



Islamic Center of Maryland

Annual Report for 2023-2024

June 8<sup>th</sup>, 2024

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## NOTICE OF GENERAL BODY MEETING

## Email Broadcast:

Assalaamu Alaikum!

Insha'Allah, the 2024 ICM Annual General Body (AGB) Meeting and Board of Trustees (BOT) election will be held on **Saturday, June 8, at 10 AM** in the ICM Gym. Your attendance and participation in the BOT election are vital for our community's growth.

To ensure a productive Annual General Body Meeting (AGB), a quorum of at least 40% of voting eligible members (2023 & 2024 paid members) is required. **Your prompt attendance is essential.** If a quorum is not met, the meeting will be postponed. Please note that all community members are welcome to attend, but only voting members can cast ballots.

The 2024 Annual Report will be shared with the community, allowing you to review it before the meeting.

Please find the meeting agenda below:

- Breakfast
- Guests welcome & quorum check
- Quran recitation
- 2023 GB meeting minutes approval
- Annual report
- Treasurer report
- Ballot items & Voting
- Closing dua
- Dhur prayer

The following individuals have been nominated for the three open three-year term positions this year. The nominees are listed in alphabetical order by first name:

- Hameed Ahmed
- Mahmud Gani
- Qazi Tariq Lateef

- Shala Shamim
- Syed Ashraf Ali

The current elected board of trustees is listed below for your reference. Names marked with an asterisk indicate trustees whose terms are expiring and for whom new elections will be held.

- Tayyab Khan (Chair)
- **Hameed Ahmed\*** (Vice Chair)
- **Nurudeen Thomas\*** (Treasurer)
- Sayeem Kazi (Secretary)
- Imtiaz Mohiuddin
- Abid Chaudhry
- **Uzair Asadullah\***

Absentee ballots are available for those unable to attend in person. Details have been emailed to all eligible voters. If you're eligible and didn't receive the email, please contact us at [member.services@icomd.org](mailto:member.services@icomd.org).

Sayeem Kazi,  
Secretary, ICM Board of Trustees  
[secretary@icomd.org](mailto:secretary@icomd.org)



## MEETING AGENDA

- **Breakfast**
- **Guests welcome & Quorum check**
- **Quran Recitation**
- **2023 GB Meeting Minutes Approval**
- **Annual Report**
- **Treasurer Report**
- **Ballot Items & Voting**
- **Closing Dua**
- **Dhur Prayer**

## MINUTES OF 2023 GENERAL BODY MEETING

**GB Meeting Minutes 2023**

**Note:** General Body Meeting (GB) was scheduled for June 10<sup>th</sup>, 2023. A quorum was not reached on that date to proceed with the GB meeting as per Article 4 (2). A few procedural clarifications were made by the board and the meeting was adjourned.

The board of trustees in consultation with the members present agreed to reschedule the meeting on June 24<sup>th</sup>, 2023.

Members reconvened on June 24<sup>th</sup> (Saturday), 2023 and the GB meeting proceeded. As per Article 4 Section 3 of the ICM bylaws V5.1, no quorum was required.

**Procedural Clarifications:** On June 10<sup>th</sup>, 2023 at the request of present members, the board of trustees clarified a few areas and agree to follow for the future GB meeting: (i) Absentee votes cast for 2023 GB trustee voting will be kept with the Election Commissioner and absentee ballot time will be extended until June 21<sup>st</sup>, 2023. (ii) Issue voting will not be open until issues have been discussed in the GB meeting.

**Rescheduled - 2023 General Body Meeting Proceedings****Meeting Timeline, Notes & Discussion Points**

**10:30 AM:** Br. Tayyab Khan (VP of the board) welcomed the members and requested members to be cited to start the meeting. Notice of the 2023 GB meeting and the meeting agenda was presented

**10:40 AM:** Br Taha recited the Quran

**10:45 AM:** Br. Abid Chaudhry (Secretary) presented the meeting minutes of the 2022 GB meeting and brought the motion to approve. Community members Br. Nadeem Ahmed and Br Noman Habib raised their hands and did the 2<sup>nd</sup> and 3<sup>rd</sup>. to the motion and with no objection or negative vote, the 2022 GB meeting minutes are approved.

**10:55 AM:** Br. Tayyab Khan presented the 2022 GB action item and explain why it was not done. Other priorities and limited capacity attributed to the delays. He requested on behalf of the board to allow the upcoming board to have 120 days, like what was given last year to act on this and come up with a report. This was approved with no objection.

**11:05 AM:** Br Imtiaz Mohiuddin (Chairman of the board) presented the Annual Report (AR) for 2023. The report was sent to all the members on June 9<sup>th</sup>, 2023.

The following points were highlighted during the presentation:

- This is the first time ICM doing Annual Report in a formal report format to standardize it and easy to read and manage
- Annual report does not contain financial reports which will be a separate report presented by Treasurer Br. Nurudeen. However, few financial data points are highlighted in the Annual Report



- This report provided the present status of the ICM state of affairs, accomplishments, and growth of ICM services, challenges, opportunities, and road maps (plan) for years to come.
- Page 12 & 13 covers the current trustees, their portfolios, and the operating team
- Page 14 executive overview and some of the key areas of accomplishments
- Page -15 membership committee and did a phenomenal job by implementing a new membership portal (Neon CRM) in a record time. This will bring transparency and efficiency to our membership management
- Office of Imam continued to support Jumu'ah, Eid prayers, and numerous other programs
- Page-18 Weekend School is one of the key and iconic services which our community immensely benefited from and our large pool of dedicated volunteers and administrative staff made it possible
- Better collaboration with ICMA and streamlining resource utilization are a few areas of opportunities
- ICM Academy successfully completed the first year of its operation with 19 students and 5 full-time staff. A new governing model (page -21) has been worked on which will need more discussions with the community to solidify and implement
- ICM Care clinic has been operating successfully since April 2022 with a dedicated volunteer team. 290 patients have been serviced. Medical oversight boards for better policy and governance is necessary
- We have conducted three fundraisings one dedicated to ICMA and two for ICM. Details will be in the treasurer's report
- ICM Facilities & Facility Rental team has done tremendous improvements and hosted 61 various types and sizes of events very successfully. Optimizing operating costs will be the main goal next year
- Page -29 Security situation at the ICM campus was great past year. Currently, we are using local police for our events security which is high cost and not sustainable. We must come up with a low-cost model and be better vigilant during our sisters and kids' events in the gym.
- Zakat committee has been transitioned and performed very well the past year. They need some improvement in the process which is already in place. Details of money disbursed will be in the final reports
- Social service continues to support all the key initiatives including food distributions, shelter support, and participating in major events. Great volunteers and support from the community is vital for its success.
- ICM Eats doing very well and that is evident from its high demand on Fridays and Sundays. They have done several big catering events very successfully. Next year resource optimization and bringing more efficiencies will be the focus.
- No activities were done with the Master Plan Phase II due to the ongoing expansion of the services. We will have a community town hall for phase II in the fall of 2023
- ICM Waqf had 154 burials in 2022 and demand is increasing. Detail is in the report
- We have 10 points (pages 36 & 37) which are some of the critical areas where we would like to focus next year and bring better service and transparency to the community

