



# General Body Meeting

ISLAMIC CENTER OF MARYLAND

MAY 21, 2016

# Meeting Ground Rules

- This is the General Body meeting called, by the Board of Trustees (BOT), as required by the ICM By-laws in Part Four, Article 2.
- Mutual respect for all presenters and attendees is vital to the success of this meeting so a high level of mutual respect is required amongst all participants.
- Opportunity to provide feedback and/or ask questions will be provided after each section of the presentation.
- Feedback and/or questions should be relevant, concise and to the point.

# Meeting Agenda

- Opening: Recitation from Quran
- Approval of General Body Meeting Agenda 2015
- Minutes of the 2015 GB Meeting
- ICM State of Affairs (Chairman's Report, Treasurer's Report, Committees, Programs)
- Master Plan Status
- Islamic Waqf of Maryland
- Elections
  - Election Committee report
  - Election of Two Trustees
  - Election of Election Committee Chair for 2017
- Q&A
- Closing Dua'

# Meeting Minutes & Membership

- Minutes from May 2015 General Body Meeting
- Membership Status

	Apr-2008	May-2009	May-2010	May-2011	May-2012	May-2013	May-2014	May-2015	Apr-2016
<b>Total ICM Members</b>	216	212	197	218	217	216	175	231	180
Family	95	94	80	98	101	96	77	101	79
Individual	26	19	11	14	14	17	13	20	15
Student		5	5	8	1	0	8	9	7
<b>Voting Members</b>	147	180	166	149	162	174	123	133	136
Family	67	80	75	68	76	78	58	60	61
Individual	13	15	11	6	9	11	7	8	7
Student		5	5	7	1	0	0	5	7
<b>New Members</b>	56	25	21	46	34	27	35	25	44
Family	23	11	7	19	15	11	11	8	18
Individual	10	3	7	8	4	5	5	5	8
Student							8	4	0

# Chairman's & Treasurer's Report

# ICM Board of Trustees & Executive

## Chairman: Wael Elkoshairi

- Administration
- Youth
- Fundraising

## Vice-Chairman: Imtiaz Mohiuddin

- Education Programs
- Satellite Locations
- Zakat & Sadaqa

## Treasurer: M. Sujjat Khan

- Accounting, Payroll, Accounts, Taxes,
- Personnel records
- Zakah & Sadaqa programs

## Secretary: Ahsun Dasti

- Records, Membership
- Outreach
- Masjid Programs

## Trustee: Sayed Naved

- Fundraising, Grants
- IT, Security

## Trustee: M. Nadeem Ahmad

- Trustee in charge Construction
- Facilities
- Dawah

## Trustee: Maged Sharaf

- Imam Search Effort
- Fundraising Support

## Asst. Imam (Acting Imam): Jamil Dasti

### EXECUTIVE\*

*\*Positions for Exec Dir., Asst. Exec Dir. will be reassigned in the near future*

#### Exec Dir: Nurudeen Thomas (Acting)

- Responsible for execution and operation of all functions delegated by the Board of Trustees

#### Asst. Exec Dir: TBA

- Facilities, Security
- Execution support to all other functions

#### Financial Liaison: Abu Waheed Khan

- Direct Debit, Online Donations, Provides execution and operational support to the Treasurer.

#### Administrator: Mohammed Aslam

#### Asst. Administrator: Samer El Qorom

### Executive Committee

Exec. Dir. heads the Exec. Committee, which is made up of all chairs and/or leads of various committees

# Executive Summary

- Key Work & Activities Conducted in Past 12 Months
  - Improved Delegation of Duties
  - Completion of Bid Process for Building Construction
  - Increased Participation & Community Building
  - Improved Social Services
- Key Initiatives and Resolutions that Support ICM Mission
  - Optimization of ICM Committees
  - Completion of Phase One “Shell” Portion of New Construction
  - Selecting and Hiring a Full Time Imam
  - Selecting and Hiring a Part Time Youth Director
- Key Challenges & Threats to the Organization
  - Inability to Find a Qualified Religious Leader
  - Competing Local Islamic Centers & Organizations
  - Financial Requirements to Complete Future Construction
  - Optimization of All Resources and Partners

# ICM Financials – Balance Sheet

Islamic Center of Maryland, Inc.  
Balance Sheet  
As of April 30, 2016

ASSETS		30-Apr-16
<b>CURRENT ASSETS</b>		
M & T Bank - Master Plan Escrow	\$12,086	
M & T - Master Plan - Building	\$916,430	
M & T - Master Plan - Operating	\$802,305	
M & T - Qurd - E - Hasana	\$10,000	
Sun Trust Bank	\$400,000	\$2,140,821
M & T - Operating Account	\$42,300	
M & T - Zakaat-Ul-Maal	\$(3,265)	
M & T - Food Bank	\$1,850	
M & T Bank - Petty Cash	\$1,000	\$41,885
<b>TOTAL : CASH IN HAND :</b>		<b>\$2,182,706</b>
<b>Other Current Assets</b>		
Prepaid Assets	\$7,507	
Cemetery Lots	\$9,000	
<b>Total - Other Current Assets :</b>		<b>\$16,507</b>
<b>FIXED ASSETS:</b>		
Building	\$1,045,377	
Less : Accumulated Depreciation	\$(850,339)	\$195,038
Land & Site Developments (SWM)	\$2,098,569	
Building - Master Plan Ph. II	\$338,321	\$2,436,890
<b>Furnitures &amp; Equipments</b>	\$24,465	
Less : Accumulated Depreciation	\$(12,145)	\$12,320
<b>Capital Improvements-Building</b>	\$24,892	
Less : Accumulated Depreciation	\$(5,038)	\$19,854
<b>Land - Masjid</b>		\$650,000
<b>Land - Islamic Waqf of Maryland</b>		<b>\$714,741</b>
<b>TOTAL ASSETS :</b>		<b>\$6,228,056</b>
<b>LIABILITIES &amp; EQUITY</b>		<b>30-Apr-16</b>
<b>CURRENT LIABILITIES:</b>		
Payroll Liabilities	\$4,439	
Accrued Audit Fees	\$4,800	
Feed The Homeless	\$920	\$10,159
<b>LONG TERM LIABILITIES:</b>		
Qurd - E- Hasana	\$10,000	\$10,000
<b>TOTAL - LIABILITIES :</b>		
<b>EQUITY:</b>		
Opening Balance Equity		\$6,207,897
<b>TOTAL LIABILITIES &amp; EQUITIES :</b>		<b>\$6,228,056</b>



