



Islamic Center of Maryland

Annual Report for 2023

June 10<sup>th</sup>, 2023

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## NOTICE OF GENERAL BODY MEETING

**Email Broadcast**

**From:** Islamic Center of Maryland <news@icomd.org>  
**Sent:** Thursday, March 30, 2023 at 05:01:29 PM EDT  
**Subject:** ICM General Body Meeting and New Membership Portal

Assalamualaikum Warahmatullahi Wabarakatuhu

Dear ICM Community,

I pray this message finds you in the best of health with the Blessings of Allah (SWT). Alhamdulillah the blessed month of Ramadan is already in full motion and InshaAllah we all are trying to attain a high degree of piety and increase in our good deeds.

At this time, I would like to share the excellent news of our new membership portal. The ICM MEMBERSHIP PORTAL is ready to be launched. All ICM members with a valid email address will receive a welcome message from [member.services@icomd.org](mailto:member.services@icomd.org), with a link to the portal. This link will allow our current members to login to their account, review and update their information, and renew their membership. It will also allow non-members to submit his/her request to become a member.

Quick start guides have been developed to navigate through this wonderful tool. We have established a support system to also help navigate through this transition from the old system to the new. Details will be in the email.

The Board of Trustees has decided to call for the General body meeting on Saturday, June 10th, 2023.

Our ICM secretary will take a snapshot of the membership database thirty days before that (May 10th, 2023) to identify the eligible voting members.

We are also publishing the ICM Membership Policy, in compliance with the ICM by-laws, which will have guidelines and additional details.

Please mark your calendar for the GB meeting, we will be sending the agenda and other additional details in due time.

May Allah SWT continue to shower His Blessings on you throughout this holy month and grace our community with peace, tranquility, and Iman.

Abid Chaudhry

Secretary, ICM Board of Trustees

MEETING AGENDA

- **Breakfast**
- **Guests welcome & Quorum check**
- **Quran Recitation**
- **2022GB Meeting Minutes Approval**
- **Action Items & Status**
- **Annual Report**
- **Treasurer Report**
- **Ballot Items & Voting**
- **Closing Dua**
- **Dhur Prayer**

## MINUTES OF 2022 GENERAL BODY MEETING

**GB Meeting Minutes 2022**

10:03 Quorum Reached

10:06 Br Noman gave the Chairman's updates.

10:15 Secretary update and Community Discussion on Membership dues, Rest of Br.

Noman's committee updates

## Voting Results

### Membership Dues

**1<sup>st</sup> motion: To increase or not to increase the dues.**

**Passed. (63 Yes, 41 No, 3 abstained) – Passed.**

**2<sup>nd</sup> motion: to increase to:**

- \$100 individual and \$200 family or
- \$150 individual and \$250 family

**Motion passed to increase to \$100 individual and \$200 family.**

- \$100/\$200 – 64 votes
- \$150/250 – 37 votes
- Abstention – 1

**Motion Passed to raise membership dues to \$100 individual and \$200 family.**

### **Electronic Voting**

Motion to mandate Election Commissioner to research electronic voting option within 120 days and provide options to the Board of Trustee (BOT). Board of trustees to review the options, solicit feedback from the community and present in the 2023 General Body meeting or sooner in a special GB with the options and vote for by-laws change to include electronic voting.

### **68 Yes, 4 No – Motion Passed**

11:00 Treasurer update

12:05 Br Imtiaz updates about Sunday school and ICM academy

12:35 Sh. Chad provided updates on Imam office activities.

12:45 Clinic team updates by clinic team lead by Br Nurudeen

1:00 Sr Adileh updates on Zakat and social services

2:15 Br Ayaz updates on masjid programs, YP and Youth programs

2:45 Br Nazeer updates on facilities

2:55 Br Uzair update on education and MP II

3:02 Election results



## Election Results

Total absentee ballots: 144

Total in-person ballots: 231

Ballots rejected: 1

**Abid Chaudhry – Elected**

**Tayyab Khan - Elected**

## Election Commissioner 2023

### Responsibilities

- ICM Member
- Responsible for conducting elections for next year per bylaws.
- Coordinate with the Secretary to conduct elections.
- Requires up to 100 hours of time commitment.

**Bilal Khan - Elected**

## 1. INTRODUCTION

### PURPOSE



The objective of this annual report is to present a comprehensive overview of the present situation concerning the Islamic Center of Maryland. It encompasses a thorough examination of the organization, its membership, the community services it offers or facilitates, as well as ongoing, completed, and forthcoming activities, initiatives, and projects. Furthermore, this report provides a concise outline of the strategic roadmap for the upcoming years at ICM, offering a high-level perspective.

