

Notes for Woodlands Masjid Shura meeting Feb 18, 2016

- Meeting started at 20:30 hrs
- Review of minutes of Feb 6 meeting
 - Approved
- Communications and responsibilities
 - Discussed the responsibilities and communication protocol within the education organization.
 - The education organization consists of the Education Secretary, the Education Committee(s) and the people in charge of the various programs and projects. The leads of the various programs, e.g. Sunday school principal, Arabic class lead, etc report to the Education Secretary
 - Education Secretary responsibilities
 - As per ISGH bylaws, the Education Secretary is responsible for implementing the approved policies for operation of Islamic schools and to develop programs to further Islamic education in his zone. In practical terms:
 - Assist the Imam in educational needs and programs, or:
 - In the absence of an Imam format the plans for educational activities
 - Assist the weekend school principal in developing and evaluating curriculum (Curriculum is the principal's responsibility, secretary and committee assists if required)
 - Format educational activities for both adult and youth, except weekend school, which is the responsibility of the weekend school principal.
 - Schedule and publish programs
 - Assist in having weekend programs at the masjid and invite different scholars for those programs, with assistance from the Imam, if present.
 - Youth and adult education committee
 - Advises on and the members assist the Educational Secretary in the execution of his responsibilities
 - Note: all committees are advisory, with the exception of the construction and zakat committees. Both of these approve matters in their area of interest, before passing it up for further approval and action. The construction committee will pass to the shura, before going to the central construction committee, whereas the zakat approval progresses to the central zakat administration for final approval and action.
 - Communication
 - The principal(s) and different program and project leads report to the Education Secretary
 - The Education Secretary reports to the shura through the shura contact(s) assigned to the education committee and will cc the AD on all affairs, unless requested otherwise by the AD (the requirement to cc the AD was not acceptable to all shura members and will be revisited at the next shura meeting)

- All volunteers in the different programs and projects should, for any comments, suggestions, grievances, or other matters:
 - email the Education Secretary or, if for any reason, they don't want to use this channel of communications then:
 - email the AD or any other shura council member of their choice
 - The shura will look into all matters at hand and we will do their best to address it in a way that is beneficial to the whole program operations. No matters shall be dealt with individually.
- The confirmation of the area rep for the unrepresented zip codes and the different committee members was deferred till next meeting.
- Discussed persons to be nominated for the education committee.
 - List after input from AD : Sr Tazeen, Dr Youssef, Sr Sonia, Dr Arselan, Dr Nadeem. Further discussion required before next meeting.
- AOB
 - Ramadan
 - Need to confirm Taraweh reciters. Br Shafiq confirmed. Backup to be identified – this needs to be sorted very soon. Discuss at next meeting.
 - Identify resources for Ikhtikaf, Tahajud and weekend lectures, Br Ramez, Taher. If Sh Mamdouh, we will need to let him know soonest before he makes other arrangements.
 - Compensation to different parties to be set and confirmed.
 - \$4,000 for Br Shafiq
 - Amount to be agreed for Tahajud. If Sh Mamdouh payment to R&S
 - Sh search committee to be formed
 - Shura to form committee over next period
 - Each shura member to suggest 2 names, confirm next meeting
 - Plan to cover activities while we search
 - Prayer schedule, Fajr and Isha confirmed parties
 - Identify persons and let them work out schedule and program, Sh Taher and Br Ramez to organize.
 - Lecture schedule under education
 - Sh Mamdouh can be available for regular programs while we search, but we need to let him know and agree on what. Otherwise he may still be able to do ad-hoc lectures and such, but there will not be a schedule and cannot be relied upon to be regular.
 - ISGH Membership drive
 - Desk at Jumu'ah, with forms and computer
 - Email and ask for volunteers - Ron
 - Sh Eyad discuss Saturday Fajr Tafseer class. Start date and compensation to be confirmed with Br Ramez and Br Ahmed conferring and discussing with Sh Eyad.

- Closing Sh Yahya contract. No vacation days left. Br Ayubi, or Br Sameer to prepare contract close out letter. Pay through Feb 15. All agreed.
 - Sh Abd Smith review and update contract for school. Sh Smith resigned for personal reasons. Item closed.
- Next meeting Mar 2, after Isha
- Meeting close 23:00