

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

MCA ANNUAL GENERAL BODY MEETING

August 28, 2020

9 Muharram 1442H

2 AGENDA

- PLAN FOR THE YEAR
 - EB Presentation
 - BOT Presentation
 - GIS Presentation
 - Q & A

3 SUMMARY

- New website deployment by end of September
 - Newer technology, better livestreaming,
- Deployed new accounting system (Aplos)
- Covid closure since March 15
 - Prayers outside, meeting with county officials
 - Uncertain end dates, county regulations
 - Initial violations
 - Nearly half year of shutdown, expected till December
- Civic Engagement, MCA as Voting Facility for 2020 Elections

4 SUMMARY

- Ramadan funds raised
 - About \$610K for MCA
 - About \$70K for Charity
- Online programs
 - Khutbah
 - All schools went online
- Needy support
 - Ramadan food drive
 - Eid al Adha gift program
- Hiring of Executive Director on hold due to Covid

5 SUMMARY

- Staffing during Covid
 - Maintenance contract cut down by 75%
 - No employees were let go
 - SBA Funds (\$193K for MCA, \$525K for GIS)
 - Santa Clara City grant canceled
- Funeral Service
 - Probation continues
 - Temporary director and coordinator
 - Hiring permanent director and coordinator

6 SUMMARY

- New Systems
 - Volunteer management ready
 - Event management by end December
 - Facility Booking System not started yet
- STEM Program
 - Middle and high schoolers
 - College readiness subjects, help choose major/careers
 - Math (Kangaroo) and Programming, taught by volunteers
 - Ceased during Covid, exploring online tools and resumption

7 TREASURER

- Finance
 - Completed the deployment of the new cloud-based system Aplos
 - New System streamlines Finance processes
 - Minimized the numbers of our COA from 720 to 150 along with standardizing the chart of account
 - Finance team working on to create accounting process and procedure manual
- Funeral
 - MCA continues to offer funeral service, most of our service were within 24 hours
 - We continue to bring cost down without compromising the service levels, we have partnered with other bay area masjids to create a partnership program
 - Within a week were able to quickly on-board one of our community volunteer as Funeral Director, Funeral Coordinator team after the resignation of the prior team
 - Funeral operations have added approx. 20k in last 18 months

8 TREASURER

- Zakah
 - With COVID 19 putting a strain on the community. Both Finance and Zakat team had moved to online process of payment approval to make sure the community vulnerable are still helped
 - As a goodwill gesture due to COVID EB Approved onetime payment of \$500 to some needy undocumented families during Ramadan
 - Most of the Zakah & Sadaqah applications within a week and many in couple of days
 - Total Zakah & Sadaqah Paid 570k (470K + 100k), just during Ramadan Zakah disbursement was \$107k

