

## Agenda for Woodlands Masjid Shura meeting Jan 09, 2016

- Oath taking of members that were not present at Main Center
  - All members were present at the main center, no action required.
- Review of last meeting action items
  - Current status emails were received from outgoing AD
  - Other action items on the agenda for present and future meetings
- Ground rules for future shura meetings
  - Deferred to next meeting
- Preliminary meeting schedule
  - Every week Saturday after Fajr for January
  - Tbd after
- Fixed meeting agenda
  - Ron will send proposal
- Appointment of functions in shura - chairman, vice chairman, secretary, point of contact for various committees (eg school, zakat, etc)
  - Chairman – Ahmed
    - Chairman duties
    - Lead shura meetings, ensure meeting rules are met
    - Record decisions
    - Ensure accurate meeting minutes are kept
    - Post meeting minutes for general information and review
    - Resolve conflict in shura
  - Vice chairman - Ramez
  - Admin secretary - Ron
  - Point of contact for committees
    - Education - Ramez, Taher (to be confirmed)
    - Finance – Sameer
    - Youth affairs – Saeed (Dr Yusuf start committee)
    - Construction committee – Ahmed (Sameer, Roger, Atif members?)
    - Zakat committee – Ahmed
    - Dawah – Ron (need papers from ISGH so Woodlands Masjid members can join interfaith activities)
    - Social and Sisters – Ahmed and Ramez
    - Maintenance – Sameer (can authorize deemed needed repairs up to \$250 and any obvious emergency repairs, shura approval needed above\$250, can be done through whatsapp discussion)
    - Communication and website – Ron (
- Topic for February event Feb 12-13 – Ron and Ramez
  - Sheikh Yahya will stay till Feb 15
  - Topic – Community and public opinion in current environment
  - Schedule of lecture topics (youth, interaction with public) to be set with Yahya
  - Max 1 outside guest and 1, or 2 local

- Security review
  - Deferred to next meeting
- Communication plan
  - Deferred to next meeting
- Townhall date, agenda and preparations
  - Set for Feb 5<sup>th</sup>
  - Preparations required – ensure all committees updated and have plan for 2016
  - Agenda to be done next meeting
- Items for AD meeting
  - Volunteers for ISGH committees – Ayman and Ahmed to send email to community asking for volunteers
  - No other specific issues
- AOB
  - Next meeting agenda items to include
    - Ramadan
    - Sheikh contract close out