

# AMERICAN MUSLIM DIVERSITY ASSOCIATION - AMDA

## Address

44760 Ryan Road  
Sterling Heights, MI-48314

Ph: 586 804-7130 or 248 825-3541

Board of Trustees: trustees@amda.us

Board of Rep.: representatives@amda.us

Standing Committee: semembers@amda.us

*Chairman of the Board: M. ZAINUL ABEDIN*

Term: Sep - Dec 2020

## Monthly AMDA Board Meeting Minutes - 03 October 2020

Date: 10/03/2020

Time: 10:30 AM-12:00PM

### Agenda items

1. Meeting starts with the name of Allah - Chairman 10:30-10:32
2. Financial update - Br. Shafiq, Br. Abedin 10:32-10:45
  - Income Update: Br. Shafiq presented Financial Status showing net balance on all 4 AMDA bank accounts.
  - Expenditure Update: Br. Abedin presented AMDA Expense update for the month of September 2020.
  - **Check-o-Matic Account Responsibility:** Br. Anam will work with Br. Ekram (outgoing board member) to take over responsibility of maintaining Check-o-matic account. Br. M. Kamrul Hassan expressed later after the meeting to add him as back-up of Br. Anam for this responsibility.
3. Follow-up Items from last Board Meeting 10:45-10:55
  - COVID-19 AMDA Masjid Prayer Hall management for Five time praying, Friday Jummah prayer Capacity, additional space for brothers - Sub-committee
    - Masjid over flow issue during Jummah prayer - Praying in the lobby blocking entrance and exit, closing door at Masjid Full, Praying outdoor, locking restroom etc.
    - **Board Approved following decisions -**
      - **Additional Space for Brothers in Jummah Prayers: Not available from Sister side.** Sister Marina provided data on occupancy on sister side for 3 Jummah prayers that shows more than 10 sisters attended in each of those Friday Jummash prayers that occupies most of the allocated space in sister side. Based on this occupancy data it concluded that there is no possibility to add additional space for brothers from sister side.
      - **Praying in Hallway during Jummah Prayer: Not to allow anyone pray in Hallway.** Br. Moin stated that he observed in the Friday Jummah prayers that Respective Musallees, who come late to the Jummah prayers, pray in the hallway of brother side entrance. This is in violation of fire code blocking the exit from masjid.
      - **Masjid Capacity Full Condition in Jummah Prayers:** It was discussed and decided that once the masjid is full with COVID-19 capacity during Friday Jummah Prayers, than the main doors will be closed along with "Masjid Full Sign" to be shown on the

door. The respective musallees will be informed that Masjid is full and will be advised to come in the next Juammah prayer (for 1<sup>st</sup> and 2<sup>nd</sup> prayers). AMDA person will not express explicitly any permission that allows them anyone to pray outside of the AMDA Masjid.

- Pile up donation bags outside of Donation Container, Trash Removal issue, posting a big placard sign on the wall of Trash container - Br. Moin
  - Br. Moin will execute this item.
- Board suggested to get expert opinion on this Zakat Fund roll over issue. - Zakat Fund Sub-Committee
  - Respective Imam Dr. Munawar Haque researched and contacted an Alem Mufti Riyad (Reyaz ul Huda) on this query. An Audio recording on the Fatwa of this query from respective Alem Mufti Riyad (Reyaz ul Huda) was shared. This is a 10min audio on Zakat Fatwa summarized in the four bullet points below. The audio is attached with the meeting minutes email.
    - The individual upon whom zakat becomes necessary and wajib in that case that Zakat money to be paid/distributed to the appropriate recipient persons immediately or as soon as possible.
    - The wakil/persons who are given responsible to distribute zakat money on behalf of a zakat payee person or Masjid that receives Zakat money from zakat payee persons should fulfill this responsibility of distributing this zakat money to the correct recipient immediately or as soon as possible.
    - If the situation is such that it is not possible to find correct recipients of zakat money immediately than there is no problem to delay or rollover this distribution of zakat money.
    - Zakat money received by Masjid as Fi-Sabilillah such as for the purpose of Masjid construction/expansion/operation in a non-Muslim country etc. can utilize this zakat money immediately or can be rolled over for this purpose.

4. Upcoming AMDA Event - Virtual Fund Raising in November 21<sup>st</sup>, 2020 10:55-11:05

- A dedicated Zoom meeting will be arranged on the 24<sup>th</sup> October 2020 at 11AM to discuss preparation of upcoming AMDA Virtual Fund Raising Event.

