

Minutes of meeting of the BOD held on 2/13/11

The meeting of the Board of Directors of HTA (BOD HTA) was held on 2/13/11 in the Annapurna Hall at the temple.

Following were present:

Rina Narang, Madhu Aggarwal, Nirmal Chhibber, Sushma Bakshi, Sumana Ghosh, Anita Ramaiah, Pramod Ghiya, Rajashree Panda. Sateesh Ambadi was on the phone for a short time at the start of the meeting.

Absent: Prakash Sahoo, Vimal Arora, Desh Ahuja (excused), Anil Gupta, Vasu Atluri (excused),

Others present: Ravinder Aggarwal, Varinder Narang Mina Bhagdev (joined later)

Meeting started at 3:15 PM after quorum was achieved.

The secretary offered a short prayer at the start of the meeting. All present joined in the prayer.

Members were asked if any other agenda items needed to be added. "Approval of the agenda" was added as the first item to the proposed agenda that had been posted on the notice board.

Item 1 –Approval of the agenda:

Motion to approve the agenda was made by Pramod Ghiya (PG).

Seconded by: Rina Narang (RN)

All OK. Motion was carried unanimously.

Item 2—Approval of minutes held on 1/30/11

There was some discussion on items 14 and 19. Nirmal Chhibber (NC) stated that Vasu wanted to be the chair person of the Long Range Planning Committee (LRPC) and not just a member. She was reminded that even though Vasu had expressed a desire to be the chair person of LRPC after some discussions he had later agreed to be a member of the LRPC. NC accepted that and asked that item #14 of the minutes be modified to add that "Vasu had agreed to be a member of the LRPC".

Item 19- NC clarified that Rina Narang is the event coordinator of the Maha Shiv Ratri event and not the chair person.

Motion to approve the minutes of meeting held on 1/30 11 with above changes to items 14 and 19 was made by Anita Ramaiah (AR).

Seconded by Sushma Bakshi (SB)

All OK. Motion was carried unanimously.

AI: Modified minutes to be sent by the secretary to be posted on the HTA website.

Item 3: General process to be followed for any projects and code of conduct.

The secretary passed copies of two documents, one listing general procedures to be followed for any projects or for running day to day affairs of the temple and the other listing an expected code of conduct from the members of the board. These documents were also read to the members present in the meeting. All were in agreement with the details listed in these documents.

Copies of these documents are attached to these minutes and are part of these minutes.

Nirmal Chhibber raised the issue that the spouse of the director can not be on any committee. Nirmal Chhibber read clause 6.0 "Sub committees" from the bylaws and stated that as per the clause the spouse of the director of the board can not be on any committee. The clause was read aloud by Anita and every body agreed the clause means that the director and spouse can not be on the same committee. Every body present agreed with this and the matter was closed.

Item 4: Indo US Mela on 2/19/11

SB stated that she had asked for volunteers for cooking but had recd no response. Volunteers were still needed for the event.

It was discussed at length that event coordinators are required to take full responsibility for the event and that Sumana Ghosh, as the incharge of the information booth at the mela should take charge of all related activities. Sumana Ghosh (SG) was not sure who could help her. She would let the

board know by 2/14/11 if she can continue as the incharge for the HTA information booth at the mela.

AI: SG to inform the board by 2/14 if she can continue as incharge of the information booth at the mela.

NC—will coordinate decoration related activities

SB—Wrap up activities

Motion to approve budget and spending of \$1000 was proposed by AR

Seconded by PG

All OK. Motion carried unanimously.

Item # 5—Maha Shiv Ratri Puja

Maha Shiv Ratri will be celebrated in the temple on 3/2/11 from 5 PM to 10 PM.

AR will provide Amarjal from the Amarnath Ji shrine and pandit ji will distribute it as Charnamrat.

Regular abhishekam will start at 5 PM and the charges will be \$11. Help will be needed to sell the kalash for abhishekam.

AI: SG will sit at the table to sell Kalash starting at 5 PM.

Maha Prasad will be sponsored by Manju Walia.

Sweets and paper products will be provided by Rimpi Sodhi.

Help is needed to set up the tables.

Prasad will be served after Bhog at 9 PM.

Need parking volunteers and help in transporting devotees from across the street.

Decorations: RN will be responsible for outside and inside decorations. Uma Ji will help where possible. There will be a Jhanki outside.

A screen and projector will be required outside so the CD can be played.

AI: AR to contact Jagdish Sharma to set up the screen and projector.

AI: Kids will manage the table for selling souvenirs. RN to arrange.

