



Ithna-asheri Muslim Association of the Northwest

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IMAN Annual Report of Activities 2015-2016

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1 Executive Committee Report for 2015/2016

IMAN Executive Committee (EC) expresses gratitude to its membership for the opportunity given to it to serve the term ending September 30th, 2016. This report outlines our progress and activities since October 1st, 2015. This would not have been possible without the continued sincere dedication, support and participation of the community at large. The Executive Committee is honored to have had this opportunity to serve.

Alhamdulillah, there were many activities offered and pursued by the IMAN community. The following observations augment what is covered in sub-committee reports.

The following were the IMAN Executive Committee members for 2015/2016:

Hamed Esfahani	President
Sameer Tejani	Vice President
Meisam Seyed Aliroteh	Secretary
Mohammad Nikjoo	Treasurer
Kaniz Khaki	Committee Member
Kareem Al-Haddad	Committee Member
Farhan Basit	Committee Member

Sr. Zehra Abedi stepped down from the EC after serving for a couple of months due to unexpected changes in her family and work commitments mid-year. We would like to thank Sr. Zehra for her services. Br. Nikjoo accepted to fill in the treasurer position.

1.1 Executive Committee Priorities

From the recommendations of last year, the three areas discussed below had a priority focus from the Executive Committee.

Children and Youth

As a community we need to make the children and youth a priority. Many of these activities depend on having adequate volunteers to lead and organize such programs.

IMAN subcommittees need to figure out ways to engage the youth in various activities and encourage them to participate. In addition, we request all parents to offer ideas, act as mentors, and volunteer to lead, coordinate, and participate in these various activities. Below is a summary of the key youth oriented programs we have had throughout the year.

Ramadhan Programs

Given that our guest speaker during Ramadhan this year, Sheikh Aous, had a lot of experience presenting to and mentoring youth, we decided to ask the youth to participate in the regular lectures as opposed to having a separate though program as we had done last year.

For younger children (approximately below 8 years of age) who may not be able to benefit from the lecture we ask the parents to supervise them as we did not have enough volunteers stepping

up this year to organize activities for that age group. As such, the parents were asked to supervise their children.

Muharram Youth Quiz

In an effort to increase participation by our youth and promote learning about the events of Karbala, this year we had a quiz based on our guest speaker Dr. Mahmood Datoo's lectures on the Events leading to and during the tragedy of Karbala. The quiz was designed and evaluated by Dr. Datoo and was aimed at youth between the ages of 9 - 18. There were gift card prizes awarded to the 3 participants (\$250, \$150, \$75) with highest scores and others who participated in taking the quiz were also recognized.

This was a very successful effort in terms of having youth participating and carefully listening to the lectures. We witnessed significantly higher than usual presence of youth throughout the 12 nights of programs, listening, taking notes, and responding to Dr. Datoo's questions. 24 youth participated in taking the quiz.

Weekly Children Programs

Four years ago we started a step towards having enriching programs for children on regular basis throughout the year rather than only on the major occasions such as Ramadhan and Muharram. This year we continued to have programs specifically tailored for children and youth nearly every Friday evening, with few exceptions. IMAN EC welcomes and supports this initiative and recommends building on it in the coming years. We have received positive feedback from the parents, saying that their children are excited to come to IMAN on Friday evenings. The goal of the weekly children program is to create an environment for the children to interact with each other and have a sense of belonging to a community; it is not necessarily to provide religious education, which is one of the primary goals of the Sunday school. Some of the activities that the children participated include: movie nights, learning to code (TouchDevelop), discussing current events, team building exercises (team challenges), and variety of other activities. On days that we do not have the children program, we get approached regularly by the kids asking why and wishing that we did. That is a positive and encouraging sign that the children find value in these programs and look forward to coming to IMAN because of them.

Qur'an & Arabic Classes for Children

There has been a couple of pilot efforts to have classes for teaching Arabic, and Qur'an recitation (including Tajweed and memorization) to children. These efforts have not yet evolved beyond the pilot phase this year. The results and summary of the efforts can better be presented in next year's report. What we can tell at this point is that there is sufficient interest and attendance commitment from the community in this area to continue investing resources.

Volunteer capacity

In order to be able to run all our activities and programs successfully, we need a large pool of volunteers. Currently, a small group of volunteers are doing a lot of work in the day to day running and maintenance of IMAN. This limits the amount of activities we can take on in a particular year and also risks burn out of those overworked small group of volunteers.

We have good participation from the community for the everyday tasks like setup and cleaning during major events like Ramadhan and Muharram. We need to tap into this energy for the rest of the year when we need help in activities like cleaning the center, outreach efforts, small maintenance tasks, etc.

An important need is to have people step up and take the lead in planning and organizing events, especially the ones involving our children and youth. It was particularly challenging to organize the children's Ramadhan program this year as there were not enough people available to plan and organize the program for each of the age groups.

We have continued to implement the idea of hiring an administrator to reduce the workload on our volunteers for some routine tasks that need regular attention. The new administrator has been ramped up to taken on some of the routine logistical tasks that the EC and other volunteers performed in the past. We are still evaluating exactly what tasks are most suitable for the administrator position and what amount of time needs to be dedicated to the tasks. We do continue to see benefits of having a dedicated administrator as there has been an improvement in our response times and follow-up to external emails and voicemails that IMAN receives on regular basis.

Increased Scholarly Presence

Securing the services of a resident scholar for IMAN is a topic that has been under the consideration of IMAN EC and Board for several years. We decided two years ago to dedicate one of our three main priorities to increasing scholarly presence at IMAN. The programming budget was increased accordingly for this purpose. The Program Committee continues to provide scholarly presence at IMAN via live or recorded lectures by various scholars throughout the year. More can be done on this priority in terms of having visiting scholars throughout the year, not only on major occasions such as Ramadhan and Muharram.