**11:46 AM:** Br Tayyab Khan explained the background and purpose of the issue voting to the members;

**Background:** In the 2022 General Body Meeting, a motion was passed to increase the membership fee structure from \$50/single to \$100/single and family to \$100/family to \$200/family. Subsequently, in April 2022 members of the community made a petition to the BOT to

reconsider the increase and bring the membership fee back to the original by calling a special GB meeting. Board decided not to call a special GB and promised to give the community opportunity to revisit the same in 2023 GB.

**Scope:** The scope of today's issue voting to vote in favor or against the increase.

**12:00 PM Community Discussion:** Members were given **25 minutes** to discuss and debate this topic.

**12:30 PM Voting:** After multiple members spoke on this topic members were requested to cast their vote for the membership fee.

**12:45 PM:** Voting closes on membership fee structure changes

**12:55 PM:** Br. Nurudeen Thomas (Treasurer) presents the Treasurer Report (TR)

The following points were highlighted during the presentation:

- We have started our independent financial audit and it is in progress. We are hoping to get the report out within the next 6-8 weeks' time to the community
- Our data in this report is reflecting until December 2022

**1:30 PM:** Break for Dhur Prayer

**2:20 PM:** Members reconvened and Election Commissioner (br. Bilal Khan) was invited to present election results to the general body.

#### **Trustee Election**

- 176 ballots submitted
- 11 Rejected
- Two seats are open for a three-year term, and one seat is open for a one-year term.
- Br. Imtiaz Mohiuddin received 102 votes and will serve a second three-year term.
- Br. Hameed Ahmed and Br. Sayeem Kazi both received 99 votes.

*Note: 'As per Article 3 Section 2 (Election of Trustees) In case the member of votes is equal, the duration of the term shall be determined by mutual agreement, or failing such agreement, by drawing lots'*

#### **b. Voting Item - Membership Fee**

- Multiple rounds of counting performed by the Election Commissioner Team.
- 62 votes to keep the current membership fee structure (\$100 single/\$200 family).
- 63 votes to change the membership fee structure to 2022 rates (\$50 single/\$100 family).
- Membership fee structure will now be: \$50 single/\$100 family

**2:50 PM:** 2024 Election Commissioner nomination call was made by Br. Tayyab Khan

- Br. Mustafa Saifi and Br. Bilal Khan was nominated as a potential candidate
- Br. Bilal did not accept the nomination
- Br. Mustafa Saifi accepted the nomination
- Br. Mustafa Saifi elected the 2024 Election Commissioner

**3:05 PM:** Sk Chad was requested to conduct the closing the dua and General Body meeting was ended with the dua.

## 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 includes 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 2023-24 are shown below. Names with an asterisk (\*\*\*) are the trustees whose terms are getting matured:

- **Tayyab Khan (Chairman)**
- **Hameed Ahmed (Vice Chairman) \*\*\***
- **Nurudeen Thomas (Treasurer) \*\*\***
- **Sayeem Kazi (Secretary)**
- **Abid Chaudhry**
- **Uzair Asadullah \*\*\***
- **Imtiaz Mohiuddin**

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:

- **Hafiz Jamil Dasti** - Imam
- **Nadeem Ahmad** – Executive Director (volunteer)
- **Samer Alkorom** – Senior Facilities Manager
- **Sister Camille Malik** – Rental Facility Coordinator
- **Daniel Beavan** – Office Administrator
- **Naeem Anjum** – Financial Liaison
- **Maksud Haque** – IT Maintenance
- **Sister Sabeen Taha** – Bookkeeper/Accountant
- **M Aslam** – Emeritus ICM Admin

#### 4. EXECUTIVE OVERVIEW

Alhamdulillah in the year 2023, we continued to grow as a center. We continued to build on and grow services as well as add some additional educational programs. The continued growth of activities and services at ICM while positive from an overall perspective, they do present their own set of challenges. The challenges are primarily from a management perspective. The community has been exceptional for its support. We have continued to see a tremendous growth in volunteers helping the various programs at the center. They continue to be the backbone of ICM.

In this overview section we summarize the major accomplishments and challenges/enhancements.

Firstly a summary of some of the major accomplishments over the last year:

- (1) Alhamdulillah the Qard Hasan, that ICM had acquired during the construction of the new building, has been paid off! We want to thank the community who provided this important source of support. The community stepped up with their generous donations, as well as feedback to encourage early repayment. We want to thank the entire community for enabling ICM to repay all of its obligations well ahead of time. By fulfilling this obligation the organization can now look forward to the next phase of the Master plan – the construction of the Masjid and additional supporting facilities. Inshallah we will touch upon that in this annual report.
- (2) Masjid activities are at an all-time high! We expanded our Islamic educational programs in several fronts this year. Added several seminars and programs, some with national scholars. The positive response from the community has been very encouraging. It tells us that the community is hungry for education and we need to continue to expand and enhance our efforts on this front.
  - a. Achieved this increase in activities by distributing and giving ownership to committees on planning/executing these programs. We have more work to do here.
- (3) Added full time Hifz program, another service that will Inshallah bring significant benefit to our community.
- (4) Added a career development program, which has been well received. Inshallah this will be greatly beneficial to the community's growth.
- (5) Developed and executed a rules of operation document for the ICM clinic along with establishing a medical board. This does bring some level of independence to the clinic but more work is needed in this area.



