

**Board Transition Meeting of the Hindu Temple of Arizona
November 16, 2003, 2:00pm**

The meeting was called to Order at 3:05pm

Attendees:

Desh Ahuja, Mohini Ahuja, Munnu Bajpai, Dr. Prem Bharadwaj, Vidya Bakshi, Kulbushan Chhibber, Nirmala Chhibber, Mamta Gupta, Vivek Gupta, Rajesh Mehta, Mina Sangani, Balbir Sharma, Rohini Sharma, Surinder Sharma, Asha Thakur, and Surinder Tuli.

Quorum Called by Mina Sangani, incoming Secretary

1. Apologies

Maddhu Aggarwal, Ashok Jain, Dr. Hara Mishra, Hirisave Ramchandra and Mr. Srin.

2. Motion: Sanjay Sangani to facilitate the meeting

Proposed by: Vidya Bakshi

Seconded by: Balbir Sharma

Carried Unanimously

Motion: Vivek Gupta to be timekeeper for the meeting

Proposed by: Vidya Bakshi

Seconded by: Balbir Sharma

Carried Unanimously

3. Introductions:

Vasu Atulari: Secretary of outgoing Board and Murthi Stapna Committee

Dr. Balbir Sharma: Outgoing and incoming Puja Committee

Desh Ahuja: Outgoing fundraising committee

Vivek Gupta: Outgoing Procedures and Constitution and Bylaws Committee also Communications Director

Rohini Sharma: Incoming Communications Director

Mannu Bajpai: Incoming Vice President and Puja Committee

Dr. Prem Bharadwaj: Outgoing Constitution and Bylaws Committee

Nirmala Chhibber: Incoming Puja Committee

Surinder Sharma: Incoming Buildings and Maintenance Committee

Vidya Bakshi: Outgoing Seva Committee and Incoming President. Bakshiji expressed that he appreciates everything the previous Board has done and is looking forward to continual help and support from the members of the outgoing Board.

Rajesh Mehta: Outgoing Youth Club, Temple Assets, Certificate Distribution and Nominations Committee.

Mina Sangani: Incoming Secretary

Kulbushan Chhibber: Outgoing Joint Treasurer, Murthi Stapna Committee, Insurance, Thanking Members for check donations, Web-page Updates, and Building and Roof Repair Committee. Mr. Chhibber informed those present that he has handed his Temple

Key to Mohini Ahuja and is no longer a key holder.

Mohini Ahuja: Incoming Joint Treasurer and Membership Committee.

Asha Thakur: Incoming Youth Club and Building and Maintenance Committee.

4. Welcome.

Vidya Bakshi as President of the Incoming Board expressed his sincere thanks to Dr. Hara and Manju Mishra and the previous Board, without whom, we would not be here today. All of the outgoing Board members should know that the new Board does not consider them to be Past Directors but rather as experienced members from whom we hope to seek advise and help over the coming years.

5. President to President Transfer.

Dr. Hara Mishra as President of the Outgoing Board has requested Vasu Utlari to act on his behalf. Vasuji was instructed to carry out the Transfer as long as he felt that the election of the incoming Executive Committee was carried out in accordance with the Constitution and Bylaws. Vasuji was satisfied with the executive committee election procedure.

As far as he was aware, Vasuji stated that there were no items per se to transfer from President to President. He was not in possession of any books or legal documents. Vasuji stated that he would contact Dr. Hara Mishra to confirm this to be the case.

Vasuji was asked to confirm that Dr. Hara Mishra does not have ANY legal documents pertaining to the Building, Property Deeds, etc. Again, Vasuji stated that he would have to confirm this with Dr. Mishra.

Vasuji took on the responsibility to get everything that is outstanding from the outgoing Board and to pass it on to the incoming Board.

Vasuji was also asked to identify the whereabouts of the original Security Title for \$150,000 and the minutes for all previous Meetings (Board as well as Committees).

Vasuji has undertaken a lot of responsibility and the incoming Board would like to thank him for all his efforts in the past and look forward to his input in the future. Thank you Vasuji.

6. Secretary to Secretary

The following Documents were passed from Vasuji to Mina Sangani:

- a. Title Documents
- b. Financial States.
- c. Church Mutual Insurance Company Documents
- d. Quotes for Insurance
- e. Office Max Discount Paraphanaelia
- f. USPS P.O. Box related paperwork.
- g. Horizon Insurance Group. This is a dead file as we no longer have anything to do with this company
- h. Membership forms

- i. Construction papers relating to Priest's room
- j. IRS change of address documentation
- k. ACC reports
- l. Present insurance forms

General body meeting minutes will be handed over by December 20th.