Last year we have outlined a detailed plan and a suggested timeline for searching for and ultimately selecting a resident scholar for IMAN. There was some progress made towards that plan in terms of getting financial commitments from EC and Board members and raising awareness about the plan in the community. More information is provided in the recommendations section for 2016-2017 later in this document.

In addition, we thank the community members for contributions to the operational expenses at IMAN. As has been noted in past years, we need to create sufficient reserves for maintenance and renovations that will be necessary in the times ahead. For example, we do not have sufficient reserves funds to repave the driveway which is showing signs of wear. Thanks to the available reserve funds, we could complete some

of the much-needed repair work, such fixing of the drainage issue on the south-west side of the building and replacing the main refrigerator.

We have collected our targeted amount for operational expenses, but not the targeted amount towards reserves for building maintenance. All community members are requested to reflect on the value they find in IMAN and contribute their fair share financially and otherwise.

IMAN explored opportunities to generate revenue from rental of the parking stalls during daytime when they are not being utilized by IMAN attendees. Br. Jawad lead the negotiations with the company that was interested in renting the parking lot. IMAN drafted and signed an agreement document but the other party backed out in the final stages of implementing the agreement.

Building on last two year's successful effort, this year we repeated the fundraising campaign during Ramadhan to build awareness about Social Services committee activities and the need to raise funds to respond to the significant increased demand by influx of refugee families to Seattle area. The financial report has the details on the funds raised for this purpose. We are thankful for the generosity of the community in this area.

IMAN community has reached out and responded to various invitations to promote interfaith understanding and dialogue. We thank Br. Jawad Khaki for leading and representing IMAN in these efforts.

IMAN community continues to weather the effects of a slower economy and influx of refugee families to the area. Rising social services disbursements are a significant portion of the IMAN expenditure. The Executive Committee appreciates the generosity of all donors in these difficult times.

IMAN Town Hall Meeting

On Friday September 16, 2016, we held a town hall meeting with an on open invitation to all community members to attend. The goal was to reflect on the state of affairs at IMAN and have a dialogue with the community members about the programs, services and activities that IMAN provides. The Executive Committee made a brief presentation at the beginning of the meeting to raise awareness about how IMAN operates, programs and services it provides, areas of opportunity, and the challenges faced. The remainder of the meeting time was dedicated to an open session to hear from the community members directly.

The meeting was well received by the community and we received feedback from several people that we such town hall gatherings should happen more often. Approximately 50 adults attended the town hall meeting.

Detailed minutes from the meeting was shared with the EC and the Board. Below are some general ideas, needs, and suggestions that were brought up:

- Having more such gatherings.
- Need for more youth activities, including sports and recreation.

- Need for Arabic and Qur'an classes for children.
- Reducing overhead or "red-tape" for starting new initiatives.
- Ideas on how to make more gradual progress towards executing the plan for having a resident scholar.
- IMAN has been particularly welcoming to those who are new to the community. Appreciation was expressed for this.
- Consider ways to usher people and transition between programs in a more gentle way (especially during Ramadhan).
- Information on how IMAN operates, who is on the various committees, and what needs exist for the committees was new to some who attended the town hall. They suggested to make this information for readily available.

1.2 Humanitarian Relief

In addition to the efforts lead by the IMAN Social Services Committee covered elsewhere in this report, as a community we have responded to financial appeals from various appeals around the world including economic hardship locally. This includes our responses to ZCSS and Yemen relief efforts through NASIMCO, details of which can be found in the financial report.

1.3 Funeral Services

Members of IMAN have continued to provide funeral services when contacted. IMAN recommends the services of the House of Mercy in Kent. Because we see continued cases where bereaved families insist on burying at cemeteries in Bellevue, Redmond, Issaquah and Lynnwood, there is a need to make arrangements with local cemeteries for a dedicated Muslim section, if they don't already have one. This is an opportunity to cooperate with other regional Islamic organizations.

Muslim Association of Puget Sound (MAPS) continues to be very cooperative with our community whenever there is a need to use their Ghusl facilities and even arranged for additional volunteers when needed. We would like to express our gratitude for their generosity and continued cooperation.

Given the increased demand in recent years, we also would like to encourage more people to sign up and help with funeral services. You can do so by joining the imanfuneral@yahogroups.com email list, where notification is sent when volunteers are needed. There were about 12 requests to aid with funeral services this year.

1.4 Aqd Nikah Services

As a sign of a growing community servicing increasing needs, IMAN conducted several Aqd Nikah ceremonies during the past year as a service to Muslims in the area. We have an established process in place that streamlines the Aqd using a draft marriage contract that was designed by the World Federation. The services provided include issuance of a Certificate for Islamic Nikah as well as the official Certificate of Marriage for the State of WA.

IMAN is also approached occasionally to witness and document the pronouncement of Islamic Talaq (Divorce). One area of expansion to be considered is Islamic matrimonial services to facilitate match making and marriage counseling.

1.5 Newsletter/Communication

Communication with IMAN community has been through announcements made at the IMAN Center, our web site, our Twitter account, our Facebook page, and through email lists. The IMAN website continues with incremental improvements by adding relevant information on Islam. This is still a work in progress. This is an area with huge potential to impact the broader Seattle community's understanding of Islam and Muslims.

2 Sub-Committee Reports

Over the past year we have focused on the sub-committees described below. In order to expand our range of activities, we have also begun several additional projects which are described in Section 3. Below is a brief report on sub-committee activity.