## 2. OVERVIEW AND OBJECTIVES

The General Body Meeting is a requirement stipulated in the bylaws, as per Part four, Article 2. The meeting is conducted with the explicit purpose of achieving the following objectives:

- a) Minutes of the last General Body meeting.
- b) Annual reports by the Chairman and Secretary describing the previous year's accomplishments, present status, future plans, the budget proposed by the Board of Trustees, and other matters of general interest.
- c) The Treasurer's report, which include a balance sheet, general statement of income and expenditure.
- d) Reports from standing committees.
- e) Report of the nomination committee, announcing the list of candidates whose nomination papers have been found in order.
- f) Election for the vacancies of the Board of Trustees.
- g) Election of the chairman of the nomination committee for the next election.
- h) Transactions of the general business of the Center and discussion of any other matters referred to in the meeting by the Board of Trustees or brought by its members

### 3. ICM – TRUSTEES AND ADMINISTRATION

Elected board of trustees for 2022-23 are shown below. Names with an asterisk (\*\*\*) are the trustee whose terms are getting matured and the third position (\*\*) is open due to the voluntary retirement of a trustee.

- **Imtiaz Mohiuddin (Chairman)\*\*\***
  - General Administration / HR
  - Fulltime Islamic School
  - ICM Eats
  - Waqf
- **Tayyab Khan (Vice Chairman)**
  - By-Laws
  - Sunday School
  - Fundraising
- **Nurudeen Thomas (Treasurer)**
  - Finance & Accounting
  - ICM Care (Clinic)
  - Social Services
- **Abid Chaudhry (Secretary)**
  - Youth Program
  - Masjid Program
  - Youth Professional
  - Jumma
  - Education (others)
- **Uzair Asadullah (Trustee)**
  - Zakat Program
  - Dawah
  - Information Technology
  - Master Plan Phase II
- **Nazeer Ahmed (Trustee)\*\*\***
  - Facility
  - Facility Rental
- **Sk. Chad Earl**
  - Office of the Imam
  - Religious & Youth Affairs Director
  - ICMA Religious & Arabic Studies lead
  - Member of Zakat & Dawah Committee
- **Imam Jamil Dasti**
  - Office of the Imam
  - Resident Imam
  - Member of Zakat & Dawah Committee
- **Adileh Sharieff (Trustee term ended March 1<sup>st</sup> 2023) \*\***

Alhamdulillah ICM has continued to expand its operations and along with that the staff needs continue to increase. The current staff that supports ICM in its various operations include:

- **Nadeem Ahmad** – Executive Director
- **Samer Alkorom** – Senior Facilities Manager
- **Sister Camille Malik** – Rental Facility Coordinator
- **Daniel Beavan** – Office Administrator
- **Naeem Anjum** – Financial Liaison
- **Maksud Haque** – IT Maintenance
- **M Aslam** – Emeritus ICM Admin
- **Shakeel Rifai** - Multi Disciplinary Volunteer Coordinator
- **Abdul Mutalib** – Multi Disciplinary Volunteer

#### 4. EXECUTIVE OVERVIEW

In the year 2022, we are grateful to have witnessed a significant period of transition and remarkable growth at ICM. This transition marked our successful adaptation to a post-COVID era, accompanied by our concerted efforts to maximize the utilization of the new ICM facility. Although this journey of transition and expansion presented its own set of challenges, we are grateful to the community for their unwavering support, which has propelled us to make substantial strides forward.

While acknowledging our lean staffing structure at ICM, it is crucial to recognize the exceptional dedication and commitment exhibited by our staff members and volunteers. They have consistently exceeded expectations in their support of the diverse operations carried out at ICM. The invaluable contributions of our volunteers, in particular, deserve special mention. Their unwavering support has played a pivotal role in our progress, and we sincerely pray that Allah (SWT) blesses each and every one of them for their remarkable dedication. They truly form the bedrock of ICM, without whom our achievements would not have been possible.

As we look to the future, it is essential to prioritize the recruitment of additional staff members who can effectively assist with the numerous activities and operations at the center, enabling further growth, by the will of Allah.

Some of the key areas of accomplishment include:

- Start of ICMA
- Start of ICM Eats
- Full Ramadan Iftar program (every night)
- Expansion of ICM Clinic operations on multiple days
- Expansion of ICM Rental facility and streamline booking process
- Transition to an online portal for ICM membership
- Initiated an independent Financial Audit for ICM
- Establish financial calendar; Automate monthly financial reports
- Good progress towards repayment of Qard Hasan
- Hosting DMV area Imam Panel discussion program

## 5. ICM MEMBERSHIP

We are immensely grateful for the tireless efforts and unwavering dedication displayed by the Membership Committee, resulting in the successful implementation of the ICM Membership portal (NeonCRM). This portal has proven instrumental in enhancing clarity, transparency, and resolving longstanding concerns such as the efficient tracking of members' donations and empowering them to generate personalized reports.

