

**Board Meeting of the Hindu Temple of Arizona
November 9, 2003, 2:00pm**

The meeting was called to Order at 2:15pm

Attendees:

Mohini Ahuja, Subhash Arora, Munnu Bajpai, Vidya Bakshi, Nirmala Chhibber, Mamta Gupta, Hirisave Ramchandra, Mina Sangani, Balbir Sharma, Rohini Sharma, Surinder Sharma, and Asha Thakur.

Quorum Called by Mina Sangani, meeting facilitator

1. Approval of Agenda

Motion 1 – Add PowerPoint Presentation by Rohini Sharma about Temple Management Matrix as item 2 on agenda.

Proposed by – Mina Sangani

Seconded by – Vidya Bakshi

Carried Unanimously

2. Power Point Presentation by Rohini Sharma

Rohini Sharma gave a PowerPoint presentation on Temple Management Matrix. The Board felt this was a good system and will look at adapting the proposed system at a later meeting. Vidya Bakshi suggested that the matrix be further enhanced by color-coding activities to show where priority tasks exist. The Board benched these discussions until a later date.

Motion 2 – Adopt the Temple Management Matrix for the HTA

Proposed by – Mohini Ahuja

Seconded by – Mina Sangani

Carried unanimously

3. Selection of Presiding Officer and Minute Taker for This Meeting

Directors asked Mina Sangani to preside over the meeting and Subhash Arora to take minutes. Both agreed to take on the responsibility and were accepted unanimously by the Board.

4. Election of Executive Committee

Motion 3– Dr. Bhardwaj to facilitate the election of the executives

Proposed by – Vidya Bakshi

Seconded by – Nirmala Chhibber

Carried Unanimously

a. Position of President:

Dr. Bhardwaj requested self-presented nominations from the floor for the position of President. Vidya Bakshi proposed himself. There were no other nominations. The Board unanimously voted Vidya Bakshi for President.

b. Position of Vice President:

Dr. Bhardwaj requested self-presented nominations from the floor for the position of Vice President. Rohini Sharma proposed himself followed by Munnu Bajpai. Rohini Sharma withdrew himself, leaving Munnu Bajpai as the sole candidate. The Board unanimously voted Munnu Bajpai for Vice President.

c. Position of Secretary:

Dr. Bhardwaj requested self-presented nominations from the floor for the position of Secretary. Mina Sangani proposed herself. There were no other nominations. The Board unanimously voted Mina Sangani for Secretary.

d. Position of Treasurer:

Dr. Bhardwaj requested self-presented nominations from the floor for the position of Treasurer. Hirisave Ramchandra proposed himself. There were no other nominations. The Board unanimously voted Hirisave Ramchandra for Treasurer.

Motion 4 – The selection of joint secretary and treasurer be deferred until a later time.

Proposed by Vidya Bakshi

Seconded by Rohini Sharma

Carried unanimously

Motion 5 – To thank Dr. Bhardwaj for his time and help with the proceedings.

Proposed by – Subhash Arora

Seconded by – Dr. Sharma

Carried Unanimously

At this point, Vidya Bakshi was asked to run the meeting in order that Mina Sangani could take over her responsibility of taking minutes.

5. Tenure in Office for Director.

A discussion took place to clarify the following points:

- a. Six members of the Board can only serve for a one year term
- b. The president is one of the members that can only serve a one year term
- c. The election committee may be required to disclose the election results unless we can get volunteers to step down at the end of the first year.

Dr. Balbir Sharma suggested that Board members think about the tenure situation and whether they want to serve one or two year terms.

Motion 6 – To defer the tenure decision until the end of December

Proposed by - Rohini Sharma

Seconded by - Hirisave Ramchandra

Carried Unanimously

6. Transition Process.

Vivek Gupta circulated a copy of the transition procedures as proposed by the previous Board. A general discussion took place. Hirisave Ramchandra asked for clarification that appropriate documents would be transferred from Secretary-to-Secretary, Treasurer to Treasurer etc. Vivek confirmed this to be the case. It was also confirmed that all the documents would then be given to the Secretary, Mina Sangani, for safekeeping.

In order to make the transition as smooth as possible, and to enable a similar transition for committees, the Board decided to appoint Chairs to various Committees. This was done by asking for volunteers based on personal interest as well as nominations from the floor. The Board unanimously approved all volunteers and nominees, listed below:

- a. Puja Committee will be co-chaired by Dr. Balbir Sharma and Nirmala Chhibber. Vivek Gupta recommended that the Puja committee co-chairs choose committee members who know how to do specific Pujas for specific Deities so that the temple can be well looked after. The board unanimously agreed that this is a good idea.
- b. Communications Committee will be co-chaired by Rohini Sharma and Mamta Gupta. Vivek Gupta pointed out that this committee needs two chairs because it requires a lot of proactive planning.
- c. Buildings and Maintenance Committee will be co-chaired by Surinder Sharma and Asha Thakur
- d. Youth and Education Committee will be co-chaired by Asha Thakur and Mina Sangani
- e. Vidya Bakshi will chair fundraising Committee.
- f. Seva Committee. In her absence, the Board decided that Madhu Aggarwal would chair the Seva Committee, if she accepts the role.
- g. Mohini Ahuja will chair membership Committee. Sanjay Sangani expressed his wishes to serve on this committee as a volunteer. There were no objections from the Board to Sanjay Sangani volunteering for this committee
- h. The Constitution and bylaws committee chair(s) will be selected at a later date