5. Proposal of new live streaming AMDA program “Stories of the Shahaba” and proposed host for this new program is AMDA Assistant Imam Rumman Ahmed, also need a volunteer to host the zoom meeting for this program 11:05-11:10

- **Board approved** to start this new program “Stories of the Shahaba”. Br. Anam agreed to volunteer as Host of this program.

6. Daily short tafsir of the Quran after Fajr Prayer for a duration of 5 to 6 min to be conducted by Imam Dr. Munawar 11:10-11:15

- **Board Approved** - provided maintain CDC guideline in the Masjid and no food allowed.

7. AMDA picture to publish in the upcoming book “Muslim Friday Prayer: A Collection of 100 Khutbahs & Fiqh of Jumu’ah” authored by AMDA Imam Dr. Munawar as requested by the publisher 11:15-11:20
- Board Approved to publish AMDA picture. Br. Moin will take care of the picture and copy right matter.
8. AMDA Maintenance person Br. Mwafak issue 11:20-11:25
- He moved to a new house recently that he purchased and he may have to do a new job to support his family. His eldest son also going to start a new job. This may impact his regular maintenance work in AMDA that needs to be adjusted.
- Board is not concerned on this issue provided Br. Mwafak enters actual time in his monthly time sheet. Should there be any issue of Br. Mwafak get another full time job and not able to work in AMDA than AMDA to look for an alternative to perform the Masjid Maintenance job.
9. AMDA Masjid Carpet Deep cleaning and any other hygienic measure under current COVID-19 Pandemic condition 11:25-11:35
- Last deep cleaning of AMDA Masjid done in April of this year. This is done on yearly basis at a cost of approximately \$400.0. The next deep cleaning will be done January or February next year.
10. AMDA constitution amendment update - all 11:35 - 11:45
- Due to Covid-19 constitution amendment will be postponed until Covid-19 situation become normal.
- This topic Not discussed due to time constrain.
11. Standard Operating Process (SOP) for the general community emails. How effectively and professionally this can be managed and who should be given the responsibility. Open discussion to all (Br. Ashraf has sent an email from past board meeting and he can lead us in this discussion). - all 11:45 - 11:50
- Not discussed due to time constrain. It will be continue in the next board meeting.
12. Policy for providing financial assistance to independent contractors who are only supporting AMDA day to day activities - Br. Moin 11:50 - 11:55
- Not Discussed due to time constrain
13. Walk in / Info to the Board 11:55AM-12:00PM
- 03 Oct 2020 Afternoon - MMCC AMDA Food Box Distribution to the community, open to all
- MMCC-AMDA partnership USDA food boxes for this distribution date comes with non-Zabiha meat (poultry). Br. Moin suggested not to distribute this meat in AMDA premise and the meat packet should be taken out and distribute elsewhere.
- Road Clean-up Event Conducted by AMDA and AMDA Academy on Sep 26<sup>th</sup>, 2020 lead by Br. Anam, Br. Faiz Momen

Meeting adjourned

Action items	Owner(s)	Deadline	Status
October Meeting Minutes	Current Chair.	Oct 31, 2020	Approved/Denied/Rev

## Attendees are:

Date: 10/03/2020

Name \_\_\_\_\_

Signature \_\_\_\_\_

### Board of Trustees (Term):

1. Br. Hafizur Rahman (2017-2022)
2. Br. Abul Hashem Molla (2017-2022)
3. Br. Shafiq Islam (2017-2022)
4. Br. Abu Ashraf (2017-2022)
5. Sr. Marina Azim - Women Representation (2017-2022)
6. Br. Javid Khatri (2018-2023)
7. Br. Moin Asjad - Heritage Representation (2020-2025)

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### Board of Representatives (Term):

1. Br. Noor Alam (2018-2021)
2. Br. Abul Bashir Patwary (2019-2022)
3. Br. Mohammad Ali (2019-2022)
4. Br. Mohammad Kamrul Hasan (2019-2022)
5. Br. Saria Sadique (2019-2022)
6. Br. Zainul Abedin (2020-2023)

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### Standing Committee (Term):

1. Br. Mazdee Masud (2019-2021)
2. Br. Shahid Iqbal (2019-2021)
3. Br. Toufique A Bhuiyan (2019-2021)
4. Br. Mohammad Ashabul Anam (2019-2021)
5. Br. Rokonzaman (2019-2021)
6. Br. Masud Hossain (2019-2021)
7. Br. Mustafa Chmeiseh (2020-2022)
8. Br. Tony Tweed (2020-2022)
9. Br. Saad Farooqi (2020-2022)
10. Br. Tanvir Rahman (2020-2022)
11. Br. Zia Ul Haq (2020-2022)

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### Guest Attendee

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