



Ithna-asheri Muslim Association of the Northwest

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IMAN Annual Report of Activities 2011-2012

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1 Executive Committee Report for 2011/2012

IMAN Executive Committee (EC) expresses gratitude to its membership for the opportunity given to it to serve the term ending September 30th, 2012. This report outlines our progress and activities since October 2011. 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.

The EC is particularly grateful to Br. Jawad Khaki for his continued support and mentorship throughout the year as we were in the process of transitioning to the new leadership. By guidance from IMAN Board, the EC was pleased to have the opportunity to present the first ever IMAN Visionary Community Leader Award to Br. Jawad during the Milad-un-Nabi program in February 2011.

Alhamdulillah, there were multiple 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 2011/2012:

Hamed Esfahani	President
Sameer Tejani	Vice President & Secretary
Meisam Seyed Aliroteh	Assistant Secretary
Mohammad Nikjoo	Treasurer
Syed Wasti	Committee member (part of the year)

After serving on the EC for the initial part of the year, Br. Syed Wasti decided to leave due to personal commitments. We thank Br. Wasti for his contributions and hope that he will be able to serve again in the future.

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. This past year, we have been able to have some more youth-oriented activities though a lot more can be done. There were efforts into organizing youth and children's programs during Muharram and Ramadhan. The Milad-un-Nabi program at IMAN was driven by the school and it was encouraging to see a good attendance across the spectrum. More can be done here to combine IMAN programs with school activities. Historically, the summer camp has always been a successful activity and we need to capitalize on. Starting in Ramadhan of this year, we began to have evening programs specific to the youth, running alongside or combined with the adults program. During Ramadhan the children were encouraged to learn short Surah's from the Holy Qur'an and they were invited to come on the stage on regular basis to recite in front of the attendees. The children were quite enthusiastic throughout the month of Ramadhan to participate in this program.

After Ramadhan a couple of members in our community have stepped up and committed to ensuring that we have enriching programs for children on regular basis throughout the year. They proposed to design and conduct programs specifically tailored for children and youth every Friday evening. IMAN EC has welcomed and supported this proposal.

Many of these activities depend on having adequate volunteers to lead and organize such programs.

IMAN subcommittees need to figure out a way 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.

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, Together We Build, 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.

Sustainability

To continue meeting the needs of the community and growing demands, IMAN needs to have a financially sound plan. While we were able to sustain ourselves this past year, we need to build a reserve and be able to expand our programs to tailor to different age groups. We also need to rely on a broad spectrum of the community for fundraising no matter the amounts donated.

As a growing organization with increasing demands and expectations of it, IMAN needs to continue developing leadership capacity and also put in place a succession plan for long term sustainability. We encourage more members to volunteer in different subcommittees, which is how we will develop the necessary leadership capacity to sustain the organization for the long term.

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 were able to start on some of the much needed repair work, such as re-sloping the landscaping to divert water from the building (source of the moisture problems we had at the lower level in previous years) and interior paint and wall repairs.

This was the second year where we had a formal fundraising effort after Eid-ul-Fitr and we received pledges for about \$71,000, over half of which has been collected as of the end of this fiscal year. Alhamdulillah, with the help of many dedicated community members, the fundraising event was a success. This was the first year where we invited a guest speaker/presenter specifically for the day of the fundraising event. Having the speaker was well received by the community members and shown to be effective. The Executive Committee recommends that we continue to explore this option for future fundraising events.

In addition, IMAN community has reached out and responded to various invitations to promote interfaith understanding and dialogue.

IMAN community continues to weather the effects of a bad economy. Rising social services disbursements are a significant portion of the IMAN expenditure. The Executive Committee appreciates the generosity of all donors in these tough economic times.

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 African Relief and Afghan Relief efforts, 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, Issaquah and Lynnwood, there is a need to make arrangements with local cemeteries for a Muslim section. This is an opportunity to cooperate with other regional Islamic organizations.

We also would like to encourage more people to sign up and help out with funeral services.

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 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.

1.6 Resident Scholar

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. This issue was discussed in the last AGM and there was interest from the members to pursue this further.

As it was mentioned in last AGM, one of the first steps in having a resident scholar is to have a financial plan to cover the expenses for at least 3 years. During the AGM meeting the Board sought volunteers to help in coming up with a financial plan. Two members stepped up to help with this task. Earlier in the year, they met with Br. Sameer Tejani, who is the Board liaison on this issue, to understand the details. They have brainstormed on some ideas that may work. The Board is waiting to receive and review their draft proposal.