- (6) Ramadan programs continued to grow well. This year we held both pre-Ramadan and post-Ramadan events. Our largest event at ICM to date with the Eid Festival after Ramadan was extremely successful and well received.
- (7) Established ICM as a significant supporter of Local and National Muslim organizations.
- a. ICM supported and joined as a member organization of IMAN (Islamic Maryland Action Network), an umbrella organization of Islamic centers and organizations in Maryland
  - b. Mosque Day (Open House) - Ramadan
  - c. ICM representation in meetings with public officials including County Exec on Gaza related repercussions for the Muslim community
  - d. Election 2024 campaign for voter registration and information (ongoing - more to come)
  - e. Collaboration with local and state Muslim organizations on Gaza issues
  - f. Hosted CAIR banquet
  - g. Held a great outreach event in Ramadan in support of various organization/individuals with keynote from South African Ambassador
- (8) Full time school added new teachers and are actively looking for a qualified Principal to help growth and management of the school.
- (9) ICM Eats also continued to expand its operations. Moving forward we need to focus on improving efficiencies and expand services.
- (10) Our social services continue to do exceptional work. This service is an important area of not only helping the community, but also a form of outreach/dawah.
- (11) Financial Operations: The financial operations of the center have experienced significant growth in line with its expansion. Key developments include:
- Completion and Distribution of Five-Year Audit:
    - We have successfully completed a comprehensive five-year audit.
    - The audit findings have been distributed to the community, ensuring transparency.
    - For the first time, the management letter from the auditor was published and shared with the community.
  - Implementation of Auditor's Recommendations:
    - Following the auditor's advice, we established an online QuickBooks system to streamline our financial processes.

- A professional Accountant serving as a bookkeeper hired to maintain accurate financial records.
  - Our chart of accounts revised and updated to reflect non-profit activities (Restricted and unrestricted contributions) to enhance financial oversight and management.
  - Conducted timely and consistent reconciliation with the new QuickBooks System.
  - Successfully migrated to Intuit Payroll
  - Completed contracts with ADP for Payroll and Tax processing activities, implementation is in progress.
- Formation of Initial Finance Committee:
    - An initial finance committee has been established to oversee the center's financial operations.
    - Developed Operating charter for the Finance committee
    - This committee, along with the hired bookkeeper, is responsible for ensuring effective financial management.
    - Documented highly level Financial operations for the committee.
  - Treasurer Transition Plan:
    - Although the current treasurer's term is ending, he will continue to provide support going forward.
    - We have established a transition schedule to ensure that the finance committee is fully trained and capable of independently managing the center's financial operations.

The growth of the center and associated activities also present challenges that need to be addressed urgently. The following is a summary of areas that need high priority attention by the new board:

- (1) Organizational structure updates: Alhamdulillah, the exponential growth of ICM over the past several years, necessitates a formalization of its organizational structures. We have experienced a significant increase in our volunteer base, making it essential to manage and utilize them efficiently. Leveraging our existing tools such as Neo CRM to manage volunteers is essential. We should ensure proper training and encourage their ongoing learning and contribution to ICM operations. Moreover, our service offerings have expanded manifold, requiring robust oversight with strong governance.

Retaining the institutional knowledge and fostering forward-looking planning is imperative for our future growth trajectory. To achieve this, we need to establish committees with clear objectives, goals, budgets, and financial accountabilities. Part of this includes developing and publishing a formal org chart for ICM identifying all committees, their leads and members. This is necessary for various

reasons including being able to properly distribute work; identify points of contact to the community.

All full-time staff members require career development training for their growth. We must formalize employee feedback mechanisms on a bi-yearly basis, we must have well-defined annual goals and focused objectives for each FTEs.

The ICM Board of Trustees should primarily focus on strategic planning and minimize involvement in operational activities. A regular meeting cadence for committee updates is necessary to keep the organization synced and apprised of all operational activities and challenges.

Given the critical nature and large scope of work of key service areas like ICM Academy, ICM Care, Masjid Operation, ICM Eats, and Master Plan, it is prudent to assign two trustees to each of these service areas to monitor and govern the growth of each of these areas.

Hiring a full-time Executive Director is critical to oversee and manage the day-to-day operations of ICM efficiently. Additionally, a review of our By-Laws is warranted to update or add sections to better align with current community needs and expectations when the time is right.

## (2) Financial Operations Challenges and Opportunities

### a. Strengthening Internal Controls and Policies:

- Enhance internal controls and establish clear policies for committee adherence to ensure consistency and compliance.

### b. Financial Transactions:

- Ensure that all financial transactions related to ICM activities are conducted through approved ICM systems.

### c. Investment in IT Systems:

- Invest in IT systems and tools that provide self-service capabilities to committees, improving efficiency and accessibility.

### d. Onboarding and Approval Processes:

- Develop an integrated onboarding and approval process for employees and contractors across the organization.

(3) On the legal front, we need to urgently review ICM Clinic and ICM Eats structure to protect ICM from any liabilities from these functions. Recommend that the new board form a task force to actively work on this.

(4) Improve communication: this includes more regular (quarterly) updates on finance, more community meetings (plan to have a kickoff on Master Phase II discussion in September)

- (5) Hire a Principal for our full time school. This is critical as we continue to grow the school and add more classes, students, teachers.
- (6) Finally we must realize that this growth that we talk about necessitates for us to start discussing the next phase of Master plan.
- (7) Growth and optimization of ICM Eats: Alhamdulillah we have seen continued growth in ICM Eats operations. However it important enhance the committee overseeing ICM Eats to help with increasing and improving profitability.
- (8) Given the backdrop of the ongoing massacre in Gaza and the suppression of the true realities of injustices that are happening, it is now more critical for us to increase our efforts in spreading the message of Islam - a message of true Justice. With this it is critical that going forward we need to increase our efforts in the area of Dawah/Outreach. We need to further strengthen our committees working in this area, provide additional resources, and develop a well-focused plan to convey the message of Islam and the needs/concerns of the Muslim community.
- (9) The growth of religious leadership is crucial to help with most if not all of the above items. As part of building the Islamic foundation of our community, and to cater to the growing community, it is imperative to enlist the help of a resident scholar. In this regard we have established a committee to help with the search process.

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 pray that Allah (SWT) blesses each and every one of them for their remarkable dedication.

## ICM FINANCE COMMITTEE

Among some specific tasks that the finance committee can help with::

- Improve organizational training for policies and process across all committees
- Improve mechanism to electronically submit timesheets and issue electronic checks
- Accurate and timely distribution of Tax Receipts
- Reimbursement request to be submitted in a timely manner and payment issued accordingly. We will Inshallah institute a 30-day time limit to request reimbursement. This policy will be communicated to all committees.
- Expansion and focused management of Direct debit program
- Regular reporting of financial reports to the community (Objective is to release financial report every quarter)
- Help committees with creating initial budgets and regularly review budgets for reporting to the board and all the committees

## FINANCE COMMITTEE

- Nurudeen Thomas
- Tayyab Khan
- Naeem Anjum
- Sister Sabeen Taha
- Abu Khan
- Sujjat Khan
- Kadir Misbah
- Junaid Quraishi
- Sohail Syed

## 5. ICM MEMBERSHIP

The Membership Committee's tireless efforts and dedication are commendable. They have ensured smooth maintenance and continuous improvement of the ICM membership portal (NeonCRM), including implementing automated renewal notifications and reminders (via NeonCRM) and creating a new membership policy (available on the ICM site).