# ICM Financials - Accounts

Islamic Center of Maryland, Inc.

Cash in Hand

As of April 30, 2016

Bank Name	Amount	Total
<b>CASH IN HAND :</b>		
M & T Bank - MP-Site Devel.	\$12,086	
M & T - Master Plan - Building	\$916,430	
M & T - Qurd - E - Hasana	\$10,000	
M & T - Master Plan - Operating	\$762,871	
Sun Trust Bank	\$400,000	\$2,101,387
M & T - Operating account	\$42,300	
		\$42,300
M & T - Zakaat-UI-Maal	\$(3,265)	
M & T Bank - Sadaqah	\$39,434	
M & T - Food Bank	\$1,850	\$38,019
Petty Cash in Hand		\$1,000
<b>CASH AVAILABLE AS OF APRIL 30, 2016</b>		<b>\$2,182,706</b>

<b>Master Plan :</b>	
<b>Sun Trust Bank</b>	<b>AMOUNT</b>
	<b>\$400,000</b>
M & T Bank - Master Plan Building	\$916,430
M & T Bank - Master Plan Site Devel.	\$12,086
M & T Bank - Master Plan Operating	\$762,871
M & T Bank - Sadaqa	\$39,434
M & T Bank - Qurd - E - Hasana	\$10,000
<b>CASH AVAILABLE AS OF APRIL 30, 2016</b>	<b>\$2,140,821</b>

# ICM Financials – Financial Statement Summary 2015

Account Description	BUDGET 2015	BUDGET 2015	ACTUAL 2015	INCREASE/ (DECREASE)
TOTAL : REVENUES - MASJID	\$317,400	\$317,400	\$287,511	\$(29,889)
TOTAL EXPENSES - MASJID :	\$359,096	\$359,096	\$297,300	\$(61,796)
INCREASE/DECREASE IN CASH :	\$(41,696)	\$(41,696)	\$(9,789)	\$31,907
TOTAL : REVENUE - EDUCATION :	\$100,000	\$100,000	\$95,964	\$(4,036)
TOTAL - EXPENSES - EDUCATION :	\$95,895	\$95,895	\$62,383	\$(33,513)
NET INCREASE/DECREASE IN CASH :	\$4,105	\$4,105	\$33,581	\$29,477
TOTAL : REVENUE - YTH. PROGRAM:	\$-	\$-	\$14,315	\$14,315
TOTAL EXPS. - YTH PROGRAM :	\$(32,000)	\$32,000	\$28,952	\$(3,048)
NET INCREASE/DECREASE IN CASH :	\$(32,000)	\$(32,000)	\$(14,637)	\$17,363
TOTAL - NET INCREASE/DECREASE IN CASH - MASJID :	\$(69,592)	\$(5,591)	\$52,744	\$58,335
TOTAL : REVENUES - MASTER PLAN :	\$989,444	\$989,444	\$544,930	\$(444,514)
Total - EXPENSES - FUND RAISING :	\$144,480	\$144,480	\$51,750	\$(92,730)
NET INCREASE/DECREASE IN CASH - MASTER PLAN :	\$844,964	\$844,964	\$51,750	\$(793,214)
TOTAL : REVENUES - DAWA PROGRAM :	\$-	\$-	\$-	\$-
TOTAL - EXPENSES - DAWA PROGRAM :	\$7,850	\$7,850	\$2,373	\$(5,477)
NET INCREASE/DECREASE IN CASH :	\$(7,850)	\$(7,850)	\$(2,373)	\$5,477
TOTAL : REVENUES - ZAKAAT-UL- MAAL :	\$153,210	\$153,210	\$151,298	\$(1,912)
TOTAL - EXPENSES - ZAKAAT-UL-MAAL :	\$160,402	\$160,402	\$109,253	\$(51,150)
TOTAL - NET INCREASE/DECREASE IN CASH - ZAKAT	\$(7,192)	\$(7,192)	\$42,045	\$49,237
GROSS TOTAL :	\$760,330	\$824,331	\$144,166	\$(680,164)