2.1 Sunday School Committee

Members

The school year for 2015-2016 began in the middle of September with the following individuals serving in the sub-committee:

- **Kaniz Khaki** (Principal)
- **Ali Dadvar** (Vice Principal)
- **Ali Mansoor Naqvi** (Administrator)
- **Sukaina Juma** (Co-Administrator)
- **Farzana Noray** (Treasurer)

Accomplishments

- **Curriculum & Class Structure:** We continued using the updated Islamic Studies curriculum based on the Sirat books. The curriculum divides Islamic Studies into four sections: Aqaid (Belief), Fiqh (Rules), Islamic History, and Akhlaq (morals). We also had a curriculum day to educate the parents about what is taught at the Sunday School and supplement it at home with other activities.
- **Classes:** We had around 85 students enrolled this past year (41 Families), and established ten classes (PreK – Grade 9) for each grade level in Quran Reading and Islamic Studies. 28 hours of regular classes and 84 hours of instruction.
- **Salaat:** The salaat class was divided into two classes based on ability. This allowed each class to concentrate on specific skills and students took the opportunity to learn and move to the next level. We graduated more than 10 students to advance salaat class.
- **Teachers:** We had at least 18 teachers/ TA'S. It was also encouraging to see that 3 of the teachers were youth either in high school or college.

- Finances and Tuition: 95 % paid their tuition in full this year. About 2% paid partial and 2% did not pay at all. There were 9 scholarships.
- IMAN Dollars: We continued using a reward scheme where teachers would give out “IMAN Dollars” that they could cash for different prizes during the end of the year. This encouraged students to complete different activities on time (like homework) and excel in their studies.
- Recognitions: The school conducted an end of the year awards ceremony for its students. We also recognized each teacher and were gifted \$50.00 from Amazon. TA’s were gifted \$20.00.
- Parent Liaisons: We had two parent liaisons who tried different approaches to engage the parents and had a joined event for the students at IMAN.
- Held a Neuro Psychology of learning conference for all the teachers, who were interested in participating.
- Participated in a United Muslim Relief Campaign Food Drive and collected 320 cans and package items.
- Parent Volunteers: Parent volunteer signup was much better this year than years past. We had nearly 100% of parents completing at least 25 hours of parent service tasks and at least one family opting to pay \$250 as they were not able to make the committed hours.
- Snack Time: All students were provided a small snack every week. This helped keep students energized to complete the day. We also had monthly pizza lunches – something that students looked forward to.
- Safety: We had a successful fire drill with the school evacuated under 1 minute.

Challenges

- Committee: Having a fully staffed committee helps make things run smoother and not overburden individuals on the committee. The school committee was very strong, that made the school run smoothly.
- Attendance and Timeliness: We need to enforce timeliness and attendance as it affects other students who are regular and on-time. We tried to reward those students who showed up early with IMAN Dollars
- Extending Learning beyond the school: In order to supplement what is learnt on Sundays, parents need to find ways to enforce that during the regular week. For example, attending other programs or establishing new activities at IMAN where students would be exposed to Islamic beliefs and values.
- Tuition and Fee payment: Some parents are behind fees and it requires efforts by the Treasurer to follow up with them regularly.
- Establish a standardized process for families with financial difficulties to pay for school tuition

Opportunities

- We have students who are at a critical age where greater involvement in the community would fulfill their needs. We need to find ways to encourage them to participate and create opportunities for them to serve the community. These students are also looking for volunteer opportunities to fulfill their volunteer requirements at school. Furthermore, we see students not

continuing their studies beyond Grade 9 – we need to look for other opportunities to keep them engaged

- Many Sunday school children do not participate in other programs at IMAN. We need to find ways to create an environment for children to be able to participate in other IMAN programs so that they get an opportunity to enforce what they learn during the Sunday School (see integration above on some ideas).
- Establish strong communication channels between teachers and parents
- Establish strong parent liaison program
- Establish an automated registration system
- Establish a website for the school including teacher blackboard system
- Establish a more structured Quran curriculum
- Establish strong relationship between school and IMAN especially

Recommendations

- Interaction with other IMAN sub-committees to put the focus on children during regular IMAN programs, so that the learning goes beyond the time spent at Sunday School and combines it with other programs at IMAN.
- Parents working together with students during the week to ensure that the education imparted on Sundays is reinforced during the rest of the week.
- Parent support group: create an environment where parents can meet regularly to learn from each other, support each other and the school.
- Execute the 2016-2017 school plan including maximum learning for students in each grade in a safe and enriching environment
- Establishment of the parent financial assistance eligibility determination
- Increase rental contribution to IMAN to about \$18K to be more in line with market rates in the area. This will require raising funds to cover the tuition for the families that are not financially able to pay the full tuition.
- Develop Long term IMAN school strategy

Vision and mission for IMAN School

- Vision: To be the Islamic school of choice in the greater Seattle Washington area thriving academic excellence with highest morals & ethics.
- Mission: To provide our children an environment which will enable them to achieve their highest potential, founded on Islamic morals, scholastic excellence, and good citizenship.
-

The school would like to thank all the teachers and volunteers who dedicated their time in making 2015-2016 a successful year. The school committee for 2016-2017 appointed by the EC at the end of the school year was as follows:

- Ali Dadvar (Principal)
- Kaniz Khaki (Vice Principal)
- Ali Mansoor Naqvi (Co-administrator)

- Sukaina Juma (Co-administrator)
- Farzana Noray (Treasurer)

The parents who were nominated by the parents' body to serve as parent liaisons included:

Mahdie Seyed

2.2 Program Committee

Members

The following were the IMAN Program Committee members for 2015/2016:

- **Robina Qureshi** (chairperson)
- **Kareem Al-Haddad**

The following are IMAN Program Committee nominations for 2016/2017:

