



In the Name of Allah, the Compassionate, the Merciful. Praise be to Allah, Lord of the Universe, and Master of the Day of Judgment

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: scmembers@amda.us

Chairman of the Board: MOHAMMAD ALI

Monthly AMDA Board Meeting Agenda - February 12, 2022

Date: 02/12/2022

Time: 10:00AM - 12:00PM

Agenda items

1. Meeting Starts with the Name of Allah (SWT): Chairman 10:00 - 00:05AM
 - Chairman started the meeting with surah “Fatiha”
2. Work with Harmony: Br. Taufique, Br. Ashraf, Br. Noor 10:05 - 00:25AM
 - a) Self-reflection to revisit our INTENTIONS(Why are we doing this?)
 - b) Verify our level of SINCERITY(Am I doing this for the sake of Allah)
 - c) Make COLLECTIVE TAWBA(Sincere and faithful repentance)
 - Br. Taufique, Br. Ashraf, and Br. Noor gave beautiful talk that softened our hearts and helped us stay united.
 - Br. Ashraf’s presentation on “Work with Harmony” has been attached with meeting minutes.
 - Chairman’s recommendation - To watch recorded beautiful 1st “Jumma Khutba” on SINCERITY(February 11, 2022)
3. Board of Trustees’ Intended Supplemental Policy Discussions: All 10:25 - 11:30AM
 - The meeting was very constructive. Over an hour-long discussion, the board has decided to follow the Constitution to run meetings and to run AMDA activities. The board, with joint meeting discussions, shall define/clarify job responsibilities of each representative bodies(BOT, BOR, SC). The board has decided to continue joint meetings until full board agreed upon on “AMDA Policy and Strategy - Job Responsibilities of BOT, BOR, SC members”. The BOT and BOR & SC members will draft rules and responsibilities to discuss in board meetings. The board has also agreed upon that the tentative target date to have separate meetings, with new board members, would be after AMDA election which is in June 2022.
 - The BOR and SC members have requested to BOT chairman Abu Ashraf, with other BOT members present in the meeting, to remove “Duties and Responsibilities of Board and Committees” document which BOT has posted at AMDA website as BOT’s meeting minutes. BOT chairman Abu Ashraf promised a response for BOR and SC members’ request.

4. **Fire Department Inspection Report Summary:** Br. Taufique 11:30 - 11:40AM
(Verify on maintenance work)
- Br. Taufique updated on Fire Department Inspection Report Summary. Three fire prevention violation codes were issued by the city of Sterling Heights. Br. Taufique inspected HVAC system, it is working(a part was replaced by Br. Foezur) now w/o errors. The board has approved to hire Gallagher Fire(referred by City of Sterling Heights) for sprinkler and extinguisher annual maintenance. The company charges \$275/sprinkler system and \$5/Fire extinguisher annually. The board has approved the budget for annual maintenance work.
5. **Br. Mwaffiq's Pay Raise:** All 11:40 - 11:50AM
- The board has approved Br. Mwaffiq's hourly pay rate increase from \$15/hr to \$17.5/hr. Br. Abedin and Br. Mohammad Ali will create a log sheet/timecard to record the days and time in/time out. Br Jami with the help of other board members will define Br. Mwaffiq's job responsibilities(regular and routine Masjid checkup). The board will revisit Br. Mwaffiq's hourly pay rate based on defined job responsibilities. The board has also proposed that his job designation could be Building/Masjid manager or Building/Masjid custodian.
6. **Meeting Adjourns with Closing Remarks and Prayer:** Chairman
- The meeting was adjourned by chairman with "dua"
7. **Financial update** 00:00 - 00:00
- Income Update: Br. Shafiq
 - Expenditure Update: Br. Abedin
 - Check-O-Matic Account Update: Br. Anam
8. **Update on Imam selection/hiring:** Sub-Committee 00:00 - 00:00
9. **Board meeting start time proposals:** All 00:00 - 00:00
10. **December Board meeting minutes approval:** Chairman 00:00 - 00:00
11. **Next Steps on how to execute AMDA constitution amendment proposals** 00:00 - 00:00
12. **Email sent by Br. Hafiz on September 30th, 2021 with specific request to the board:** Chairman 00:00 - 00:00
13. **Br. Tazim Khan leading Fajr prayer and his pay rate:** All 00:00 - 00:00
14. **Covid situation review - to help preserve the safety of everyone at AMDA**
15. **Decision making practice in monthly joint meeting for Board of Trustees, Board of Representatives and Standing Committee members:** All 00:00 - 00:00
16. **Tahajjud Salat once a month:** Br. Molla 00:00 - 00:00
17. **Assignment of Muazzin for Zuhr Adhan on Fridays:** Br. Moin 00:00 - 00:00
18. **Meeting Adjourn with closing remarks and prayer:** Chairman