# ICM Financials – Zakat

Acctt. #	Sub Acct.	Account Description	BUDGET 2015	BUDGET YTD - 2015	ACTUAL YTD - 2015	INCR./ (DECR.)
75000		<b>REVENUES - ZAKAAT PROGRAM</b>				
75110		ZAKAAT-UL-MAAL :				
	9045	Donations - Monthly	\$104,750	\$104,750	\$90,308	\$(14,442)
	9046	Direct Debit	\$18,640	\$18,640	\$19,770	\$1,130
	9047	On Line Payment	\$14,350	\$14,350	\$37,850	\$23,500
	9048	Credit Card Payment	\$11,120	\$11,120	\$3,020	\$(8,100)
75120		Donations - Food Bank	\$4,350	\$4,350	\$350	\$(4,000)
		<b>TOTAL : REVENUES :</b>	\$153,210	\$153,210	\$151,298	\$(1,912)
		<b>EXPENSES - ZAKAT &amp; SOCIAL:</b>				
85105	9056	Payroll & Fringe Benefits-Social Worker	\$32,292	\$32,292	\$32,295	\$3
85135		Rent Payment - Needy	\$45,400	\$45,400	\$29,719	\$(15,681)
85140		Mortgage Payment	\$4,750	\$4,750	\$2,335	\$(2,415)
85145		Donations paid - Other Organization	\$7,500	\$7,500	\$5,000	\$(2,500)
85150		Utilities Payments - Needy	\$8,760	\$8,760	\$5,328	\$(3,432)
85160		Sponsor Other Organizations	\$6,500	\$6,500	\$1,500	\$(5,000)
85165		Burial Costs - Needy	\$7,050	\$7,050	\$3,026	\$(4,024)
85170		Milage	\$1,200	\$1,200	\$1,200	\$-
85175		Telephone	\$600	\$600	\$600	\$-
85190		Cash Assistance - Needy	\$30,000	\$30,000	\$22,612	\$(7,388)
85195		Medical Assistance - Needy	\$3,000	\$3,000	\$1,500	\$(1,500)
85200		Zakaat Assistance - Education	\$3,500	\$3,500	\$325	\$(3,175)
87290		Purchase Food for Distribution	\$8,900	\$8,900	\$1,195	\$(7,705)
58295		Misc. Expenses - Food Supplies	\$950	\$950	\$2,618	\$1,668
		<b>TOTAL - ZAKAT &amp; SOCIAL SERVICES:</b>	\$160,402	\$160,402	\$109,253	\$(51,150)
		<b>NET INCREASE/DECR. IN CASH :</b>	\$(7,192)	\$(7,192)	\$42,045	\$49,237

# ICM Financials – Paid Staff

- Currently, ICM has five paid staff (excluding a small number of Sunday School teachers):
  - Jamil Dasti: Assistant Imam (Acting Imam) – Part Time
  - Mohammed Aslam: Administrator
  - Samer El Qorom: Assistant Administrator
  - Shahnaz Baten: Zakah Case Worker (80 hrs/month)
  - Maksudul Haque: IT Help – Part Time
- Total compensation = approx. \$130 K
  - Compensation is proportionally allocated to various areas of responsibilities (Operations, Zakah, Master plan, Sunday School)
    - Note that the only salary charges to Zakah funds are for the case worker

# Committees & Programs

# Education Committee

## **Weekend School**

- **Principal:** Salma Al-Ashmawi  
**Vice Principal:** Mahmud Gani  
Registrar: Sayeem Kazi and Mohammad Jaweed,  
Facilities & SSL: Nurudeen Thomas  
PTA and Activities: Nimathullah Abdul Aziz
- **375 Students**
- More than 100 volunteers (Administrators, Teachers, and Assistants)
- 3 paid staff (teachers and facility staff)

## **Activities -**

- Sunday sessions for Parents (Quran & Contemporary Issues)
- 2<sup>nd</sup> Annual Quran Competition held; very well attended and the competition was of high standard

# Education Committee Cont'd

- **Activities (continued)**

- Visit by White House Chief of Staff (Denis McDonough) to have a round-table discussion with 5<sup>th</sup> - 8<sup>th</sup> grade students
- Spring Picnic and Fall Sports Day
- PTA sponsored Islamic book drive for the Montgomery county correctional facilities
- PTA sponsored men's socks drive for homeless shelter
- PTA sponsored clothing drive for Ghana
- Participation in the essay competition organized by University Islamic Financial bank in which one of our student won the 2nd prize in the national competition
- 2016 graduation ceremonies scheduled for June 4
  - Expected attendance – 700-850 people (second largest ICM activity after Eid Salah)

# Education Committee Cont'd

## **Improvements**

- Improved student activities such as Quran competition, etc.
- Improved registration process; increased revenue to around \$100k
- Structure SSL hour process for student volunteers
- Standardized teacher processes, meetings, parent interaction, etc.
- Improved registration structure, process and automation

## **Challenges**

- Teacher turnover, specially in the middle of the semester
- Continued and consistent commitment from volunteers and teachers - unplanned/unexpected absences
- Security during the school hours
- Facilities (outgrown it, need major upgrading)
- Community and parent involvement
- Finding New Principal for next year



# Social Services Committee

- As reported in 2013, a professional case worker Sr. Shahnaz is onboard, working 80 hrs/month taking care of all zakat and social services programs, Primary responsibility of case worker is to process the cases and disbursement of assistance on a recurring basis. Apart from that she is also helping other areas such as Food Bank, Job Bank, Monthly Family Sponsorship Program, Budgeting & Resume workshops, Clothing Closet, Sisters Visiting Group, Ramadhan & Eid projects, Feed The Homeless, Community service projects – Hunger Van, Smart Sacks etc.
- Counseling and support from Imam Jamil continues, as does ICM's support to various organizations and shelters

## • **Programs Update - 2015**

### **Zakat Collection & Distribution :**

- Serviced approx. 300 cases in 2015
- Distributed approx. \$72K zakat funds

### • **Challenges:**

- Processing time for cases is much longer than expected
- Lack of clarity in communication and access to financial data