### CURRENT STATUS

Membership Data from the Portal

2024 Active Members	377
2024 Eligible Voters (Not final until year definition is decided)	294

### MEMBERSHIP COMMITTEE

- Hassan Dasti
- Ahsan Dasti
- Sayeem Kazi - Trustee Liaison

### CURRENT PORTAL BENEFITS

- Full control of their membership
- Self-generated report print
- Tracking membership status & payment
- Consolidation of family
- ICM event registration payments
- Report on ICM registered events
- Use for events at ICM with rsvp options and the ability to set time/place/max available seats
- Send reminder notices of upcoming ICM events

### POTENTIAL ROAD MAP FOR FUTURE

- Allow members to tailor emails based on their specific interests
- Make all donation payments online through NeonCRM
- Create shareable fundraising campaigns for ICM & ICMA compatible with social media
- 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 & OPPORTUNITIES

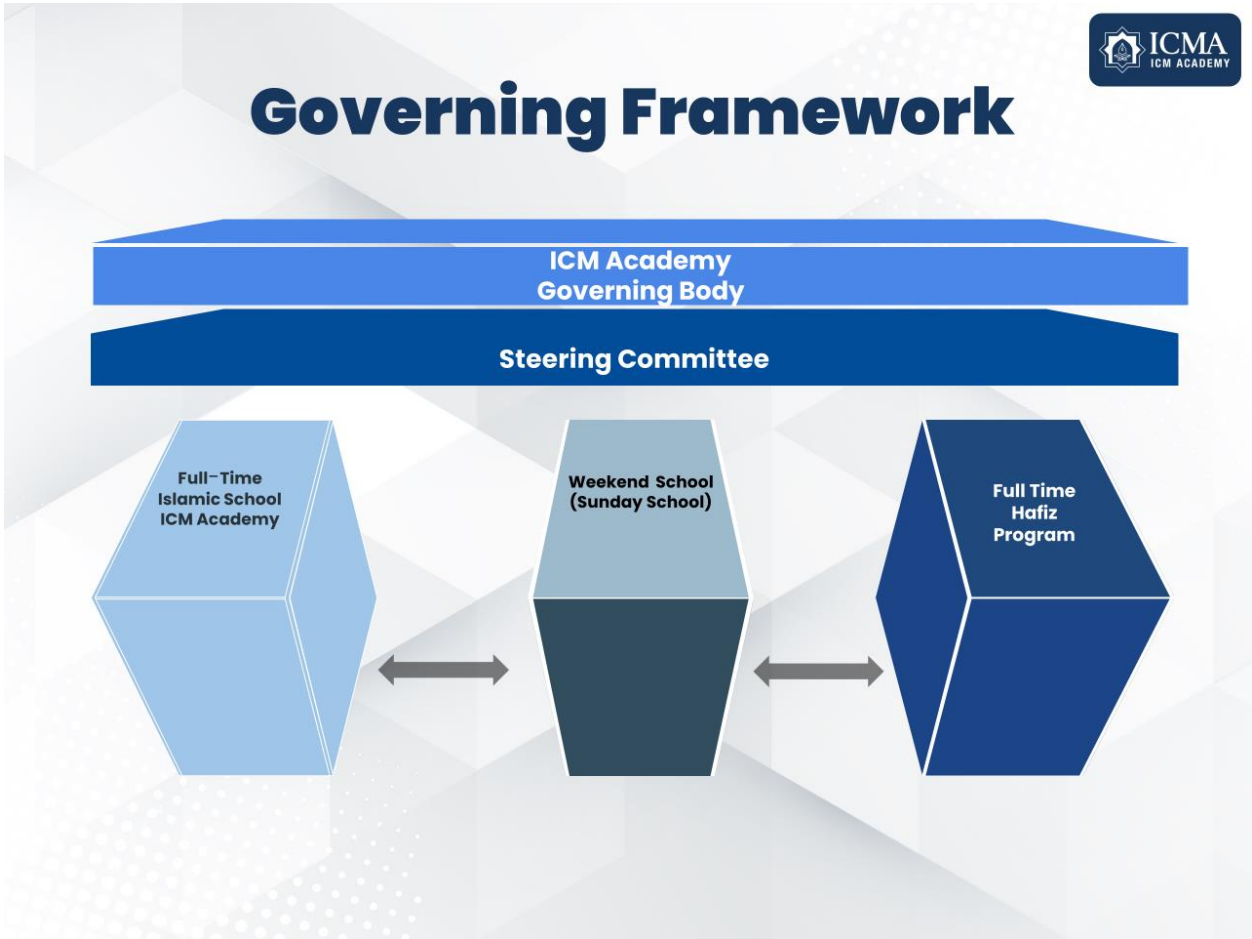
**Challenges:**

- Educating the community and providing training or hands-on support
- More effectively handle duplicate records
- Effectively manage renewals by check and cash

**Opportunities**

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

6. ICM ACADEMY





# Roles & Responsibilities



## The Role of the ICM Board of Trustees

The ICM Board of Trustees (BOT) is responsible for overseeing and approving the annual budget, expansion plan, and road map. The trustees in charge of education and finance will serve as the default liaisons for this oversight. The BOT will not interfere in the ICM Academy's daily operations, unless its decisions go against ICM bylaws.

ICM Academy  
Board of Trustees

ICM Academy  
Governing Body

ICM Academy  
Operating Committee

## The ICM Academy Governing Body

Establishing the Governing Body of ICM Academy  
The governing body of ICM Academy will consist of the following members:

- Two trustees from the BOT
- Three parents representing three towers/pillars of ICM Academy
- The Director/Administrator of ICM - Academy (non-voting member)
- Three community members with 10+ years of active membership and service to the community

All nominees must be presented to the BOT for approval. Once the committee has been established, it will serve for a term of three years. If any member of the committee resigns, is expelled, or leaves, their position must be filled within three months.

