



# USMAA 2020-21 MANAGEMENT COMMITTEE MEETING – MINUTES

Friday, 31 July 2020  
6:30pm – 07:30pm

Zoom video conference

## ATTENDEES

Falih Shums (FS)	President (Chair)
Rizan Abdeen (RA)	Vice President
Ruzna Shums (RS)	Secretary
Shazia Faleel (SF)	Assistant Secretary
Seyad Azmaan (SA)	Treasurer
Faariq Furqan (FF)	Assistant Treasurer
Zafar Issadeen (ZI)	Editor
Uzman Nazeem (UN)	Committee Member
Naushad Usoof (NU)	Committee Member

## Apologies:

Time	Details	Who
06:30-06:35 pm	1. Recitation of Surah	RA
06:35 -07:30 pm	2. Meet the new committee  a. Each member to share a little bit about themselves  Members gave brief history about their work and personals lives	FS  All
	3. Make a pledge to the team :  I pledge to the team that I joined the Committee to: - serve Allah and the Community - not to pursue personal goals and therefore have no hidden agenda and - not for any personal glory	FS  All
	All the Members took the pledge. It was agreed that the next newsletter will mention the above pledge and carry a photo of the MC taking it.	
	4. Finalise matters for zoom sessions for 31/7/20 and 7/8/20  b. Inviting ASLAMA and ASLA for our zoom Sessions c. ICT Manager to give an update on zoom system limitations	FS  ZI
	It was decided to host the second zoom session with Sheik Alaa closer to 10 <sup>th</sup> Muharram (preferably Saturday, 22 August) so that he could speak about the Importance of Ashura. SF to liaise with bro. Imtiaz Mohamed to lock in the date and time.  ZI highlighted the fact that the USMAA Zoom account can accommodate only 100 connections. In the event, another Association, like ASLAMA is invited, the danger is if the number of people trying to connect exceeds 100. This would mean that USMAA members who connect late may not be able	ALL



	<p>to once the maximum limit is reached. In the event, a popular event is being held, there is also the possibility of upscaling the USMAA zoom membership for one month to accommodate more than 100 connections.</p> <p>SF suggested we request members to register beforehand to avoid this. The pitfalls of requesting pre-registration were discussed.</p> <p>FS informed that he had created new email addresses for all the committee members and recommended that this email be used for any official correspondence going forward. He has also created signatures to accompany the emails.</p> <p>FS informed the MC that ZI was working on migrating USMAA to a new database using Salesforce. Further update on this would be given at the next meeting.</p>	
	<p>5. Any Other Business</p> <p>NU spoke about the 'We Care Victoria' charity which is facilitating the provision of food hampers to needy students and families. He invited USMAA to join the initiative to raise the profile of the Muslim community and showcase how we work closely with multi-faith organisations for the betterment of the wider community. It was agreed that the MC would explore this option once the fundraiser for the COVID Assistance ends.</p>	All
	<p>6. Meeting close</p>	

No	Actions (carried forward from FY 2019/20)	Progress/ Due Date	Who
1	To create a user manual to assist subsequent Committees to maintain and operate the website	In progress	ZI
2	Establish and maintain an inventory book for USMAA assets. This is now to be done in Sales Force software	In progress	FS
3	To liaise with bro. Imtiaz M to lock in Sheik Alaa for a zoom session on the Importance of Ashura	07/08/20	SF
4	The next newsletter to mention the team pledge and carry a photo of the MC taking it.	02/09/20	RA
5	Update the MC on the migration to Salesforce	02/09/20	ZI

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**NEXT MEETING**

**Date:** TBD

**Time:** TBD

**Location:** Video Conference

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# USMAA 2020-21 MANAGEMENT COMMITTEE MEETING – AGENDA

Saturday, 5 Sept 2020  
07:30pm – 9:00 pm

Zoom video conference

## ATTENDEES

Falih Shums (FS)	President (Chair)
Rizan Abdeen (RA)	Vice President
Ruzna Shums (RS)	Secretary
Shazia Faleel (SF)	Assistant Secretary
Seyad Azmaan (SA)	Treasurer
Faariq Furqan (FF)	Assistant Treasurer
Zafar Issadeen (ZI)	Editor
Uzman Nazeem (UN)	Committee Member
Naushad Usoof (NU)	Committee Member

## Apologies:

Time	Details	Who
07:30-07:35 pm	1. Recitation of Surah	FF
7.35 pm-7:50 pm	2. Brainstorm ideas on how to promote the session on Domestic Violence <ul style="list-style-type: none"> <li>• Topics to cover</li> <li>• Speakers for each topic</li> <li>• Budget</li> <li>• Panel discussion participants</li> <li>• Facilitator</li> <li>• Date and duration</li> </ul>	ALL
7:50 pm -09:00 pm	3. Finalise details for the SGM on 12 Sept 2020 <ul style="list-style-type: none"> <li>• Revised agenda</li> <li>• Financials to be circulated</li> </ul>	FS FF/SA
	3. Quick update on the progress of the Matrimonial page, Trades page and Mentorship program on the USMAA website	FS
	4. Quick update on the progress of the Youth Committee	SF
	4. Finalise details for the Virtual Spectacular on 19 Sept 2020 <ul style="list-style-type: none"> <li>• Operational aspects</li> <li>• Break-out rooms</li> <li>• Prizes</li> </ul>	RA SA SF UN
	5. Confirm the disbursement of funds raised for COVID Assistance 2.0 <ul style="list-style-type: none"> <li>• \$1,000 to be used to donate 40 food boxes to the charity 'We Care Victoria' to be distributed among the needy students.</li> <li>• \$3,740 to be distributed among 10 International students and one USMAA family</li> <li>• Retain \$350 to fulfil any requests for assistance in the future from potential students/families</li> </ul>	RS
	5. Any Other Business	All
	6. Meeting close	