### • **Cases With Transparent Reporting :**

- Serviced 6 cases in 2015

### • **Challenges:**

- Processing time for cases is much longer than program intended
- Lack of clarity in communication and not knowing the monthly collection on time

### • **ICM Food Bank:**

- Serviced 34 families monthly in DC Metro area

### ➤ **Challenges:**

- Sustained volunteer participation to purchase and pack boxes

### • **ICM Clothing Closet :**

- Serviced 35-40 cases

### ➤ **Challenges:**

- Clothing storage area

## **Goal for the next 6 months:**

- Continue & improving above services
- Eliminate the challenges
- Continue developing partnership & services for refugee resettlement
- Exploring a network for multifaceted counseling services
- Ramadhan Programs:
  - Ramadhan Food Packets
  - Clothing Boutique
  - Eid Gifts

# Imam Search Committee

- Key Work & Activities Conducted in Past 12 Months
  - Reorganization of Committee
  - Several Interviews of Prospective Imams
- Key Initiatives for the Next 12 Months
  - Sign Contract with Prospective Imam
  - Integrate Imam into Community
  - Form Support staff for New Programs

# Masjid Programs Committee

- Board of Trustees Liaison : Ahsun Dasti
- Committee co-Chairs : Noman Habib / Hassan Dasti / Adileh Sharieff / Shala Shamim
- Scope: Facilitate worship and prayers, provide lectures and seminars, and host community social events.
- Ongoing Activities
  - Daily Prayers : Jamil Dasti
  - Seminars / Lectures : Adileh Sharrieff, Shala Shamim
  - Monday Women's Halaqa : Umm Raef Haggag
  - Tuesday Women's Halaqa : Heidi Wahba
  - Wednesday Women's Halaqa : Azzat Elkafass
  - Friday Family Night : Wael Elkoshairi, Yahya Hassanein, Sumaiya Guilford, Fariha Khan
  - Juma Khateeb Coordinator : Ahsun Dasti
  - ICM Juma : Mohamed Aslam, Samer alQorom
  - Casey Center Juma : Jahangir Baig, Ibrahim Ndiaye
  - Johns Hopkins Juma : Sayed Naved, Sayeem Kazi, Abdullah Ahad
  - Rockville Hilton Juma : Elhadj Mbaye, Ibrahim Bakayoko
  - Bethesda BUCC Juma : Shakib Said, Shabbir Chowdhury
  - Wisconsin Place Juma : Nurudeen Thomas, Seybou Diallo
  - N.Potomac Programs : Sayed Naved, Sayeem Kazi, Ibrahim Shafi, Mahmud Gani, Abdullah Ahad
  - Ramadan Programs : Fazludeen Fakhrudeen, Tanweer Abbasi, Niamatullah AbdulAzeez, Hasinah Abdul Ghani, Lubna alKorom, Hanadi AbdellMageed, Shala Shamim, Mohammed Aslam, Samer alQorom

# Masjid Programs Committee Con't...

- Board of Trustees Liaison : Ahsun Dasti
- Committee co-Chairs : Noman Habib / Hassan Dasti / Adileh Sharieff / Shala Shamim
- Scope: Facilitate worship and prayers, provide lectures and seminars, and host community social events.
- Recent Activities
  - SAT Prep classes w/ MCMF
  - Social Media Workshop
  - Women's Ramadan Preparation Workshop
  - Abu Bakr Lecture w/ Qalam Institute
  - Islamaphobia and Bullying Lecture
- Upcoming Activities
  - Eid / Eid Festival
  - Hajj Workshop
  - Hujjaj Welcome Back Reception

# Outreach Committee

- Board of Trustees Liaison : Ahsun Dasti
- Committee Chair : Sadiya Bilgrami
- Scope:
  - Develop relations with tangential organizations (schools, government, media, interfaith, etc.)
  - Provide / Train individuals to speak on behalf of Islam, Muslims, and ICM.
  - Create an inclusive environment for new muslims
  - Provide dawah resources for new muslims or those interested in the faith
- Recent Activities
  - Created resource packages for new muslims
  - Provided dawah resources to prison inmates
  - Hosted visiting school and church groups
  - Hosted Election Seminar
- Future Activities
  - Hosting interfaith Iftaar
  - Public speaking training
  - Creating a catalogue of speakers

# Information Technology Committee

- Payment Option Upgrade
- Mobile Website support
- Hardware upgrade at ICM School and other machines
- Newsletter Switch to <http://mailchimp.com/>
- Office Switch Upgrade School Documents Centralized
- Website Server upgraded
- ICM Calendar development (partial)

# Information Technology 2016 Plan

- Develop Organization wide IT Policy
- Website backend Upgrade Plan
- Membership Database consolidation
- Contact Information Consolidation
- ICM Calendar development (partial)
- Upgrade Camera System
- Sound System Upgrade
- Complete ICM Calendar development
- Phone System Upgrade
- Continue attempts to upgrade Internet access bandwidth at ICM

# Youth Committee

- Key Work & Activities Conducted in Past 12 Months
  - Friday Night Youth Program
  - Inspire Me Summer Camp 2016
  - Recognition of ICM by the Girl Scouts of America
  - Events & Screenings to Benefit Youth
- Key Initiatives for ICM Youth for Next 12 Months
  - Hiring of Part-Time Youth Director
  - Formation of MIST Team
  - Completion of Basketball Court and Playground
  - Youth Challenge Initiative
- Key Challenges & Threats to the Organization
  - Limited Space & Facilities at ICM
  - Lack of Trained Staff to Provide Services to Youth
  - Generational Gaps and unMosqued Youth