- **Robina Qureshi**, Chair
- **Kareem Al-Haddad**
- **Amanda Smith**

Accomplishments

1. The following regular programs were conducted during the last year:
 - a. Dhuhhr/Asr and Maghrib/Isha prayers every day at IMAN.
 - b. Dua Kumail program on Thursday evenings.
 - c. Friday Juma prayer and evening program.
 - d. Fajr prayer on Sunday mornings followed by Dua Sabah and breakfast.
 - e. Wiladah and Shahadah of the Ahlul Bait per WF calendar.
 - f. Themes of the months drew from recent events and occurrences around the world, and featured speakers that are well received by the community.
2. Conducted a successful Muharram program:
 - a. Dr. Mahmood Datto was the scheduled speaker for the month of Muharram. His lectures were well received by the community. He conducted a quiz for the youth which contributed greatly to youth participation and engagement in the lectures.
 - b. Provided marsiya and latmiya recitation in Urdu, Arabic, Farsi, and English languages.
 - c. All-day programs for Ashura and Sham-e-Gharibaa
 - d. Great community support in preparing food for Ashura
 - e. Organized engaging programs and activities for the children during Muharram:
 - f. Organized three separate sessions for ages 4-6, 7-9 and 10-12.
 - g. Provided children with lessons and teaching from the event of Karbalaa that was at their level, with small and engaging project to keep them interested.
 - h. Marsiyah and Latmiyah recitation by the kids in the main prayer hall for the adults.
3. Conducted a successful Ramadan program:
 - a. Shaikh Aous was our guest speakers for the first two weeks of the month. His lectures were geared more towards the youth so we asked the youth to attend the lectures as opposed to having a separate program for them.

- b. Provided a detailed calendar of events to the community in advance which ensured smooth running of the programs and better participation.
 - c. Having sandwiches and light iftar worked out very well. Programs were being done on time and volunteers were not exhausted.
 - d. Continued to provide full iftar on Fri/Sat nights as well as the special Qadr/Amaal nights.
 - e. High attendance at Eid prayer.
 - f. Variety of adult programs such as Quran recitation for men and women in Arabic and English, dua recitation, and main lecture by the visiting speaker.
- 4. This year we had held a ladies milad in Sha'abaa with a potluck. The sisters requested that we hold this event on the first Saturday of every Sha'abaa.
- 5. Participated in and organized various outreach events with other communities:
 - a. Events hosted for school students, church groups and community at large received very positive feedback from the guests.
- 6. Arranged for live broadcasting of our Muharram and Ramadhan programs.
- 7. Provided weekly children's program lead by Br Hamed Esfahani, which has been very well received, with 5-25 children attending every Friday.
- 8. Increased scholarly presence at IMAN via live or recorded lectures of various scholars throughout the year.

Challenges

- 1. Need to promote the spirit of volunteering in the community. All of the challenges listed below require participation and volunteering from the community members to in order to resolve the challenges and attain success.
- 2. Need to ensure that IMAN attendees and visitors stay respectful of the volunteers who are enforcing IMAN rules and guidelines.
- 3. Need more members in the committee, particularly more female presence.
- 4. We need to grow our speaker pool.
- 5. Need to use opportunities throughout the year to improve recitation during Muharram & Ramadan.
- 6. Need to continue finding diverse, stimulating, and motivating content for various programs.
- 7. Need to devise the means to bridge the gap that exists between IMAN daily programs and the participation of the youth of the community particularly those at IMAN School.
- 8. Need to devise programs that are specially tailored for the youth and children.
- 9. Finding and selecting reciters that meet the need of all of the community members, given that we have a diverse and multi-cultural / multi-lingual community.
- 10. Need to implement a method to ensure the safety of the children, and to discipline and prevent them from running in the hallways, hurting themselves and damaging IMAN property.

Opportunities

1. There is a need for programs that are specially tailored for the youth and children. The amount of participation from this age group is not satisfactory and IMAN needs to provide them with programs that are interesting and well suited.
2. We have a mounted camera in the main hall which simplifies live broadcasting of our Muharram/Ramadhan programs. Next step is to provide live transmission of all of our daily programs. We also need a simplified solution for archiving these recordings.
3. There is an opportunity to reach to the broader community and we need a more comprehensive set of programs geared towards this. An example would be providing more interfaith programs and inviting people of various faiths more often.

Recommendations

Note: The Program Committee cannot achieve the following recommendations without an increasing number of community members stepping forward as volunteers to work on any of these areas. The following had been recommended in the previous years, however due to lack of volunteering support from the community, many of them were not achieved. It is absolutely crucial for the community to recognize the importance of volunteering and to step up to work on these areas.

- Recruit more members for the committee, particularly more female members.
- Explore options of having remote live speakers in order to grow our speaker pool, and to provide more diverse content.
- Create a pool of local reciter for various Islamic occasions and events such as Ramadan and Muharram.
- Create special programs at IMAN for children and youth.

2.3 Social Services Committee

“It is not righteousness that you turn your faces towards east or west; but it is righteousness- to believe in Allah and the Last Day, and the Angels, and the Book, and the Messengers; to spend of your substance, out of love for Him, for your kin, for orphans, for the needy, for the traveler, for those who ask, and for the ransom of slaves; to be steadfast in prayer, and practice regular charity; to fulfill the contracts which ye have made; and to be firm and patient, in pain (or suffering) and adversity, and throughout all periods of panic. Such are the people of truth, the Allah-fearing.” (Chapter 2, verse 177 of the Holy Qur’an)

Members

- **Hamed Esfahani:** Chair, caseworker.
- **Samad Faghih:** caseworker.
- **Amer Kuba:** Committee member, caseworker assistant.