7. Treasurer to Treasurer

- a. There are currently 5 automatic deduction accounts that are active. Deshji has a list of these.
- b. \$5,500 worth of personal loans are still outstanding, once these are paid off, the Board can get \$1 million worth of liability insurance.
- c. All utilities are paid by automatic payments
- d. The signed release/acceptance document outlines all processes for the Treasurer. The 2001/02 Tax returns should have been filed but we do not know for sure whether this has been done. The current Board needs to look out for miscellaneous Bank Charges as there have been some unusual charges in the past.
- e. Hirisave Ramchandra to organize the Treasurer to Treasurer transfer individually as he could not attend this meeting.

8. Puja Committee to Puja Committee and Murthi Staphna Committee

- a. 7 Murtis have been approved. A total of \$13,700.00 has been donated to date, specifically for these Murtis. A list of the donors will be made available to the new Board. Unfortunately, this money has been spent by the outgoing Board as a separate account/accounting system was not set up to prevent it being used for other purposes.

Vasu Atulari and Sriniji will continue in their commitments to get the Murtis here. Vasuji will check on the status of the Murtis. Essentially, the Murtis are free but we will still have to pay for the adornments and shipping. The estimated cost is \$16,000.

- b. Balbir Sharma will put processes and procedures into place with help from Vivek Gupta so that we have a manual to hand over to the next Board. At a minimum, this manual will include; a yearly puja schedule, a calendar, a fee schedule, and guidance for sponsors.
- c. Vivek Gupta has Mantras that he will send to the new Board.
- d. Balbir Sharma will contact Mr. & Mrs. Popat to ask if they will continue to clean the sheets.
- e. The previous Puja Committee worked very informally, Vasu Atulari will contact Manju Hara and Sharda Sharma to see if they have anything (minutes and other records/documentation etc.) to pass on to the incoming Board. This includes all information pertaining to Jaganath Staphna.
- f. All previous Puja Committee Decisions were made by the Board, a record of these should therefore exist in the minutes of the Board Meetings.
- g. The Ghanta and Ram Parivar are on loan from the Ahuja Family. The Ramdarbar and Mata Murti are on loan from the Tuli Family. The Krishanji Jhula (swing) is on loan from Balbir Sharma's family.

9. Communications Committee to Communications Committee

The following were handed to the new Board:

- a. Letterhead
- b. Manual
- c. Key Events form
- d. CD with letters sent and fliers
- e. Please keep notice boards for authorized documents only. If not initialed by Rohini Sharma or Mamta Gupta, it will not go on notice boards.
- f. The only official communication from the previous communications director was through Dholakia who now knows to contact Rohini Sharma for information.
- g. At Board meetings, only committee chairs can update the Board.

10. Constitution & Byelaws Committee

Vivek Gupta gave byelaws and trustees byelaws to Mina Sangani. The website is not up to date and it does not contain the correct information. Rohini Sharma to ensure that the website is updated.

11. Election Committee

The election procedure is included in the Manual. The nominations committee procedures still need to be done.

12. Buildings and Maintenance Committee

As Sriniji is not present at this meeting, Vasuji will contact him and obtain all relevant transfer documents/paperwork pertaining to building and maintenance matter by the next meeting.

- a. Balbir Sharma wanted to know if warranties exist for the sound system. To find out, we have to pay \$25.00 to the company to dig out our records and tell us one way or the other
- b. Vivek Gupta wants to know who has the documents of the layout of the temple. Hara Misra has them, Vasu Atulari to obtain these.
- c. There is no pest control contract, in the past, the pest company was called on an "as needed" basis. The intention of the incoming Board is to set up a contract for regular service.
- d. Safety procedures were not in existence but Vivek Gupta has written some which the incoming Board will follow and modify as required.
- e. The Temple may have a termite problem. This needs to be looked into whilst we are still under warranty.

13. Fundraising Committee

A fundraising committee has not been established but the Powerpoint laying out the outgoing Boards strategies will be sent to Mina Sangani and Vidya Bakshi by Vivek Gupta.

14. The following items are still outstanding and need to be resolved/provided by the next meeting to be held on December 14th, 2003:

- a. Copies of finalized Byelaws
- b. Minutes from Puja Committee Meetings
- c. Youth Club Paperwork

- d. HTA Committees List
- e. Resume for Priest (Dineshbhai)
- f. All documentation/minutes for Ratha Yatra
- g. Rajesh Mehta has documents to hand over from membership committee

15. Varia

- a. The incoming Board is advised to read through existing procedures and abide by them in order to be seen to be consistent in what we are doing.
- b. Outgoing Board needs to recognize new members as quickly as possible.
- c. Ashok Jain has offered to carry out training on being a board member for the new Board. Thank you for the offer.
- d. Vasu Atulari asked the Boards if they had any objections to his involvement with the Ekta Mandir. Everyone was supportive of his decision but expressed a wish for him to also remain involved with and continue helping the HTA also.

16. Meeting Closure

Vidya Bakshi announced the meeting closed at 6.45pm.