No	Actions (carried forward from FY 2019/20)	Progress/ Due Date	Who
1	To create a user manual to assist subsequent Committees to maintain and operate the website	In progress	ZI
2	Establish and maintain an inventory book for USMAA assets. This is now to be done in Sales Force software	Complete	FS
3	To liaise with bro. Imtiaz M to lock in Sheik Alaa for a zoom session on the Importance of Ashura	Completed	SF
4	The next newsletter to mention the Team Pledge and carry a photo of the MC taking it.	Due	RA
5	Update the MC on the migration to Salesforce	Due	ZI

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#### **NEXT MEETING**

**Date:** TBD

**Time:** TBD

**Location:** Video Conference

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# USMAA 2020-21 MANAGEMENT COMMITTEE MEETING – MINUTES

Saturday, 3 Oct 2020  
06:45pm – 9:00 pm

Zoom video conference

## ATTENDEES

Falih Shums (FS)	President (Chair)
Rizan Abdeen (RA)	Vice President
Ruzna Shums (RS)	Secretary
Shazia Faleel (SF)	Assistant Secretary
Seyad Azmaan (SA)	Treasurer
Faariq Furqan (FF)	Assistant Treasurer
Zafar Issadeen (ZI)	Editor
Uzman Nazeem (UN)	Committee Member
Naushad Usoof (NU)	Committee Member

## Apologies:

Time	Details	Who
06:45-06:50 pm	1. Recitation of Surah	UN
6:50 pm-7:05 pm	2. Quick update on action items and the progress of the Matrimonial page, Trades page and Mentorship program on the USMAA website	FS
	Trades page: NU confirmed that he had received the USMAA business cards relating to the Trades page and will commence marketing same to non-USMAA members from the wider Sri Lankan community. FS confirmed that he had been successful in generating some adverts for the page from the general membership, which ZI will publish on the site soon.	NU
	Mentorship program: UN informed that with the launch of the Mentorship program this week, he had received a few emails from the Membership volunteering to be Mentors. The plan was to circulate an information pack detailing the aim and the process involved in the Mentorship program to solicit interest from Mentees. This will be emailed after 15 Oct 2020.	UY
	Matrimonial page: SF informed that the lawyer she contacted to review the disclaimer for the page had not reverted. Since this was holding up the launch of the page, FS volunteered to consult one of his friends who was also a lawyer regarding same and take over the initiative. SF agreed to this proposal.	SF
7:05 pm -08:15 pm	3. Update on the USMAA Debating workshop: Discover your voice - RS and RA informed the MC that the Debating workshop series had been a resounding success. The original plan was to have only three workshops over the three Saturdays during the school holidays, however, due to the enthusiasm of the kids and their request for more practice sessions, a further two sessions had been included mid-week bringing the total number of sessions to five.	RS RA
	Two main debates had been conducted on the topics: 'Australia should close	



	<p>all zoos' and 'Schools should ban uniforms'. The kids had been separated into groups based on their school grade: Grade 3 and 4's in one group and five and sixes in the other.</p> <p>The adjudicating panel comprised Adilah Haque and Rizan Abdeen.</p> <p>All participants will be awarded participation certificates and the winning teams awarded certificates and each speaker of the winning team also awarded with a gift voucher.</p> <p>To this end, the MC approved a budget of \$105 for the gift vouchers i.e. \$15 for each speaker in the winning team</p>	
	<p>4. Proposed event by the Positive Ageing Subcommittee - RS informed the MC about the proposed event and mentioned that the Positive Ageing Subcommittee had requested for RA to circulate an email requesting the membership to register for this event by 15 Oct 20. If sufficient registrations have not been generated by the closing date, Sis Sithy Marikar, has proposed to open up the event to the multi-faith groups that USMAA liaise with.</p>	RS
	<p>5. Update on the proposed Professional Services Agreement with Yure Business Solutions (YBS), the Auditor for 2020/21</p> <p>FS informed that Reza Jamal from YBS has forwarded the proposed MOU to be entered into with regard to YBS facilitating the Auditor services for 2020/21. FS noted that this was a comprehensive document and has now been circulated among the executive leadership team including the Treasurers, the Trustees and general members Himly Cader and Mohamed Ziad for feedback prior to going back .</p> <p>SA noted that the operational aspects had not been detailed especially with regard to offering the Treasurer assistance in the preparation of financials at year end. He further noted that the fee had not been included in the document.</p> <p>FS agreed that the fee needed to be finalised and that the final fee paid for the services would be minus the cost of the advert on the USMAA Trade page and that this would be an ongoing agreement with the MC.</p>	FS
	<p>6. Discuss the proposed event 'Meet Jason Wood' – The MC agreed to proceed with this event as the due diligence carried out on MP Jason Wood satisfied all criteria agreed upon by the MC. No adverse findings on same were uncovered in this process. NU was requested to obtain a tentative date from MP Jason Wood preferably towards the end of October or early to mid Nov as the Youth Committee is scheduled to conduct their event mid Oct.</p> <p>NU elaborated that he wanted to shine the spotlight on USMAA and that this was the reason he suggested that we spearhead the organising of this event and invite the wider Australian Muslim Community to participate. It was imperative to show that USMAA can mobilise a large gathering which may pave the way for USMAA to receive further grants in the future especially with regard to realising the dream of the 'USMAA Centre'.</p> <p>FS commented that while USMAA was apolitical, in the past USMAA has had affiliations with different politicians for the betterment of the Community. USMAA hosting the proposed event with the MP could prove to be strategic</p>	NU FS