# Fund Development Committee

- Key Achievements in Past 12 Months
  - Improved Logistics
  - Website to Advertise Donation Possibilities
  - New Branding, Literature & Signage
  - Clarified Vision and Scope of New Construction
- Key Initiatives for Next 12 Months
  - Increasing Participation and Professionalism of Committee
  - Implementation of new Fund Development Tactics
  - Instituting Qard Hassan Fund
  - Researching Professional Fundraising Options
- Key Challenges & Threats to the Process
  - Competing Causes and Organizations
  - Poor Communication
  - Pledge Collection

# ICM Master Plan

# ICM Construction Project Teams

## ECC:

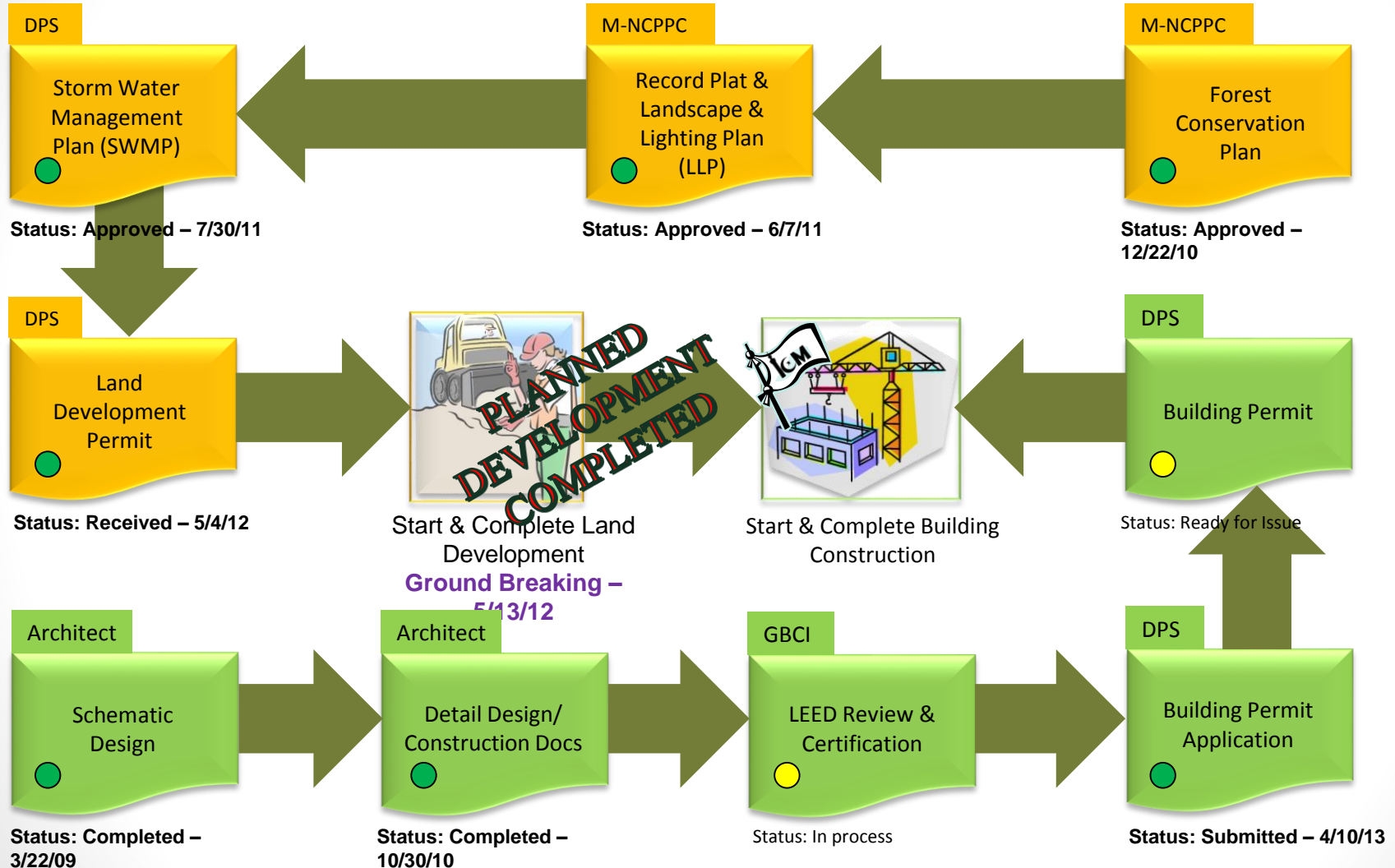
- Abdulhai Sheikh\*
- Birame Kandji
- Abdullah Dasti
- Waqar Jawaid
- Saleem Akhtar
- Khurshid Bilgrami
- Nadeem Ahmad (Trustee in charge MP implementation)

*\* Appointed 'Owner's Representative' for during-construction management*

## Design Team & Consultants/Contractors:

- Najah Abdalla (Architect)
- Loreen Arnold (LEED Arch.)
- Cyrus Ariaban (Structural)
- Sharif Tarar (Electrical)
- Raj Pillai (Mechanical)
- James Wilkinson (Plumbing)
- Birame Kandji (Civil)
- LEED Commissioning (TBH)
- CCCI: Pre-con Consultants

# Progress Flow and Status



# Pending Site Development Items

## Site lighting for the newly built parking lots

- Received a grant for \$75K from DHS/FEMA
- Plan in place
- Working on finalizing proposal and pricing