ICM Academy  
Full Time Islamic School

ICM Academy  
Weekend School &  
Educational Programs

ICM Academy  
Full Time Hafiz Program

## SUNDAY SCHOOL

## CURRENT OVERVIEW

**Administration Staff**

- **Principal: Br. Mohamed Huda**
  - Vice-principal and Teacher liaison: Br. Abdul Ahad Shaikh
  - Registrar: Br. Jaweed Mohammed
- **Operation Team**
  - Br. Niamathullah AbdulAziz
  - Br. Mohamed Reyal
  - Br. Mohammad Towfiq Hossain
  - Br. Mustafa Saifi
  - Br. Fazludeen Fakrudeen
  - Br. Shakeel Rifai
  - Br. Abdul Mutalib
- **Facility Management**
  - Br. Samer Alkorom
- **Technology Support**
  - Br. Nadeem Amin
  - Br. Maksud Haque
- **Key Data Points**
  - Total students enrolled - 368 (Y'23 :343) <7% increase>
    - Total families represented - 218 (Y'23 :199)
  - Teachers - 34 (Y'23 :32)
    - Paid - 10 (Y'23 :9)
    - Volunteers - 24 (Y'23 :23)
  - Non-teaching Volunteers (Adult and student) - approximately 16 (Y'23 :55)
- **Key Dates & Events**
  - Weekend School started on Aug 27, 2023
  - Annual Quran recitation competition held on Feb 25, 2024 (Participants 44)
  - Teacher appreciation day held on May 19, 2024
  - Graduation scheduled on June 9, 2024
- **Operation Highlights**
  - New building well utilized for in-person classes.

- 17 rooms in new building (Y'23 :16)
- 5 rooms in pavilion (Y'23:2)
- Need additional classroom furniture for both teachers and students.
- Morning assembly held in gym on a routine basis.
- Student enrollment increased to previous year.

**CHALLENGES & OPPORTUNITIES**

- Many classes reached capacity in Jan 2024
- Collaboration with ICMA – explore any opportunities for administration/staff sharing, security collaboration, System usage and event coordination increased significantly. (Eid Festival students' participation etc.)
- 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

**NEXT YEAR PLAN HIGHLIGHTS**

- Introducing Professional Development for teacher and Staffs (Sept', 24)
- Encouraging Sunday school teachers to join full time school.
- Upgrade and Rebuild School Management System (Go-live Q2, 2025)
- Introducing New Security plan and enforcements (In coordination with ICMA)
- Come-up with three years strategic plan under ICM Academy (August 2024)
- Introducing new governing structure under ICM Academy governing structure
- Introducing annual budget and better financial oversight (August 2024)
- Volunteer training and registration using Neon CRM System (August 2024)
- More Classroom addition to Sunday School

## FULL TIME ISLAMIC SCHOOL

## OVERVIEW

Alhamdulillah, 2023 was a great year for ICM Academy by the grace of Allah (SWT), our second batch of kids (36) just graduated June 5th. with the permission of Allah.

## YEAR 2 HIGHLIGHTS

We have successfully completed Year 2 and the plans are in place for Year 3. We are making a few final calibrations and alignment to our Year 3 plan and getting ready. The status of the current year and proposed items or next year are summarized below

## CURRENT OPERATION OVERVIEW

## Administration Staff - 2024

- Coordinator: Sr. Fatima Kane
- Administrative Assistant: Sr.Saniya Akhter
- Teaching Staff
  - Sr. Sana Bilal (Homeroom Teacher Pre-K )
  - Sr. Sultana Khan (Homeroom Teacher KG)
  - Sr. Falaknaaz Inamdar (Homeroom Teacher First Grade)
  - Sr. Esraa Abo Oun (Arabic, Quran & Islamic Studies Lead Teacher)
  - Sr. Hend Ibrahim (Islamic Studies & Arabic Teacher)
  - Sr. Laiba Baig (Teacher Assistant Pre-K)i
  - Sr. Ayesha Khan (Teacher Assistant KG)
  - Karim Essa ( Hifz Program Lead)
  - Sr. Saima Abbasi (Volunteer Substitute Teacher )
- **Facility Management & Security**
  - Br. Samer Alkorom (Facility Manager)
  - Guillermina Elizabeth Morales (Custodian)
  - Br. Abdellah Dribigi (Security)
- **Technology Support**
  - Br. Ashraf Ali (Gradelink, Phone System & ICMA Domains)
  - Br. Maksud Haque (Infrastructure & Internet)
- **Operation Team**

- Br. Imtiaz Mohiuddin (Trustee Liaison - Director / Interim Head)
  - Br. Ashraf Ali (Process, Systems, Compliance)
  - Sr. Shaista Asadullah (Curriculum Lead)
  - Br. Abdullah Al- Mamun (Curriculum & Budget)
  - Sr. Sarah Hanif (Recruitment Lead )
  - Br. Tariq Lateef (Marketing & Social Media Lead)
  - Br. Habeeb Quadri (External Advisor & SME)
  - Br. Mannan Desti (Recruitment )
- **Key Data Points**
    - Total students enrolled - 37 (Y'23 :19)
    - Teachers - 8 (Y'23 :4)
      - Substitute Teacher - 1 (Y'23 :0)
    - Student increase 49%
    - Student Retention 63%
    - Established of Department Arabic Quran & Islamic Studies (AQI)
    - Addition of Dedicated Administrator
    - Two external field trips
    - Six Open houses

#### CHALLENGES & OPPORTUNITIES

- Tardiness of Staff & Students
- Lack of Clarity in Process Including Staff handbook
- Recruitment and retention of teaching staff
- Financial oversight and process
- Delays in staff and vendor payments
- Delays in procurement in essential supplies
- Printing issue and challenge
- Marketing and Communications

#### NEXT YEAR PLAN HIGHLIGHTS

- Addition of two new grades -Second Grade & Third Grade
- Addition of certified and trained teachers/ staff - Five
- Added professional development days
- Addition of Physical Education (PE) Program
- Enforcement of Timeliness - Teachers & Staff
- Addition of Science & Technology in curriculum
- Introduction of Measures of Academic Progress (MAP Assessment)
- Projected Student population next 55+

## FULL TIME FIFTH SCHOOL

## OVERVIEW

Alhamdulillah, we started full time Hifth school under ICM Academy by the grace of Allah (SWT). We launched this on February 12th. 2024 )

## CURRENT OPERATION OVERVIEW

- Br. Karim Essa ( Hifz Program Lead)
- We have six full time Students
- Memorizing Juz Amma, starting Surah Al-Nas to Surah Al-Nabba
- Students learning correct pronunciation of Arabic alphabet
- Students learn important and basics of Tajweed rules (Al-mad, Al-Ghonah. Al-lkhffa, Al-ldhhar)
- Students finished the volume no 1 of the Islamic Studies book
- They learned 5 pillars of Islam, the six articles of Iman, cleanliness in Islam, prayer, Zakah, stories of prophet, etiquette of eating, kindness to parents and more

## NEXT YEAR PLAN HIGHLIGHTS

- Addition of girls' classes
- Addition of certified and trained teachers and reviewers
- Promote more to the community
- Start 'Maktab' Program to teach Quran in the after school program

## COMMUNITY SKILLS DEVELOPMENT INITIATIVE (CSDI)

**OVERVIEW**

Alhamdulillah, we started a fully accredited skills development program under ICM Academy. Community Skills Development Initiative's (CSDI) main mission and objective is to organize our community skills enhancement and development. It will help our community to switch jobs, professions and explore opportunities.

