



# 2007 Annual Board Meeting

MINUTES

MAY 16, 2007

6:15PM

1 SW COLUMBIA ST., SUITE 900  
PORTLAND, OREGON

<b>MEETING CALLED BY</b>	Blake Goud & Mohammad Rahman
<b>TYPE OF MEETING</b>	Annual Meeting of One Ummah Foundation in Memory of Mustafa Saeed Rahman Board of Directors
<b>FACILITATOR</b>	Blake Goud
<b>NOTE TAKER</b>	Elizabeth Bourgeois
<b>TIMEKEEPER</b>	n/a
<b>ATTENDEES</b>	Mohammad, Tasneem & Hibah Rahman, Elizabeth Bourgeois, Blake Goud, Salma Ahmed, Tom and Carol McCaulley, John Lassell, Don Vallaster, David Streight, Barbara Price, Abdul Rahman Zamawi (via phone), Kamran Ansari

## ***Agenda topics***

### **10 MINUTES**

#### **WELCOME**

#### **MOHAMMAD RAHMAN**

<b>DISCUSSION</b>	Welcome to new members (John Lassell, Barbara Price, and Kamran Ansari) Plaque of recognition given to Tom McCaulley for pro-bono tax accounting work done for OUF.	
<b>CONCLUSIONS</b>	N/A	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A		

### **10-15 MINUTES**

#### **ALLOCATION OF FUNDS**

#### **BLAKE GOUD; MOHAMMAD RAHMAN**

<b>DISCUSSION</b>	Board Member David Streight asked about the method for determining allocation of funds and asked about last board meeting (2004) decision to set up a 3 person committee for fund allocation decisions.	
<b>CONCLUSIONS</b>	Allocation of funds has been conducted through an informal process. Trusted associates in countries with OUF presence request funds for each project, at which point OUF solicits, collects and distributes funds.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
3 person committee for fund allocation to be created	TBD, discussion unfinished	TBD
Allocation will become more formal process	Price, Rahman, Goud, Bourgeois	TBD

### **15-20 MINUTES**

#### **ELECTION OF OFFICERS – REVIEW OF DUTIES**

#### **MOHAMMAD RAHMAN; BLAKE GOUD**

<b>DISCUSSION</b>	During the prior two years, OUF has not had a formal President. Duties were carried out by Mohammad Rahman. New President will preside over meetings, VP will preside in the absense of President, Secretary/Treasurer keeps minutes, aids committees, and performs all duties assigned by President or VP (see Bylaws Article III, Section 2 for addt'l info)
<b>CONCLUSIONS</b>	BoD votes on officer positions. Voice votes requested for the following; Barbara Price (President) Tasneem Rahman (Vice-President), Elizabeth Bourgeois and Kamran Ansari (Secretary/Treasurer).

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Barbara Price to become OUF President; unanimous vote	n/a	n/a
Tasneem Rahman to become OUF Vice-President; unanimous vote	n/a	n/a
Elizabeth Bourgeois to become OUF Secretary/Treasurer, unanimous vote	n/a	n/a

**20-30 MINUTES****PROPOSED AMENDMENTS****BLAKE GOUD**

<b>DISCUSSION</b>	Consider changes to current Mission Statement, consider amendments to Articles of Incorporation, consider amendments to Bylaws. Changes to the Mission Statement should show the breadth of OUF's programs (the original only focuses on textbooks and education). Don Vallaster asks about the addition of microfinance; Mohammad Rahman and Blake Goud suggest the BoD reads the biography on Dr. Ehsan Feroz and his skills as he will be aiding OUF in their development of microfinance projects.	
<b>CONCLUSIONS</b>	More time and discussion needed for the Mission Statement amendments; some changes made at time of Board meeting.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Emails to be sent to finish adjustments to the Mission Statement (need unanimous written agreement by BoD per Bylaws Art. II Sec. 13)	Blake Goud	5/31/2007
Amendments to Articles of Incorporation and Bylaws to be made (need unanimous written agreement by BoD per Bylaws Art. II Sec. 13)	Blake Goud	8/31/2007

**20-30 MINUTES****DISCUSSION OF PROCESS TO DETERMINE WHAT PROGRAMS TO FUND****BLAKE GOUD**

<b>DISCUSSION</b>	Discussion of how OUF would like to handle requests (incl. Educare Africa & RHEDT) request for funds. Mohammad Rahman makes suggestion for Blake Goud to travel to the countries OUF works within in order to better understand their needs and make a connection with OUF's trusted contacts.	
<b>CONCLUSIONS</b>	RHEDT will be rejected with a promise to reconsider later due to OUF's lack of acquaintance with their entire "supply chain." OUF will stay with trusted and known contacts for now and not accept other grant requests. BOD gives a general nod in agreement.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Letter to be written to RHEDT	Blake Goud	6/30/2007
Blake Goud will travel abroad	Mohammad Rahman	TBD
Write grant for Educare and build relationship	Tasneem Rahman, Blake Goud	6/30/2007

**15 MINUTES****FUNDRAISING****BLAKE GOUD**

<b>DISCUSSION</b>	Barbara Price looked to for advice based on her many years of experience. Blake Goud is building a mailing list with the help of Hibah Rahman. John Lassell gives example of West Linn school attaching to auctions for PR and for fundraising. Gift cards suggested.	
<b>CONCLUSIONS</b>	Discussion left open. More options and ideas will be discussed.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Emails will be forwarded to Barbara Price (past project information)	Blake Goud, Kamran Ansari	5/31/2007
Mailing List will be completed for fundraising use	Blake Goud, Hibah Rahman	TBD
<b>OTHER ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Meetings will be planned ahead for each year	Blake Goud, BoD	July 15, 2007
Next meeting will be in August; Exact date TBA	Blake Goud, Mohammad Rahman	July 15, 2007
BoD will be sent monthly updates	All Officers	Monthly