	<p>when applying for grants. MP Jason Wood has a long record of assisting many multicultural communities with grants to establish their own places of worship, language schools etc.</p> <p>It was noted that a special request would be made that no opposition parties be attacked on the forum as the USMAA general membership supported politicians from both major parties.</p>	
	<p>7. Discussion on the Management Committee decision making process</p> <p>FS outlined that with technological advancements, USMAA could now rely on faster decision making using the MC Whatsapp Group. When a decision was required, the matter at hand is floated by the relevant MC member and decisions made on this forum via a majority vote are then noted at the next MC meeting and the subsequent minutes of same.</p> <p>Several members of the MC suggested that in the event the majority vote did not sit well with a particular member, he/she should be able to call for a meeting to discuss their concerns. When calling for the meeting, the reason for calling same must be mentioned by the member initiating it. If the reasons can be addressed on Whatsapp, then the matter does not need to move to the meeting stage. If not, meeting will be called at the earliest available time convenient to all members. This additional step has been added to the current decision-making process to prevent any unnecessary misunderstanding on matters where the decision did not receive unanimous approval.</p> <p>It was noted that the constitution stipulates that the MC meet at least 8 times a year. Since being elected to office on 25 July 2020, the current MC has met three times inclusive of this meeting namely 31 July, 5 Sept and 3 Oct.</p>	ALL
	<p>8. Update on the Youth Committee -</p> <p>FS outlined the history behind the soliciting and appointment of the members of the Youth Committee and the Liaison Officers and the efforts undertaken to revive the Youth Committee, which had not functioned for a couple of years.</p> <p>SF requested for a clear line of communication to be established between the YSC and the MC to avoid misunderstanding.</p> <p>FS absolved all his responsibilities regarding the YSC by proposing that RA function as his proxy at the YSC meetings to provide them with guidance from a strategic perspective and also overlook their social media footprint where the VP/Editor will retain all admin passwords to Facebook and Instagram, but provide uses accounts to the subcommittees in general to ensure that they abide by the constitution and the strategic direction under USMAA 2.0. This will ensure the admin credentials are passed on from MC to MC each year. The MC agreed with this proposal.</p>	SF
	<p>9. Appointment of a Liaison Office for the Youth Committee -</p> <p>SF was appointed as the Liaison Office for the Youth Committee.</p>	ALL



	10. Any Other Business - FS informed the MC that he has been approached by the Consumer Affairs Ministry for an interview with MP Jason Wood to be conducted on Tuesday, 6 Oct 20. NU had been instrumental behind this initiative and would function as a co-host on the day.	All
	11. Meeting close	

No	Actions (carried forward from FY 2019/20)	Progress/ Due Date	Who
1	To create a user manual to assist subsequent Committees to maintain and operate the website	In progress	ZI
2	Update the MC on the migration to Salesforce	In progress	ZI

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**NEXT MEETING**

**Date:** TBD

**Time:** TBD

**Location:** Video Conference

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# USMAA 2020-21 MANAGEMENT COMMITTEE MEETING – MINUTES

Sunday, 13 Dec 2020  
04:00pm – 6:00 pm

Jells Park, Wheelers Hill

## ATTENDEES

Falih Shums (FS)	President (Chair)
Rizan Abdeen (RA)	Vice President
Ruzna Shums (RS)	Secretary
Seyad Azmaan (SA)	Treasurer
Faariq Furqan (FF)	Assistant Treasurer
Zafar Issadeen (ZI)	Editor
Uzman Nazeem (UN)	Committee Member
<b>Apologies:</b> Naushad Usoof (NU)	Committee Member

Time	Details	Who
04:30-04:35 pm	1. Recitation of Surah	FF
04:35-06:00 pm	2. Discuss details for the launch of the Matrimonial page on the USMAA website  It was decided that the USMAA Matrimony service be launched mid Dec 2020. The wives of the MC members were to be consulted on the user-friendly and functionality of the page etc prior to the launch. In addition, the page is to be publicised at all future USMAA events to raise awareness.	FS RA ZI
	3. Update on the Sisters-only hijab draping and make-up session  The event had concluded successfully with positive feedback from the attendees. The ladies, who had participated at the event, suggested that events of this nature need to be hosted more, to provide variety to the standard calendar of events.	RS
	4. Update on USMAA's involvement in the repatriation of a non-Muslim body from SA to SL  USMAA had assisted by connecting the non-Muslim SL party, who needed aid in repatriating the body to SL, with Nazli Farook, a SA resident known to some USMAA members. Nazli had raised \$20k towards this cause.	FS
	5. Positive Ageing Committee's request for two Uber vouchers totalling \$100 as a gift to the two facilitators of the Centrelink presentation using the funds allocated to them from the Management Committee  This request was approved by the MC.  It was suggested that at the next AGM, an agenda item is to be included to document the amount of money that each subcommittee should be allocated from the MC funds every year. It was also to be documented that the MC was under no obligation to carry over unused funds for use in subsequent years.	RS