Furthermore, an updated draft of the membership policy has been thoughtfully shared with the community, and we are actively reviewing and incorporating the valuable feedback received into the document. Subsequently, an updated policy guidebook will be disseminated to the community, providing comprehensive guidance and ensuring alignment with the evolving needs and aspirations of our members.

### CURRENT STATUS

As of June 2<sup>nd</sup>. 2023 Membership Data from the Portal

2023 Active Members	416
2023 Eligible Voters	372
Visits to the ICM Membership Page since April 2nd	1330

### MEMBERSHIP COMMITTEE

- Abu Khan
- Abid C
- Ahsan Dasti
- Ashraf A
- Hasan Dasti
- Noman Habib
- Ajmal A

### CURRENT PORTAL IMPLEMENTATION

- Check current membership status
- Pay membership dues
- Update contact info
- Send the membership renewal notice

### CURRENT PORTAL BENEFITS

- Full control of their membership
- Self-generated Report print
- Tracking membership status & Payment
- Consolidation of Family

## POTENTIAL ROAD MAP FOR FUTURE

- Allow members to tailor emails based on their specified interests
- Make all donation payments online through Neon CRM
- Create shareable fundraising campaigns for ICM & ICMA compatible with social media
- Use for events at ICM with rsvp options and the ability to set time/place/max available seats
- ICM Event registration payments
- Report on ICM registered events
- Send reminder notices of upcoming ICM events
- Recruit ICM volunteers for specific projects
- Maintain lists of ICM volunteers, hours worked, etc.
- Create an ICM online store
- Create and post ICM online newsletter

## CHALLENGES &amp; OPPORTUNITIES

## Challenges:

- Educating the community and providing training or hands-on support

## Opportunities

- Membership drive
- Membership booth and facilitating walk-in registration via our office admin



## 6. OFFICE OF THE IMAM

### CURRENT RECURRING ACTIVITIES

- Lead and organize Daily, *Jumu'ah*, and *Eid* prayers.
- Offer spiritual reminders and classes after daily prayers.
- Offer Marriage and Premarital services, including weddings and counseling services.
- Offer counseling services free of charge to the community. These services include couples counseling, youth and family counseling, conflict resolution, and spiritual guidance.
- Offer support services and guidance to various ICM committees and projects as needed. (ICMA, Youth, Zakat, Outreach, masjid programs, Sunday School).
- Offer educational programs and classes to build community literacy and understanding of Islam.
- Organize lectures, conferences, events and programs for community (Quran Summer Camp, Umrah Trips, Islam101, Arabic, Fiqh, open to all.)
- Support local converts and connect with them using social media to offer guidance in religious matters and offer a base of support and friendship amongst each other.
- Engage local and state officials on important matters which affect ICM and the greater community, representing ICM and our Religious and ethical perspective in the process.

### PLAN FOR YEAR TO COME

- Continue to offer critical religious services and guidance to the community.
- Work closer with committee leads to enhance and build on past success.

### CHALLENGES & OPPORTUNITIES

- Building and sustaining a strong volunteer base.
- Overworked committee leads/Trustees limiting growth and leading to burnout.
- Social media/IT support needed

## 7. WEEKEND SCHOOL

### CURRENT OPERATION

- **Administration Staff**

- Principal: Br. Fazludeen Fakrudeen
- Vice-principal and Teacher liaison: Br. Abdul Ahad Shaikh
- Registrar: Br. Jaweed Mohammed
- Activities Support
  - Br. Niamathullah AbdulAziz
  - Br. Mohamed Reyah
  - Br. Mohammad Towfiq Hossain
  - Br. Mohammed Huda
  - Br. Mustafa Saifi
  - Br. Sayeem Kazi
  - Br. Shakeel Rifai
  - Br. Abdul Mutalib
- Facility management
  - Br. Samer Alkorom
- IT Support
  - Br. Nadeem Amin
  - Br. Maksud Haque

- **Key Statistics**

- Total students enrolled - 343
  - Total families represented - 199
- Teachers - 32
  - Paid - 9
  - Volunteers - 23
- Non-teaching Volunteers (Adult and student) - approximately 55

- **Key Dates/Events for 2022/2023 School year**

- Weekend School started on Aug 28, 2022
- Annual Quran recitation competition held on Mar 19, 2023
- Teacher appreciation day held on May 21, 2023
- Graduation scheduled on Jun 18, 2023

- **Operational Highlights**

- New building well utilized for in-person classes
  - 16 rooms in new building
  - 2 rooms in pavilion
- Well-equipped classroom furniture for both teachers and students
- Morning assembly held in gym
- Student enrollment increased by 23% compared to previous year

- Many classes reached capacity in Jan 2023 and unable to accommodate new students since then