## Surface course for the newly built parking lot

- Will be tied with the construction schedule
- Based on inspection of the parking lots, sealing or application of slurry coat was considered unnecessary

## Other items

- Gas connection : approved and will be done at no cost to ICM
- Pepco: Plans submitted for final approval; will be at cost to ICM
- Cable/Telephone: Planned to be done while laying other utilities

# Progress Since June 2015

ACTIVITY	DATES
<ul style="list-style-type: none"> <li>- Schematics revised based on constructability review</li> <li>- Specifications finalized</li> </ul>	6/2015 – 12/2015
<ul style="list-style-type: none"> <li>- Capital Construction Consultants, Inc. (CCCI) were brought onboard for Pre-construction support leading up to the contract award</li> <li>- CCCI prepared and finalized the RFP documents along with draft contract</li> </ul>	9/18/15 – 2/4/16
<ul style="list-style-type: none"> <li>- Obtained construction permit</li> </ul>	1/15/16
<ul style="list-style-type: none"> <li>- RFP issued</li> </ul>	2/4/16
<ul style="list-style-type: none"> <li>- Held onsite meeting with the bidders (property survey)</li> <li>- Received, reviewed, and responded to over 60 RFIs</li> </ul>	2/24/16 3/15/16
<ul style="list-style-type: none"> <li>- Received and analyzed proposals; short-listed bidders</li> <li>- Held face-to-face meetings with the short-listed bidders</li> </ul>	3/17/16 – 5/11/16
<ul style="list-style-type: none"> <li>- Final analysis and recommendations from CCCI and ECC</li> </ul>	5/14/16- 5/17/16
<ul style="list-style-type: none"> <li>- Board Decision – LOI Issued</li> </ul>	5/18/16- 5/19/16

# Phase 1 Planning: Project Factors; Engagement & RFP Process

## Assumptions:

- Cost is the top most consideration for ICM
- Quality of workmanship is next
- Schedule is somewhat flexible

## Constraints

- Construction permit issued January; first site inspection due in July
- Extension of permit required to continue into “Stage 2” finishing
- Completion of remaining site development – ICM is under a bond with the County

## Risks

- Cost Control - change orders is the biggest risk; will require thorough vetting of the scope, construction plan, and a good working relationship with the contractor
- Quality Control – ICM plans to have its own 3<sup>rd</sup> party QC to mitigate this risk
- Design Team - Involvement of and turn-around times by A&E team; ICM will need a well planned project management strategy

\* Early into the process of construction planning, exploratory meetings were held with builders and contractors

\* Overall 9 contractors were engaged:

- Two did not want to participate in any competitive proposal/bid process
- One wanted to use the same estimator who was engaged by ICM for the independent estimate; upon ICM’s objection this contractor did not provide any other option

\* In the end, we worked with a total of 6 interested bidders

\* RFP (vs IFB) was selected as the vehicle for bids mainly for reasons of known and unknown design coordination issues as well as to allow ICM to solicit alternate/value engineering options from bidders

\* Guaranteed Maximum Price (GMP) was selected as the contract vehicle

# Bids Analysis & Recommendations

Bids received ranged from

- Shell: \$3.3 M to \$3.8M with 3 of the 6 around \$3.6M
- Total (Complete Building): \$7.4M to \$8.3M with 3 of the 6 around \$8.0M

Analysis & Recommendations:

- CCCI short-listed 2 of the 6 bidders and recommended one with the largest operation and strongest capabilities but higher in price by \$207K for the Shell and \$703K for the Total than the other bidder
- ECC also short-listed the same 2 as CCCI but recommended the one with the lowest price as this contractor provided the best overall value based on capability and size of job
- Another proposal presented to the Board for consideration was to pick a Muslim owned contractor; however this option was \$156K more for the Shell and \$641K more for the Total when compared to the lowest and more capable bidder

