



## Secretary's Report 2023-24 (FY24)

The FY24 Management Committee (MC) was elected at the AGM held on Sat 22 July 2023.

### Elected Management Committee

Title	Name
President	Reza Jamal (Second year as President)
Vice President	Ahmad Jahfar (Second year as VP)
Secretary	Anis / Raashed (Anis 6 months/ Raashed 4months)
Treasurer	Mohammad Bilal (One Year as Treasurer)
Committee Members	Areeb Rasheed (Asst Treasurer) Shakir Hashim (IT Manager) – Second year.

### USMAA Membership

This year our membership is as follows.

Membership Category	FY2023/24	FY 2022/23
Family	87	78
Individual	17	15
Pensioner Single	8	7
Pensioner Family	24	21
Student	1	1

We are pleased to inform that our membership grew by 12%.

I would like to welcome all new members and thank all our existing members for supporting our esteemed organization.

USMAA continued to attract many non-member guests at the two Ifthaars and the Islamic Cultural Expo event – drawing many guests from other communities.

### Membership Database

This year, the management committee members Shakir and Bilal worked hard to create a comprehensive USMAA database. Two years of hard work have now concluded in creating this database with details of members, contact details, fees paid and membership category.

All USMAA members have now been allocated a unique member ID with the purpose of identifying, tracking and referencing payments to this unique ID, thus avoiding errors in first names and family surnames and other errors associated with changes in mobile numbers and changes of email addresses.



## **Change of PO Box Address**

Due to the closure of the Brandon Park Australia Post Branch, we have had to relocate our PO Box address to Wheelers Hill Shopping Centre Australia Post.

New PO Box Address: PO Box 3249 Wheelers Hill, Vic 3150

Old PO Box Address: PO Box 5194 Brandon Park, Vic 3150

## **Management Committee and Technology**

All MC meetings were conducted via Zoom. Meetings were generally held on Wednesday evenings. In the lead-up to events, meetings were scheduled weekly to ensure seamless operation and coordination of events.

The MC also communicated with the membership via email and the MC WhatsApp Group for communication purposes.

USMAA MC has continued to embrace newer technology to conduct its operations and hence making it much easier to operate this busy organization. The increased use of technology continues to be part of the operational efficiency for various uses.

USMAA MC continued to assist the various sub-committees to promote, market and sell tickets for its programs and events. Then provide financial management support to close out the income and expenses transactional management.

## **Technology Achievements over the last two years:**

1. The website has now been streamlined so members can find their way easily and also to make it easier for members to make donations to various fundraisers and projects.
2. Ticketing Payment Gateway – STRIPE - MC has continued to refine the use of this Payment Gateway for all its ticketing payment and DONATION activities. USMAA has gradually moved away from receiving CASH for its ticket sales and donations.
3. The Management Committee has been very diligent in undertaking this ticketing system and procedures to prevent errors in cash and financial management. This has made our financial activities more transparent and improved accuracy in governance of finance.
4. The Committee Nomination Forms are now digitalized to make it easier to complete forms.
5. USMAA continues to use QuickBooks Accounting Software for its accounting and financial reporting. MC has embraced the bank feed mechanism where bank accounts can be reconciled very easily and effectively thus making it easier to record transactions.
6. USMAA has embraced Facebook, Instagram, Mailchimp and Whatsapp as its main communication, marketing and promotional tools for publicity and engagement.



## **Subcommittee Achievements**

### **JANAZA Sub Committee**

- The Janaza Subcommittee (JSC) continued their essential services throughout the year. Their commitment to provide the community with this selfless service even at odd hours continues. JSC purchased 1 grave site at the Bunurong Cemetery during this financial year. This site was purchased from the funds raised at the Six-a-side Cricket.
- JSC continues this wonderful work extending to other Muslim communities.
- JSC now owns burial sites in Burunong (21x sites), Springvale (2x), Fawkner (1x) and Dandenong Cemetery (9x) – all valued at approx A\$142,000.

### **Positive Age Sub Committee**

- The Positive Ageing Subcommittee (PAS) popularly known as USMAA Seniors, continued their excellent service during the year with many events, the highlight being the Islamic Cultural Expo Event, where an amount of \$14,000 was raised as aid for the GAZA.
- Other key events:
  - Hopper Night
  - Laylatul Qadr - 27<sup>th</sup> Night
  - Eid Dinner
  - Dementia & Well Being

### **Charitable Initiatives**

- Many fundraisers and donations were conducted during the year highlighting the commitment of the USMAA members and other donors towards such humanitarian relief.
- Morocco / Libya Fund Raiser – raised \$2,500.
- Paint Workshop Fundraiser for Afghanistan - \$300
- Gaza Fundraiser - \$14,000
- Fitra and Zakat Fundraiser - \$3,200
- Oscar Night fundraiser for Sri Lanka Schools education aid - \$3,200 (FY23)

### **USMAA – Key Muslim organization recognized by major local bodies**

- USMAA continues its work in playing a pivotal role with relationships with multiple organizations. Our trustees, the president and committee members continued engagements and requests for attendance and assistance by other organizations.
- ICV, AFIC, Sri Lanka Consulate, Interfaith associations, Monash City Council, Various Mosques and other smaller organizations continued their working relationships at many levels with USMAA.
- It is important for USMAA to play this community support work as part of its role in serving the extended broader community.