#### CHALLENGES & OPPORTUNITIES

- Collaboration with ICMA – explore any opportunities for administration/staff sharing
- Growing enrollment in lower grades
  - May need to use more rooms with additional furniture for small children
- Teachers' absences
  - Mitigated with substitute teachers; need to increase teacher staff
- Fee collection – Need to work with parents to help fee payment on time
- Parent engagement – With the large school enrollment, parent participation/engagement is critical
- Enhancements to Online School Application – Looking to leverage the ICMA school system
- Growing needs to accommodate students with special needs
- Recruiting and retaining skilled teachers
- Time commitments of volunteer admin staff

## 8. ICM ACADEMY (FULL TIME SCHOOL)

### OVERVIEW

Alhamdulillah, 2022 was a milestone year in that we had the humble start of our Full-time Islamic school. By the grace of Allah (SWT), our first batch of kids will be graduating within a few days Inshallah.

### YEAR 2 ROADMAP

We have successfully completed Year 1 and the plans are in place for Year 2. The status of the current year and proposed items or next year are summarized below:

## Full Time Islamic School Y2

#### Current Status 2022-23 (Academic Year) :

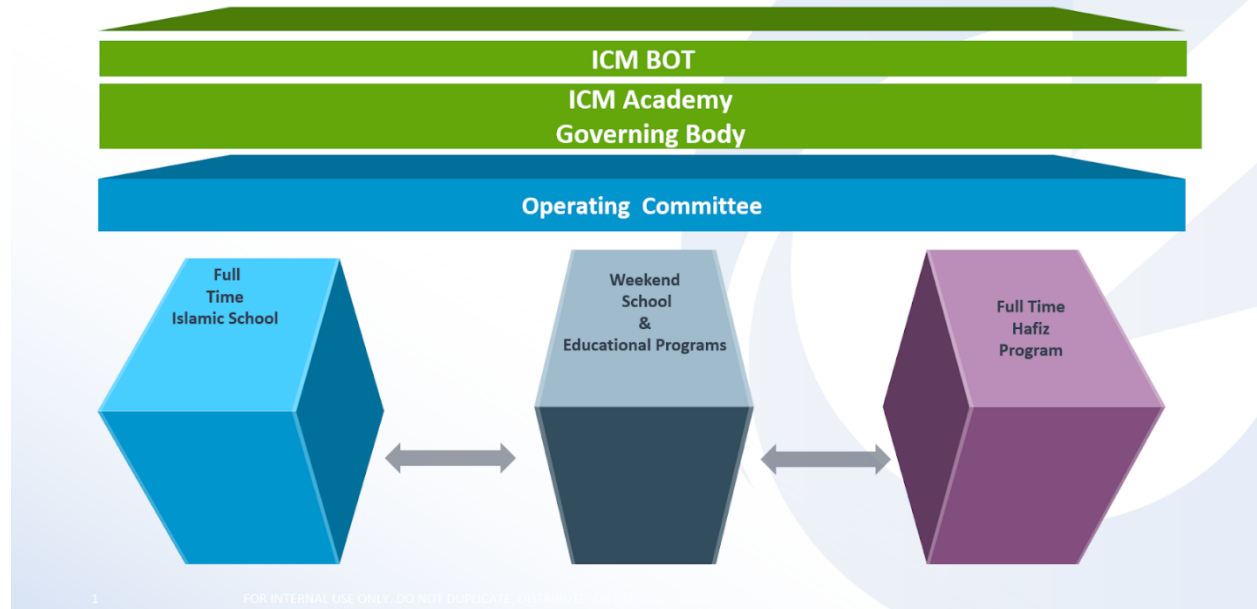
- Classes Offered: Pre -K & Kindergarten
- Student Population: Pre-k: 15 & K: 4
- **Total Students: 19**
- Full-Time Teacher: Two Homerooms, One Arabic
- Full-Time Admin Staff: One Para Teacher cum Administrator
- Others: One Dedicated cleaner
- Projected Budget for Year One (June'22-July'23) : **\$3,30 270**

#### Proposed 2023-24 (Academic Year) :

- Classes Offered:
- Pre -K (1) & Pre-K (2)
- Kindergarten Grade -1 & Grade -2 (TBD)
- Projected Student Population: Pre-k: 15+13 & K: 12, G-1:11
- **Total Students (Projected): 51**
- Full-Time Teacher: Two Homerooms, One Arabic, One sub
- Vice Principal
- Projected Budget for Year One (June'23-July'24) : **\$4,45736**
- Tuition Income (projected): \$2,98350

**PROPOSED GOVERNING MODEL**

**Proposed Governing Model**



**GOVERNING BODY STRUCTURE/ FRAMEWORK**

**ICM –Academy Governing Structure**

ICM Academy will be managed and operate under a three-tier operation model as follows