BENEVITY - REPORT

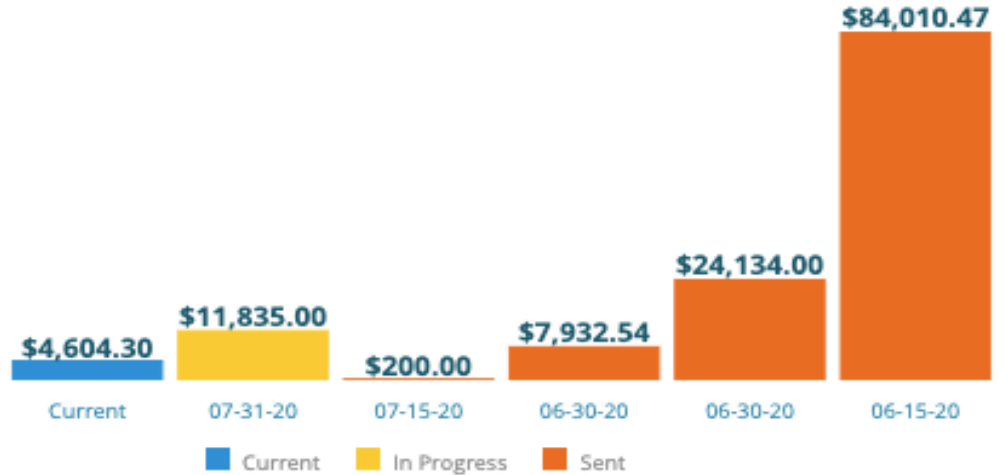
My Donation Activity

American Online Giving Foundation, Inc (l



\$4,604.30

Current



Total YTD Benevity – \$ 649K

SCHOOLS P&L

MCA Schools Income Statement
 Period of 07/01/2019 to 06/30/2020

Account Name	Arqam Academy	Cordoba Academy	Noor Hifz Academy	Weekend Islamic School	Amount
Income					
Donation Income	0.00	300.00	6,384.00	100.00	6,784.00
Program Income	2,290.00	0.00	0.00	0.00	2,290.00
Tuition Income	177,377.00	34,760.60	152,901.00	-1,024.00	364,014.60
	179,667.00	35,060.60	159,285.00	-924.00	373,088.60
Expense					
Bank & Merchant Service Charges	1,206.40	0.00	202.40	0.00	1,408.80
Gift Expense	0.00	0.00	1,335.00	10,466.71	11,801.71
Instructional Supplies	2,289.00	0.00	359.34	14,583.63	17,231.97
Meals & Entertainment	2,802.45	0.00	4,049.98	27,736.35	34,588.78
Medical Insurance	0.00	0.00	1,916.59	0.00	1,916.59
Miscellaneous Expense	0.00	0.00	0.00	120.34	120.34
Payroll Expenses	199,981.52	110,477.19	230,026.93	5,248.75	545,734.39
Professional Fees	0.00	0.00	3,350.00	0.00	3,350.00
Rental Expense	5,106.50	0.00	1,464.00	1,546.00	8,116.50
Supplies & Office Expense	2,732.17	0.00	899.79	446.73	4,078.69
Training & Staff Development	2,123.00	0.00	0.00	849.20	2,972.20
	216,241.04	110,477.19	243,604.03	60,997.71	631,319.97
	-36,574.04	-75,416.59	-84,319.03	-61,921.71	-258,231.37