	<p>6. Proposed event: creative writing workshop during the Jan holidays</p> <p>Keeping in line with this MC's focus on catering events to the children of USMAA members (future of USMAA), it was decided to host a two-day workshop during the Jan holidays to build on their creative writing skills. RS and RA are to facilitate. The workshop is to be held the weekend of 9-10 Jan 2021.</p> <p>The workshop will be followed by a short story competition to enable the children to practise the skills learned at the workshop. Certificates and prizes are to be awarded to the winners. Two winners will be chosen from the two age categories i.e. 8-10 years and 11-13 years. All participants who submit a short story for the competition will be awarded with certificates too as a source of encouragement for their efforts.</p>	RS
	<p>7. Proposed event: Identity crisis</p> <p>SA is to head this initiative. Some potential ideas were brainstormed. It was decided to target this event to children so that we can foster a love for USMAA from a young age and hence indirectly connecting them to the Community and their ultimate identity. It was suggested that parents be requested to send USMAA questions that they find trouble answering at home which can then form the basis for the discussions with the kids.</p> <p>February has been earmarked for this event provided the restrictions are eased sufficiently to enable a physical event to be held. Failing which it is to be done online.</p>	SA
	<p>8. New migrant and SL student assistance program</p> <p>ZI and FF are to jointly head this initiative. This program will aim to assist these new migrants with airport pick-up, connecting them to potential accommodation sites etc. The need to ensure the Disclaimers are drafted to cover any negative eventuality was discussed. A dedicated page on the USMAA website will be launched for this service in due course. The WhatsApp USMAA Family group could be used to drum up support when students or families contact USMAA for assistance.</p>	FS
	<p>9. Brainstorm ideas for the 30<sup>th</sup> Anniversary Celebrations</p> <ul style="list-style-type: none"> <li>• Invitation cards for the Inaugural members</li> </ul> <p>All current financial members to be allowed free entry provided they register by the closing date (yet to be determined)</p> <ul style="list-style-type: none"> <li>• Invitation of dignitaries</li> </ul> <p>It was mentioned that if dignitaries were to be invited, it was imperative that a date and venue be locked in soon. It was decided to host the event at the Mulgrave Community Centre.</p> <ul style="list-style-type: none"> <li>• Souvenir and adverts (Editor and Marketing Manager)</li> </ul> <p>NU was not in attendance at the meeting but this will be his responsibility.</p>	All



	<ul style="list-style-type: none"> <li>Photography and Video recording of session Yusuf Z may be requested to cover the event.</li> <li>Ticket prices Non-Financial members who register early can attend the event for a charge.</li> <li>Program FS requested that the MC not disclose the details of the proposed celebrations as the event will only materialise if the restrictions imposed due to the pandemic are significantly eased to allow for an indoor event comprising a large gathering.</li> </ul>	
	<p>10. Any other business</p> <p>RA updated the MC about the Youth Committee virtual event that had concluded successfully on 12 Dec 2020. The MC agreed to fund \$75 to purchase vouchers for the winning team.</p> <p>FS informed the MC that several requests had been received for USMAA to get involved in the issue involving the cremation of COVID Muslim bodies in SL. When this issue first arose earlier this year, USMAA spearheaded an initiative whereby a strongly worded letter was sent to the SL president signed by several heads of Muslim bodies across Australia requesting for his intervention in this matter.</p> <p>The President of ICV has informed FS that there is an initiative that ICV and the Australian Islamic Mission were organising with regard to this matter. They were planning on inviting other similar Muslim bodies to collectively work on this initiative. The MC decided USMAA should join this initiative.</p> <p>The MC collectively presented FS and RA tokens of appreciation for shielding the MC from all the negative politics that is part and parcel of USMAA and also for taking the high road on these matters. FS and RA thanked the MC for their generosity and kind words.</p> <p>Volunteering is often a thankless task, however, it is a pleasure to be working with a close-knit MC as this one. May Allah accept all our efforts and reward us.</p>	All
	11. Meeting close	

No	Actions (carried forward from FY 2019/20)	Progress/ Due Date	Who
1	To create a user manual to assist subsequent Committees to maintain and operate the website	In progress	ZI
2	Establish and maintain an inventory book for USMAA assets. This is now to be done in Sales Force software	In progress	ZI
3	Update the MC on the migration to Salesforce	Due	ZI



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**NEXT MEETING**

**Date:** TBD

**Time:** TBD

**Location:** Video Conference

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# USMAA 2020-21 MANAGEMENT COMMITTEE MEETING – MINUTES

Monday, 1 Feb 2021  
7:30pm – 9:10 pm

Via Zoom

## ATTENDEES

Falih Shums (FS)	President (Chair)
Rizan Abdeen (RA)	Vice President
Ruzna Shums (RS)	Secretary
Seyad Azmaan (SA)	Treasurer
Faariq Furqan (FF)	Assistant Treasurer
Zafar Issadeen (ZI)	Editor
Uzman Nazeem (UN)	Committee Member
Naushad Usoof (NU)	Committee Member
Fahmi Haniffa (FH)	Trustee

## Apologies:

Time	Details	Who
07:30-7:35 pm	1. Recitation of Surah	UN
07:35 -8:00 pm	<p>2. Community Consultation Session</p> <p>FH highlighted the fact that USMAA had been created primarily to serve two groups of people: the needs of the Australian Muslims and our brethren in Sri Lanka (SL). Over the last 30 years, USMAA had stepped up on four to five (4-5) occasions to assist the Muslim community in SL when unfortunate attacks occurred. This had been accomplished via protest marches and other peaceful measures such as writing to relevant dignitaries highlighting the plight of our community in SL. In recent times, the older generation had passed on the baton with regard to the management of USMAA to the youth/mature adults. However, it appears that the youth/mature adults are not as passionate about getting involved in matters affecting the Muslim community in SL as much as the older generation were. The solution to this could be to either outsource this work to another organisation (similar to the Melbourne Human Rights Forum which was created to address the forced cremation issue in SL) or form a focus group/subcommittee under the USMAA banner dedicated to addressing these matters. FH concluded by suggesting that USMAA organise a physical event titled 'Community Consultation Meeting' at the Mulgrave Centre and flag this issue and initiative with the members. This meeting could also be used to identify four to five (4-5) members who can form the subcommittee.</p> <p>RA pointed out that the framework for the subcommittee will have to be detailed to ensure the MC had the final say and to prevent any adverse consequences if the new subcommittee acted independently and with no accountability.</p> <p>RS inquired about the objective of hosting a physical event for this purpose and suggested that a zoom session would suffice. She further pointed out that this matter could be included as an agenda item at the AGM where the House will not only be able to voice their opinion but also formally ratify any</p>	FH



