



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Saturday August 15, 2015

12:00 - Lunch at Mellow Mushroom

1. Go over agenda and any questions
2. Retreat Goals
 - Learn about each other's committees
 - MSA Planning - so that we are less stressed during the school year
 - Get to know each other better and create stronger bonds with one another
3. Summer Reflections Activity: Rose, Thorn, and a Bud
 - Rose= best part of your summer
 - Thorn= least favorite part of your summer
 - Bud= something you are looking forward to in the coming school year

1:30 - 3:30 - Committee Presentations (30 min each) (with break for Dhur)

1. President - Tazeen Farooque
2. Education - Khadiga Konsouh
3. Outreach - Soumaya Lansari
4. Publicity - Sara A. Khan
5. Finance - Anam Ahmad
6. Social - Usman Rahim

4:00 - Leadership Series I: Using Google Docs and Other Social Media (30 min)

1. Google Docs
 - Pre-Meeting Minutes
 - Purpose: structure our shura meetings/discuss (shorter meetings)
 - Updates about your committee and read about others' updates
 - Will go live by Saturday morning iA- please fill out by Sun early morning
 - Access: Shared on your google drive, link on the website
2. Facebook
 - Posting on Facebook

download the page manager app
double check who you are posting as

Creating events

always create them through UNC MSA

Keeping Passwords safe

3. Website

Please submit a paragraph about yourself with a picture to Sara by Aug 19 so that she can update the website

4:30 - Leadership Series II: The Purpose of MSA and our Role as Leaders (45 min)

1. Activity: Everyone writes a few responses on sticky notes and posts them on the poster board

Discuss responses and the potential challenges/how we can overcome them

Ask for feedback

Points: MSA is for ALL Muslims and we have to reflect that

When we make decisions they should be with GB in mind

5:30 - Leadership Series III: Shura Guidelines and Expectations (45 min)

1. Shura Meetings

- Date/Time: Sundays at 6pm in Union Rm 3515

2. GB Meetings and Events

- Attendance
 - Expected to attend all GB meetings unless you have an absolute conflict
- Set-Up/Clean Up
 - Don't want to make it super regulated, but take note of how much you are helping
 - Please arrive 15-20 minutes before meetings begin

3. Fundraising

- \$500- including football/basketball volunteering

Before we leave - FallFest Signups (2 shura members per time slot)

7:30 - 8:30

8:30 - 9:30

9:30 - 10:30

Sunday August 15, 2015

12:00 - Teambuilding Activity

12:30 - Leadership Series IV: Delegation and Communication

1. Delegation

Not busy work

Your responsibility

Ambassadors have to volunteer 1 event (not including dues)

2. Communication

Making decisions: autonomy but at the same time we need to be in the loop

Weekly check-in emails to give us a rundown on what's going on

My preferred email - tazeenfarooque@gmail.com

1:00 - IAM & Fast-A-Thon Planning

1. IAM

- Present Plans and Shura Feedback
- Purpose of IAM- Dawah/Outreach (not preaching to the choir)
- PUBLICITY!
 - Joint effort, step out of FB and incorporate innovative ideas
 - All of Shura should be involved (talking in classes, leaving messages in classrooms, etc.)

2. Fast-A-Thon

- Finalize date and charity
- Break into Groups for:
 - Food
 - Decorations
 - Volunteers

2:00 - ACTION Items

- GBM meeting time (we have union room 3411 for 6 - 9)
- MMK new advisory position (approval)
- Freshman Rep (procedure)
 - Structure of the recruiting -- How to get more people to run?
 - Freshmen votes vs. Non-Freshmen votes.

- PROCESS
 - Application (Rank 1-5)
 - Interview (Rank 1-5)
 - Freshman votes (1 a piece)
 - Shurah votes (vote counts for 2 votes)
- Ambassadors/Team Leads (TLs)/Project Leads (PLs)
 - Maybe calling them something else, more...resume friendly? Like, project managers?
 - Assign more specific duties/projects to these individuals
 - Avoid task related positions. You don't want members to think we're using them. If anything, give all major responsibilities to Ambassadors, and tedious tasks should be done by shura members.

See you at FALLFEST iA :)

Everyone is expected to report to hooker fields by 7:00 pm

Once we are set up you are free to do as you please until your assigned shift

You have signed up to be at the MSA table @ _____

Everyone is expected to be back at the MSA table at 10:30 to help with Clean up