

Type of Meeting: Monthly Board of Trustees Meeting

Date & Time: Sunday, February 23, 2025, 10:05 a.m.

Location: In-Person, VRIC Main, Conference Room

Attendees: Dr. Adeel Raza, Dr. Ehap Sabri, Dr. I. Sulyman Olanrewaju, Sameer Syed, Tammam Alwan

Absentees: None

Minutes: Tammam Alwan

Approval: Approved by unanimous vote (5/5 BOT members) 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.
 - Nine public attendees attended, eight of whom shared public comments.

Agenda Item	Speaker	Updates
Public Forum	General Assembly	<ul style="list-style-type: none">- Sr. Farah Anwarullah emphasized that the assistant imam/youth department role being advertised for hiring undermines the female youth director position since it merges oversight of both male and female youth programming into a single role. She also noted that combining the youth director and assistant imam positions would prevent either role from being done justice. Additionally, she highlighted the importance of having paid youth directors rather than relying solely on volunteers. She suggested that VRIC should explore the ideal youth structure by tapping into expertise as part of the overall organizational framework. Lastly, she recommended consulting an interior design expert for the expansion to ensure a cohesive flow, consistent colors, and a unified brand across all VRIC facilities, including main, north, and the expansion.- Sr. Shereen Baig stated that the current job descriptions for paid youth leadership need to be tailored to address the specific needs of today's youth. Volunteers have identified gaps in youth programming, provided suggested interview questions, and then noted a communication gap with the BOD liaison regarding the elementary coordinator position. She proposed creating a task force to address these issues in an organized manner, as the current board leadership is occupied with larger projects. This task force could also generate new ideas and foster discussion. She emphasized that VRIC's youth deserve the best and that the community should learn from other successful local organizations. Additionally, she advocated for confidential one-on-one exit interviews with past youth directors and suggested that the BOT manage the hiring and firing of the assistant imam/youth directors rather than the BOD.- Sr. Huma Husain expressed concern that the community is moving away from its original vision. She recalled that the main entrance was initially designed for both men and women, but this has changed, even for Salatu al-Jumu'ah. She pointed out that in the past, the side entrance was never referred to as the "women's entrance," a term now commonly used in volunteer groups. She also noted that VRIC's leadership had previously championed respect for women by ensuring they had

designated indoor spaces rather than leftover areas, distinguishing VRIC from other Islamic centers. Lastly, she reiterated that VRIC is a family masjid, where some degree of intermingling is natural.

- Sr. Sana Haq raised concerns about the experience of women during fundraisers and other programs, stating that they often feel excluded from the main program and struggle to fully participate due to the physical distance and space allocated to them. She emphasized that VRIC should feel like a second home for children and appreciated that she has never been judged for bringing her crying child. However, she shared that her middle-school-aged son no longer wants to attend VRIC programming because he finds it unengaging. She pointed out that many children now go to Roots, Frisco, and Plano for more appealing youth programs, whereas VRIC once had strong youth programming but no longer serves that demographic well. She expressed her willingness to volunteer to help change this. Additionally, she mentioned that emails she has sent to info@vric.org and bod@vric.org have gone unanswered, which has been frustrating.
- Br. Hasnain Chowdhury addressed concerns about the café planned as part of the expansion, citing examples from other communities where such spaces were not run in alignment with the imam's guidance. He emphasized that leadership should be involved in setting specific guidelines for social gathering areas to ensure they do not unintentionally facilitate inappropriate interactions or activities.
- Br. Adnan Jamaledine pointed out that past financial reports have shown consistent periods of financial loss, with some months in the red and others breaking even. He stressed the need to proactively address this issue to prevent it from depleting savings. He also noted that the expansion will increase operating expenses and questioned whether VRIC should consider slowing it down for financial stability. Additionally, he suggested exploring alternative revenue streams. He proposed that financial reporting should compare actual expenses and revenue against projections for the whole year and that expansion reports should highlight how current projections align with initial forecasts. He expressed concern that current financial reporting lacks this comparison.
- Br. Syed Morshed raised an issue regarding youth activities during Ramadan, noting that while worshippers focus on tahajjud, youth are often separate from their parents and engaged in basketball games. He warned that without clear guidelines requiring children to remain with their parents, there is a significant risk of accidents. He stressed that if youth are present at 3 a.m., they should not be causing disruptions or roaming unsupervised.
- Br. Asad Helal reflected on the evolution of VRIC's youth programs, recalling that community participation in youth events grew when those events had been well-structured and beneficial. He acknowledged that this is a transitional period following the recent resignation of both youth directors. However, he pointed out, as an example, that a major issue arose at a recent youth event due to unpaid dues with a vendor. He emphasized the importance of professionalism, including