**HIGHLIGHTS**

We have successfully completed multiple courses and several are in progress

**COURSES OFFERINGS**

- Cybersecurity 101
- My SQL
- JAVASCRIPT
- HTML5
- Salesforce CRM
- Python
- ANGULAR 13
- Graphics Design

**CURRENT COURSES OVERVIEW**

- Java & MySQL- Monday and Thursday- 5:30PM-8:00PM
- Java and Angular13 (starting from June 8th) Saturday 1:45 PM- 4:45 PM

**NEXT YEAR PLAN HIGHLIGHTS**

- Addition course classes
- Promote / Marketing more to the community
- Job / Recruitment Fair hosting

## 7. 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.
- Ummee and Me program for mothers and children each week
- Youth and Adult gym sports Monday through Friday for both brothers and sisters
- Basketball league has been started at ICM
- Starting of outdoor gym sports using the fields at the masjid
- ICM Kids has expanded their programs helping to bring youth to the masjid
  - Pre Ramadan night of Renewal
  - Biweekly *half court halaqas* on Seerah for kids throughout the year
  - Weekly youth halaqas and activities in Ramadan
  - ICM kids hosted a youth Qiyam during Ramadan *Night of Reflection* inviting Islamic childrens author Omar Khawaja
- ICM young professionals hosted several programs including game nights, hikes, lectures, and events to help Palestine
- Community Eid fair after Eid ul Fitr, and planning to have Family and Bazaar night before Eid ul Adha
- Biweekly youth halaqa in partnership with ICNA hosted at ICM
- ICM hosted a Seerah conference inviting many local scholars to discuss the life of the Prophet Muhammad
- ICM hosted a Quran week before Ramadan with Ustad Noman Ali Khan discussing the tafsir of Surah Al-Haqqah
  - Ustad Noman Ali Khan will return in July for an additional class



- ICM Hosted a lecture by Sheikh Abdul Nasr Jangda to discuss the tafsir of Surah Hujjurat
- Start of ICM sisters group to create sisters events at the masjid
  - Henna night
  - Mother Daughter Paint night

## 8. 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. The following progress are made in the past year:

Formed a medical clinic committee. This committee oversees the day to day operations of the clinic. We have also ramped up the operations by hiring a clinic operations manager. Hired two nurse practitioners and on-boarded additional volunteer doctors.

The clinic operates five days a week, amounting to a total of 28 hours.

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. 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.

The clinic is undergoing a Primary Care Coalition (PCC) audit to be enrolled in the county program for subsidies.

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### MEDICAL CLINIC COMMITTEE

- Nusrat Jamal (Chair)
- Anwar Masood
- Haroon Sheikh
- Sirosh Masood
- Abdul Hai Sheikh- Executive Director
- Dr. Sara Vazer- Medical Director
- Nurudeen Thomas – Trustee Liaison

### 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 &amp; OPPORTUNITIES

- Establish a Medical oversight board for policy decisions and medical governance (Completed)
- Seek grants and local government support (On-going, with multiple grants awarded)

## OPERATIONAL HIGHLIGHTS

- Total Patient Encounters - 427. 197 new patients and 223 follow up visits
- Seven volunteer physicians
  - Dr. Sara Vazer
  - Dr. Haroon Shaikh
  - Dr. Tasneem Malik
  - Dr. Hina Syed
  - Dr. Saadia Husain
  - Dr. Ishrat Jamal
  - Dr. Mohammed Rana
- Two paid Nurse practitioners
  - Alice Fike
  - Akukeng Mba

## 9. FUNDRAISING

### CURRENT STATUS

We have had three fundraising events during the past year.

- ICMA Ramadan Fundraiser (April 1<sup>st</sup>, 2023): \$ 43,148 Collection
- Ramadan ICM Operations (April 15<sup>th</sup>, 2023): \$214,295 Collection
- Winter ICMA Fundraising (December 9<sup>th</sup>, 2023): \$130,502

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

### FUTURE PLAN

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

- ICMA Fundraising – Date TBD
- Fundraising for ICM Master Plan Phase II – December, 2024

## 10. ICM FACILITIES AND FACILITY RENTALS

### CURRENT OPERATION

Alhamdulillah ICM facility usage continues to grow. The new building is in full operation. 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

- Fundraisers & GB Meeting
- Jumma prayers
- Tarawih prayers & EID Prayers
- Sports and related activities (Basketball, Badminton, etc.)
- Conferences & Seminar
- Rentals for external events (Total gross income for 2023 was \$40,355)

The cleaning services contract for all of ICM facilities. Additionally a revised property insurance contract was completed.

### **Banquet Hall usage in 2023**

Weddings	18
Graduations	1
Miscellaneous community events.	6
Aqeeqah/Ameen	5

Ramadan Iftar dinner (2023 we utilized BH for all days of Ramadan)	29
<b>Total</b>	<b>59</b>

#### CHALLENGES & OPPORTUNITIES

- Create a publicly available calendar
- Improve Security
- Optimize operational costs; increase efficiency

## 11. 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 professionally managed. This Ramadan we had on average of 800 to 1000 people every night. We deployed extra lighting in the ICM premises to help monitor the grounds. We requested additional security for other events such as Eid Fair, Fundraiser, etc. We coordinated very closely with CAIR security staff during the CAIR Fundraiser.

### 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. We have contracted with a private security company to provide security during ICMA school hours. Law enforcement have been called for incidents of unwanted intrusions.