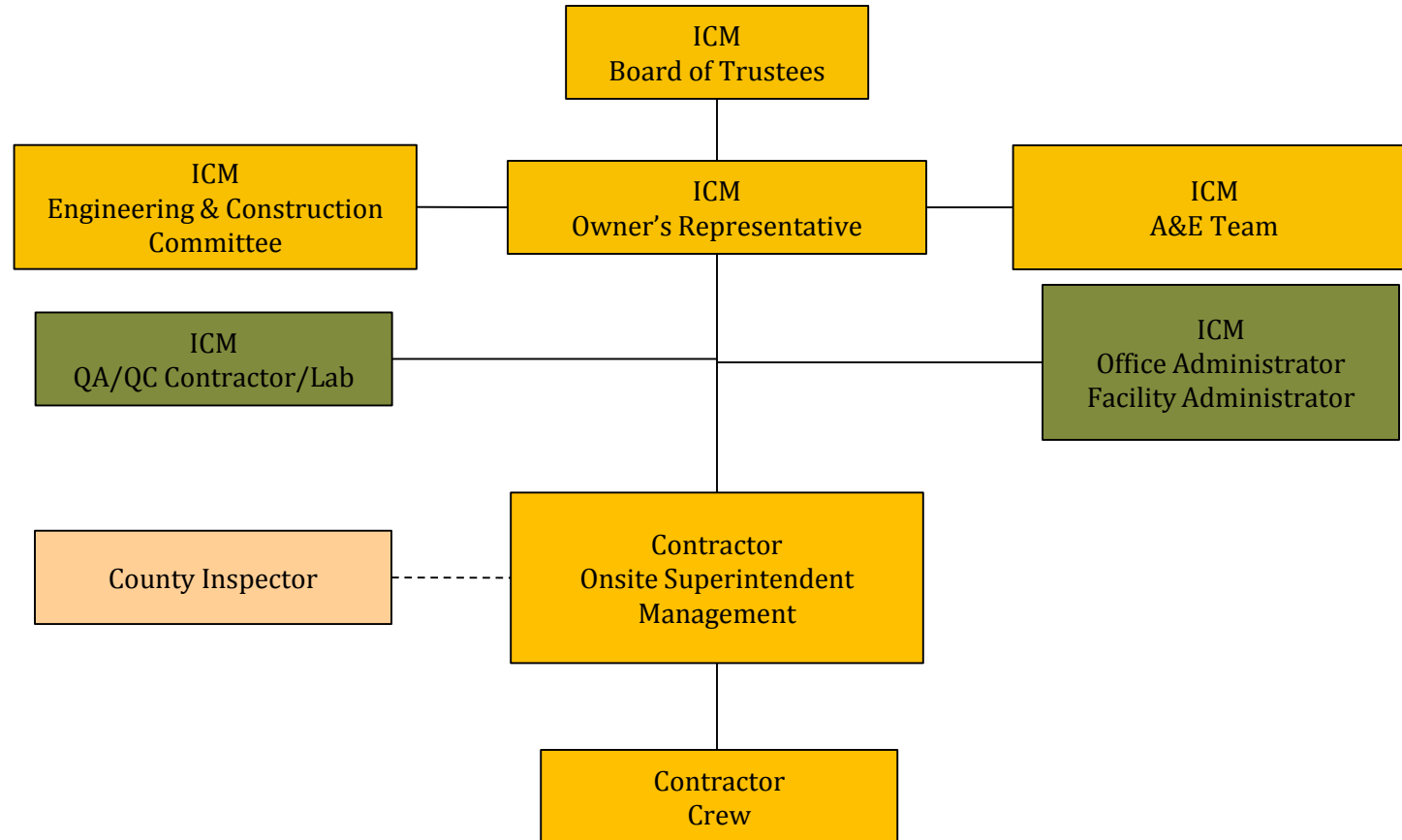
A majority of the Board members voted to move forward with ECC's analysis and recommendation



# Next Steps: Schedule

- May 19: Letter of intent is issued to the prospective awardee (completed); other bidders are not contacted at this stage, they will be informed once the contract is sealed with the prospective awardee
- May 20: A quick discussion is held with the prospective awardee to schedule the immediate next steps - completed
- May 23-May 27: Meeting(s) with contractor; finalization of scope, GMP, and contract
- May 31: Contract is signed; all other bidders are formally informed
- May 31-June 3: Contractor provides all pre-requisites
- June 5: Ground breaking ceremony
- June 7: NTP issued followed by KO meeting and pre-con meeting

# Project Organization Structure



# Master Plan Road Map

## ICM MASTER PLAN IMPLEMENTATION ROAD MAP

### Storm Water Management (SWM) Implementation & Site Development

Applies to All Construction Phases

SWM Completed 100% ; Site Development Completed to 70% with the Rest to be Completed by Phase 2

#### Phase 1 Building

Islamic School, Youth & Community Center

- Approved under ICM Master Plan footprint
- 48,000 sq-ft multi-purpose building; est. cost \$8M
- Class rooms, day care, multi-purpose hall, gymnasium, instructional & meeting rooms, commercial kitchen, lounge, etc.
- Building provides large enough space to hold Ramadan and Eid prayers (up to 1200 people) & other religious & social gathering & activities
- Goal is to establish a full-time school up to grade 5

- All major plans have been approved by the County
- Construction planning is in full swing
- Contract documents to be ready by summer
- Goal is to break ground within 2015
- Construction is planned in "Stages"
- Stage-1: "Shell" - complete structure without interior finishing & equipment; est. cost \$3.5M
- Stage-2 & Onward: Stepwise finishing of interior spaces & installation of equipment; est. cost \$4.5M

- Have \$1.64M; Need \$2M to finish Stage-1 "Shell"
- Stage-2 & Onward to move forward as we raise funds
- Phase 1 building to be completed by 2018, insha Allah

#### Phase 2 Building

New Masjid & Related Facilities

- Approved under ICM Master Plan footprint
- Planned circular masjid facing RTE-124
- Capacity for up to 1000 worshippers
- Phase 2 construction will require demolishing all existing buildings
- Implementing Master Plan in phases allows adding Phase 1 building without demolishing any of the existing buildings
- Having Phase 1 building available at that time will give us enough space to continue our operations without interruption

#### Phase 3 Building

Full-time School Up To Grade 12

- Future plan
- Not part of the approved ICM Master Plan footprint
- School to be built behind the Phase 1 building
- Planned building includes a two/three story building expanding full time school operation up to grade 12
- Separate sections for boys and girls
- Fully equipped for high school level operation
- Will require detailed planning and approvals

2015 to 2018

2019 to 2020

To be Planned

## ICM MASTER PLAN IMPLEMENTATION

(Shows Approximate Locations of the Buildings in Phases 1, 2, & 3)



\*Note that in Phase 2, all existing buildings will be demolished and transformed into new masjid & related facilities including more parking, walkways, and access areas.

