PASS	FAIL	COUNT
2019-U-1	Part One, Article 6: Affiliation	Removed names of specific organizations to avoid any bias.		X	18
2019-U-2	Part Two, Article 1-5	Removed "young" from "young Muslims".	X		103
2019-U-3	Part Two, Article 1-11	Removed as it was redundant.		X	19
2019-U-4	Part Four, Article 2-2: Annual meeting of the General Body	Changed 'mailed' to 'communicated'.	X		102
2019-U-5	Part Five, Article 2-1: Composition	Changed 'Trustees' to 'elected Trustees'	X		96
2019-U-6	Part Five, Article 2-2: Composition	Specified conditions that restrict or govern the rights of the Imam as a member of the Board and a member of the Center.	X		94
2019-U-7	Part Five, Article 10-2: Chairman of the Board of Trustees	Removed bullet 2 as the Trustees revisit all roles after every yearly election and may elect a new Chair.	X		94
2019-U-8	Part Five, Article 11-1-a: Responsibilities of the Trustees	Based on a review & discussion with legal counsel of ICM in 2017 & 2019, changed approval requirements to 2/3rd of the Board of Trustees and 2/3rd of the General Body. This aligns with the overriding criteria of 2/3rd of the General Body required to amend the By-laws.		X	16
2019-U-9	Part Five, Article 12-4: Meetings of the Board of Trustees	Changed 'majority' to 'a majority'.	X		84
2019-U-10	Part Five, Article 13-1-b: Absenteeism	Removed 'without the Chairman's permission' and reduced the 'twelve-month to 'six-month'.	X		110
2019-U-11	Part Five, Article 15-2: Appointment of Individuals and Committees	Updated and added names of the required Standing Committees.	X		102
2019-U-12	Part Six, Article 2-2: The Executive Director (ED)	Removed the inclusion of ED as a member of the Board of Trustees.	X		100
2019-U-13	Part Six, Article 2-3: The Executive Director (ED)	Specified conditions that govern the rights of the ED as a member of the Center.	X		98
2019-U-14	Part 7, Article 1-3: Funds	Based on legal advice and opinions obtained in 2017 and 2019, added 'sharia compliant financing' as a mode for funds collection for specific projects and purposes to remove any perceived or implied ambiguity in this regard.		X	31
2019-U-15	Part 7, Article 2-1: Fund Raising	Changed 'Islamic goals' to 'Islamic/community goals'.	X		102
2019-U-16	Part 10, Article 1: Indemnification Clause	Added new Part and clause to add indemnification for officer, trustee, director, employee who work for the Center.	X		98
2019-U-17	Appendix - I: Nomination Form for the Trustee	Modified item number 5 to specify a minimum number of hours that a nominee must commit to perform his / her duties.	X		109

Fund Development Committee

- ICM Fund development committee was broadly re-structured with more community members
- New committee members are:
 - Sr Shala Shamim
 - Sr Sadiqa
 - Sr Munawar
 - Br Nadeem Ahmad
 - Br Aslam
 - Br Nurudeen Thomas
 - Br Imtiaz Mohiuddin
 - Br Ahsun Dasti
 - Br Naeem Anjum
 - Br Mohammed Haq
 - Br Abdullah Almamun
 - Br Niamathullah Azeez

Members of F/R youth committee:

Asbah Qadri, Isra Qadri, Zoya Syed Ameera Pervez Tousif Pervez & Safiullah

- 2018-19 Plan

IT Committee 2018-2019 Updates

Completed

- ICM website upgraded
 - User friendly
 - Contemporary look
 - Cloud Based
- Streamlined newsletter with dedicated author
- Masjid internet hardware upgrade including extended wifi coverage
- ICM school app modernization plan
- Credit gateway kiosk switch to Madina /Stripe/Square
- Phone system hardware upgrade
- Sound upgrade with Bose speakers for Ramadan Qari and Future Qaris
- Digital display upgrade with prayer time both sister and Mens hall.

IT Committee 2018-2019 Updates

Upcoming

- Membership app migration to madina app
- Eliminate manual data entry for yearly donation report
- School application pilot
- Will resume khutba recording
- Zakat distribution app
- Security recording needs to be upgraded with backup HD

Need volunteers for java development and other IT tasks !!

Islamic Waqf of Maryland



Waqf Status Update

BOARD

- Chairman – (Represents ISF) Mohammad Sayed
- Vice Chairman – (Represents ICM) M. Nadeem Ahmad
- Treasurer – Naeem Anjum
- Secretary – (Represents ISWMD) Zubair Fareedi
- Mohammad Rafiq Chaudry – (Represents ISWMD) Non Voting
- Abdullah Shamim – (Represents ICM) Voting
- Anwar Qureshi – (Represents ISF) Non Voting

STAFF

- Administrator – Mohammed Aslam

- **2018 Financials**

- Income: \$280,165
- Expenses: \$177,646

- **Site and facility improvements**

ELECTIONS

2019 Election Update

- 2/10 : ICM membership renewal first reminder to community and GB Meeting announcement sent to community by **ICM Secretary**
- 5/15 : Community deadline to renew membership (30 days prior to GBM)
- 5/24 : **Election Commissioner** is given a list of all eligible members
- 5/26 : 2nd Notice sent to members regarding GBM with nomination instructions sent by **ICM Secretary**
- 6/07 : Community deadline to submit nominations to **Election Commissioner**
- 6/08 : **Election Commissioner** confirms nominees and informs ICM secretary
- 6/09 : 3rd Notice sent to members with candidate and absentee ballot info
- 6/13 : community deadline to send absentee ballots to **Election Commissioner**
- 6/15 : annual GB Meeting and Trustee Elections

2019 Election Process

- 7 member board of trustees with up to 2 consecutive 3 year terms voted on by the General Body.
- Trustees with 3 year term ending today:
 - M. Nadeem Ahmad
 - Mannan Dasti (was elected for 1 year to complete a 3 year term)
- Trustee with 1 year remaining in term
 - Vacant (Ajmal Ali resigned)
- Vote for 3 BoT candidates
 - The 2 candidates that receive the most votes will be elected to full 3 year terms
 - The candidate with the 3rd highest vote total will fill the 1 year of the unexpired term

2019 Election Process

- Nominees for Board of Trustees:

- Hameed Ahmed [One year term]
- Noman Habib [Three year term]
- Mainul Haque
- M. Sujjat Khan
- Imtiaz Mohiuddin
- Aizat Oladupo
- Ayaz Siddiqui [Three year term]

- Election Commissioner will tally votes and announce results
- Nominate and Elect 2020 Election Commissioner [Hassan Dasti]

OPEN DISCUSSION