

**Type of Meeting:** Monthly Board of Trustees Meeting

**Date & Time:** Sunday, February 9, 2024, 9:00 a.m.

**Location:** In-Person, VRIC Main, Conference Room

**Attendees:** Dr. Adeel Raza, Dr. Ehap Sabri, Dr. I. Sulyman Olanrewaju, Abdus Samad Khalilullah, Sahar Ayad

**Absentees:** None

**Minutes:** Draft notes by Abdus Samad Khalilullah; organized and edited by Tammam Alwan for clarity and completeness.

**Approval:** Approved by unanimous vote (5/5 BOT members, including 3/5 of the BOT members who were serving at the time) on Sunday, March 23, 2025



### Meeting Minutes

- Dr. Ehap called the meeting to order.
  - A quorum of five out of five BOT members was reached, in accordance with Section 3.4 of the VRIC bylaws.
- Dr. Ehap opened the public forum.
  - No public attendees with inquiries were present.
- Dr. Ehap revisited the partially completed 2024 Objectives that had been presented at the previous BOT meeting.
  - No significant progress was noted since the last review, as included below.

Objective	2024 End-of-Year Status	Monthly Updates
<u>Goal #1</u> <b>Governance/Financial</b> Be the best in class in financial and governance sustainability	<i>See individual objective statuses below.</i>	<i>See individual objective updates below.</i>
1.4 - Increase membership by 20% by adding benefits beyond voting and automate membership system	<b>Incomplete</b>	<ul style="list-style-type: none"><li>- Membership numbers have decreased by 20%.</li><li>- Membership dues were increased by \$30 in 2024 to but remain low compared to other local Islamic centers.</li><li>- Challenges have been identified in the membership renewal process through the MOHID platform.</li><li>- This initiative may be prioritized again in 2025.</li></ul>
<u>Goal #2</u> <b>Educational/Spiritual</b> Be the leader in providing structured ongoing spiritual and life skill reinforcement	<i>See individual objective statuses below.</i>	<i>See individual objective updates below.</i>
2.1 - Establish education strategy committee	<b>Partially Complete</b>	<ul style="list-style-type: none"><li>- One brainstorming session was held with Sh. Yaser, two with select board members, and two with a focus group of community members.</li><li>- However, the committee has not yet been formally established.</li></ul>

<b>Goal #3</b> <b>Future Generation/Social</b> Be the go to hub for youth and broader community	<i>See individual objective statuses below.</i>	<i>See individual objective updates below.</i>
3.3 - Assess and establish programming for ages 18-24	<b>Partially Complete</b>	<ul style="list-style-type: none"> <li>- The Girls' Youth Director, Sr. Aminah, has initiated programming for the girls.</li> <li>- The Boys' Youth Director, Sh. Yousef, has not initiated this programming yet.</li> </ul>
3.5 - Relaunch VRIC Clinic	<b>Partially Complete</b>	<ul style="list-style-type: none"> <li>- A list of interested local Muslim physicians has been identified.</li> <li>- Liability insurance options for physicians and VRIC have been explored, and obtaining it has been the biggest barrier to establishing the clinic.</li> </ul>



### Other Key Discussions

<b>Discussion Point</b>	<b>Updates</b>
Expansion Update <i>Presented by Muhammad/Mike Khatib (EMERG3)</i>	<ul style="list-style-type: none"> <li>- This is ComServ's largest project to date.</li> <li>- They are requesting significant payments in advance, such as for the elevator, which is only justifiable if prices are expected to rise (e.g., tariffs).</li> <li>- A procurement plan is needed from ComServ.</li> <li>- Projected completion dates: <ul style="list-style-type: none"> <li>- Stated expected finish: September 2025</li> <li>- Realistic best case: April 2026</li> <li>- Reasonable latest date: September 2026</li> </ul> </li> <li>- A payment of approximately \$175K for the retaining wall will be due within the next 4–6 months (with 6–8 weeks lead time).</li> <li>- Br. Sameer has begun working on financial forecasting.</li> </ul>
VRIC North Campus Renovation Funding <i>Presented by Sr. Sahar Ayad</i>	<ul style="list-style-type: none"> <li>- Renovation costs for the North campus were originally expected to be covered by the North community.</li> <li>- That responsibility remains. Funds still need to be raised for those expenses.</li> </ul>
VRIC North Construction Follow-Up <i>Presented by Sr. Sahar Ayad</i>	<ul style="list-style-type: none"> <li>- Initial reopening issues included no hot water and lack of bidets. These oversights must be avoided in the expansion project.</li> <li>- The original blueprints included a movable glass partition between the men's and women's musallas. <ul style="list-style-type: none"> <li>- Estimated cost: \$90K</li> <li>- Without installation, the current temporary barrier risks becoming the default solution.</li> </ul> </li> </ul>
Smiling Greeters Initiative <i>Presented by Sr. Sahar Ayad</i>	<ul style="list-style-type: none"> <li>- A "Smiling Greeter" program to promote a welcoming atmosphere at both campuses was recommended.</li> </ul>

	<ul style="list-style-type: none"> <li>- This can be led by the Welcome Committee as part of the broader “Welcome Home” goal.</li> </ul>
<p>Branding Recommendation <i>Presented by Sr. Sahar Ayad</i></p>	<ul style="list-style-type: none"> <li>- Installing a physical VRIC logo behind where the khatib stands on the mimbar was suggested</li> <li>- It was noted that a digital logo appears in the upper right corner of the livestream, but a physical presence was still recommended.</li> </ul>
<p>VRIC Main Campus - Women’s Musalla Bench <i>Presented by Sr. Sahar Ayad</i></p>	<ul style="list-style-type: none"> <li>- The bench was repaired and repainted but may have broken again.</li> <li>- The doors repeatedly break, posing a safety issue, especially for children.</li> <li>- Permanently removing the bench doors to prevent recurring problems was suggested.</li> </ul>
<p>VRIC Main Campus - Women’s Restroom Privacy <i>Presented by Sr. Sahar Ayad</i></p>	<ul style="list-style-type: none"> <li>- North campus’s design provides better privacy, preventing hallway visibility.</li> <li>- At the Main campus, passersby (e.g., from the imam’s office) can see inside the restroom.</li> <li>- A temporary divider was added, but a permanent solution is needed to uphold standards across both campuses.</li> </ul>
<p>BOD &amp; BOT Member Visibility <i>Presented by Sr. Sahar Ayad</i></p>	<ul style="list-style-type: none"> <li>- Displaying pictures of BOD and BOT members in the foyer/rotunda of both campuses was recommended.</li> <li>- This will help the community recognize and connect with their elected leadership.</li> </ul>

- Dr. Ehap inquired about the need for a closed session.
  - No requests were made, and a closed session was not held.

### Meeting Action Items

Action Item	Assignee	Due Date	Status
Prepare a cash flow schedule for upcoming purchases related to the expansion project.	Sameer Syed	Sun, Feb 23, 2025	Complete 
Finalize the detailed construction project plan with timelines and responsibilities.	Sameer Syed	Sun, Feb 23, 2025	Complete 
Present the overall project cash flow summary, including all inflows and outflows.	Sameer Syed	Sun, Feb 23, 2025	Complete 