Inside arrangements for abhishek: Need to move benches and Shri Satyanarayana Ji's murti. NC objected to moving the murti.

AI: PG to speak with pandit ji and find out if it is OK to move the murti. Decision will be made accordingly.

Sign up sheet for sponsorship has been posted.

All thalis (for different sponsorship levels) will be the same. \$501 sponsors will get special blessings and a coin. \$251 sponsors will get special blessings and a Shiv Ji murti.

AI: RN to arrange for flowers and garlands for all deities. She will also arrange for Thalīs for puja.

Somebody will be required to stand near Shiv Ling to remove fruits and other things offered there. Madhu Aggarwal (MA) will be there.

AI: Need to rotate Kalash. RN will take care of this.

AI: Water taps near Shiv Lin will be shut off. Varinder will take care of this.

A second priest is required to sit near Shiv Ling.

AI: A second box for donations is required so that all donations can be put in the box. SB will take care of this.

AI: Book the second priest—Shri Arun Sharma. NC will take care of this.

Announcements will be made by PG /MA.

Help needed for parking and setting up the tables. MA contacted some volunteers and one person has signed up for parking related help. (Not discussed in the meeting but for information).

AI: Make/print a program. AR can take this action ??

Half page Flier for Valley India Times is ready and needs to be approved.
Cost \$200

AI: AR--One page ad will be given in Asia Today. Add events for March/April in the Asia Today ad and submit the flier to Asia Today.

Cost \$400

Motion proposed by AR to approve \$600 (budget and spending) for the above fliers.

Seconded by SB

All OK Motion carried unanimously.

It was also proposed by SB that since Asia Today has been actively supporting the temple we should start placing our regular ads with Asia Today instead of Valley India Times. Asia Today will provide one full page ad free for special events with paid one full page ad. Cost of a full page ad is \$ 400 and cost of half page ad is \$200. It was agreed by all present that HTA can start placing the half page ads (cost \$200) with Asia Today for our regular services. Ads in Valley India Times will be placed for special events only as determined by the BOD.

Item #6—Student field trip on 2/14 from 1:30 to 3:00 PM

Group of about 150 junior high school students will visit the temple.

Nobody will step on the altar. Teachers will be there to supervise. They will follow all the rules of the temple.

Mina Bhagdev will be present and make a presentation to the group.

AI: The presentation should be sent to the board for approval before the event date. NC will take care of that.

Prasad should be wrapped. Banana or Orange is OK as Prasad.

AI: SB will bring the Prasad.

AI: MA will be present as a representative from the board.

A concern was raised by the secretary about the need for waivers that need to be signed by such visitors and volunteers at the temple.

AI: PG to discuss the need for such waivers with the HTA legal counsel and inform the board in the next board meeting.

Item # 7—Puja committee update.

Puja committee meeting was held on 2/6/11. Puja committee has been formed.

NC read the details

AI: NC to send e mail with details of puja schedule and puja committee membership and major events to be celebrated in the temple along with the names of the event co ordinators for each event.

Third Sunday Puja—Uma Ji had asked for time to present the details of third Sunday puja to the board but she was not able to attend the meeting. She will coordinate third Sunday Puja. She wants to start Vishnu Sahastranama on third Sunday. Mr Hari to give discourse on Geeta. After aarti Ved Pathan and Mantra Pushp. Aarti should start by 6:45 PM so hat we are done b 7 PM.

AI: Uma Ji/NC will send all the details for third Sunday puja to the board and the same will be discussed in the next board meeting and adopted after approval by the board.

Priest selection Committee should be formed. Kamal Kharbanda's name was proposed by PG. NC proposed Uma Ji's name as the chair person for priest selection committee

Motion proposed by PG to name Kamal Khabanda as the chair for the priest selection committee.

Seconded by RN

All OK. Motion carried unanimously.

AI: Kamal Kharbanda will be the chair person of the priest committee and form her team and inform the board.

AI: Kamal Kharbanda to draft a document specifying the requirements for the priest and send it to the board for approval. This document will be used during the interview process.

Item # 8—Election of Benefactor director for the year 2011

PG informed the board that Vasu has served as the director for 6 years in the last 8 years. Vasu was also the benefactor director in 2010.

AI: PG will check with Kuldeep Verma to see if he would like to be the benefactor director in 2011.

PG will bring the information to next board meeting. At that time the board can make a decision whether we should abide by the by laws/constitution or elect Vasu for one more year (2011).

Item# 9—Navagraha Murti Sthapna:

PG stated that Navagraha temple location has already been approved in previous board meeting in 2010 and is documented in the minutes. Murti design has already been approved in previous board meeting and is documented in the minutes.