- 1. ICM Board of Trustees:** BOT will have the oversight responsibility and approval of the annual budget and expansion plan and road map. The trustee in charge of education and the trustee in charge of finance will be the default liaison trustees responsible for this oversight. BOT will not manage the day-to-day operation of the ICM Academy
- 2. ICM –Academy Governing Body:** Governing body will be comprised of two trustees from the BOT, three parents representing three towers /pillars of ICM Academy, the Director / Administrator of ICM – Academy (non-voting member), and three members of the community with 5+ years of active membership and service to the community. All these nominees must be presented to the BOT for their approval. This committee will have three years term once a committee is formed. If any member of this committee leaves or resigns, or is expelled that position must be filled within three months.
- 3. Operating Committee:** Operating committee will be comprised of ICM Academy staff members from each tower/pillar, ICM facility staff, or any other ICM function ICM Academy administrator deemed necessary for running the operation of ICMA. The maximum number of this team should not exceed seven (7) They will be responsible for planning, and execution, and oversees of the daily operation and address accordingly. Any escalation required to Governing body will be done by this team. This body will provide a monthly report to the governing body. They will be responsible for the daily overall operations of ICM A business. The committee members must develop insight into the ICMA operations and suggest strategic directions for the ICMA and its policy implementation.

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**SELECTION PROCESS & ROLES & RESPONSIBILITIES**

- Community members willing to engage in the governing body should possess some level of educational experience/background such as Teaching/School admin/Student body experience at formal educational settings.
- The governing body should take on Strategic planning such as curriculum enrichment (reviewing curriculum/books/study materials on a periodic basis), long term growth/expansion, teacher qualification/development, develop/enrich governance policy, revenue generation, risk mitigation/management.
- The Operations committee should only focus on day to day management, efficient (on budget, no loss) operations, policy implementation, etc.,
- It would be helpful if each of the education towers are headed by lead/s with some background in educational operations.
- Operations committee should establish yearly operational goals to fulfil the policy goals and measure and report progress to the governing body periodically.

## 9. MASJID PROGRAMS

### CURRENT OPERATION

Alhamdulillah the following is a summary of the Masjid program activities in ICM:

- Weekly Jumma prayers at the ICM main campus and two satellite locations in Rockville and Gaithersburg.
- Restart of Ummee and Me program for mothers and children each week
- Youth and Adult gym sports Monday through Friday for both brothers and sisters
- Women's and Men's basketball tournament hosted at the ICM gym with teams from various Masaajid around the DMV
- ICM hosted late night Ramadan basketball after Tarawih until Fajr for brothers and sisters across the DMV
- Future basketball league to be started at ICM
- Friday night family program including gym activities for the youth and halaqas on various topics
- ICM young professionals hosted several programs including community hikes, game nights, Eid socials, career fairs, and matrimonial events.
- Community Eid fair after Eid ul Fitr, and planning to have a second Eid fair after Eid ul Adha
- Biweekly youth halaqa in partnership with ICNA hosted at ICM
- The Ramadan youth program in 2023 had forty-five children registered for weekly activities in the masjid.
- ICM in partnership with Muslim Car Enthusiasts hosts yearly car and motorcycle meets and cookouts.

## 10. ICM CARES - CLINIC

### CURRENT OPERATION

The Clinic has been in operation since April 2022 and is primarily staffed by volunteer doctors, medical students, and dedicated community members. Currently in its early stages, the clinic offers complimentary healthcare services encompassing general wellness, diabetes and preventive care, women's health and pregnancy testing, management of chronic illnesses, and online prescription refills. Regardless of race, religion, or origin, these services are provided to all individuals. The clinic operates three days a week, amounting to a total of 10 hours. It is equipped with state-of-the-art digital equipment, and it has successfully attracted talented medical and dental students, as well as esteemed medical professionals from the neighboring areas.

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### STAFF

- Abdul Hai Sheikh- Executive Director
- Dr. Sara Vazer- Medical Director
- Nurudeen Thomas – Trustee Liaison

### Doctors/Physicians

- Dr. Mahapara Qureshi
- Dr. Saadia Husain
- Dr. Haroon Anwar Shaikh
- Dr. Hina Syed
- Dr. Fatima Sheikh

### Nurse Practitioners

- Nasreen Mohammed
- Tasneem Malik

### Medical Assistants

- Muqheet Ahmad
- Talha Taha
- Alex Sathler

Hana Munshi - Volunteer coordinator



<b>Days / Hours of Operation</b>	<b>Services</b>
Friday: 2:15 PM - 5:15 PM	Wellness Checkups, Medical Consultations
Saturday: 10:00 AM - 2:00 PM	Diabetes Management, Lab Testing for blood analysis
Sunday 9:00 AM - 12:00 PM	Referrals to imaging centers and specials

**FUTURE ROAD MAP**

- Hire essential medical personnel and support staffs for scaling operations to seven days
- Document Clinic policies and procedures for medical governance, compliance and controls
- Enroll in Montgomery County Health Department and Primary Care Coalition
- Establish a sustainable funding source and implement medical credentialing processes to accept insurance and facilitate billing.
- Expand medical services to incorporate dentistry and/or ophthalmology.

**CHALLENGES & OPPORTUNITIES**

- Establish a Medical oversight board for policy decisions and medical governance
- Seek grants and local government support

**OPERATIONAL HIGHLIGHTS**

- Total Patient Encounters - 350, 15 - 20 encounters weekly
- Patients 290
  - 174 Female, 116 male
  - 115 under the age of 50 yrs.
  - 175 50+ yrs.
  - Five volunteer physicians
  - 2 Nurse Practitioners, one of them is paid
  - Ten young college graduates serving as medical assistants, aspiring doctors and dentists.
  - Achievements: Launched clinic website and established quest laboratory and cardiologist referral programs.

## 11. FUNDRAISING

### CURRENT STATUS

We have had three fundraising events during the past year.

- Qard Hasan Payback (December 3<sup>rd</sup>, 2022): \$222,862 Collection
- Ramadan ICMA Fundraising (April 1<sup>st</sup>, 2023): \$49,362 Collection
- Ramadan ICM Operations (April 15<sup>th</sup>, 2023): \$225,793 Collection

**Financial details are provided in the treasurer's report**

### COMMITTEE

- Br. Tayyab Khan (Trustee Liaison)
- Br. Maged Sharaf
- Br. Nadeem Ahmad
- Br. Naeem Anjum
- Br. Nurudeen Thomas
- Br. Noman Habib
- Sr. Shaila Shamim

### FUTURE PLAN

We plan to hold at least two fundraising events the remainder of this year:

- ICMA Fundraising – Date TBD
- Fundraising for Qard Hasan payback & update on Phase II plans – December 2<sup>nd</sup>, 2023

**12. ICM FACILITIES AND FACILITY RENTALS**

**CURRENT OPERATION**

Alhamdulillah ICM facility usage continues to grow. The new building is at full operations. The entire building, around 45000 square feet, is in use almost on a daily basis and includes:

- Kitchen - ICM Eats
- Banquet Hall
- Weekend School
- ICM Academy
- ICM Care Clinic
- Gym

Below are list of some major activities

- Fundraisings & GB Meeting
- Jumma prayers
- Tarawih prayers & EID Prayers
- Youth Games
- Conferences & Seminar
- Rentals for external events (Total gross income for 2022 was \$39,360)

This year we awarded a cleaning services contract for all of ICM facilities. Additionally a revised property insurance contract was completed.

**Banquet Hall usage in 2022**

IRUS Fundraising	1
Hifz Celebrations	2
Weddings	19
Condolences	1

Graduations	2
Community/Education Events Hackathon, conferences etc.	9
Social	3
Aqeeqah	7
FIFA Cup screening	2
Ramadan Iftar dinner (2023 we utilized BH for all days of Ramadan)	15
<b>Total</b>	<b>61</b>

#### CHALLENGES & OPPORTUNITIES

- Improve Security
- Optimize operational costs; increase efficiency

## 13. SECURITY

### CURRENT STATUS

ICM currently hires security personnel as needed (Local police). The Ramadan month has been one of the busiest periods in terms of activities at ICM. With the help of hired police, and support from our volunteer staff, the security was well managed. This Ramadan we had on an average of 800 to 1000 people every night. We deployed extra lighting in the ICM premises to help monitor the grounds.

### CHALLENGES & OPPORTUNITIES

The security of our facility while well maintained so far does require special attention. With the continued growth of activities at ICM, and the growth of our full time school, we need to consider hiring security personnel at ICM. In particular we have had incidents of unwanted intrusions. As an example there have been some incidents of a male person entering the Gym facility during exclusive Sister's session. We have had people enter the Gym unauthorized to play basketball. Inshallah this is an area we need to work with the ICM staff, volunteers to come up with an action plan to better secure our facilities.

## 14. ZAKAT

### CURRENT STATUS

- Zakat ul Mal Distributed Jan 1 – Dec 31 2022 \$401,307.
- Zakat ul Fitr Distributed 2023: \$61,331.

### Status from last 3 months:

Reporting Period	Opening Balance of Zakat Fund	Number of Zakat Recipients	Amount Disbursed From Zakat Fund	Average Payout Per Applicant	Closing Balance of Zakat Account	Amount Donated to Zakat Fund
May	\$192,915	35	\$50,581	\$1,445	\$226,270	\$83,936
April	\$54,709	37	\$44,575	\$1,205	\$192,915	\$182,781
March		11	\$11,252	\$1,023	\$54,709	

### COMMITTEE

- Br. Abu Khan (lead)
- Br. Hasan Khan
- Br. Uzair (Trustee Liaison)
- Sheikh Chad (Ad hoc member)
- Imam Jamil (Ad hoc member)

### ROAD MAP FOR FUTURE

- Have approved SOP for Zakat operation
- Have a case-processing resource
- Update the online zakat application process (agile and simple process)
- Setup kiosk for the Zakat application
- Explore other opportunities to expand Zakat fund distribution

## 15. SOCIAL SERVICES

### OPERATIONAL HIGHLIGHTS

#### COMMUNITY FOOD AND OTHER SERVICE DISTRIBUTIONS

- MONTHLY FOOD DISTRIBUTION VIA DRIVE THRU
- HALAL TURKEY DISTRIBUTION WITH IRUSA
- HALAL QURBANI MEAT DISTRIBUTION WITH IRUSA GRANT
- WEEKLY SURPRISE DISTRO OF FOOD, CLOTHING, BOOKS, QURAN , PRAYER RUGS ETC.

#### SHELTERS SUPPORT

- MONTHLY HOT DINNER DROP OFF TO 40 WOMEN AT THE INTERFAITH WORKS WOMEN SHELTER
- MONTHLY HOT DINNER DROP OFF TO 250 MEN AT THE MCCH SHELTER
- SEASONAL

#### SERVICES

- COOKING DEMO'S WITH FACES TO SHARE HEALTHY NUTRITION HABITS.
- MONTHLY 170 FOOD BOX DISTRIBUTION TO AMERICAN MUSLIM SENIOR SOCIETY
- FAFSA EDUCATIONAL EVENTS FOR FINANCIAL ASSISTANCE GUIDANCE

#### MAJOR EVENTS

- DAY OF DIGNITY FAIR WHICH ALSO INCLUDED A HEALTH FAIR
- PAKISTAN EMERGENCY DINNER FUNDRAISER
- INTERFAITH WORKS RESOURCE FAIR WITH 30+ MOCO ORGS
- INTERFAITH 5K RUN AND WALK

#### 2022

- JAN 2022 – IRUSA MLK GRANT \$10,000
- MAY 2022 – IRUSA RAMADAN IN-KIND DONATION GRANT FOR \$15,000
- JAN- MAY 2022 – FOOD TASK FORCE IN-KIND DONATION GRANT \$50,000
- JULY-NOV 2022 – MANNA FOODS IN-KIND DONATION GRANT \$69,800
- OCTOBER 2022 - IRUSA DAY OF DIGNITY GRANT \$15,000
- NOVEMBER – 2022 IRUSA TURKEY GRANT 350 HALAL TURKEYS
- FACES GRANT – JUNE – DEC 2023
- BENEVITY DONATIONS \$2860

TOTAL GRANTS \$27,860 + (IN-KIND DONATION GRANTS \$134,800) = \$162,660

#### 2023

- MARCH-JUNE 2023 MANNA FOODS IN-KIND DONATION GRANT \$75,703
- APRIL 2023 IRUSA RAMADAN IN-KIND DONATION GRANT FOR 415 BOXES
- FACES GRANT – JAN - JUNE 2023
- TOTAL GRANTS (IN-KIND DONATION GRANTS \$75,703)

**AWARDS**

- 2022 County Executive of Montgomery County Award
- 2022 ICNA AWARD
- 2023 CAIR AWARD

**COMMITTEE**

- Adileh Sharieff - lead
- Nurudeen Thomas - Trustee Liaison

**Lead Volunteers**

- Mumtaz Khan
- Samer Alkorom
- Qamar
- Tahira Farooq
- Farzana Shah
- Zeinab Adama
- Salma Sharaf and family
- Arsalan Mehboob
- Daniel Beavin
- Farrah Anis Khan
- Flavio Bustillos and Family
- Manal Farooq
- Mohamed Jad Family
- Mehnaz Khadim and family
- Rasha Wahab
- Walli Sayed
- Wahab Syed
- Rabia Syed

**Total volunteer pool 250+ Adults and Kids****PLAN FOR YEAR TO COME**

- Janaza Ghosl facilities
- Family Services
- Senior / Golden Age Services



## 16. ICM EATS

### CURRENT OPERATION

ICM Eats has been in operation for almost 9 months now and earned a very good reputation which is evident every Friday. We have served over 15000 meals just in the month of Ramadan. Currently, we have one kitchen manager (Br. Shiraz), one chef (Br. Hanif), and two cleaning crew from our facility cleaning company. Four POS support volunteers.

We have had three county food inspection and Alhamdulillah have passed all.