	<p>initiatives arising from the discussion.</p> <p>FS informed FH that the MC will deliberate on this matter and revert in due course. FH agreed to this and exited the meeting as planned.</p> <p>The MC decided the following:</p> <ul style="list-style-type: none"> <li>a) USMAA will not host any physical events until most of the seniors members have been administered with the vaccination which was not too far off. Majority of the participants of USMAA events comprise the senior community which have been classified as a high-risk group for the Coronavirus. The fatality rate for the seniors is higher than any other group. It is the responsibility of the MC to ensure that USMAA members are not exposed to unnecessary risks. In addition, the MC is also entrusted with protecting the image of USMAA. Hosting a physical event could result in a potential cluster which may result in fatalities and also have adverse reputational effects not only for USMAA but also to the Muslim community. This is not a risk that USMAA MC is willing to take. Hence, the MC has decided to adopt a 'Safe than Sorry' approach. This policy will be communicated to all subcommittees to ensure a uniform approach is adopted organisation wide.</li> <li>b) Since we have received four Expressions of Interest for the email that was circulated to set up a subcommittee to handle Community and Sri Lankan Affairs Advisory Subcommittee, the MC decided to appoint the interested individuals to the subcommittee. This subcommittee can then drive the Community Consultation Forum session if required.</li> <li>c) Any initiatives arising from the consultation session will be ratified at the AGM</li> </ul>	
8:00 -9:00 pm	<p>3. Update on the Creative writing workshop hosted during Jan 2021 school holidays - approval for two \$25 gift vouchers to be awarded to the winners of the short story competition</p> <p>RS informed that there had been 18 participants at the workshop which was conducted over two days. Positive feedback had been received from the parents who had requested for similar workshops in the future as well. All participants will be awarded a certificate.</p> <p>The MC approved \$50 to be used as gift vouchers for the winners.</p> <p>4. Creation of a new Matrimonial Subcommittee comprising Nizra Haniffa and Ruzna Shums to oversee the recently launched Matrimonial Service.</p> <p>This subcommittee will have to be officially ratified by the House at the AGM.</p> <p>RS informed that USMAA had received three (3) adverts from advertisers based in SA, NSW and VIC. She also informed that sister Nizra H had suggested having a physical form to collate information from potential advertisers and then for the subcommittee to publish the adverts as some people were apprehensive about creating the advert themselves.</p> <p>FF informed that sister Nizra was in the process of collecting several applications from potential advertisers.</p>	<p>RS RA</p> <p>FS</p>



	<p>5. Creation of a new 'Community and Sri Lankan Affairs Advisory Subcommittee</p> <p>-Update on the Expression of Interest (EOI) email circulated to the membership          - This subcommittee will have to be officially ratified by the House at the AGM</p> <p>FS informed that we had received four EOI for the above subcommittee which was sufficient to launch the initiative. These interested parties will be appointed to the SC and will be ratified at the AGM.</p>	FS
	<p>6. To open a transactional bank account at Commonwealth Bank of Australia with the following details:</p> <p>Name: USMAA Positive Ageing SC Account or any abbreviation of the above permitted by character limitation in the bank's system.</p> <p>Account type : Every day transactional account</p> <p>Authorising instruction: Any two to sign/authorise</p> <p>Mode of operation: Internet banking and cheque/deposit book</p> <p>Signatories President of USMAA (Falih Shums) and any two or three members of the Positive Ageing Subcommittee (e.g. Sithy F Marikar, Farah Dole and / or Nizra Haniffa)</p>	RS
	<p>7. Proposed next events:</p> <p>- guest speaker to be organised by br. Imtiaz Mohamed – brainstorm topics</p> <p>RS informed that Bro Imtiaz was trying to get Richmond Footballer, Bachar Houli or Sheikh Muiz Bukhary for the zoom session. He will confirm the date and time as soon as he is able to lock one of them in, in sha Allah.</p> <p>- Identity crisis</p> <p>SA informed that this session cannot be conducted via zoom and hence will have to be postponed.</p>	RS SA
	<p>8. Update on the 'Assistance to the New Migrants' initiative</p> <p>It was decided that an introductory email will be circulated to the membership requesting for members to volunteer to assist the new migrants with airport pick-up etc and function as a buddy during their first few months here. The email will also flag that members could register with USMAA the availability of rooms to rent for student accommodation.</p> <p>The need to make this initiative known to the migrants before they reach Australia was discussed. Avenues to promote this will be explored in length at the next meeting.</p>	FF ZI
	<p>9. Update on the 30<sup>th</sup> Anniversary celebrations</p> <p>This matter was put on hold for the moment.</p>	FS
	<p>10. Discounted Membership subs for FY 2020/21</p>	FS