Election of Joint Treasurer

The board felt that to further facilitate a smooth transition, a joint treasurer should also be elected. Vidya Bakshi requested self-presented nominations from the floor for the position of Joint Treasurer. Mohini Ahuja proposed herself. There were no other nominations. The board unanimously voted Mohini Ahuja for Joint Treasurer

Motion 7 – All transitions will be completed by December 31st, 2003

Proposed by – Dr. Balbir Sharma

Seconded by – Hirisave Ramchandra

Carried unanimously

During this process, Subhash Arora declared his intention to resign from the Board. The Board expressed its sorrow and surprise at this but was not able to deter Mr. Arora from his decision.

Rohini Sharma suggested that there be a quality control committee to ensure that all committees are operating appropriately. Vivek Gupta suggested that the Chair/Co-chair of each committee carries out their own internal quality control. The Board unanimously agreed that this would be the best course of action for now.

Vivek Gupta also suggested that the Board sets out its goals and objectives and then instruct all committees to work towards them. The Board unanimously agreed with this course of action.

7. Pujari and Day-to-Day Running of Temple.

The Pujari left the Temple on Tuesday, November 4th, 2003, in order to spend time with his family in Flagstaff. Dr. Balbir Sharma, as head of the Puja Committee for the outgoing Board, has asked Mr. Bakshi Senior to step into the role of Pujari until the matter can be resolved. Mr. Bakshi Senior has obliged and is taking care of the needs of the Temple, for which the Board is both grateful and thankful. Dr. Balbir Sharma made the following requests to the Board members:

- a. Start thinking about the Pujari's job description. What should be included?
- b. Everyone start looking for a full time Pujari
- c. Everyone please complete the Saturday/Sunday schedule to help Mr. Bakshi Senior out between 12:00pm and 5:00pm.

Dr Balbir Sharma has been making attempts to find at least a temporary solution to this issue. He has spoken to the previous priest as well as Mr. Shukhla but has not been able to come to any firm conclusion.

The Board unanimously agreed that as per the bylaws, they would invite the new priest to the board meetings, as a non-voting Board member but that his main focus will be to carry out Pujas for the Temple. The Board strongly feels that it would be unwise and unfair to place the Pujari in a situation where he could get distracted from this focus.

8. Varia

- a. Asha Thakur requested that the temple carpet is steam cleaned. The Board Authorized Vidya Bakshi to spend up to \$250.00 and arrange for this to be done.
- b. Nirmala Chhibber requested that we start working on the calendar for next month. This responsibility was turned over to the Puja Committee.

Motion 8 – The Board approaches last years sponsors to donate funds for the calendar again this year

Proposed by – Vidya Bakshi

Seconded by Munnu Bajpai

Carried unanimously

Motion 9 – The Puja Committee is given authorization to spend up to \$3000.00 for the production of the calendar

Proposed by – Vidya Bakshi

Seconded by – Rohini Sharma

Carried unanimously

Motion 10 – The Puja Committee is given authority to design, pre-view and approve the calendar and get it printed

Proposed by – Munnu Bajpai

Seconded by Mina Sangani

Carried unanimously

- c. **Motion 11** – The new Board would like to thank all the people that have worked so hard for the Temple for the last two years.
Proposed by – Nirmala Chhibber
Seconded by- Rohini Sharma
Carried Unanimously
- d. **Motion 12** - Every Board Member looks at the current HTA newspaper advertisement and brings suggestions for amendments that they would like to see
Proposed by – Balbir Sharma
Seconded by – Hirisave Ramchandra
Carried unanimously
- e. Vivek Gupta circulated a Board Task Schedule (see attached) for 2003 and recommends that the new Board follows a similar format. The Board agreed to follow up on this.
- f. Rohini Sharma suggested a list of ideas to improve the character of the Temple. (See attached)

- g. The new Board members were asked to send their mailing addresses to Mina Sangani in order for her to forward to Vasuji, the former HTA Secretary, to facilitate the transition process.
 - h. Hirisave Ramchandra asked for clarification of who is authorized to sign checks. The president, Secretary and Treasurer currently have that authority. Mohini Ahuja requested that as joint treasurer, she be given the authority to sign checks also. Vidya Bakshi recommended waiting until the transition is completed before this occurs.
 - i. Hirisave Ramchandra suggested that we set up a format for future agenda items. The Board unanimously approved the following format:
 - i. President opens meeting
 - ii. Approval of agenda
 - iii. Approval of minutes from previous meeting
 - iv. Secretaries Report
 - v. Treasurers Report – Including Motions from Treasurer
 - vi. Committees Reports (as and when necessary for each committee)
 - vii. Varia
 - viii. Close
 - j. **Motion 13** – The Board holds a Thank You picnic for the youth group to show appreciation for all their help during the Board elections
Proposed by – Nirmala Chhibber
Seconded by – Mina Sangani
Carried unanimously
9. Vidya Bakshi thanked the Board for attending and volunteering for the various roles and responsibilities
10. Vidya Bakshi announced the meeting closed.