Accomplishments

1. Received and processed **over 73** unique application inquiries for Social Service Aid
 - a. Many of the applicants required help and follow-up numerous times throughout the year.
 - b. **70** Applicant families were approved to receive aid (based on their financial status and whether they provided the needed information to the committee caseworkers)

- i. Served **250+** Household members. **145+** Children
- c. About a quarter of the applicants were returning applicants from previous years.
- d. Majority of applicants are families with 1 or more children.
- e. Families come from: Iraq, Afghanistan, Iran, Syria, Tanzania, Kenya, U.S., Somalia, and others.
- f. Immigrant families, refugee families, single mothers, unemployed, disabled, domestic violence cases, homeless.
- g. Distributed over **\$77,000** for Social Services causes.
2. Caseworkers made over 220 visits to the families' homes to:
 - a. Evaluate their eligibility
 - b. Interview the family and understand their needs
 - c. Support them emotionally
 - d. Deliver donated items. This year we received donation items from community members on regular basis (about twice a month).
 - e. Take them grocery shopping when they are new and unfamiliar
 - f. Deliver Fitra donations close to Eid
3. Identified local needy families (sayyid and non-sayyid) before Eid-ul-Fitr and distributed Fitra funds (Approx. \$7,500).
4. We have encouraged those who are interested to donate food to purchase food cards instead. Most applicants prefer to receive food cards, even if they are in small amounts (\$5, \$10, \$20).

Challenges

- Increased number of applicants, hence the need for more financial contribution
- Increased demand for housing needs
- Increased amount of funds that each application is requesting (compared to previous years)
- Helping applicants with complicated cases that require ongoing follow-up at various times of day, including during regular business hours

Opportunities

- We had a diverse set of applicants from various backgrounds and different areas in Seattle area
- Based on the feedback we get from the applicants, IMAN Social Services has become more widely known to the larger community. Applicants were referred to IMAN by other organizations.

Recommendations for next year

- Continue to build awareness in IMAN Community about Social Services activities and contributions.
- Continue building on existing connections and build new connections with the local Social Services organizations, such as shelters, food banks, tent city.
- Expand volunteer capacity in Social Services Committee (new members and more involvement from existing members).
- Forecasted budget need for next year \$60K to \$70K.

2.4 Facilities Committee

Members

Farhan Basit: Chair

Hayatollah Haidar: Committee Member

Non-member Consultants/Helpers:

- Jawad Khaki
- Samad Faghih
- Hamed Esfahani
- Jaffer AlAli

Accomplishments

- Regular spraying of the building perimeters to prevent spiders and ants from coming inside (situation has improved since we started this last year).
- Windows cleaning
- Carpet cleaning
- Pressure washing
- Periodic janitorial service visits to do professional cleaning at least once a month.
- Deep cleaning was arranged for Ramadhan and Muharram.
- Professional landscape service to maintain shrubs and green areas throughout the property
- Filter cleaning of the HVAC system
- Provided service for ongoing maintenance issues such as fixing leaks, cleaning HVAC filters, fixing light fixtures, door adjustments, renewing alarm license with City of Kirkland, installation of decorative display pieces and other items requested by school or other subcommittees.
- Replaced kitchen refrigerator which was broken just before the month of Ramadan.
- Resolved water from the overflow spout issue by the front entrance: installed a catch basin and then underground piping to route the water away from the property.
- Addressed many of the lighting issues throughout the property.
- Cleaned storm drains as required by the City of Kirkland.
- Resolved drainage issues on the roof (e.g. collar installation on the roof drain on the northeast corner of the building was incorrect from the time of construction).
- Fixed water fountain drainage.
- Cleaned and organized the storage area.
- Created a SharePoint site for Facilities Committee to compile all documents related to IMAN facilities. Also created an online list on the site to track facilities related tasks and requests.
- Created a maintenance schedule spreadsheet for all subsystems in the facilities.

Challenges

- Finding the right resources to resolve issues as they arise.
- Encouraging community members to treat IMAN facility as their own home and help with maintenance.

Opportunities

- Developing a community-based Long-Term Facilities Planning Task Force to develop a set of recommendations to better serve our growing community.
- Serving the community by providing a clean, organized, safe, and uplifting environment for our community. A facility that we can all be proud of and feel at home when attending programs.

- Growing the committee and enlisting more volunteers' help.
Starting of IMAN Cleaning day effort. Planning to continue this on regular basis as a way of enlisting community support throughout the year.
- Investigate installing air conditioning in all three halls on the main floor and the kitchen.

Recommendations for next year

- Repair, update and maintain parking lot.
- Control / deter unwanted traffic using our parking lot.
- Create a manual to maintain key systems at IMAN
- Install a security systems at IMAN
- Improve indoor and outdoor signage throughout the facility.
- Inspection and service of fire and security alarm system.

2.5 Resource Center Committee

Members

- **Syed Ali Mansoor Naqvi:** Chair
- **Faezeh Azim:** Volunteer

No activities to report this year for the Resource Center Committee. The recommendations from prior years' reports stand.

2.6 Hospitality Committee

Members

- **Kaniz Khaki:** Chair
- **Hayatullah Haidar:** Committee member
- **Ali Sheriff:** Committee member

Accomplishments

- Supported various events at IMAN - Muhurram majlis, Ramadhan programs, Eid programs, and special events.
- Continued community involvement without formal volunteer enlistment.
- Continued engagement with youth volunteers:
 - Trained youth volunteers in hospitality tasks with the goal of handover some hospitality responsibilities in the coming years.

Challenges

- Improve organization – have regular meetings with the committee and enlist more community members to join.

Opportunities

- See challenges above.

Recommendations for next year

- Continue strengthen organization by encouraging and engaging younger members of the community to participate in Hospitality Committee activities.
- Complete training of youth volunteers and start handing over some of the hospitality responsibilities to them.

3 Additional Activities

3.1 Outreach Efforts

IMAN Community continues to reach out to local faith, community and civic organizations to build understanding and goodwill as well as provide reliable and dependable information about Islam and Muslim to counter Islamophobia.

