

MINUTES OF JSC FIRST COMMITTEE MEETING - Sunday, 29 September 2019

Attendees: Bros Edie Dole, Imtiaz Mohamed, Yusuf Hassen, Farli Shums & Jauhar Najeeb

Apologies: Bros Sam Samsudeen, Abdurrahman & Sam Salahudeen

JSC first committee meeting was held at Bro Imtiaz's residence, 17 Golf Hill Ave, Doncaster at 5.30 pm.

Meeting commenced with a recital of Qirath by Bro Jauhar.

A fodder consisting of agenda, contact details of JSC & Management Committee, last JSC Annual report, Constitutional References on JSC were distributed to each member for easy reference.

Bro Eddie presented a detailed history of activities and progressive development of JSC to all present. The following items and actions required were subsequently discussed at meeting.

ITEM	ACTION	By Whom & When	UPDATE
1. JSC Bank Account - To be managed completely by JSC current members	Bro Imtiaz to have access and manage JSC CBA Account & Bro Jauhar as a Stdbby	Bro Imtiaz & Bro Farli – ASAP	Communicated with the bank and President - work is in progress
2. Signatories to JSC Bank Cheques	Bros Edie, Imtiaz & Jauhar to be nominated as signatories	Bro Imtiaz & Bro Farli – ASAP	Communicated with the bank and President - work is in progress
3. Janaza email notification to USMAA members to managed by JSC	Bro Farli agreed to provide USMAA members email access to bro Imtiaz and bro Jauhar	Bro Farli – ASAP	Bro Farli has assigned the respective comm member to get in touch with me
4. Janaza SMS notifications to USMAA members to be managed by JSC	Bro Farli agreed to provide required information to bro Imtiaz and bro Jauhar	Bro Farli – ASAP	Bro Farli has assigned the respective comm member to get in touch with me
5. USMAA Grave site details to include be distributed among JSC members	Bro Eddie to forward a copy of the latest updated grave site details to Bro Imtiaz to action accordingly	Bro Eddie & Bro Imtiaz –ASAP	

6. Emergency Janaza Procedure & Contact details to be distributed to JSC members	Bro Eddie handed them to Bro Imtiaz at the JSC Meeting to action it - ASAP	Bro Imtiaz – ASAP	They are attached along with the minutes – Complete
7. JSC Fundraising activities a. Six-side cricket match b. Fundraising Dinner	a. Bro Jauhar with others assistance to look for a convenient cricket ground to have it in Feb 2020 before Day-Light savings ends. Other activities such as Touch ball and ladies/children activities were to be considered if can - by next JSC meeting b. It was decided to have it in early March 2020	Bro Farli to confirm the date	
8. Crowd Controlling & Etiquette - at Janaza/burial site during at the time of a burial	Bro Jauhar suggested for JSC to highlight them at the JSC Fundraising activities, which was unanimously agreed		
9. JSC Documentation on activities, responsibilities and communication process for easy reference and guidance for all JSC member and for responding to queries raised by USMAA members	Bro Imtiaz has prepared a basic draft documentation which will be circulated to JSC members for their input - for further editing and updating prior to finalising, before next meeting		The dartoed doco will be circulated to all JSC members within two weeks for their input
10. Any Other Business	Nil		
11. Next Meeting - Date & Venue	At Bro Eddie's residence in Dec 2019	Bro Eddie to confirm a date and time	