At the same time, there were several Board and EC meetings on this matter last year. The Board has been reviewing the requirements for a scholar based on a proposal written by Br. Sameer Tejani. The EC also had discussions (with 3 board members present) with our visiting speakers to seek their insight and input based on their experience with other communities.

Based on insights gained from the above described process, the EC is recommending that the issue of resident scholar becomes one of the top three priorities in the upcoming year. Section 4 of this report covers priorities for next year.

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 2011-2012 began in the middle of September with the following individuals serving in the sub-committee:

- **Rouhollah Rahmani** (Principal)

- **Moustafa Nouredine** (Administrator)
- **Farzana Noray** (Treasurer)
- **Ameen Eetemadi** (Secretary)
- **Hussain Al-Sadi** (Advisor to the school committee)

Accomplishments

- **Classes:** The primary goal of the school is to conduct regular Islamic classes for students. We had over 60 students enrolled this past year, and established six classes for each age group in Quran Reading, Prayer, Akhlaq, Fiqh, Quranic Studies, and Islamic History.
- **Curriculum:** We continued using the curriculum books that were established from last year with some being edited based on feedback from the first year in use. The curriculum has made it easier for teachers to use prepared material and for students to catch up in case they missed a class.
- **Salaat:** The salaat class was divided into three 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. Attendance was better than last year, though not perfect.
- **Finances and Tuition:** We had a shortfall this year in collections which made us miss our monthly commitments towards IMAN Center utilities. The treasurer and 2012 administrator had to follow up with families that were overdue with tuition at the beginning of the new school year. As in the past, families that could not afford tuition were granted scholarships.
- **Milad-un-Nabi:** The school along with the programs committee used the Friday evening program to have a Milad-un-Nabi program exclusively run by the students. There were multiple presentations and songs performed by the students. There was also very good attendance across the whole community.
- **Recognitions:** The school conducted an end of the year awards ceremony for its students.
- **Parent Volunteers:** There were parents' meetings held every other month where various issues about running the school were discussed. Parents were required to commit 20 hours of their time throughout the year to perform service tasks for the school. This has worked well and most parents volunteered, although there are still gaps that we need to address to make the process more efficient. For the parents that did not volunteer, we did not enforce the \$10/hour.
- **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.
- **School-wide testing:** There were two testing periods during the school year where students are evaluated on what they have learned. This has helped with aligning the whole school with exam weeks.

Challenges

- **Parents committee:** We need to reach a higher level of participation from a broader set of parents. How to encourage/enforce this is a key challenge.

- **Lack of teachers:** We do not have enough teachers to teach all the classes and it therefore requires some teachers as well as school committee members to take on multiple classes. We need to reach out to parents to volunteer as teaching assistants as well as recruit previous students to come back and teach.
- **Lack of volunteers:** We need more dedicated volunteers to help with a smooth running of the Sunday School and performing all the weekly and monthly tasks. Some tasks could not be accomplished this past year, especially towards the end of the school year.
- **Teacher training:** Next year, we plan to establish sessions where teachers learn from each other.
- **Prayer class:** Attendance to the prayer class has been better than past years, but we still need to do more to enforce attendance.
- **Hijab:** All students and parents are required to observe hijab when attending Sunday School. There have been cases where students are not observing (e.g. boys dressed in shorts, girls forgetting their scarves) and we need to raise awareness with the parents. An idea proposed for the girls is to hold a hijab wearing session where they can learn different ways in wearing their hijab. In addition, we can do a better job of recognizing and encouraging those students who are always observing hijab.
- **Integration into the IMAN Community:** The parents and students need to be more integrated into the IMAN community. This includes participation in the Friday programs and establishing other programs as well. For next year, the school plans to have more events in conjunction with IMAN programs when commemorating important Islamic events such as Muharram, Ramadhan, Hajj and anniversaries of important personalities in Islam.

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.
- 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). A good example was the participation we saw from the children reciting Qur'an during the Ramadhan programs.

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.

- Enforcing school policies around attendance so as to not interrupt classes.
- Parent support group: create an environment where parents can meet regularly to learn from each other, support each other and the school.