Muslims in the United States have often been subject to racism, xenophobia and scapegoating behaviors and attitudes. The human dignity and human rights of Muslims are often not respected. A significant part of the U.S. population, including some national political leaders, are in support of these attitudes and practices.

Recently, racist rhetoric regarding Muslims and other groups have become much more public and blatant. This is a crucial time for all Muslim people and communities to step forward and advocate for their rights as U.S. citizens.

Reliable sources of information about Islam and opportunities for others to interact with practicing Muslims are desperately needed if Americans are to have a greater understanding and respect for Islam and for Muslims. We continue to build awareness as well as relationships with more organizations in the Greater Seattle area in the process.

IMAN co-sponsored and played a lead role in organizing a one day conference entitled *Islam in the Public Square* on Saturday, October 29, 2016. Local area leaders and concerned citizens gathered at Seattle Town Hall to examine the dynamics that have led to the gap in understanding about Islam in America. Many issues clouding the image of Islam and Muslims in America were discussed to build understanding and tolerance across ethnic and faith lines, and to consider ways to confront and overcome the misunderstandings and fears that divide communities across faith lines. Together, as one Seattle community, participants explored ways to work together for peace and justice. Links to transcripts, video, and photos from the event can be found at <https://bishopscommittee.org/2016/11/04/islam-in-the-public-square-2>.

Given (the often) negative coverage of news and events around the Muslim world combined with unfortunate misinformation about Islam and fear of Muslims, IMAN interfaith and intra-faith outreach are important areas to expand IMANs activities. In our continued efforts, we would like to maintain priority in engaging with other faith organizations with hands-on experiences especially for our youth and seniors.

Br. Jawad has engaged the local media and participated in several events in the community to discuss combating the cancer of extremism.

- <http://www.seattletimes.com/seattle-news/eastside/imam-tells-what-we-need-to-do-to-fight-religious-radicalism>
- <http://pacificainstitute.org/2015/12/08/combating-the-cancer-of-extremism-causes-and-remedies/>

Accomplishments

Islam 101 Presentations and Discussions with various groups hosted at IMAN:

- IMAN maintains an open door policy to all its programs and activities. Numerous students from local schools and colleges have visited and participated in IMAN programs throughout the year.
- IMAN hosted various visitors from different organizations throughout the year.
- IMAN hosted Kids4Peace Voices of Hope interfaith event on Sunday 8/7/2016.

Talks on Islam and/or Muslim Perspective given off-site.

Br. Jawad Khaki visits local area churches and educational institutions on as need basis. During the last year this included:

Oct 20, 2015	Presentation to <i>Straight Talk</i> group in Bellevue
Dec 15, 2015	Panel Discussion: <i>Combating the cancer of extremism!</i> at Pacifica Institute
Jan 19, 2016	Lunch Presentation and Q&A Kent Covenant Church
Jan 19, 2016	Panel Discussion: <i>Muslim Voices Against Extremism</i>
Jan 28, 2016	Interfaith Lecture at Cross of Christ Lutheran Church
Feb 16, 2016	Presentation to Emerald Heights Retirement Community, Redmond
Feb 17, 2016	Presentation to Anthropology class of Dr. Hannah Flesch at Cascadia College, Bothell
Mar 1, 2016	Dinner presentation to Men's group at St Margaret's Episcopal Church
Mar 13, 2016	Sunday Service East Shore Unitarian Church
Mar 25, 2016	Breakfast Presentation to Bellevue Breakfast Rotary
Sep 11, 2016	Northlake Unitarian Universalist Congregation 9/11 Service

Islam in the News.

Labeled as terrorists or terrorist sympathizers by mainstream media, Muslim Americans struggle to define themselves as opposed to being defined by the extremists who perpetuate crimes in the name of Islam. Br. Jawad Khaki led discussions about how to build and enhance understanding, across ethnic and faith divides, to stand against terrorism as well as against intolerance, hatred and bigotry at following King County Library

Date	Library	Address

Jun 11, 2016	Bothell	18215 98th Ave. NE, Bothell, WA 98011
Jun 18, 2016	Federal Way	34200 1st Way S., Federal Way, WA 98003
Jul 5, 2016	Redmond	15990 NE 85th Street, Redmond, WA 98052
Jul 9, 2016	White Center	11220 16th Ave. SW, Seattle, WA 98146
Jul 11, 2016	Des Moines	21620 11th Ave. S., Des Moines, WA 98198
Jul 14, 2016	Renton Highlands	2902 NE 12th Street, Renton, WA 98056

Friendship Dinners

Rev Lex Breckinridge of St. Thomas Episcopal Church invited IMAN congregation for dinner and conversation on January 27, 2016 to promote healthy and productive interreligious conversation where Br. Jawad Khaki presented on Islam and the current global and national situation.

On February 22nd, 2016, East Shore Unitarian Church invited members of IMAN as well as other local Muslim organizations and individuals to a Friendship dinner. The idea was to engage in informal facilitated conversation in small groups as a way of getting to know each other better. The formal part of the program was minimized to ensure adequate time and opportunity to simply talk--not as exemplars of a religious tradition but simply as human beings.

