

HTCC BOARD MEETING MINUTES

March 25 , 2018

The following attended the Board Meeting

1. **President** Sudhir Verma
2. **Vice President** Sridhar Talanki
3. **Secretary** Arjun Sen
4. **Board Member** Anshuman Purohit
5. **Board Member** Asha Vasant
6. **Board Member** Prof. Ved Nanda
7. **Board Member** Deepak Malhotra
8. **Board Member** Reva Nayar
9. **Board Member** Sony Das

10. **Board Member** Madhusudan Bhat
11. **Board Member** Rajesh Kaul
12. **Board Member** Sanjay Natesan
13. **Board Member** Ravi Raj
14. **Board Member** Mahesh Anandan

The following did not attend the Board Meeting

1. **Board Member** Dr. Rajesh Agarwal

MEETING MINUTES

1. FEBRUARY BOARD MEETING MINUTES

MOTION APPROVED: The Board unanimously approved the February 2018 Board Meeting Minutes.

2. OPEN ISSUES FROM FEBRUARY BOARD MEETING

- The Board requested each committee to submit their updates three to four days before the Board meeting, along with the minutes. That way the Board meeting time is used not to share updates but to discuss open issues. The Board also asked all updates to be put in a shared Google Drive.
- President is working on changing the names in the following bank accounts:
 - Charles Schwab
 - City WideThis will be completed in the next week.
- The Board asked the Vice President to look into ways to celebrate the volunteers. (e.g. certificates)
- Madhusudan Bhat to develop a plan for total devotee experience, which would include clear communication of the temple services.
- Sony Das and Madhusudan Bhat to develop the following:
 - Calendar of upcoming events
 - Schedule for regular scheduled puja
 - Vision/guidelines for sponsored activities in the temple (e.g. weddings, kirtans)The President will work with Sony Das to make sure the temple event calendar includes both religious and cultural events. The Board was interested in the events team planning an Indian Independence Day event at the temple.
Once the content is developed Arjun Sen will develop the look and feel for the communication material.
- Vice President Sridhar Talanki and Reva Nayar to develop a corporate donor match program. They will look into the following:
 - Corporate Match program available for recent donors.
 - Both online and in person to ask all donors if their companies have matching donor programs.
 - Develop a plan for communicating and implementing this program.
- The President and finance team to send the budget to the Board. Arjun Sen will arrange for an online meeting from Board Members so that a final version can be presented to the Board on April 7th, 2018.
- The President and finance team to send the outreach plan with the Board.
- The President and Dr. Rajesh Agarwal to send a bricks project update to the Board. The target completion date is June 2018, before the temple anniversary celebration.

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- The Vice President and Deepak Malhotra to lead the Library initiative. They were requested to develop a library vision, signage and community communication plan.
 - The Board requested the President to make sure that library door has no locks and can be used by community members during temple open hours.
- Madhusudan Bhat and the President to review the AV system and make sure it is functional.

3. COMMITTEE UPDATES

The chairman of each of the following committees provided updates to the Board. The updates are attached at the end of the Minutes:

- President
- VP
- Finance Committee
- Operations & Maintenance Committee
- Events & Communication Committee
- Volunteer & Outreach Committee
- Governance & Transparency Committee
- Kitchen Committee

4. FINANCE ISSUES UPDATES

The Board approved the following two motions:

1. Prioritize outstanding accounts payables over projects
 - Mortgage
 - Construction Loans from Devotees
 - Lawyer Fees
 - Multimedia
 - Elevator Maintenance
2. Pending project approval kitchen project should be on a 30-day hold. Rajesh Kaul working with the President, the CFO/Treasurer will come up with a recommendation for the project proposal and share with the board details of the work done by the architect. They will work with Narinder Kumar to develop a Kitchen committee that will move the project forward after it is approved by the Board.
3. Any document/contract signed should be done by copying the President. The temple must have copies of all contracts in file.

The Board requested the following tasks to be completed before the next Board meeting:

1. Finance Policy and Procedure: The Board recognized the work done by Mahesh Anandan, Anshuman Purohit and the finance team to arrive at this. As there were some questions raised by Asha Vasant, the Board asked the Finance committee to get all Board members POV and submit a final version to the Board.
2. Hire independent auditor to review books on the 2017 finances. After that the Board will decide if we need to do semi-annual auditor review.
3. Hire a tax consultant for IRS 990 filing will be discussed in the next Board meeting.
4. The President will work with the Advisory Council to set up better communication and coordination.

5. OTHER OPEN TASKS

1. Sanjay Natesan and the communication team to review the website both for functionality and communication effectiveness. The team will make sure that the recurring payment works on the website.
2. Mahesh Anandan, Sridhar Talanki and Asha Vasant will develop a policy for “kind” donation from patrons and present it to the Board for approval. It will have a standard policy for all “kind” donations and mark exceptions e.g. car, jewelry.
3. Mahesh Anandan and Sridhar Talanki will work on a process for new project acceptance by the HTCC.

4. Rajesh Kaul will review to make sure we have contracts for all relevant areas.
5. Every Board meeting must start with a financial update from the Treasurer/CFO will present the P&L, Cash Flow statement, donations for the last month, any large cash flows (in or out).
6. Rajesh Kaul will review the elevator contract, and then he and the President will present their recommendation for the elevator service contract to the Board.
7. Rajesh Kaul will review present to the Board a list of service contracts (A/C, Heating, pest control for Prairie Dog issue, etc) that the HTCC must have for the smooth running of the temple.
8. Rajesh Kaul will review present to the Board a plan for drainage system for the Shiva Lingum and Lord Kartikeya.
9. The President will work with Sony Das to make sure the temple event calendar includes both religious and cultural events. The Board was interested in the events team planning an Indian Independence Day event at the temple.
10. Arjun Sen and Mahesh Anandan will work on a simple communication that will go to all future donors. It will show how every Dollar donated to the temple will be spent, based on the 2018 budget.
11. The VP will present a proposal about the green card processing for the priest.
12. The communication team will work on HTCC branded communication and a new logo.
13. The Board will consider having a town hall for the community and an open Board Meeting in the first half of 2018.
14. Arjun Sen will work with Prof. Ved Nanda how to create a speaker series/panel for the temple. Prof. Nanda will develop a guideline for the initiative.
15. Sanjay Natesan will review the Navagraha initiative and submit a plan to the Board.