## **USMAA Events:**

We were excited to conduct a full year of in person events in the USMAA community. It was a pleasure to see our community come together and continue the tradition of staple USMAA events and more.

For more details and photos of the events, please refer the USMAA website and Facebook page.

Below is a list of USMAA events held in 2023/2024:

- Members Night - Mulgrave Community Centre.
- Seniors Hopper Night – Glen Waverly Community Centre
- Youth Indoor Carrom Competition – Mulgrave CC
- Janaza Six A Side Cricket Competition – Outdoor event
- Islamic Cultural Expo – Mulgrave CC
- Ramadan Ifthars – 2x events – Mulgrave CC
- 27<sup>th</sup> Night Laylatul Qadr - Mulgrave Community Centre.
- Eid Al-Fitr dinner - Mulgrave Community Centre.
- Seniors Ramadan Dinner – Restaurant
- Eid Al-Adha (Haj) Breakfast – Number Ninety Receptions, Oakleigh.
- Dementia and Well Being – Mulgrave CC
- Thinking on the Spot – USMAA Youth (21 July 2024)

USMAA was invited to attend many events organized by other organizations.

- Member Forums organized by Islamic Council of Victoria (ICV).
- Sri Lanka Independence Day Celebration
- Luncheon organized by Multicultural Interfaith Group
- International Forums organized by Sri Lanka Consulate
- USMAA continues to be the main contact organization for the SL Consulate providing assistance to consular requests for many assistance.

## **USMAA Volunteers Group**

USMAA Volunteers group was formed in 2023 to build volunteer support for events. This group has been of huge assistance in supporting our events and continues to grow. The MC would like to acknowledge and thank all the volunteers who generously donated their time to be on the grounds during events and other times.



## **NEW MANAGEMENT COMMITTEE – Proposed Operating Model**

USMAA operates through a structure of:

- Trustees and Advisors
- Management Committee
- Sub Committees and
- Volunteers

Management Committee comprises of the Executive Committee and other Committee Members.

The key positions (Executive Committee) are:

- President
- Vice President
- Secretary
- Treasurer

As the Management Committee (MC) tend to depart the MC, usually after a year of service, sometimes after two years of service, this departure has become a problem for the issue of MC Operational Continuance.

The reason for these departures has been well understood as being due to the work-load of the executive committee members, especially in running events IN PERSON at most events.

The proposal is to cut back on these IN PERSON workload of the MC members by forming separate Event Sub Groups (ESG) in running these events. The proposal is to have multiple ESG's to run at-least one event each year. In practice, if we could form 5x ESGs, then five events that are run usually by the MC can now be delegated to the ESGs, thus reducing MC workload. This potentially increases the chances of MC members remaining on the Management Committee for a longer period of time.

This proposed model is nothing new but is an extension of the current Sub Committee model (such as the JSC and Seniors Group) where they organize set events every year.

The MC has already been engaging with key stakeholders to progress this model and now we have had expressions of interest from three groups who would like to run one event each year.

However, to make this proposal a success, we will need another 2 groups to come forward and make it a success. Insha Allah.



To make this proposal a success, we are now inviting our members to come forward to be more actively involved in running the organization.

If you can form a ESG group, put your name forward to RUN ONE EVENT each year.

This has now become a very important issue to ensure the successful continuation of the management of this very useful organization.

## **USMAA – Acknowledgements**

USMAA recognizes and acknowledges all our main stakeholders to ensure the successful continuance of our organization.

- **USMAA Paid Members**

We acknowledge your membership contributions year after year. There are many of you who continue to pay your membership regardless of circumstances and we thank you for that. You will continue to be USMAA's backbone and strength for many years to come. May Allah continue to bless our members. There are so many members who travel more than one hour in difficult traffic to attend USMAA events and we thank you for that.

- **USMAA Trustees and Past Presidents**

We will always be thankful for your continued lifelong support and dedication to keeping this organization running.

- **USMAA Committee Members**

We thank all the committee and sub-committee members who have made sacrifices of their time to be part of the USMAA activities. They ask for no favours, no thanks and are always there to support all the activities. We thank you and stay blessed.

- **Monash City Council**

Monash City Council continues to be a key stakeholder of all USMAA activities. Key to USMAA's activities are the grants we receive for the use of the Mulgrave Community Hall, year after year. This hall that we have come to call "home", is hired to us by way of grants. This year the hall hire grant was valued at \$16,000.

USMAA MC and some senior USMAA members continue to have a cordial and good relationships with the Monash Council.

May the Almighty bless USMAA for the continued use of this hall for many years.



## **Conclusion**

In conclusion, I would like to thank the entire USMAA Management Committee, the Trustees, all Subcommittees, volunteers and everyone who contributed their hard work and time throughout the year. The continued success and operation of our organization would not be possible without you.

May Allah Almighty continue to keep this organization and its members blessed.

Yours sincerely,

Secretary  
USMAA