On April 17, 2016, IMAN hosted a Dinner conversation with your Muslim neighbor event at the IMAN Center where many neighbors and representatives from several local faith and community organizations were invited which included the appended and many more:

Kirkland Mayor Amy Whalen
Kirkland City Council Members
Kirkland Police, Captain Cherie Harris
Kirkland City Manager, Kurt Triplett
Kirkland Fire Department, Joseph Sanford
St. Thomas Episcopal Church, Reverend Lex Breckinridge, Mary Pneuman
St. John's Episcopal Church, Rev. Lance Ousley, Ted Ederer
St. Margaret's Episcopal Church, Sam Ciapanna
Northlake Unitarian Universalist Church, Rev. Marian Stewart
Temple B'Nai Torah, Cantor David Serkinpoole, Rabbi David Lipper
Kirkland Downtown Association, Neal Hughes
East Shore Unitarian Church, Doug Strombom
Pacifica Institute, Tezcan Inanlar
Muslim Association of Puget Sound, Mahmood Khadeer
Kent Covenant Church, Rev. Keith Carpenter, Steve Colwell
St. Louise Catholic Church, Gary Makowski, Kathy Riley
Cross of Christ Lutheran Church, Dick Hanner
Episcopal Church of the Resurrection, Rev. Jeff Sharp

Fostering Interfaith Relationships on the Eastside (F.I.R.E) member organizations
American Jewish Committee - Seattle, Lila Cohen, Rabbi Jim Mirel, Jerry Hendin
Herzl-Ner Tamid, Rabbi Jay Rosenbaum
Emerald Heights Retirement Community, Keith McDonald
Holy Spirit Lutheran Church, Michael Anderson

On August 28, 2016, Holy Spirit Lutheran Church invited IMAN Congregation for a meal and conversation in their efforts to engage their Muslim neighbor in conversation as they prepared to welcome a refugee family.

Community networking

Br. Jawad continues to represent IMAN in the following forums:

- Coordination with F.I.R.E (as his schedule permits)
- Inter-religious Coalition to Abolish Human Trafficking through the Lens of Compassion (as his schedule permits)

Sr. Robina Qureshi continues to work with the original Together We Build (TWB) members to organize and serve meals at the Tent City for the homeless. On September 11, 2016, a few IMAN community members lead by Sr. Robina attended an interfaith session to cook a meal for the homeless residents at Tent City, which was stationed at Temple B'nai Torah at the time.

Challenges

Disappointing participation from more members of IMAN Executive Committee in reach out efforts. If majority of IMAN Executive Committee regularly participated in IMAN Programs, they would not only develop deeper connections with the IMAN Congregation but also at the same time internalize the importance, urgency and the opportunity to engage the broader community. It is ironic that such an important IMAN activity did not warrant even a single Executive Committee or Board Meeting discussion to review progress, challenges and opportunities during the last year!

Opportunities

- Developing one-one relationships with neighbors and colleagues continues to be a key opportunity in which more IMAN members can participate.
- Improve resources available on the <http://iman-wa.org>
- Initiate and/or participate in an inter faith and intra faith harmony.
- Develop Shia Ithnaasheri Muslim Council of Washington to improve coordination between Shia organizations in the Seattle area.

Recommendations

- When qualified people with a strong commitment and time available can be identified, classes related to specific Islamic beliefs and practices should be offered on a regular basis.
- There needs to be well thought out, well supplied and easily accessible resources available for visitors, those interested in learning about Islam or Muslims, and for new converts.
- Stimulating discussion among IMAN members interested in these areas is recommended as a means for clarifying outreach interests, level of commitment, and resources needed.

Recruitment of IMAN members to be involved in outreach efforts must be done in the context of their existing commitments. Individuals interested in reaching out tend to be the same members who are already heavily involved in multiple IMAN activities.

- As we mourn the loss of Brother Nasir Abbas Zaidi who was a victim of a terrorist attack in Pakistan the need to drive inter faith and intra faith harmony is amplified to avoid sectarian issues here in our local community:
 - Improve coordination between Muslim Communities as part of Greater Seattle Council of Muslim Communities.
 - Explore formation of Shia Ithnaasheri Muslim Council of Washington.

3.2 Philosophy Study Circle

Members

- **Hamed Esfahani** – Facilitator

Accomplishments

- The Philosophy Study Circle met regularly on Wednesday evenings, with approximately 4 to 8 participants on regular basis.
- After completing several books on Islamic Philosophy in the last few years, the PSC group decided three years ago to transition into study of Al-Mizan Tafsir (exegesis) of the Holy Qur'an by Allameh Seyyed Tabatabai. We use the English translation as a primary source of our reading and we refer to the Arabic and Farsi texts when further inquiry is needed. We occasionally take breaks from reading the Tafsir to watch relevant videos on the topic of our discussions.
- Alhamdulillah, we completed Surah Al-Baqarah earlier this year and started Surah Al-e-Imran.
- We have incorporated reading from the new Qur'an commentary, *The Study Qur'an*, edited by Professor Seyyed Hossein Nasr which was released in 2015.

Challenges

- Our key challenge is to approach the philosophical material in a way that the participants can engage with and digest. Much of the material is challenging and mentally intense, and so we have a constant pedagogical problem.

Opportunities

- The key opportunity that we identified was to improve our knowledge of Islam and the Holy Qur'an through the study of Al Mizan by Allameh Tabatabai, one of the foremost philosophers of Islamic Philosophy.
- Insha'Allah our study of Islamic philosophy during course of last few years will serve us as a tool to better understand and navigate through Al Mizan.

Recommendations

- Continue building awareness about the program within IMAN and the broader community about this forum for continuing studies of Islamic philosophy and exegesis of the Holy Qur'an.

3.3 Graduate School Scholarship Fund

IMAN provides a host of community services to anyone who is in need, and now it includes educational scholarships for Graduate Students. Creation of this scholarship was an effort that started in 2011 and became more widely advertised in 2012. The Dr. and Mrs. Amir-Hossein Naini Graduate School Scholarship Fund is a graduate scholarship fund that will award up to \$5000 to a qualified Muslim student attending an accredited institution of higher learning in the United States. Applications for scholarship awards from this fund will only be open to those who are U.S. citizens, have permanent legal resident status in the United States or have a valid student visa to attend graduate school in the United States. This scholarship fund exists to assist students seeking a graduate degree in the United States who have shown the potential for great vision, leadership and professionalism in serving Muslim and non-Muslim communities. We ask and encourage you to share this information with those Muslim students who have professional and personal ambition to be a source of inspiration to all, including the Muslim community. For more information, please see: <http://www.iman-wa.org/scholarships>.