	<p>FS informed that the subscription collection this year was only \$2k compared to the \$7k collected the previous year. This was mainly due to the financial implications to the membership caused by the COVID lockdown and the cancellation of physical events.</p> <p>FS suggested that the family membership fee be discounted only for this financial year from \$75 to \$50 due to the unprecedented situation.</p> <p>SA highlighted that this may be viewed adversely by members who paid the full subscription. However, no discount can be given to them from next year's subscription as the current MC's authority does not cover this.</p> <p>It was agreed that FS would send out a communication to the Membership highlighting the dismal subscription fee collection, the fixed operating costs incurred by the organisation and the need for funding for the continued survival of USMAA. The discounted family membership at \$50 may entice some members to pay as it may be considered more affordable. Collecting a discounted amount from each family is a better alternative than the status quo where most USMAA members are showing up as non-financially current members.</p>	
	<p>11. Any Other Business</p> <p>11.1 ZI presented his proposal on the use of Salesforce to officially create a database of the USMAA Members. Currently, USMAA has an outdated excel spreadsheet with very minimal data. ZI pointed that the members were USMAA's most valuable asset and we had no clear line of sight of this. While the current excel sheet captured basic data, USMAA did not have any knowledge of the composition of the membership outside of the head of the household e.g. no visibility to the youth composition of the household etc</p> <p>Since most of the information is outdated, updated details will have to be obtained from the membership. The Relationship model re-introduced by FS at the last MC, will be adopted to allocate members to the current MC to manage. The MC member will then be responsible for the collection of the data from these members and will also continue to function as their Relationship Managers.</p> <p>As a first step, an email will be circulated introducing the members to this concept and explaining the reasons behind the collection of this data. The email will detail the purposes for which the data will be used and ensure privacy is maintained.</p> <p>NU suggested the use of google forms for this purpose which will ensure the database is a live document.</p> <p>USMAA's fixed asset inventory will also be recorded using Salesforce.</p> <p>11.2 RA detailed a proposal by the Youth Subcommittee to host a physical family day out/bake sale event in February. While the MC agreed with the concept of the event, it was decided that per MC decision (detailed above), no physical event will be held by the MC or any SC until most of the USMAA seniors are vaccinated.</p>	All
	<p>12. Meeting close</p>	





No	Actions (carried forward from FY 2019/20)	Progress/ Due Date	Who
1	To create a user manual to assist subsequent Committees to maintain and operate the website	Close	ZI
2	Establish and maintain an inventory book for USMAA assets. This is now to be done in Sales Force software	Close	ZI
3	Update the MC on the migration to Salesforce	Close	ZI

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**NEXT MEETING**

**Date:** TBD

**Time:** TBD

**Location:** Video Conference

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# USMAA 2020-21 MANAGEMENT COMMITTEE MEETING – AGENDA

Monday, 5 April 2021  
07:00pm – 8:10 pm

Via Zoom

## ATTENDEES

Falih Shums (FS)	President (Chair)
Rizan Abdeen (RA)	Vice President
Ruzna Shums (RS)	Secretary
Seyad Azmaan (SA)	Treasurer
Faariq Furqan (FF)	Assistant Treasurer
Zafar Issadeen (ZI)	Editor
Uzman Nazeem (UN)	Committee Member
Naushad Usoof (NU)	Committee Member

## Apologies:

Time	Details	Who
07:00-07:05 pm	1. Recitation of Surah	FF
07:05 -7:45 pm	<p>2. Decide if the Iftihars will be hosted this Ramadan</p> <ul style="list-style-type: none"> <li>- consider the percentage of the USMAA seniors (over 55 years) who have been administered the first dose of the vaccination</li> <li>- number of attendees allowed by the Council at the Mulgrave Community Centre</li> <li>- Plan B if no ifthars are to be hosted</li> </ul> <p>FS flagged that due to the delay in the vaccination rollout only a negligible percentage of USMAA seniors have received the first dose as at date. In addition, the Council has informed that despite the easing of restrictions, the maximum number of attendees permitted at the Mulgrave Community Centre has not changed and will remain at 100 to ensure the 2sqm rule is adhered to.</p> <p>FS noted that the MC needed to undertake some activity during Ramadan and hence suggested that students and the general membership be invited to register with USMAA to receive food packs for ifthar on one of the days the Mulgrave Hall is booked by USMAA.</p> <p>FF suggested that since the Mulgrave hall is booked for two days, the MC can consider hosting the ifthar on both days. Members and students can register their interest and the MC can cap the registrations for each day at 70 (leaving 30 places for the volunteers and their families). Each family should be allowed to attend only on one of the days to ensure a fair coverage of the membership. FF noted that his father-in-law has agreed to assist in the kitchen for the second ifthar scheduled for 1 May. FF also agreed to check with bro</p>	All



	<p>Nazeem Yakoob if he is able to be the head chef for same.</p> <p>It was decided that if a head chef was confirmed by FF for the second ifthar, an email will be circulated by RA to the membership requesting for volunteers and donations to fund the second ifthar.</p> <p>The first ifthar, to be hosted on Saturday 17 April, will be catered for by Sister Nizra H and her team of volunteers. They have agreed to raise funds for the entire ifthar in addition to cooking for it as well.</p> <p>ZI will liaise with FS to structure the technical side for the ifthars e.g. setting-up QR codes, capping of registrations to notify members when the quota has been filled, creating waiting lists in the event the Council relaxes the number of attendees permitted etc.</p> <p>Once the technicalities have been sorted, RA is to circulate an email inviting the students and the membership to register their participation at one of the two available dates. The email should mention the following:</p> <ol style="list-style-type: none"> <li>1) With the easing of restrictions by the government and the widespread hosting of mass events by many communities, the MC has decided to relax the original stance of not hosting any events till the majority of the seniors had been vaccinated. The fact that many organisations are also planning on hosting ifthars this Ramadan has convinced the MC that this is the right decision. However, if there is any change to the status quo with any new community transmission/active cases or outbreaks in the days leading to the ifthars, the MC will re-visit this current stance and may cancel the event altogether.</li> <li>2) Each family can only register/obtain tickets for their immediate family for only one ifthar.</li> <li>3) Number of tickets per family will be capped at six.</li> <li>4) Preference will be given to students and financially current members. If there are spots vacant, then non-financially current members will be invited to register.</li> </ol>	
7:45- 8:10 pm	<p>3 Evaluate and decide on the potential Zakathul-Fitr Projects to support this Ramadan</p> <p>RS proposed the following two projects:</p> <ol style="list-style-type: none"> <li>1) Provide a hamper of provisions sufficient for a family of six for two meals (breakfast and lunch on Eid) for the 52 families whose children attend Dharul Thameem Islamic College in Muttur. Most of the afore-mentioned families are daily wage earners whose livelihood was impacted for extended periods during this pandemic. These struggling families represent the lowest economic strata of society. Donating the zakathul fitra of the USMAA members will ensure that they have two meals on the day of Eid at least. Each provision pack is estimated to</li> </ol>	RS



