

**MINUTES OF THE BOARD MEETING**

**OF**

**ISLAMIC CENTER OF McHENRY COUNTY**

**April, 1st, 2018­**

**Attendees:**

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| --- | --- | --- |
| Dr. Tanveer Ahmad | Br. Amin Karim | Br. Zahid |
| Dr. Qureshi | Imam Farhan Ur Rehman | Br. Munwar Mohammed |
| Br. Zia |  |  |
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**Agenda:**

1. Answering Machine setup and responding to messages
2. Masjid Cleaning
3. New website and modifications
4. Recording Monthly Speeches, Friday Khutbas and Friday Youth Halaqas
5. Office usage
6. Accommodations for Tabligh Jamaat
7. Office Locks
8. Electrical Room cleanup
9. Refrigerator signage
10. Parking Lot Lighting

**Minutes:**

1. Hussain will clean upper level bathrooms and wudu area for $200/month
2. Br. Subhani to continue vacuuming the main area once a week
3. New website is built by Br. Amin. URL: [www.icmc-us.org](http://www.icmc-us.org)
4. Office room to be used strictly for official business only
5. Large basement room (west side) to be dedicated for Tabligh Jamaat
6. Parking lot lighting project cost $19,000. Contractor has been paid $14,000. Balance payment of $5,000 after final inspection and approval.
7. Lighting Project has a deficit of $7,000. Need to discuss options to raise funds in next meeting

**Action Items:**

1. Record message for ICMC answering machine – Munwar Mohammed (4/7)
2. Respond to messages left on answering machine – Imam Farhan
3. Add content and pictures to website – Br. Zia/Br. Zahid
4. Find cost of cleaning basement (including bathrooms) once a month – Imam Farhan
5. Setup cameras to record speeches, khutbas and halaqas – Br. Zahid/Br. Amin (4/20)
6. Remove sleeping bags from Office room – Imam Farhan
7. Remove Xerox machine from Office room – Br. Zahid/ Br. Amin
8. Buy Brother print/scan/fax machine – Dr. Tanveer
9. Change 3 locks (including combination lock for ladies entrance) – Br. Zahid
10. Donate plastic closet/cabinet for large basement room – Dr. Tanveer
11. Cleanup electrical room and put up “Not for storage” sign – Br. Zahid
12. Put up sign on refrigerator “Food disposed every Friday” – Br. Zahid
13. Find out the additional Comed costs in keeping parking lot lights on from Dusk to Dawn – Br. Amin

**Closed Items:**

1. Masjid cleaning
2. Provide template for meeting minutes – Br. Amin (4/2)
3. Provide GoDaddy access to masjid website – Br. Amin (4/2)