		<p>being well-organized, advertising events in advance, and conducting post-event debriefs. Having moved away for a year and recently returned, he observed a decline in VRIC's organizational culture. He stressed that a culture of professionalism and organization should be established at the leadership level and then permeate throughout the organization.</p>
Election of BOT Officers	Dr. Ehap Sabri	<ul style="list-style-type: none"> - Dr. Ehap was unanimously elected as the BOT Chairperson for the 2025-2028 term. - Br. Tammam was unanimously elected as the BOT Secretary for the 2025-2028 term.
Review Current Draft of Strategic Plan	Dr. Ehap Sabri	<ul style="list-style-type: none"> - No updates have been made since the last meeting two weeks ago. - Br. Tammam will meet with key BOT/BOD stakeholders related to each of the four main draft goals/objectives in preparation for a final BOT + BOD meeting to finalize them in March: <ul style="list-style-type: none"> - 1) Strengthen Financial Sustainability - 2) Build a Sustainable Organizational Framework - 3) Promote Educational and Spiritual Growth - 4) Foster an Inclusive and Supportive Environment for Youth - A joint BOT/BOD meeting is tentatively scheduled for Sunday, March 16th, at 2:00 p.m. (after Dhuhr) to finalize the strategic plan. Given the blessings of Ramadan, this timeframe may provide added benefit. The date will be confirmed based on BOD availability.
Main Expansion Updates	Sameer Syed	<ul style="list-style-type: none"> - Br. Sameer conducted an in-depth analysis of the expansion project's cash flow, providing insights that had not been previously available. - The initial budget included: <ul style="list-style-type: none"> - Comserve (construction contractor): Fixed at \$9.9M - AV and furniture: Budgeted at \$600K (subject to refinement) - Architectural fees (RBA): \$360K (already paid) - Second-floor construction: Estimated at \$1M - Since construction began, four significant additional major facilities expenses for VRIC Main have been identified: <ul style="list-style-type: none"> - 1) Retaining Wall – The wall holding the elevated ground between the main parking and expanded parking lot on the north side may not be structurally sound. The estimated cost is \$350K (quotes are still being collected). This issue is urgent and needs to be addressed in the coming weeks. - 2) Detention Pond – Near the east entrance (primarily used by sisters), a deck is being built to expand congregational space. It will be enclosed by a tent for protection from rain and to provide privacy for sisters with a cost of \$120K. - 3) Parking Lot Repairs – The west side of the parking lot (adjacent to the neighborhood) has foundation issues that need to be addressed with an estimated cost of \$300K. - 4) Water Runoff Issue – The expanded parking lot was built with an agreement to address runoff concerns affecting Ranchview High School. Satellite imagery shows that runoff from the west-side neighborhood is flowing onto

		<p>the concrete. Br. Sameer requested \$20K for an engineering study to explore solutions, as this falls under VRIC's responsibility. The BOD confirmed that this issue is within their jurisdiction and will handle it.</p> <ul style="list-style-type: none"> - With these additional expenses, the total project cost may reach \$12.7M. - Cash flow projections through April 2026 (best-case scenario for expansion completion) show that the expansion account will go into the negative by May 2025, even with optimistic Ramadan fundraising projections. The operations account is separate and remains unaffected. - For example, the opening cash balance for the expansion account was calculated to be -\$48K as of January 1st, 2025, reinforcing the need for a stopgap funding solution. - There was consensus for Br. Sameer to explore a Shari'ah-compliant third-party loan as a stopgap funding measure. These loans take time to process and will be discussed further before approval. There will not be any sort of public qard hasan (non-interest bearing loan) campaign. - Delays in construction will result in higher costs due to inflation, material price increases, and potential tariffs. Delays in construction will result in higher costs due to inflation, material price increases, and potential tariffs. Additionally, VRIC faces a \$20,000 per month penalty for construction delays. If construction is halted for several months, the contractor has the right to cancel the existing contract and would not be obligated to complete the project at the previously agreed-upon price. A stopgap measure is necessary to keep the project on track. - Additional parking solutions need to be explored to accommodate increased attendance after expansion, too. Br. Sameer has already begun work on this.
<p>Clarification of BOD Roles on the BOT</p>	<p>Tammam Alwan</p>	<ul style="list-style-type: none"> - Discussion was raised regarding the intended role of the two BOD members who are appointed to serve on the BOT. Was the original intent for them to primarily attend meetings, vote, and serve as a bridge between the BOD and BOT or are they expected to fully participate in BOT responsibilities, including leading BOT committees, e.g., Expansion Committee, Waqf Committee, Constitution Committee, etc.? - There is no distinction in roles or functions between the three elected BOT members and the two BOD-appointed BOT members, as outlined in the Constitution, ARTICLE 8: Board of Trustees, Section 3: Composition of Board of Trustees (BoT). - Leading committees is voluntary and not a mandated responsibility for any BOT member, whether elected or appointed. - BOT members may even serve as volunteers on operational committees, but in such cases, they do so in their capacity as volunteers rather than in an official BOT capacity.
<p>Creation of BOT Committees</p>	<p>Dr. Ehap Sabri</p>	<ul style="list-style-type: none"> - Br. Sameer to lead the Expansion Committee and Waqf (Endowment) Committee. - Br. Tammam will lead the Constitution Committee and Fundraising Strategy Committee. - Dr. Ehap will lead the Strategic Objectives Committee. - Potential Future Committees: Five additional committees were

		<p>discussed and may be formed after finalizing the 2025 strategic objectives:</p> <ul style="list-style-type: none"> - 1) Finance Committee – Responsible for the annual budget (not yet set), annual audit, and close coordination with the BOD on monthly cash flow updates, ensuring alignment with projected expenses and revenue. - 2) Building Acquisition Committee – Focused on long-term expansion planning, recognizing that the current expansion only addresses immediate community needs and does not account for growth over the next 10-15 years. - 3) Policy Development Committee – Aimed at identifying and bridging gaps in existing policies. - 4) Tarbiyah Development Committee – Dedicated to shaping a comprehensive community curriculum. - 5) Organizational Structure Committee – Focused on succession planning and ensuring sustainable future growth. <ul style="list-style-type: none"> - The BOD previously established rules and processes for setting up committees, which will be reviewed by the BOT for potential adoption and implementation. - Under current BOD policy, when a committee is formed, a charter is drafted, and a selection/review process includes interviews for committee members. - Attendance requirements may not currently be standardized, and it was suggested that they be formally added.
Publicly Sharing BOT Meeting Minutes	Tammam Alwan	<ul style="list-style-type: none"> - A question was raised regarding the possibility of publishing BOT meeting minutes on the VRIC website to improve accessibility for members and promote transparency in BOT meetings, discussions, and agenda items, similar to how city council meeting minutes are shared on the city's website after approval. - It was advised to consult with Br. Waleed and Sr. Nye on the best way to implement this on the website.
Closed Session (Legal)	Dr. Adeel Raza	<ul style="list-style-type: none"> - At 11:48 a.m., the BOT moved into a closed session, and general assembly members exited the conference room. - Notes from this session will not be included in the public minutes.

Meeting Action Items

Action Item	Assignee	Due Date	Status
Share the BOD's committee creation policy with the BOT for review.	Dr. Adeel Raza	Sat, Mar 23, 2025	Not Started 🕒
Meet with key BOT/BOD members to finalize the 2025 Goals and Objectives in preparation for the joint BOT/BOD meeting.	Tammam Alwan	Sat, Mar 23, 2025	Complete ✅
Confirm BOD attendance	Dr. Adeel Raza	Wed, Feb 26, 2025	In Progress 🚧

for the joint BOT/BOD meeting and finalize the date and time accordingly.			
Investigate the existing warranty and insurance coverage for the retaining wall and main parking area and explore options for future coverage.	Sameer Syed	Sat, Mar 23, 2025	Complete ✓
Obtain a quote for an engineering study on water runoff affecting the high school.	Dr. Adeel Raza	Sat, Mar 23, 2025	Complete ✓
Collaborate with Br. Waleed and Sr. Nye to determine the best way to make BOT meeting minutes accessible to members on the website.	Tammam Alwan	Sat, Mar 15, 2025	Complete ✓
Engage with donors for ongoing fundraising efforts.	Dr. Adeel Raza	Sat, Mar 15, 2025	Complete ✓
Explore Shari'ah-compliant loans as a stopgap funding measure to prevent delays in the expansion's construction.	Sameer Syed	Sat, Mar 23, 2025	Complete ✓

Next Meeting

- The next BOT meeting was tentatively scheduled for Sunday, March 16th, 2025, at 2:00 p.m. (after Dhuhr).

Agenda Items for Next Meeting

- Guidance/UIF Loan Application – Discussion and review.
- Approval of Previous Meeting Minutes – Review and approval of the last three sets of meeting minutes (Dec, Feb, and Feb), with consensus to be reached beforehand.