The school would like to thank all the teachers and volunteers who dedicated their time in making 2011-2012 a successful year. The school committee for 2012-2013 nominated at the end of the school year with approval from the Executive Committee was as follows:

- Sameer Tejani (Principal)
- Ameen Eetemadi (Vice Principal)
- Zina Alnoor (Co-administrator)
- Farhan Ali (Co-administrator)
- Farzana Noray (Treasurer)
- Ali Mansoor Naqvi (Secretary)
- Robina Chaudury, Zaynab Al-Shafei, Zehra Abidi (Parents liaisons)

The new school year started on September 16th. We have more than 70 students enrolled this year and a good team of teachers and volunteers who ensure the smooth running of the school. We look forward to your commitment to help the school reach greater heights.

2.2 Program Committee

Alhamdulillah this has been another full year of vibrant activity with regards to Programs at IMAN. Program Committee work requires many hours of work from many people that may not be obvious to most. This not only includes PC meeting time, but outside of the meeting work to follow-up on various aspect of programming, not to mention significant speaker time investment.

Members

- **Meisam Seyed Aliroteh**, Chair
- **Jawad Khaki**
- **Moustafa Noureddine**
- **Hoda Adel**

Note: Br Alireza Hannani has been helping the Programs Committee as a volunteer.

Accomplishments

1. The following regular programs were conducted during the last year:
 - a. Maghrib/Isha prayers every night at IMAN.
 - b. Dua Kumail program.
 - c. Friday Juma prayer and evening program. Used video lectures regularly when no speakers were scheduled. Received positive feedback on the video lectures.
 - 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. Shaikh Mahmood Dhalla's presentations were well received by young and old alike.

- b. Provided marsiya and latmiya recitation in Urdu, Arabic, Farsi, and English languages.
 - c. All-day programs for Ashura and Sham-e-Gharibaan
 - d. Great community support in preparing food for Ashura
3. Conducted a successful Ramadan program:
- a. Sayyid Sulayman Abidi and Sayed Hadi Al-Qazwini were our guest speakers for the month.
 - b. Youth lectures were provided by the Sayyid Sulayman Abidi on Fri/Sat/Sun afternoons and by Sayed Hadi Al-Qazwini every afternoon before the main lecture.
 - c. Children programs were provided by the Br Basill Al-Haddad on Fri/Sat/Sun afternoons.
 - d. Detailed calendar of events to the community one week in advance ensured smooth running of the programs and better participation.
 - e. Modified the format of the programs. Daily iftar was discontinued due to the late time of iftar, and instead was replaced with light refreshments. Although initially this change was thought to have a negative impact on the attendance of the community members, we were able to overcome it by changing the order of programs and having the main lecture before the dua programs.
 - f. Continued to provide full iftar on Fri/Sat/Sun nights as well as the special Qadr/Amaal nights.
 - g. Variety of programs such as Quran recitation for men and women in Arabic and English, dua recitation, and programs for children catered to different audiences.
 - h. All-night program on the eve of 23rd included sohur and ended with Fajr prayer with great participation.
 - i. High attendance at Eid prayer and breakfast.
4. 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.
 - b. 9/11 interfaith program at Newport Presbyterian Church was a success and received very positive feedback
5. Arranged for live broadcasting of various events such as Muharram, Ramadhan, and interfaith programs.

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 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. The following are a few ideas that can be explored by the Program Subcommittee as well as other subcommittees at IMAN:
 1. Fun events for the youth
 - After school activities (indoor and outdoor)
 - Sports & activities teams
 - Monthly birthday party for kids and the religious figures in that month
 - Nasheed group
 - Cooking classes
 2. Complimentary educational activities
 - Tutoring for regular school homework
 - Competitions on Hifz Quran and Recitation
 - Daily Madrasah (after school and/or before Isha prayer)
 - Book club --> emulate from the life of the Ahlul Bayt
 - College preparation & counseling (writing essays, choosing classes, SAT classes, ...)
 - Create opportunities for the college youth to share experiences with others