# Islamic Waqf of Maryland

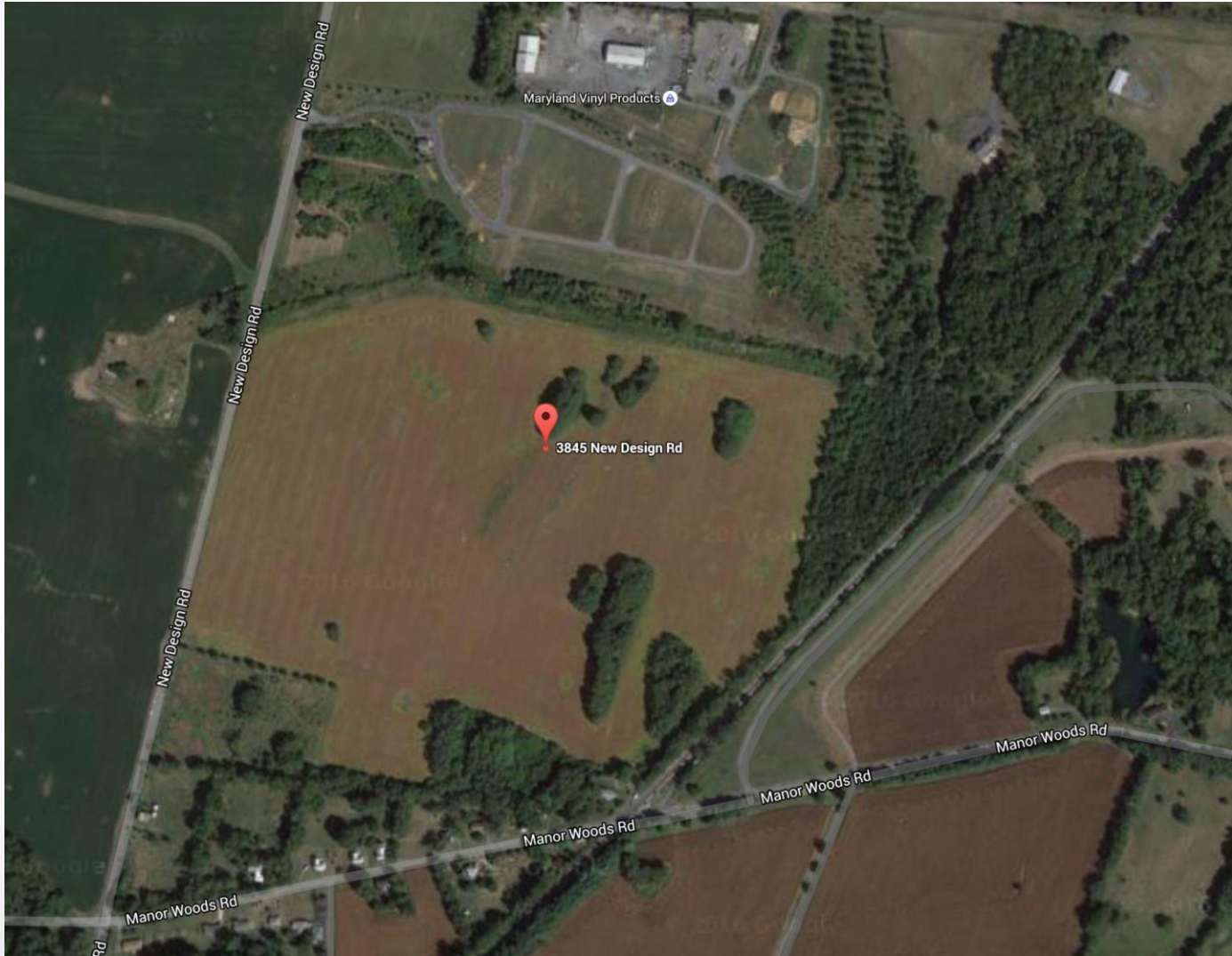


# Waqf Status Update

- Chairman – Mohammad Sayed
- Vice Chairman – Wael Elkoshairi
- Treasurer – Sayed Naveed
- Secretary – TBD
- Administrator – Mohamed Aslam
- Actual Burials
  - 2014 – 55 Burials
  - 2015 – 18 Burials
  - 2016 -
  - 267 Total Burials to Date
- Solar Panel Farm Proposal
- Farm Land Lease Increase from \$5409 to \$7000 per year (\$583 per Month)
- Water and Electric Service Installation
- New Pavilion
- Family Plot Allocation Outcome



# Waqf Property



# Proposed Pavilion Model





# 2016 Election Update

- 3/21 : ICM membership renewal reminder to community (60 days prior to GBM)
- 4/21 : community deadline to renew membership (30 days prior to GBM)
- 4/22 : **Election Commissioner** is given a list of all eligible members
- 4/22 : notice sent to community of GBM with nomination instructions
- 4/30 : community deadline to submit nominations to **Election Commissioner**
- 5/01 : **Election Commissioner** confirms nominees and informs ICM secretary
- 5/02 : notice sent to community with candidate and absentee ballot info (2 weeks prior to GBM)
- 5/14: Final Day for Nominations
- 5/18 : community deadline to send absentee ballots to **Election Commissioner** (3 days prior to GBM)
- 5/21 : annual GBM



# 2016 Election Process

- Step – 1 Quorum reached ?
- Step – 2 Define election process
- Step – 3 Nominee introduction (remove candidates)
- Step – 5 Conduct Election
  - Show the Member-ID card and Collect the Ballot
  - Elect 2 BOT members
  - Drop the ballot card into the box.
- Step – 6 Vote Counting
- Step – 7 Declare results
- Step – 8 2017 Election Commissioner

# 2016 Election Update

- BOT Members Retiring:
  - Wael Elkoshairi
  - Nadeem Ahmad
- Final Nominations
  - Nadeem Ahmad
  - Wael Elkoshairi
- Election is uncontested

Thank You For Attending.