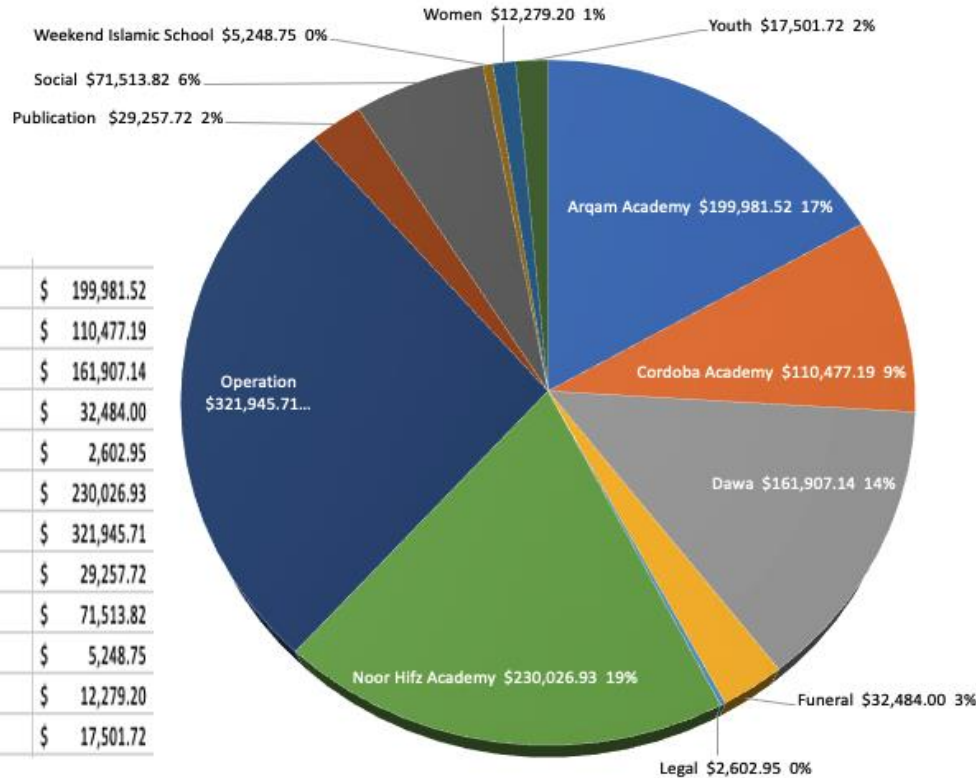
COMMITTEES - P & L

Income Statement by Departments Period of 07/01/2019 to 06/30/2020

Account Name	Dawa	Funeral	Publication	Social	Women	Youth
Income						
Advertising Income	0.00	0.00	24,439.87	0.00	0.00	0.00
Donation Income	4,068.60	19,076.66	0.00	2,753.66	0.00	0.00
Program Income	1,680.00	0.00	0.00	32,483.60	9,163.25	8,187.00
Services Income	0.00	147,461.50	0.00	0.00	0.00	0.00
	5,748.60	166,538.16	24,439.87	35,237.26	9,163.25	8,187.00
Expense						
Automobile Expense	0.00	3,428.93	0.00	0.00	0.00	0.00
Automobile Insurance	0.00	690.20	0.00	0.00	0.00	0.00
Burial Plots	0.00	8,100.00	0.00	0.00	0.00	0.00
Burial Services	0.00	9,000.00	0.00	0.00	0.00	0.00
Caskets	0.00	1,687.50	0.00	0.00	0.00	0.00
Contract Labor	0.00	91,849.96	0.00	0.00	2,887.35	500.00
Fuel, Gas and mileage	0.00	2,383.98	0.00	0.00	0.00	0.00
Honararium Expense	14,099.96	0.00	0.00	0.00	0.00	1,050.00
Licenses, Fees and Permits	0.00	4,178.56	0.00	0.00	0.00	0.00
Meals & Entertainment	2,099.95	0.00	0.00	33,399.75	213.33	8,349.49
Payroll Expenses	161,907.14	32,484.00	29,257.72	71,513.82	12,279.20	17,501.72
Printing, Postage & Deliver	0.00	0.00	7,178.78	0.00	0.00	0.00
Program Expense	18,322.95	0.00	0.00	14,187.67	3,285.47	7,668.04
Registration fees	0.00	161.00	0.00	0.00	0.00	0.00
Supplies & Office Expense	1,640.00	1,737.38	359.88	0.00	0.00	0.00
Travel and Lodging	290.32	0.00	0.00	0.00	0.00	0.00
	198,360.32	155,701.51	36,796.38	119,101.24	18,665.35	35,069.25
	-192,611.72	10,836.65	-12,356.51	-83,863.98	-9,502.10	-26,882.25

MCA OVERALL EXPENSE

MCA Payroll by Department
Period: 07/1/2019 to 06/30/2020



Arqam Academy	\$ 199,981.52
Cordoba Academy	\$ 110,477.19
Dawa	\$ 161,907.14
Funeral	\$ 32,484.00
Legal	\$ 2,602.95
Noor Hifz Academy	\$ 230,026.93
Operation	\$ 321,945.71
Publication	\$ 29,257.72
Social	\$ 71,513.82
Weekend Islamic School	\$ 5,248.75
Women	\$ 12,279.20
Youth	\$ 17,501.72

■ Arqam Academy ■ Cordoba Academy ■ Dawa ■ Funeral ■ Legal ■ Noor Hifz Academy ■ Operation ■ Publication ■ Social ■ Weekend Islamic School ■ Women ■ Youth

