

Agenda for Woodlands Masjid Shura meeting Jan 23, 2016

- Meeting start 06:45
- Review of last meeting minutes
 - Last meeting minutes approved
- Sh Yahya update
 - Sheikh contract close out
 - Br Ahmed to ensure all details are covered. PTO and actual days worked paid in full. Agree on schedule till departure. Close out agreement to state obligations on both sides have been met, no outstanding issues (payments and other obligations)
 - Br Ahmed to get schedule details from Br Ayman and settle with ISGH and Sh Yahya
- Committee activity update
 - Education
 - Br Ramez and Br Taher getting more from the committee
 - Sh Abd Smith working on new curriculum and policy for teachers, parents and students (to be approved by shura)
 - Arabic classes to be included in the schedule
 - Safety and security to be reviewed
 - Plan for 2016, including other educational activities to be finalized
 - Plan for bi-weekly youth class. Br Ramez to discuss with Br Mujtaba.
 - Br Ron will organize survey on school results and opinions for community
 - Need list of questions and dry run on survey monkey
 - Finance
 - 2015 report to be presented by Br Ayman and Br Ayubi at townhall
 - Detailed review of current status next meeting
 - Budget for 2016 to be set and presented by Br Sameer
 - Youth affairs – 2nd Khutba on Fridays
 - Br Ahmed to take lead to compile the fatwahs, discuss next meeting.
 - Scheduling during school year, parents to take lead. Need to communicate rules for khutbah and Khatib, security and logistics
 - Plans for 2016 being prepared by Br Yusuf and Br Saeed
 - 4-5 members one of which is youth
 - Activities are being planned
 - Construction committee
 - Waiting on drawings from Br Hilal
 - Will share with the sisters and community before shura and community vote
 - Longer term master plan to follow.
 - Zakat committee
 - Activities ongoing. Would like one more member on he committee.
 - Dawah

- First meeting held Jan 21. Planning membership with Interfaith, joining Faiths combined activities (3 events upcoming next quarter) and planning open house for outsiders to share with our community. Follow up meeting Feb 18.
 - Social and Sisters
 - Plan to be finalized in coming weeks.
 - Maintenance
 - Looking for members
 - Communication and website
 - Communication plan and protocols to be presented at townhall
 - Website under construction
 - Strategic planning committee suggested to be formed to focus on long term Masjid initiatives.
 - Team to be set up when need arises.
 - Community ombudsman to direct grievances and list of resources on website and listed in masjid
 - To be researched
 - Useful contacts to be posted on website and in masjid
- February event Feb 12-13 update
 - Sh's
 - Abdulbary Yahya
 - Needs to send invoice for travel to be reimbursed by ISGH upon arrival
 - Mujahid Fletcher
 - Abdullah Oduro
 - Theme – Unity in Diversity
 - Need approval from ISGH for speakers – CV to be sent to ISGH
 - Flyer to be done for sharing with ISGH and other masjids – done, needs update
 - Khutbah at Woodlands Masjid on Friday Feb 12 by Sh Abdulbary Yahya
 - Meals to be arranged, provide, ask for donations
 - Tent to be considered – after finalization of agenda.
- Security review
 - Update after review of manual
 - List of action items to be reviewed and prioritized in coming month
- Communication plan – see above
- Townhall agenda and preparations
 - Ground rules – presentations first, questions at the end.
 - Projection and sound to be started by Br Sameer
 - Cost estimate about \$1,000
 - Feb 5th confirmed
 - Sh Yahya going away gift and speech at Feb 12 event
 - Preparations required – ensure all committees updated and have plan for 2016
 - Short slide deck for each committee to be prepared by shura lead/committee lead. 10 mins per committee max.

- Include shura and committee lead details, plan for 2016, call for volunteers
 - Agenda
 - State of the Masjid
 - Summary of committees – contact points to send highlights for presentation plan 2016 to Br Ahmed
 - Sunday school update by Sh Abd Smith –need presentation end of this week (Feb 29)
 - Br Sameer to send presentation template
 - Round table Q&A
 - Dry run of presentation Feb 3, or 4.
- AOB
 - Ramadan
 - Need to confirm Taraweh reciters. Br Sameer to contact Br Shafiq (last year's lead) and others to arrange. Br Shafiq confirmed. Backup to be identified.
 - Compensation to different parties to be set and confirmed.
 - Sh Eyad status
 - No definite information. Br Ayman to get back next week.
 - Sh search committee to be formed. To be discussed next meeting.
- Meeting adjourned 09:20.