- Youth speaker development program – toastmasters program for the youth
 - 20-30 min programs per week focused on Quran (in addition to School)
 - Talk about historical events (e.g., stories about Imams, etc.)
 - Parental education events/classes
 - Understanding the American education system
 - Classes for the new Muslims
3. Enriching existing programs to make them appealing to youth
- Stories (Qur’anic & about religious characters) for the kids while the main lecture is in progress
 - Engage the kids by for example asking them to make a play/painting/etc. about the topics that are covered in the stories
 - Motivational guest speakers for the youth
 - Once a month, an event for parents-kids-IMAN School
4. Nurture a culture of service
- Ask the kids to do Adhan, Dua, etc.
 - Delegate responsibilities to organize to older youth
 - Assign them with task such as serving food, cleaning up, etc.11
 - Cooking at the shelter (every month send one kid from school for shelter cooking)
5. IMAN Youth (teen) group
- Run by the teens but guided by the adults
 - Organize by age groups and let the groups decide on the activities they want to do
 - Summer internships & Study/Volunteer locally/abroad programs
 - Debate teams (Discuss landmark/controversial/contemporary issues)
 - Newsletter club
 - Cross community (interfaith & intra-faith) networking & programs to foster relationship between youth
 - Mentoring & support network

2.3 Social Services Committee

Members

- **Hamed Esfahani:** Chair, caseworker.
- **Mohammad Nikjoo:** Treasurer.
- **Sumaira Qureshi:** Committee member, food bank.
- **Alireza Hannani:** Committee member, Feed the Hungry program coordinator.

Accomplishments

6. Received and processed **31** unique applications for Social Service Aid
- a. Many of the applicants required help and follow-up numerous times throughout the year (processed over **62** application inquiries).
 - b. **23** Applicants were approved to receive aid.
 - i. **61** Household members. **33** Children
 - ii. 5 Single mothers

- c. About 60% of the applicants were returning applicants from previous years.
 - d. Majority of applicants are families with 1 or more children.
 - e. Distributed over **\$32,000** for Social Services causes.
7. Continued running the food bank as in previous years, however, most of the food this year was donated to local food banks and Tent City. Most applicants prefer to receive food cards, even if they are in small amounts (\$5, \$10, \$20).
 8. Identified local needy families (sayyid and non-sayyid) before Eid-ul-Fitr and distributed Fitra funds (Approx. \$4000).
 9. Cooked warm meals for over 300 people at the Sacred Hearts Shelter in Seattle. A group of volunteers from IMAN participated in cooking dinners 10 times throughout the year.
 10. Supported Tent City in Kirkland Congregational Church by helping cover their utility bills.
 11. Delivered meals to Tent City in Bellevue several times throughout Ramadhan.
 12. Worked closely with Lutheran Community Services and assisted several applicants in urgent need for assistance.

Challenges

- Short staffed with caseworkers
- Increased number of applicants
- 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 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 is becoming more known to the larger community. Applicants were referred to IMAN by other Masjids and organizations.

Recommendations for next year

- Do a better job of informing 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 \$30,000.

2.4 Facilities Committee

Members

Hossein Rezaee: Chair (point of contact)

Meisam Seyed Aliroteh: Committee member (A/V, Access to building).

Hamed Esfahani: Committee member (events coordinator).

Accomplishments

- Work started on external landscape re-grading to resolve water collection and flooding at main foundation. Nearly complete.
- A “general cleaning day” was organized.

- Obtained professional bid to paint lower level room and touch up several areas in the upper level.
- The HVAC system internal filters were cleaned periodically and the external fillers replaced.
- A new janitorial service hired to replace Br. Abdul-Hakim who left town.
- Extender was added to video camera in prayer hall to improve the angle and depth of field.
- Maintained landscape areas throughout the year, and found temporary worker during summer months to water.
- Hired, scheduled, and made payment arrangements for professional services such regular cleanings, window cleaning, landscaping, water plants, and repairs.
- 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, responding to alarm calls, installation of decorative display pieces and other items requested by school or other subcommittees.

Challenges

- Responding to a series of requests from various sub committees to make changes to the facilities, or purchase/install new furniture or fixtures (prioritizing outstanding tasks with limited sources).
- Encouraging community members to treat IMAN facility as their own home and help with maintenance.

Opportunities

- Growing the committee and onboarding of new committee members
- Starting of IMAN Cleaning day effort. Planning to continue this on regular basis as a way of enlisting community support throughout the year.

Recommendations for next year

- Paint first floor class rooms and main floor touch ups (obtained professional bid).
- Increasing more community involvement & awareness in keeping the facilities clean and safe.
- Investigate addition of security cameras at the entrances.
- Suggest to IMAN EC to create a reserve fund for building depreciation.
- Paint parking lot curbs (yellow) and parking slot lines (White).
- Work with IMAN EC & Board to develop a rental policy.
- Prepare Rental Agreement (RA) form.
- Refine our annual budget estimate for ongoing maintenance cost.
- Encourage facility committee members to assume a greater responsibility on the day to day maintenance and up keeping of the building.
- Improve signage throughout the building (interior).
- Clean main floor middle hall carpet.
- HVAC external duct insulation maintenance and up keeping.
- Arrange a regular "General Cleaning Day" every three months.
- Inspection and service of fire and security alarm system.
- Inspect and clean the light bulb and shades throughout the building.
- Remove spider webs and spider proof (spray) external walls of the building.

2.5 Resource Center Committee

Members

- **Syed Ali Mansoor Naqvi:** Chair
- **Jawad Khaki:** Volunteer/Advisor

Accomplishments

- We have successfully completed a year with a functional Research Library that is part of the school. The library is open every Sunday during school hours. The library provides a quiet environment that is used by Students and TAs for study and research
- The library has a functional PC with internet services, which is used by the students and teachers, for research and educational purposes.
- We have finished cataloguing all the books in a Microsoft Excel document
- The books have been organized and shelved in categories, and the shelves have been numbered and labeled
- We have made contact with the Library and Bookstore people at the Al-Khoei center in New York. They should be able to supply us with the books that we want to procure to enrich our library.

Challenges

- We have had high attrition in the committee, so we need to recruit more volunteers for our next projects.

Opportunities

- Cataloguing books in a long-term maintainable database catalogue. This should provide the ability to make available on the IMAN website
- Introduce option for borrowing books from the IMAN library. This would require preparing and numbering all books, and have ability to record information of patrons.
- Recruit help from IMAN Sunday School students to complete the articles on the IMAN website for Masumeen. Currently we only have Prophet Muhammad and Imam Hussain documented. The rest are empty.
- Purchase some well-known books in the library, which are still missing e.g. Sahifa Sajjadiya

Recommendations for next year

- We would like to move our Catalog to LibraryWorld.com as a provider for Library Cataloguing services. It provides:
 - Web interface for cataloguing
 - Catalog is online accessible with rich query support
 - Support for entering books just by ISBN or LCCN numbers
 - Support for entering Patron information, check-out books, and show availability to other patrons.
 - They also provide iPhone and Android apps for catalog access
 - All future updates are included in price
 - It is slightly pricey, costing 400\$ per year, but with 20% discount if we pay for 3 years at a time.
- We would like to introduce a program for the older kids at IMAN Sunday School, so they can provide us articles on the Masumeen for our website. We would like to note their contribution and give them some gift for the effort.

- Purchase Al-Kafi, Sahifa Sajjadiya, Al-Mizan and a few other well-known books from Al-Khoei, NY.

3 Additional Activities

3.1 Together We Build

This year we marked Together We Build's 11th anniversary year. Together We Build is an interfaith coalition of Christians, Jews, and Muslims seeking to find common ground and learning from one another as we work together to build houses for low-income families in East King County. For eleven years now, each year we have sponsored two weeks of building together with Habitat for Humanity. In conjunction an interfaith service at one of our churches, synagogues or Islamic centers has been held. Each year there has been a one-day youth program on the build site. In addition, we have raised enough money to pay for the marvelous lunch served each day at the Habitat build, and sent additional funds to Habitat for Humanity. You can find more about Together We Build on <http://togetherwebuild.org/>.

Success of this cross group initially was because of the continuing and enthusiastic support from the leadership of the participating Jewish, Christian and Muslim congregations. TWB was originally formed as a response to the 9/11 events, and continues to be an example of what each of our faiths truly teaches. We each have our differing beliefs, and certainly many points of both politics and religion on which we disagree. None of these, however, is a cause for violence. Together we assert that our various positions will be advanced and reconciled only through understanding, dialogue and good example. That is the message of TWB and the message we bring to the community in this year of remembrance. Each year, we have come together, both in prayer and in work, to bring this message forward. In the process we have been enriched by our association. We have also become a key component in Habitat for Humanity's efforts, working two weeks each year and collectively raising funds.

Together We Build is in need of new leadership, if we are to continue the work that has been going on for ten years now. Several of the volunteers who have led the TWB effort over the last several years have changes coming in their lives that suggest they should take a step back. Besides, any program that is to sustain itself needs to have some turnover to avoid burnout. That is the position we are now in.

It's very important for IMAN and the local Muslim community in general to continue to support and participate in the TWB effort. It's notable that this year 5 out of the 8 home recipients were Muslim families.

Br. Jawad Khaki's remarks at the 11th Annual Together We Build Interfaith Service can be found at: <https://docs.google.com/viewer?srcid=0B8BfUHAPVsGGVXAxdlEQS0w5ck0&pid=explorer&efh=false&a=v>.

3.2 Hospitality

Members

- **Ali Sheriff:** Co-Chair.

- **Kaniz Khaki:** Co-Chair.

Accomplishments

- Successfully supported various events at IMAN - Muhurram majlis, Ramadhan programs, Eid programs, special events.
- Continued community involvement without formal volunteer enlistment.
- Improved organization:
- Core team has been formed and team members have been identified.
- Hospitality tasks for events have been identified and documented for future use.

Challenges

- Improve organization - Define Terms of Reference, define hospitality roles and responsibilities and services.

Opportunities

- See challenges above.

Recommendations for next year

- Formalize core team - structure, roles and responsibilities.
- Define Terms of Reference.

3.3 Farsi School

Members

- **Hossein Rezaee** – Principal
- **Mohammad Nikjoo** - EC Liaison/ Treasurer
- **Ghadeer Baghai** - Parent Liaison
- **Hamed Esfahani** - Administrator

Accomplishments

- With limited advertising we've had anywhere between 35 to 65 students registered every term since establishment of the school in March 2009.
- Parents and students continue to be enthusiastic and cooperative about the Farsi School.
- There were a total of 4 regular classes for ages 5 to 17.
- Due to limited volunteer capacity, we decided to consolidate our efforts and resources on the children's classes. As such, we stopped offering adult classes for the time being.
- We had 5 volunteer teachers and 3 assistants.
- The focus of teaching has been mainly on basic Farsi: reading, writing, and speaking.
- Secured a large shipment of textbooks from overseas.
- Recruited new volunteer teachers.

Challenges

- Forming a group of experienced volunteer teachers.
- Filling the empty teaching positions as a result of teachers leaving.
- Compilation of text books from various sources, within U.S. and overseas.
- Long term succession plan for recruiting leadership.
- The school administration was short staffed.

- Teachers' absentees.
- Scheduling parents and teachers meeting.

Opportunities

- Create a safe atmosphere for children in our larger community to engage with one another.
- More diverse set of families to get to know the IMAN Community and also bond with their Islamic heritage.
- IMAN Center to become a learning center for larger community.
- Serve the educational interests of the greater Seattle community.

Recommendations for next year

- Formalize Farsi School as an IMAN subcommittee.
- Conduct a survey to collect feedback from students/parents/teachers.
- Teacher training.
- Have more opportunities for parents and teachers to communicate and share ideas.
- Formalize existing processes and enforce policies to create a professional and serious teaching environment.
- Have a standardized testing for new student's placement.
- Farsi language proficiency to qualify for a foreign language college credit.

3.4 Outreach Efforts

The IMAN Community has continued to reach out and provide reliable and dependable information about Islam and Muslim to counter the concerning wave of Islamophobia. We continue to build awareness as well as relationships with more organizations in the Greater Seattle area in the process.

We are pleased to report formation of Fostering Interfaith Relationships on the Eastside (FIRE), a new interfaith coalition that grew out of the 2010 and 2011 interfaith 9/11 recognition programs in Kirkland. After the 2011 event, the organizers continued to meet monthly to talk about additional ways to promote interfaith understanding and cooperation on the Eastside. A web site (www.fire-wa.org) has been created. FIRE has organized several activities some of which are listed below.

Given (the often) negative coverage of news and events around the Muslim world combined with unfortunate misinformation about Islam and fear of Muslims, IMAN outreach is an important area to expand. This activity is short of volunteers. Both 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.

IMAN Board, IMAN Executive Committee and Br. Jawad Khaki met with Arsalan Bukhari on March 25th, 2012. Various topics were discussed and ideas exchanged. Once again, IMAN reiterated the

necessity to formalize engagement with CAIR under the umbrella of Greater Seattle Council of Muslim Communities. We are still waiting to hear back from CAIR-WA.

Accomplishments

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

- Movie Night with All Pilgrims Christian Church organized at IMAN by Br. Syed Wasti where attendees from the two congregations watched the documentary “A History of God by Karen Armstrong”, on November 19, 2011. This was followed by discussions and refreshments. Alhamdulillah, the event was very successful. Our aim was that all members from both communities should have an equal opportunity to discuss their ideas and the same was achieved. To seed the discussion all members were provided with a list of 3 questions about the movie, to help them present their ideas and the members found this very convenient.
- Sixth grade students from Forrest Ridge School of Sacred Heart visited IMAN on March 2, 2012 to observe the Friday prayer and learn more about Islam and Muslims. Notes of appreciation from the sixth grade students can be found at: <http://sdrv.ms/UgORGw>.
- On August 4, 2012 several members of the All Pilgrims Christian Church joined us for Iftaar and the nightly Ramadan program.

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

- Br. Jawad Khaki presented to the class on “World of Islam” at First Free Methodist Church in Queen Anne on February 21, 2012.
- Br. Jawad Khaki visited Forrest Ridge School of Sacred Heart on February 29, 2012 and presented to the sixth grade a short history of Islam and the modern day practice of Islam around the world.
- Br. Jawad Khaki presented about Islam and Muslims to the seniors living at University House, Issaquah on September 10, 2012.

Members of the IMAN Community participated in several programs listed below:

- On July 4th, 2012 IMAN along with other faith based organizations that are a part of F.I.R.E participated in the annual July 4th parade in downtown Kirkland.
- The 11th Annual Together We Build Interfaith Service was held at Newport Presbyterian Church in Bellevue, WA. Attendance from IMAN members was lighter than in previous years. Br. Jawad Khaki’s remarks at the 11th Annual Together We Build Interfaith Service can be found at: <https://docs.google.com/viewer?srcid=0B8BfUHAPVsGGVXAxdlEQS0w5ck0&pid=explorer&fh=false&a=v>
- Br. Jawad Khaki and Br. Hamed Esfahani represented IMAN as part of F.I.R.E. at the Kirkland City Council meeting at City Hall in Kirkland on September 18, 2012 to receive the Peace Day proclamation.

- Interfaith picnic celebration of International Peace Day organized by F.I.R.E on Saturday September 22, 2012 at Grass Lawn Park in Redmond.

Community networking

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

- Together We Build Congregational Leaders
- Coordination with F.I.R.E (as his schedule permits)

Challenges

Over commitment of the IMAN members inclined toward outreach to many other activities in the running of IMAN.

Opportunities

- A key opportunity for Muslims to become more active and visible in the larger community.
- Provide reliable information on Islam and Muslims to counter continued misinformation.

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 should also 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.
- There is a continuing need for improved coordination between Muslim Communities as part of Greater Seattle Council of Muslim Communities.

3.5 Philosophy Study Circle

Members

- **Rouhollah Rahmani** – Facilitator
- **Hamed Esfahani** – Facilitator

Accomplishments

- The Philosophy Study Circle met regularly on Wednesday evenings, with 3 to 9 participants.
- This year we completed the book titled “Islamic Philosophy: Mulla Sadra and the quest of ‘Being’”, by Reza Akbarian.
- For the remainder of the year, we decided to transition our focus this year from the study of Mulla Sadra to study of Al-Mizan, Tafsir (exegesis) of the Holy Qur’an by Allameh Seyyed Tabatabai.

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 provide a forum for continuing studies of Islamic philosophy open to the community.

3.6 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 the last year. We were pleased to announce the creation of The Dr. and Mrs. Amir-Hossein Naini Graduate School Scholarship Fund, 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>.

Dr. and Mrs. Amir-Hossein Naini, in whose name this scholarship has been established, are Iranian immigrants who came to the United States to pursue an advance medical education in the 1950s - a time when there was little community support available for such individuals. Having chosen to practice medicine and reside in the state of Washington for over 50 years, they raised three children, all of whom achieved doctorate level degrees.

4 Executive Committee Recommendations for 2012/2013

Our recommendations for the coming year are presented below.

4.1 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).

4.2 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.

4.3 Increased Scholarly Presence

As mentioned earlier in this report on the topic of *Resident Scholar* (section 1.6), 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. Furthermore, we are stretched thin with regards to both of these aspects. Based on the insights we gained from last year's discussions, we believe it is possible to make progress towards this goal with the capacity that we do have. We can start with more manageable steps such as augmenting our existing programming with more regular and frequent visits by scholars. This way, we can take incremental steps towards our ultimate goal of having a continuous scholarly presence at IMAN. With guidance from the Board, the EC proposes increase to the programming budget this year in order to achieve this objective.