13 VICE PRESIDENT

- Human Resources
 - MCA Operating Manual by July 2021
 - CPR, First Aid AED Training/Certification

14 VICE PRESIDENT

1. Safety & Security
2. Professional Networking Group (BAMP)
3. Community Education Programs (Non-Religious)
4. Women's Committee
5. IT Committee (Infrastructure, CRM, AV)
6. Volunteer Management
7. The Green – Sustainability – Initiative
8. Facility Maintenance
9. Event Management System (Salesforce)
10. Senior Committee (Inactive due to COVID-19)
11. Ramadan Committee (Incomplete in 2020)

15 GENERAL SECRETARY

- Membership registration level about same as last year
 - Member residential address distribution published in the Annual report
- Interface for membership registration site improved to provide useful information
- Erstwhile weekend School run by Somali community integrated as weekend Saturday School
- Hifz School staffing plan revised to make the School financially sustainable

16 SOCIAL SECRETARY

- Weekly Saturday breakfast served (until shelter in place orders began)
- Arranged a variety of talks, seminars, and workshops on a comprehensive list of topics (until shelter in place orders began)
- Put together some diverse virtual programming during shelter in place
- Formed an ongoing 'Community Cares' program to assist any person in need of extra help during the pandemic. This program has served families across the Bay Area and addresses individual needs in very short amounts of time.
- Hosted several food distribution programs both as a single entity as well as in partnership with other organizations. Assisted anywhere between 100-500 families at each distribution.
- Held an Eid Drive Thru Celebration in conjunction with other organizations. Over 5,000 people drove through the festivities, with a special hour dedicated to families with special needs
- Upcoming plans - To create an open feedback channel with the community in order to properly serve and fulfill social needs

17 YOUTH SECRETARY - YOUTH COMMITTEE

Mission Statement:

Build a youth movement that cultivates Islamic character and enables and fosters an environment where young Muslims can learn their deen, serve their community, and build bonds of brotherhood and sisterhood.

Areas of Focus:

- 1. Learning the Deen**
- 2. Serving the Community.**
- 3. Building bonds of Brotherhood and Sisterhood.**

As stated in the Jan 2020 GBM, the primary metric of 2020 is the successful establishment (whether its continuity/beginning/revitalization) of programs in these areas of focus.

18 YOUTH SECRETARY - YOUTH COMMITTEE

TRACKING ON GOALS SET FOR 2020

- **Learning the Deen**
 - The youth committee has put forth several programs of the single event or short series variety. This includes virtual Qiyam, Tafseer halaqas, Quranic reflections.
 - Friday night programs were consistent pre-covid.
 - A couple of long term programs didn't get off the ground due to the MCA facility shutdown.
 - Adding a Youth Jummah - looking to adjust programs for new reality.
- **Serving the Community**
 - Planned events have been put on hold due to Covid (inc. Islamic conference).
- **Building bonds of Brotherhood and Sisterhood**
 - The youth committee provided weekly programs (Islamic discussions, game nights) and larger events to build brotherhood/sisterhood (inc. bowling night, ski trip).
 - Planned sports programs (tournaments and sports leagues) were put on hold due to covid.

19 YOUTH SECRETARY - YOUTH COMMITTEE

TAKEAWAYS AND MOVING FORWARDS

- **Adjusting to a new world**
 - Covid has made continuing some of our programs difficult or impossible
 - We are adjusting to a new world - our programs need to change - the mediums need to change
- **Observations from Nov 2019 - Aug 2020**
 - We need to truly prioritize our youth - we need to show it in actions (and reactions) not just in words
 - We need to focus on building for the future

20 COMMUNICATION SECRETARY

- Transitioned into a complete in- house printing with full color newsletter pages, was printing in-house until lockdown.
- Suspended newsletter for first few months of COVID-19 shutdown. Resumed mailing of newsletter
- Events were publicized via email.
- MCA programmed streamed through MCA Live website