## 12. DAWAH

### CURRENT STATUS

The Dawah committee has been very busy this year, Alhamdulillah's. Some of the activities that we were involved in are as follows:

- organized a major event for the Montgomery County Public Schools educators; it was a well-attended event by the various members of the Board of Education, principals, specialists, teachers, paraeducators
- focused on educating the educators about the Ramadan and the challenges our Muslim students face when they are fasting; and how they can support our students
- all attendees expressed their appreciation and gratitude for organizing the event and learning from it
- in collaboration with the outreach committee, we organized an event for the New Muslims
- church groups have approached us and we coordinated their visits to ICM; they were interested in learning about Islam and observing us during Ramadan; they spent the evening with us while engaging in a meaningful discourse about various topics within Islam
- helped, guided, and supported individuals who were interested in exploring about Islam
- guided and supported individuals who took shahada both before and after the Shahadah was taken; maintaining contact with the new Muslims to provide the help they needed to be successful in this new endeavor
- connect reverts with the appropriate groups where they can learn more about the religion
- made new welcome bags with the important articles in it such as, a copy of holy Quran, prayer rugs, hijab, caps, literature, and presented to the New Muslims when they took shahada.
- distributed numerous copies of Quran and other literature to those who were interested in learning about Islam



CHALLENGES AND OPPORTUNITIES

-to maintain the contact with the reverts; finding mentors from diverse backgrounds to pair them up

### 13. ZAKAT

#### CURRENT STATUS

- Zakat ul Mal Distributed Nov 23 to Mar 24: \$342,800
- Zakat ul Fitr Distributed 2024: \$61,973

#### Monthly Status:

Reporting Period	Opening Balance of Zakat Fund	Number of Zakat Recipients Received Payments	Amount Disbursed From Zakat Fund	Average Payout Per Applicant	Closing Balance of Zakat Account	Amount Donated to Zakat Fund
Nov-December	\$57,377	47	\$53,766	\$1,144	\$15,190	\$11,579
October	\$88,803	28	\$33,594	\$1,200	\$57,377	\$2,168
September	\$121,670	27	\$36,582	\$1,355	\$88,803	\$3,715
August	\$170,515	36	\$43,007	\$1,195	\$121,670	\$0
July	\$190,260	28	\$36,732	\$1,312	\$170,515	\$16,987
June	\$226,270	25	\$32,711	\$1,308	\$190,260	\$0
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	
		274	\$342,800			

#### COMMITTEE

- Br. Abu Khan (lead)
- Br. Hasan Khan
- Br. Nurudeen (Trustee Liaison)
- Imam Jamil (Ad hoc member)
- Noman Habib (Zakat Fitr)
- Manan Dasti (Zakat Fitr)

## 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.

**14. SOCIAL SERVICES****OPERATIONAL HIGHLIGHTS****COMMUNITY FOOD AND OTHER SERVICE DISTRIBUTIONS**

- Monthly distribution via Walk UP/ Drive thru of food, clothing, books, Quran, prayer rugs etc.
- Halal Qurbani Meat Distribution with IRUSA grant

**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.
- Homeless Bags and Toiletry kits to shelter.

**SERVICES**

- Cooking Demo's with FACES to share Healthy Nutrition habits.
- Monthly 170 Food box distribution to American Muslim Senior Society

**MAJOR EVENTS**

- Day of Dignity Fair which also included a Health Fair
- Interfaith works Resource fair with 30+ MOCO Orgs
- Interfaith 5K run and walk.

**2024****TOTAL GRANTS (IN-KIND DONATION GRANTS \$135,728)**

- Spring 2024 OFSR-Manna Community Partner Staples Grant \$93,728
- April 2024 IRUSA Ramadan In-kind donation grant \$42,000

**2023****TOTAL GRANTS (IN-KIND DONATION GRANTS \$147,491)**

- March-June 2023 Manna Foods In-kind donation grant \$75,703.

- August- Sep 2023 Manna Foods In-kind donation grant \$37,459.
- Oct- December 2023 Manna Foods In-kind donation grant \$34,329.
- April 2023 IRUSA Ramadan In-kind donation grant for 415 boxes
- FACES Grant – Jan - June 2023

## 2022

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

- 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

## AWARDS

- 2024 AWARDS (Interfaith Works Faith & Community Partnerships Outstanding Community Service Award)
- 2023 CAIR AWARD
- 2022 County Executive of Montgomery County Award

## COMMITTEE

- Adileh Sharieff - lead

- Sayeem Kazi - Trustee Liaison

**Lead Volunteers**

- Zeinab Adama
- Mumtaz Khan
- Samer Alkorom
- Qamar
- Tahira Farooq & family
- Farzana Shah
- Salma Sharaf and family
- Daniel Beavin
- Farrah Anis Khan
- Flavio Bustillos and Family
- Manal Farooq
- Mohamed Jad & Family
- Mehnaz Khadim and family
- Rasha Wahab
- Emin Pala & family
- Mohammad Jad & family
- Mumin Barre
- Amreen Kabir and family

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

- Family Services
- Senior / Golden Age Services

## 15. ICM EATS

### CURRENT OPERATION & STAFF

- ICM Eats has been in operation for almost 21 months.
- Served over 15000 meals just in the month of Ramadan.
- One kitchen manager (Br. Shiraz), one chef (Br. Hanif), and two cleaning crew from our facility cleaning company.
- 2 POS support volunteers.
- We operate Friday, Sunday and Monday or Tuesday (On Demand)

### LICENSE & COMPLIANCE

- We have had three (3) county food inspections and Alhamdulillah all passed.

### CHALLENGES & OPPORTUNITIES

- Storage area and no marketing
- Improve coordination with facility rental.
- Better accounting and costing mechanisms.

### NEXT YEAR PLAN HIGHLIGHTS

- 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)
- Hire young community member to help POS and other areas.
- Setup marketing campaigning team

## 16. MASTER PLAN - PHASE II

## PHASE - II - NEED

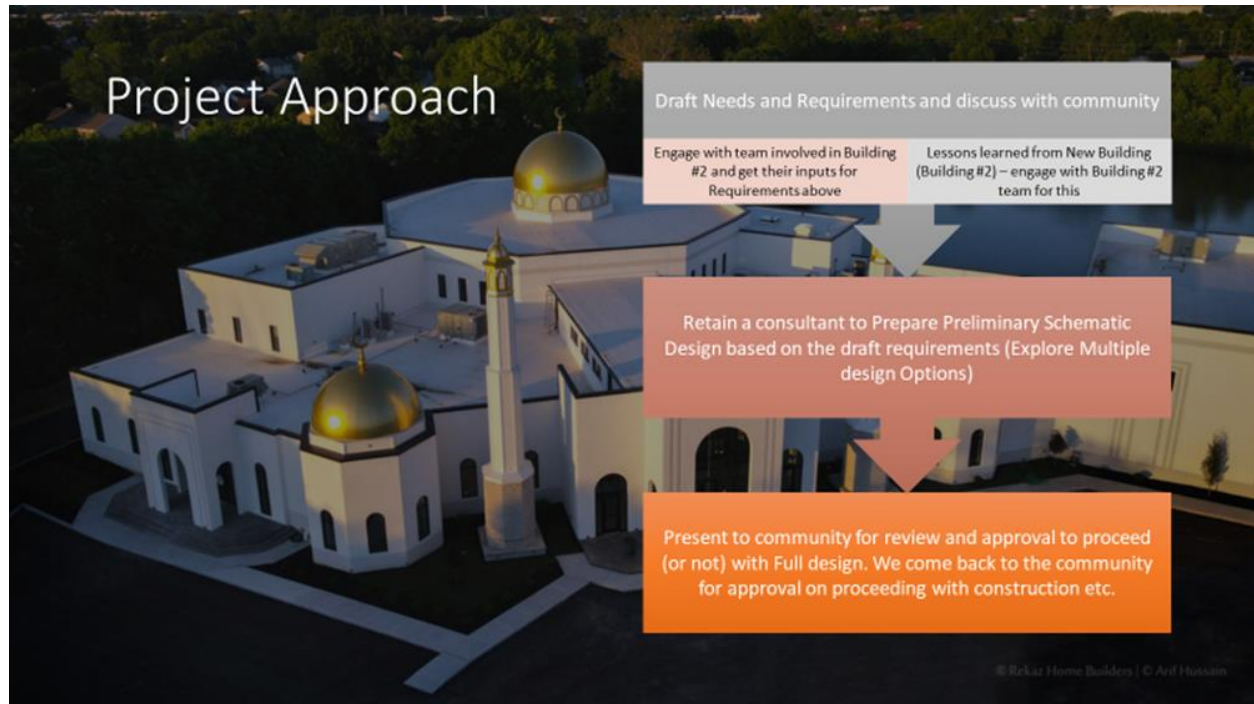
Considering the ongoing expansion of education programs, increased community activities, and the significant growth of our community as evident by the remarkable community participation in various programs, there arises a pressing need for a larger Masjid equipped with modern facilities. It is imperative 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.