	<p>cost approx. \$17 (Rs 2,500).</p> <p>2) Provide lunch and dinner for 90 orphans at the Hamdhaniya Arabic College in Anuradhapura at a cost of approx. \$170 (Rs25,000).</p> <p>There were no other projects suggested by the MC. The above was unanimously approved. Details of the projects will be circulated to the membership closer to Ramadan as Zakath-ul-Fitr can be collected only from the first of Ramadan. The cut-off date for the collection will be 10<sup>th</sup> of Ramadan to allow time for the provisions to be bought, packed and distributed to the recipients in time for Eid.</p>	
	<p>4. Proposed event: Eid-ul-Fitr Dinner 2021</p> <p>The MC will discuss the details of same via WhatsApp closer to the end of Ramadan when the situation with regard to the number of attendees permitted at the Mulgrave Community Centre and the vaccination program is known. The hall has been booked for 22 May 2021.</p>	FS
	<p>5. Any Other Business</p> <p>Sister Sithy has requested the MC to draft a flyer to inform the membership of an event to be hosted by the Positive Ageing SC on Sunday, 10 March at 6.45 pm by Dr Mackie Abu-Bakr on the vaccination roll-out. RA to attend to same and circulate to the membership via email and WhatsApp.</p>	All
	<p>6. Meeting close</p> <p>The meeting concluded with the recitation of Surah Fathiha</p>	FF

No	Actions (carried forward from FY 2019/20)	Progress/ Due Date	Who
1	To confirm the Head Chef for the second Iftar on 1 May	6 April	FF
2.	To circulate an email requesting for volunteers and donations for the second ifthar	20 April	RA
3.	To finalise the technical aspects of the ifthar invite	8 April	ZI
4	To circulate an email to the membership inviting registrations for the ifthars	11 April	RA
5	To circulate an email inviting members to contribute the Zakathul fitra for the chosen two projects	11 April	RS

### NEXT MEETING

**Date:** TBD

**Time:** TBD

**Location:** Video Conference



# USMAA 2020-21 MANAGEMENT COMMITTEE MEETING – AGENDA

Tuesday, 9 March 2021  
07:00pm – 8:30 pm

Via Zoom

## ATTENDEES

Falih Shums (FS)	President (Chair)
Rizan Abdeen (RA)	Vice President
Ruzna Shums (RS)	Secretary
Seyad Azmaan (SA)	Treasurer
Faariq Furqan (FF)	Assistant Treasurer
Naushad Usoof (NU)	Committee Member
Uzman Nazeem (UN)	Committee Member

**Apologies:** Zafar Issadeen (ZI) Editor

Time	Details	Who
07:00-07:05 pm	1. Recitation of Surah	UN
07:05 - 08:30 pm	2. Brainstorm topics for the next event by Sheikh Alaa on Sunday, 28 March at 7pm in shaa Allah -  It was decided to suggest the following topics to Sheikh Alaa : <ul style="list-style-type: none"> <li>• How to increase your Rizq</li> <li>• Role of Women / role of mothers, daughters, sisters and wives in Islam (to commemorate International Women's Day)</li> </ul> Alternatively, Sheikh Alaa will be encouraged to suggest relevant topics for the MC to consider.	All
	3. Discuss and finalise the policy for circulating Janaza notifications to the General Membership -  It was decided that an email will be circulated to the membership that going forward members will be informed of any Janaza notices via the WhatsApp Family Group and email thus not via SMS as the cost involved in using the latter method was too cost prohibitive (\$33 minimum per Janaza). A link to join the WhatsApp Group will be included in the email.	RA
	4. Update on the initiatives undertaken on the forced cremation issue in SL - Meeting with MP Julian Hill, Shadow Minister Andrew Giles and Senator Janet Rice attended by USMAA at the invitation of AAGSL -  President, FS, met with MP Julian Hill who was receptive to the discussion on this topic. However, he informed that he would not be able to speak about same in Parliament as it may trigger riots among communities similar to riots that had been instigated between the Sikhs and Muslims following a different matter taken up in parliament in the recent past.  Bro. Eddie Dole met with Shadow Minister Andrew Giles And Bro Fahmi Hanifa met up with Senator Janet Rice. The latter has already raised this	FS



