



OTTAWA MUSLIM ASSOCIATION

Secretary's Report OMA General Body Meeting 2021

Alsalamu Alaikum Wa Rahmatu Allah Wa Barakatuh respected members of the Ottawa Muslim Association,

It is with the blessing of Allah subhanahu wa ta'ala that I have served the OMA in the capacity of Secretary and inshallah will continue doing so for another year. The current board in its tenure had ten board meetings since coming to office in August of 2020. The first meeting by the new board was held on August 8th, 2020 to facilitate the transfer of responsibility from the outgoing Board members. A second meeting was held on August 14, 2020 that established Board Committees and an operational structure for the ongoing services and activities held by the Association and through its different branches.

Every meeting involved discussions and important decisions on managing mosque operations, serving the worshippers, improving programs and services to the community, and improving cooperation with other organizations.

The Committees that were established include, but are not limited to, the following:

- **The Maintenance Committee:** Responsible for the ongoing maintenance of the Ottawa Mosque, reviewing our fire and safety plans, and ensuring that the staff and the attendees are hosted in a safe environment at the Mosque. [Committee Lead: Saleem Khan]
- **The Finance Committee:** Responsible for OMA's financial aspects which include, but are not limited to: monthly budget reviews, annual reviews, fundraising, issuing tax receipts, etc [Committee Lead: Gulam Madari]
- **The Funeral Committee:** Responsible for all aspects related to the OMA funeral services [Committee Lead: Anis Chemseddine]
- **The Social Services Committee:** Responsible for the ongoing services that the Ottawa Mosque provides to the community. This includes, but is not limited to: Zakat cases, Refugee Services, Job search, and social services programming. [Committee Lead: Momin Janjua]
- **The Hall of Peace Committee:** Responsible for the operations and day to day activities of the Hall of Peace as well as the set up, organization, and booking of weddings and special ceremonies. [Committee Lead: Mariam Aly]
- **The OMA Schools Committee:** Responsible for the coordination between the three OMA Schools, OMA Sunday School, Al-Fajr School, and Om-Al Qura school. [Committee Lead: Ali Binsilim]
- **The Communications and Community Engagement Committee:** Responsible for all the events and programming, website management, social media, technology, and community outreach. [Committee Lead: Mohammed Aswad]
- **The Procurement Committee:** A small task force that has been given a limited capacity by the board to act on its behalf in terms of purchasing items, monitoring sales and disposals of extra items, and purchasing supplies that are required due to the ongoing activities at the Ottawa Mosque. [Committee Lead: Mohammed Adi]

Significant Events and Ongoing Projects

- The OMA Website and brand guide are currently being developed to improve user experience and to create images, posters, and publications that are consistent with the values, vision, and mission of the association
- The renovation of the Hall of Peace has been completed. Since then, the HoP has hosted many weddings, community events, programs, and activities
- The programs and services of the Ottawa Mosque have been converted into an online-remote form to accommodate the needs of the community, while adhering to the safety guidelines of the Ottawa Public Health (OPH) and COVID-19 regulations.

I look forward to another year of serving the Muslim community as a member of the board. While this year was difficult, we were able to adapt to the challenges that we faced and we learned from the mistakes that we made. By the blessings of Allah, the guidance of our elders, and the continuous support from the community, the next year should hopefully be a year of work, development, and growth for the Masjid and all its attendees.

Kind Regards,

Mohammed Aswad

Secretary of the Board of Directors

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