This was the third year we started receiving applications. There were no awardees for the scholarship this year.

4 Executive Committee Recommendations for 2016/2017

Our recommendations for the coming year are presented below.

4.1 Volunteer capacity

A non-profit community organization like IMAN thrives because of its volunteers. There is no shortage of novel and exciting ideas that can be worked on. We need to reach out to more people and encourage them to volunteer their time and ideas to help plan and organize activities (current and proposed). We are also open to ideas on how we can inculcate the value of volunteerism in our children and have them more involved in helping at IMAN. We look forward to a strong volunteer base at IMAN as part of a thoughtful spiritually vibrant, caring sharing community.

This year we continued to have an administrator, as a part-time hired position, to reduce the workload on our volunteers for some routine tasks that need regular attention. We are still learning how to best utilize the time of the administrator to best address the needs of the community. The idea of having a dedication administrator has already proven to be beneficial and feasible. The EC recommends that we continue to make investments in this regard.

We are still far from having increased our volunteer capacity sufficiently; especially in areas where leadership is needed. As such, this should remain as a top priority for the upcoming year.

4.2 Children and Youth

Keeping with the foundational focus of our organization, the top priority for IMAN has to be in the development of our children and our youth. A few steps were taken in the past year, and a lot more can be done to engage with our children and youth. Integration with school and outdoor community activities

are some of the ideas that are being planned this year. In addition, all subcommittees need to explore how they can engage more with the children and youth. Community members also need to be recruited to help plan and lead activities that involve our children. When designing programs throughout the year, including the weekly Friday evening program, we need to keep the children and youth in mind as top priority. In addition to ensuring that we have enriching programs for adults, in the upcoming year we need to have activities and programs tailored for children (age group 5 to 14 years). We should explore having a variety of activities that are more youth oriented and promote interaction and sense of community amongst the youth.

4.3 Increased Scholarly Presence

Continue to work towards the plan that was presented in last year's AGM:

As mentioned in the 2011-2012 AGM report on the topic of *Resident Scholar* (section 1.6), and further discussed during last two year's AGM, significant time and energy has been dedicated to further explore the idea of having a resident scholar at IMAN. Many options were evaluated and valuable insights were gained from those discussions. It has become clear that realizing the goal of having a resident scholar requires a great deal of upfront financial and volunteer capacity. In order to build that capacity and realize our goal we need to have a detailed plan with concrete steps along the way. Br. Jawad Khaki has led the effort to device the plan as outlined below:

1. Establish a 3 person search and selection committee
2. Seek community funding of initial finding of \$100K trial and another funding of \$200K upon successful trial
 - a. \$100K for 1st year trial with 4 speakers – MUST
 - i. \$30,000 accommodation and transportation (\$2500/month to cover rent, utilities, car rental. IMAN ought to rent a 2 bedroom apartment within walking distance to the Center).
 - ii. \$12,000 food and groceries (amounts to \$32.88 per day)
 - iii. \$12,000 health insurance (assuming husband wife pair with \$500 per spouse. It could be lower depending on age)
 - iv. \$12000 travel allowance (\$3000/speaker for flights in/out and other transportation. Could be lower but we need to play safe if we have speakers from overseas)
 - v. \$7000 payroll taxes (just guessing at 10% of the above amount)
 - vi. \$10,000 interview expenses (guessing we will invite 8 candidates and each candidate may cost us \$1250 per trip)
 - vii. Used balance to furnish speaker apartment, speaker take home compensation and unforeseen expenses
 - viii. All figures above are approximations
 - b. Approximately \$200K for initial contract 2-year contract after 1st year trial –
CONDITIONAL ON SUCCESSFUL TRIAL
 - c. Secure funding from > 30 individuals.
30 is the estimate number of active IMAN member families. This is the only way to make this long term sustainable and ensure the speaker is not beholden to a few dominant sponsors. Our goal is to have no single family donor for more than \$5K.
3. 12-month Trial

- a. Advertise IMAN's intention to retain resident aalim and publish job description, qualifications and experience requirements
 - b. Network with other community leaders to identify potential candidates
 - c. Screen and invite 8 qualified candidates to speak at IMAN and interview with search committee and search committee designated interviewer list
 - d. From qualified candidates invite 4 speakers to spend 3 months of the year with us in Kirkland for a total period of 12 months
 - e. Ensure speakers invited will be available to enter into contract per IMAN timeline (see below)
 - f. Invite community members to complete speaker survey after initial interview trip as well as after 3-month trial
4. Timeline
- a. Get community commitment for \$100K before 12/31/2015
 - b. Start 6-month search in January 2016
 - c. Start 1st speaker trial Ramadan 1, 1436 and conclude Shabaan 29/30 1437
 - d. Start 1st 2-year contract Ramadan 1, 1437
 - e. Dates above are aggressive and may not be achievable. But if we are able stick to the above, we could save the Ramadan and Muharram speaker costs and apply the funds we normally collect to funding the 12-month trial.
5. Fund raising suggestions
- a. Enlist members at the AGM to help with fund raising. This cannot be a single person task.
 - b. Identify 5 people who will each commit to raising \$20K by approaching people who attend programs at IMAN 1:1.
 - c. IMAN Programs and E-mail announcements to raise money
 - d. Applications to NASIMCO and I.M.A.M for funding
 - e. Investigate obtaining Ijaza to utilize Khums money

IMAN EC requests that Br. Jawad Khaki leads the Resident Scholar Search & Selection committee. In addition to executing on the above plan, we will need to continue work on the details of the job description for the resident scholar, starting from the document that Br. Sameer drafted two years ago.

We ask that Allah SWT guides and supports us as we embark on this important effort.