Motion was proposed by PG to approve budget and spending of an amount of \$15000 for procurement of Navagraha Murtis as per the approved design. The amount of this money is to be arranged from a separate fund for the Navagraha temple and will not be taken from the hundi collection.

Seconded by MA

All OK. Motion carried unanimously.

Board authorized the long range committee to place the order for the Navagraha murtis.

Item # 10—Meditation in the temple

AR informed the board that she wants to start meditation sessions in the temple from 6 AM to 8 AM on Sundays. The curtain will stay closed during this time. Geeta will be recited in English. The hall must be vacated before 8 AM so that Pandit ji can start daily puja at the regular time.

Motion to start meditation sessions per above details was proposed by AR

Seconded by PG

All OK . Motion was carried unanimously.

The secretary informed the board that the next board meeting will be held on Sunday, March 13th 2011 from 3 PM to 5 PM in the Annapura Hall at the HTA.

Meeting was closed at 5:15 PM.

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HTA protocol for day to day affairs

Projects:

- a) All projects must be approved by the Board
- b) Budget must be approved
- c) Funding/Expenditure must be approved.
Then only the work should be started on the project.
- d) Any money collected on behalf of HTA must be put in the Hundi within 3 days. Money should not be reimbursed/spent from donations collected on behalf of the HTA. Instead all collections should be put in the Hundi and treasurer will write the checks for the reimbursements based on budgets approved.

E mails:

- a) We must maintain civility when corresponding through E mails.
- b) There should be no personnel attacks.
- c) E mails that show lack of civility will not be responded to.

Responsibilities of Committees :

- a) Committees will have meetings as required to discuss issues pertaining to their respective areas.
- b) Chairperson of the committee brings the recommendations of the committee to the HTA board.
- c) Board makes a decision on the recommendation of the committee.
Implementation takes place only after board approval.

Communications with the community

- a) All fliers for special events are to be sent to the board members for approval.
- b) Fliers must be sent to the event co ordinator as well.
- c) Approvals /comments can be sought via e mail.
- d) Fliers can be posted/circulated only after approval (or if no comments or approval is received by the requested date).
- e) Fliers are to be posted on the HTA notice board by the communication committee chair or the event co ordinator or a person designated by the chair.
Same procedure is to be followed for Valley India Fliers as well.
- f) If a full page ad is required for any special event (more cost to the temple) prior approval of the board must be taken before submitting the flier to the paper.

HTA board meetings:

- a) Be there on time and respect other's time. Meetings will start once the quorum has been achieved.
- b) Pl stay within the allotted time when presenting/discussing your item. If somebody needs more time for his/her item it should be brought to the attention of the secretary before the approval of the agenda. If more time is

needed for a particular item it can be discussed again after all other agenda items have been addressed.

- c) One meeting at a time
- d) Show courtesy to a board member by not interrupting when he/she is speaking.
- e) In order to be fair to those who are already present (came to the meeting on time), issues already discussed will not be repeated for members if they are late for the meeting. If they need to catch up they can discuss the issues at the end of the meeting after all items on the agenda have been completed.
- f) No personal attacks in any meeting.
- g) Review the minutes from the previous meeting beforehand and if possible send comments to the secretary before the meeting. That way minutes can be approved quickly leaving more time for other agenda items.
- h) If any agenda items need to be added to the posted meeting agenda, it can be done at the start of the meeting, before the approval of the agenda.
- i) Pl come prepared to provide inputs to the board on actions assigned to you in previous meetings. All actions assigned will be documented on an actions list and sent out with the minutes.

HTA protocol

Responsibilities of event coordinators

Event coordinators for events held in the HTA or events sponsored by HTA will be responsible for the following activities:

- 1) Puja related to the event
- 2) Preparation and serving of Prasad. They can either make the Prasad themselves or form a team of volunteers to make and serve the Prasad.
- 3) Approvals of budgets and expenditure for the event.
- 4) Making and distribution of fliers for the event.
- 5) Making sure that the information about the event is provided to the person responsible for communications for the ad in the paper.
- 6) All decorations
- 7) Cultural events and related activities.
- 8) Collection of donations from the devotees who sign up for special pujas/archana etc.
- 9) Providing details of expenses for the event to the treasurer so reimbursements can be made by HTA.
- 10) Removing decorations etc after the event and storing everything in the proper place.

This does not mean that the event co coordinator has to do everything by himself/herself. The coordinator can form a team of volunteers and distribute responsibilities so that everything is accomplished.

HTA responsibilities of Event coordinators