Future Agenda

19. Rahma Worldwide requested for vaccine clinic at AMDA (who make decision): All 00:00 - 00:00
 ■ A sister requested for multipurpose room.
20. Assistant Imam Br. Romman Ahmed's responsibilities on daily prayers: All 00:00 - 00:00
21. Resume Fajr khatira, monthly get together etc.: All 00:00 - 00:00
22. Open Item: All 00:00 - 00:00

Board Members:

Date: 02/12/2022

P = Present A=Absent E=Excused Absent

		Board of Trustees (Term):	Cell Phone Number	Email Address
1	A	Br. Hafizur Rahman (2017-2022)	248-990-0521	tastah57@gmail.com
2	P	Br. Abul Hashem Molla (2017-2022)	248-525-2027	mollaah@hotmail.com
3	P	Br. Shafiq Islam (2017-2022)	586-718-9599	shafiq_19@yahoo.com
4	P	Br. Abu Ashraf (2017-2022)	586-719-2394	aburaf_007@yahoo.com
5	P	Sr. Marina Azim - Women Representation (2017-2022)	248-703-2921	mazim515@yahoo.com
6	P	Br. Javid Khatri (2018-2023)	586-718-4234	jkhatri41@yahoo.com
7	A	Br. Moin Asjad - Heritage Representation (2020-2025)	248-854-8280	moinasjad@yahoo.com
8	A	Br. Amir Sufi - Heritage Representation (2021-2026)	248-953-4789	amerx@yahoo.com

		Board of Representatives (Term):	Cell Phone Number	Email Address
9	P	Br. DM Noor Ruhul Alam (2021-2024)	248-247-4980	noorruhulalam@yahoo.com
10	P	Br. Abul Bashir Patwary (2019-2022)	586-202-6845	abulpatwary@hotmail.com
11	P	Br. Mohammad Ali (2019-2022)	586-879-4122	m_ali_jewel@yahoo.com
12	P	Br. Mohammad Kamrul Hasan (2019-2022)	248-506-1855	khasan81@yahoo.com
13	P	Br. Saria Sadique (2019-2022)	248-892-4433	saria.sadique@gmail.com
14	E	Br. Zainul Abedin (2020-2023)	313-575-7711	zabedin90@gmail.com
15	P	Br. Toufique A Bhuiyan (2021-2024)	313-409-9342	taufiqueb@gmail.com
16	P	Br. Ahmed Khan (2021-2024)	586-907-3538	ajkhan@yahoo.com
17	P	Br. Mohammad Ashabul Anam (2021-2024)	502-262-9873	maanam03@gmail.com

		Standing Committee (Term):	Cell Phone Number	Email Address
		Br. Mustafa Chmeiseh (2020-2022)	586-999-0101	mustafa.chmeiseh@gmail.com
		Br. Tony Tweed (2020-2022)	248-310-5775	ttweed98@gmail.com
18	A	Br. Saad Farooqi (2020-2022)	248-525-9724	saad.farooqi@gmail.com
		Br. Tanvir Rahman (2020-2022)	317-998-3339	rifat_139@yahoo.com
19	A	Br. Zia Ul Haq (2020-2022)	947-205-0034	ziaul12@yahoo.com
20	P	Br. Mohammed Rafique Uddin (2021-2023)	901-501-7306	jaintiapur@yahoo.com

Guest Attendee: