

Tri-State Islamic Center  
Tuesday April 21, 2020  
1st board meeting Minutes (Zoom Conference)

Assalamu Alaikum,

**Attendees**

President - Arif  
VP - Nurul (not attending)  
Treasurer - Ali  
General Secretary - Erin  
Social Secretary - Elvira

Here is a summary of our meeting:

Old Business

1. Tax papers - To be signed by Sr. Najla (previous TIC President. Accountant still processing then Br Ali will send to Sr. Najla for final signature.

New Business

1. Meeting Frequency - Ramadan weekly or as needed by Zoom and Whatsapp messages for any questions/communications
2. Financial Statements-Brother Ali shared monthly available online under the website document tab.
3. Sr. Najla has the keys and checkbook- Sr. Erin will pick these up and check the boxes covering for Br Ali as backup
4. Ramadan Emails/FB posts will Keep reminding the community about donations. Erin- Facebook & Elvira- Emails until accounts setup
5. Cleaning is not needed due to pandemic. If Eid prayer and party details should be in the masjid, then cleaning will need to be scheduled before.
6. Donation box: should have the US Bank make copies of checks and deposit into the TriState Masjid account at US Bank branch at Hyvee Asbury.
7. The mailbox should be checked- Elvira will cover for Br Ali during this pandemic.
8. Our next meeting is on May 1st, 2020 at 5pm. The next meeting agenda so far:
  1. Check the taxes progress.
  2. Transfer complete from former board
  3. State filings and due dates
  4. Cleaning the masjid
  5. State Filings
  6. Zakat collection and distribution plans
  7. Eid plans

8. TBD

Thank you,  
Jazakm Allah Khayran