Days / Hours of Operation	Services
Friday: 10:00 -3:00	Lunch
Sunday: 9:00-1:00	Breakfast and Sunday school lunch

### FUTURE ROAD MAP

- Setup external sitting areas with umbrella
- Decorate the internal corridor and the senior sitting lounge to have a café look
- Add Pizza oven and add large oven
- Setup an external dry inventory storage
- Feasibility of having a large freezer
- Electronic menu and delivery option
- Add middle eastern menu
- Extend operation time to other days of the week ( 3 days)

### CHALLENGES & OPPORTUNITIES

- Storage area and no marketing
- Improve coordination with facility rental
- Better accounting and costing mechanisms to make itself sustaining profit-generating unit

## 17. MASTER PLAN - PHASE II

### PHASE - II - NEED

Due to the ongoing expansion of education programs, increased social activities, and the significant growth of our community as evident by the remarkable community participation during Ramadan, there arises a pressing need for a larger Masjid equipped with modern facilities. It is imperative that we embark on the development of a Masjid that can effectively cater to the growing demands of our community. Our vision for this Masjid is to not only meet these needs but also serve as a prominent symbol of the Islamic community here in Montgomery County.

### PHASE - II – KICKOFF AND NEXT STEPS

- Community Townhall for Phase II discussion – Fall 2023
- Requirement Gathering – Target to complete end of 2023
- Concept Design Review and determine next steps – Spring 2024

## 18. WAQF

## CURRENT BOARD OF TRUSTEES

- Nadeem Ahmad - Chairman (Representing ICM)
- Zubair Faridi – Vice Chairman (Representing ISWMD)
- Qassim Abdullah - Secretary (Representing ISF)
- Imtiaz Mohiuddin - Treasurer (Representing ICM)
- Abdullah Shamim - Non-Voting Member (Representing ICM)
- Mohammad Rafiq Chaudhry - Non-Voting Member (Representing ISWMD)
- Nabeel Ashraf - Non-Voting Member (ISF)

## CURRENT OPERATION MANAGEMENT TEAM

- Naeem Anjum – Overseeing site operations and Accounting
- Mohammed Aslam- Administrator
- Faisal Dasti – Overseeing burial process
- Khaled Emira – Overseeing burial process

## OPERATIONS HIGHLIGHTS

- Al – Firdaus memorial Gardens had 154 burials in 2022 while we had 138 burials in 2021. Out of 154, 6 covid related.
- January 1 YTD, a total of 50 burial with zero covid related.
- Total Revenue in 2022=544K; Total Expenses = \$674K (Includes \$300K distributions to the 3 centers in 2022 (ICM \$150K, ISF \$75K, ISWMD \$75K))

## 19. ICM VISION AND ROADMAP

### Vision and Roadmap of the Islamic Center of Maryland

1. **Improve Communication/Engagement with Community:**
  - Implement strategies to enhance communication channels with the community, ensuring timely and effective information dissemination.
  - Foster active engagement through regular feedback mechanisms and community involvement in decision-making processes.
2. **Expand Educational Opportunities for All Ages:**
  - Identify and develop additional educational programs to cater to the diverse needs and interests of all age groups within the community.
  - Collaborate with educational institutions and experts to enhance the quality and accessibility of educational offerings.
3. **Expand Outreach/Dawah:**
  - Strengthen outreach efforts to promote understanding and awareness of Islam in the wider community.
  - Develop targeted programs and initiatives to facilitate interfaith dialogue and community engagement.
4. **Formalize Committee Structures and Operations:**
  - Align committee structures and operations with the provisions outlined in the organization's bylaws.
  - Streamline processes and responsibilities to ensure effective functioning of committees and maximize their contributions.
5. **Implement ICMA Governing Structure:**
  - Adopt and implement a governing structure that ensures transparent decision-making processes and accountability.
  - Establish clear roles and responsibilities for board members, officers, and committees to promote effective leadership.
6. **Update ICM Bylaws:**
  - Review and update the organization's bylaws to address current needs and reflect best practices.
  - Incorporate necessary amendments to strengthen governance and operational procedures.
7. **Kick-off Master Plan Phase II in 2023:**

- **Initiate the second phase of the Master Plan, focusing on strategic development and expansion of facilities to accommodate community growth and evolving needs.**

**8. Find More Income-Generating Ventures:**

- **Explore opportunities for income generation, such as establishing a Halal market or other ventures aligned with community preferences and values.**
- **Conduct feasibility studies and collaborate with relevant stakeholders to ensure sustainability and profitability.**

**9. Optimize Operational Efficiency:**

- **Identify areas for improvement in operational processes and systems.**
- **Implement measures to enhance efficiency, streamline workflows, and minimize resource wastage.**

**10. Finalize and Rollout Standard Operating Procedures (SOP):**

- **Develop comprehensive SOPs for all operational areas to ensure consistency and efficiency.**
- **Regularly review and update SOPs to adapt to changing circumstances and best practices.**