Alhamdulillah now that we have paid off the Qard Hasan, it seems an appropriate time to kickoff discussions on Phase II of the Master plan. In order to seed the discussion going forward, a set of very preliminary requirements/approach is outlined here. Inshallah would like the community to review and provide feedback and discuss in a community meeting in August.

## PHASE - II – PRELIMINARY DRAFT REQUIREMENTS/NEEDS/APPROACH







## Needs/Requirements

- Need a larger facility to accommodate growing community, e.g., Hold Jummah in Masjid
- Need a more open facility to accommodate sisters (current facility is very closed)
- Need a facility to accommodate additional learning spaces (classes) to support expansion of Sunday school as well as ICMA (when we add higher grades)
- Need new facility to provide additional services (just a few thoughts):
  - Community Social area
  - Funeral washroom
  - Study area (e.g., Library) for individual reflection/research etc.
  - Storage space with loading dock (e.g., can be used for Kitchen, Social services, etc.)
  - A sleeping quarter or small apartment room for visiting Qari/Guest
  - Accommodate Itikaf facilities (e.g. showers)



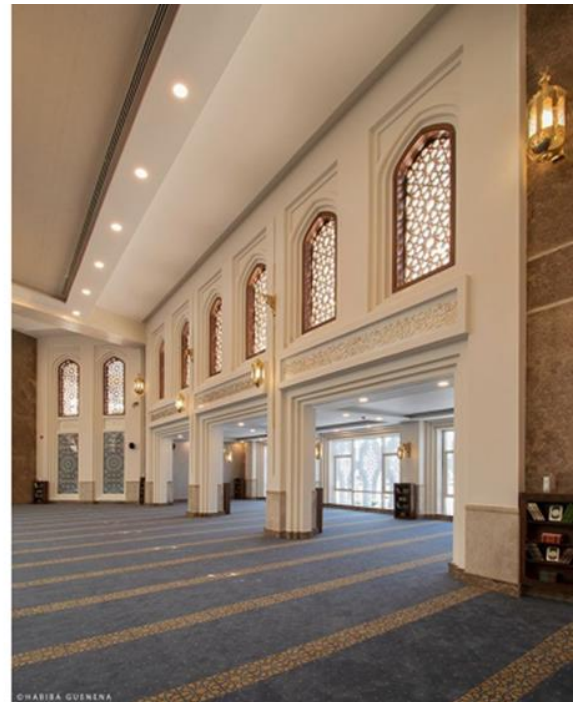
## Needs/Requirements

- Large Musallah space to accommodate Jummah Salah/Ramadan Taraweeh – with good sound proofing from the lobby area
  - Large prayer hall potentially adjoining to an open courtyard (may help in accommodating large prayers (Jummah/Eid etc.))
- Large Sister Musallah area, with good view to Imam pulpit – e.g., second floor overlook
- Classroom space to accommodate growth of full time school / Sunday school as well as use for other educational activities
- Large/spacious entry lobby – allow for seating and socializing
- Will replace the pavilion, current Masjid, metal building, portables?
- Funeral washroom space (will this be attached to the main Masjid building or a separate smaller building?)
- Replacement for metal building and portable space – how is this accommodated?



## Requirements (cont.)

- Consider moving Kitchen and Clinic into the new structures. This may become necessary as building #2 utilization for ICMA increases and for security reasons we will need to move non-school functions (which operate during school hours) outside of the current facility
- Wudu areas
- Have a prominent Minaret or other distinguishing feature to identify as a symbol of the Muslim community in this area
- Provide good connectivity/access to Building #2
- Salat-ul-Janaza: Need to create space outside to accommodate
- Would the current outdoor basketball courts be removed; will we provide newer playing fields (e.g., towards the far back of the property (soccer/basketball field/playground etc.))





### Needs/Requirements

- The phase II design shall be such that allows parallel activities. For example, school classes can be held without restricting access to library, Masjid, storage, etc.
- To facilitate construction in phases, as well as accessing various facilities in parallel it may be best to not construct a single monolithic building.
  - It might be best to consider the design to consist of multiple buildings
  - It could be that the Masjid is the central focal point with adjoining buildings for the other services (e.g., funeral washroom, storage, classes, etc.)
  - This approach (i.e., not have a single monolithic building) can also help with constructing in phases and thus help to spread the funding requirements
- Identify and develop a transition plan from existing Masjid to new Masjid. Identify temporary space during construction for following:
  - 5 daily salah
  - Pavilion activities
  - Storage (portables/metal building)
  - Front office/administration
- Survey Masjids in the DMV area to gather any information that may be helpful towards design of ICM Masjid

### PHASE - II – KICKOFF AND NEXT STEPS

- Community Townhall for Phase II Requirements – August 2024
- Concept Design Review and determine next steps – December 2024 (fundraiser)

## 17. 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 139 burials in 2023 while we had 154 burials in 2024.
- January 1 YTD, a total of 65.
- Total Revenue in 2022=486K; Total Expenses = \$618K (Includes \$300K distributions to the 3 centers in 2023 (ICM \$150K, ISF \$75K, ISWMD \$75K))



## 18. TREASURER REPORT

SEE SEPARATE SET OF SLIDES