	<p>matter in Parliament and a recording of same was shared with the membership via the USMAA WhatsApp.</p>	
	<p>5. Update on the Harmony Day organised by Monash Interfaith Group (MIG) and the request for USMAA assistance in hall set-up -</p> <p>MIG has requested USMAA for assistance with the set-up of the Hall for the program. FS, FF and UN have graciously agreed to do the needful on Saturday morning.</p>	FS
	<p>6. Positive Ageing SC has requested the MC to transfer \$1000 from their allocated funds for FY 2020 and 2021 to the new Positive Ageing SC bank account. \$100 already dispensed for Uber vouchers</p> <p>It was decided at the MC meeting in Dec that we need to get the amount to be allocated to each SC from the MC funds ratified at the AGM. Further, approval from the House is to be obtained if these funds can be requested by the subcommittee retrospectively if unused in previous years.</p> <p>Decision is to be made if the \$500 for FY 2020 can be transferred to the Positive Ageing account as requested by their Chair, Sithy Marikar. Should it be pro rata as per the income received? -</p> <p>It was decided that the MC will grant \$250 retrospectively for last year and \$250 for this year to the Positive Ageing Committee for the following reasons:</p> <ol style="list-style-type: none"> <li>1) It has not been documented anywhere that the Positive Ageing SC be granted \$500 every year from the subs collected.</li> <li>2) It has not been documented that the Positive Ageing SC can obtain the funds retrospectively for previous years.</li> <li>3) No other MC has granted money retrospectively to any Subcommittee in the past to the knowledge of this MC.</li> <li>4) The Positive Ageing SC conducted only one physical event last year (2019/20) which was funded by a grant and hence did not incur any out of pocket expenses.</li> <li>5) The Positive Ageing SC has not been able to conduct any physical events this year (2020/21) and hence does not need the full allocation to subsidise ticket prices.</li> <li>6) Due to the financial constraints faced by the members, the membership subscription collection has declined from \$7k the previous year to \$3k this year. The MC has fixed operating costs that need to be met with these funds.</li> </ol> <p>Despite the above, the MC recognises the need to support the Positive Ageing SC and hence will grant a total of \$500 for FY 2019/21 and 2020/21.</p>	FS
	<p>7. Discuss the possible events to be hosted during Ramadan considering the Vaccination roll-out schedule and the Council limitations on the maximum attendees allowed at the Mulgrave Hall for an event -</p> <p>The Vaccination rollout for the general public is scheduled to commence at the end of March 21. The government's plan is to target the seniors over 80 first and then 70-79 in the next phase followed by those below 70. Most of the USMAA seniors are in the above 65 years age category. In addition, according to Dr. Shahla Vilcassim once the first dose of the vaccine has been administered, immunity builds over a period of approx. two to three</p>	FS



	<p>weeks.</p> <p>Furthermore, currently, the Monash Council allows only a maximum of 100 attendees for any function hosted at the Mulgrave Community Centre.</p> <p>Taking all of the above into consideration, the MC decided that it was keen to host at least one ifthar this Ramadan provided the following two conditions have been satisfied:</p> <ol style="list-style-type: none"> <li>1) A majority of the seniors have been vaccinated at least TWO weeks prior to the date of the Ifthar and</li> <li>2) No new locally transmitted cases are recorded for seven days leading up to the event.</li> </ol> <p>In shaa Allah if the Ifthar is to proceed, the event would be limited to 100 participants per the Council's mandate for the Mulgrave Community Centre, unless the restriction ease further. Since this is significantly lower number than the usual attendance level at an USMAA ifthar, the MC will be compelled to request for prior registration of participation. Also, to be fair to the financially current USMAA members, who chose to support USMAA even during these difficult times by paying their subscriptions, first preference for attendance to the event will be extended to them. In the event, there aren't enough registrations from the financially current member pool, we will then accept registrations from the rest of the general members.</p> <p>An email will be circulated to the membership to keep them informed about the MC's plans for Ramadan.</p> <p>The MC will meet during the first week of April to make a final call on this matter.</p>	
	<p>8. Discuss and decide on a Fitra Project for Ramadan 2021</p> <p>Last year the MC partnered with Bridging Lanka, an NGO, to provide provisions to 31 Muslim villages in Sri Lanka. This year the MC will look for for a similar project to pitch to our membership.</p>	RS
	<p>9. Proposed event: Eid-ul-Fitr Dinner 2021</p> <p>The MC will make a call if the Eid dinner and the 30<sup>th</sup> Anniversary Celebrations will be celebrated as one event or two events at the next MC meeting.</p>	FS
	<p>10. Proposed event: Identity crisis</p> <p>No progress to report</p>	SA
	<p>11. Brainstorm ideas for the 30<sup>th</sup> Anniversary Celebrations Available date 19 June 2021</p> <p>Same as point 9 above.</p>	All
	<p>12. All project to be delivered before Ramadan if possible or taken out of the project plan Falih – Job roles, Constitution updates, ect Zafar – Website manual (a) and Salesforce database basic setup and manual, MC email setup manual Rizan – Website manual (b) and Editor manual</p>	FS



	<p>Azman – Treasurers manual</p> <p>FS implored the MC to step up and try to finalise the above before Ramadan. A communication can then be sent to the membership informing them of all the initiatives undertaken by the current MC to make life easier for future MCs. One of the problems facing USMAA in recent times is the reluctance of members to step up and step into the MC as they consider the task to be too onerous. Having detailed manuals and simplified processes will make the job more transparent and manageable. This will in turn encourage more newcomers to take up the challenge.</p> <p>All listed above agreed to deliver before Ramadan. ZI who could not attend due to parental responsibilities has promised to deliver all projects before Ramadan, but the "Website manual (a)" initiative during Ramadan.</p>	
	13. Any other business - Nil	All
	14. Meeting close	

No	Actions (carried forward from FY 2019/20)	Progress/ Due Date	Who
1			

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**NEXT MEETING**

**Date:** TBD

**Time:** TBD

**Location:** Video Conference

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