

Bharatiya Temple of Lansing - Monthly Temple Board Meeting			
February 02, 2020			
Time: 2:00 PM – 4:00 PM			
Location: Temple			
Reported by : Manasi Upadhye			
Attendees			
X	Mr. Ramesh Devaram		Mrs. Meena Sharma
X	Mrs. Prashanti Boinapally	X	Mrs. Sapna Sood
X	Mr Pardeep Kumar		Mr. Gundamraj Rao
X	Mr. Chandrashekar Rayannavar	X	Mr. Rampal Agrawal
X	Mrs. Manasi Upadhye		
Additional Attendees			

Agenda Item	Discussion	Action
Prayer	Meeting started with a prayer	
Finance Update	Current balance information was communicated by Chandrashekarji. Rameshji communicated that the Donation Receipts will be sent to the Devotees by February 10 th . Due to pending bills, pledges, 2019 accounts are not close yet, but will be done soon after sending the donation receipts.	Rameshji will work with Shivji to get the donation receipts out.
	Various main categories are created to categorize the expenses. Subcategories can be added as per need going forward.	
Priest Committee update	Sapnaji provided below update – <ul style="list-style-type: none"> - Revised contract signed by both the priests - Emergency Contact Info form provided by both the priests - Property condition evaluation will be done twice a year by maintenance committee (applicable only for Shastriji's house). Panditji is moving to his new home soon. 	
Maintenance Committee update	Pardeepji provided below update – <ul style="list-style-type: none"> - New water jugs purchased and a water fountain installed. - On 30th Jan a sump pump stopped working and was replaced. 	

	<ul style="list-style-type: none"> - Issue is due to the pipes from the property to the main are not getting cleaned. - Mice problem in the kitchen. Need to review the contract with Orkin. - Board will discuss ways to ensure that there is no leftover food in the kitchen after any event. 	<p>Pardeepji will be talking to Meridian Plumbing</p> <p>Rameshji and Pardeepji to work on the Orkin's contract.</p>
Better Communication	<p>Rameshji talked about following better communication practices –</p> <ul style="list-style-type: none"> - Mode of the communication is via email - Make sure that the email subject is appropriate and right audience is on the email. - Try to avoid long email chains. - Be precise in your communication. Clear communication is the key to better teamwork. 	
Teamwork	<p>Rameshji shared his thoughts on effective teamwork –</p> <ul style="list-style-type: none"> - Being a board member is a voluntary work. So avoid any politics, promoting personal agenda, and try to make the most of the time available. - Set a good example by providing sound leadership. Help training new board members/interested community members. - Goal is to work as a team towards maintaining the temple as great place of worship. 	
Golden Rule to be followed by all board members	<p>Direct any questions from the priests or devotees to the respective committee chair to avoid miscommunication and confusion.</p>	
Rules for establishing Ad-hoc committees	<ul style="list-style-type: none"> - Chair of the executive committee cannot be a chair to an ad-hoc committee. - Each Ad-hoc committee will have 2 members from the board as chair and co-chair and 2 or more members from the community. 	

Committees	<p>Board discussed and approved Chair and Co-chair for below committees –</p> <p>Priest Committee – Sapnaji – Chair Manasiji – Co-chair</p> <p>Finance Committee – Rampalji – Chair Chandrashekarji – Co-chair</p> <p>Maintenance Committee- Pardeepji – Chair Gundamraj ji – Co-chair</p> <p>Religious Events Committee – Meenaji – Chair Prashantiji – Co-chair</p> <p>Community Outreach Committee – Prashantiji – Chair Ramapalji – Co-chair</p> <p>Youth Committee – Gundamraj ji – Chair Sapnaji – Co-chair</p> <p>Rameshji will work towards appointing Nomination & Election Committee and Constitution & Bylaws Committee.</p>	Committee chair and co-chair will work towards getting additional committee members and communicate the information to the board.
Role and responsibilities of various committees	There is a need to come up with role and responsibilities of the above committees.	Rameshji to work on the draft, Manasi to help with documenting the information and adding to a Process document that can be used by future boards.
Maintenance Committee expense limit	Board agreed to extend the limit from \$250 to \$1500 for expenses without approval from the board.	
Credit Card for Maintenance committee chair	Rameshji requested Chandrashekarji to get Mathiji's credit card cancelled and apply for a credit card for Pardeepji with \$5000/- limit.	
Volunteers from Isha	<p>Two volunteers from Isha joined the meeting to check if they can conduct Yoga class in the temple.</p> <p>They were requested to send an email with detail information to Manasiji.</p>	

Next Meeting	March 1, 2020 from 2 to 4 PM.	
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