



HARI Board of Trustees (BOT)
Minutes of January 2016 Board Meeting
Sunday, February 28, 2016 – 10:00 AM
301 Steigerwalt Hollow Road, New Cumberland, PA 17070

Location: HARI Temple
Date: Sunday, February 28, 2016

Attendees:

#	Name	Position	Present (✓) Absent (✗)
1	Mr. Ramesh Bathini	Chairman	✓
2	Mr. Anil Shenoy	President	✓
3	Mr. Ramesh Parmar	Ex-President	x
4	Mr. Srinivas Gamini	Member	✓
5	Mr. Kishor Sheth	Member	✓
6	Dr. Jeffrey Long	Member	✓
7	Dr. Deep Tewari	Member	✓
8	Mr. Kirit Shah	Member	✓
9	Mr. Pallav Bhonde	Member	✓
10	Mr. Kumar Piraviperumal	Member	x
11	Mr. Anish Patel	Member	✓
		Total	9/11
12	Mr. Ravi Venkatasubramanian	Treasurer	✓
13	Mrs. Kalpana Sheth	Sr. Vice President	✓

Others: Present on 01/31/2016

#	Name	Position	Present (✓) Absent (✗)
1	Mr. Harish Patel	General Body Member	✓

Notes:

Seven (7) of the 11 BOT members must be present to conduct Board's business

General:

- Meeting called to order by Chairman at 10:05 AM.
- Prayer conducted by Mrs. Kalpana Sheth.
- Motion to approve BOT January meeting Minutes proposed by Mr. Kishor Sheth, Seconded by Mr. Pallav Bhonde and approved by board as distributed.



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Opening Remarks by Chairman

- Chairman thanked all the long term committee chairmen for the short and long term project initiations at HARI.
- Agenda Priority: Due to the time constraint and with the experience of previous Board meeting discussion, going forward, we will discuss the ‘**issues**’ first, ‘**approvals**’ second and followed by Executive Committee and Long term committee updates.
- HARI 40th Year Celebration: As we are in the 40th year of HARI Temple service, Board unanimously approved to celebrate HARI 40th Anniversary thru the program ‘SANSKRITI’. Overall idea of the program is to bring together all the community. Entertainment portion of SANSKRITI will be managed by Dr. Nirmal and Dr. Renuji, All other segments of SANSKRITI will be managed by BOT, EC, with the help of volunteers from General Body. We will create the plans for each of the below and will get back to Board.

With the funds raised from the tickets and sponsorships, we will complete some of the identified capital projects including a) Ramp access from the parking lot to the main entrance. This will mainly benefit seniors and parents with small children especially during winter b) Entrance expansion for buses and transport vehicles c) Arch restoration etc.

BOT and EC will lead all the below tasks. For tickets and sponsorships, along with our committee members, we will take the help of several community members.

- Tickets: Tickets are assigned to the Tickets leadership team.
- Sponsorships: Sponsorships are assigned to the Sponsorship leadership team.
- Brochure
- Event day help
- Pre Event day help
- Audio and Video help
- Photography
- HARI History compilation
- PR & Communication
- And other items that will materialize with the closer of the event

Issues:

- No Outstanding Issues

Approvals:

- Finance Committee:



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- Trust Fund Coordinator: Finance Committee chairman, Mr. Pallav Bhonde proposed Mr. Hiten Amin as Trust Fund Coordinator for the term 2016-2018, and approved by Board. As there were some questions on procedures being followed in Trust Fund Committee/ Trust Fund Coordinator selection process, Finance Chair is working on streamlining the Trust Fund Committee policies and procedures, and will get the document and recommendations ready in the meantime. Finance Chair will work with new Trust Fund Coordinator on the transition of Trust Fund Committee and also establish the procedure on meetings, committees, funds composition etc

- Religious Committee:

SATSANG: There is a request from Mr. Hiten Amin to approve SATSANG as devotee led program, to be performed at HARI Temple on Second Tuesday of the Month after Arti. Religious Committee chairman, Mr. Kumar Piraviperumal approved the program and recommending it to BOT to approve under the condition that SATSANG will be completed prior to temple closing time and HARI Programs or programs approved by President will take the precedence over devotee led programs. Kumar mentioned there is no support needed from EC/BOT/Priests for this program other than the place availability checkup.

Some of the members present at today's meeting attend SATSANG and mentioned it takes 1 hour 45 minutes to complete the program and another 15-30 minutes social gathering. There were some questions on how can the SATSANG will be completed before temple closing time if it starts after Arti. There were some suggestions on if it can be started prior to Arti. Questions were raised on the procedures for the devotee led programs in the future. As Kumar was not present today to clarify some of the doubts, Board will discuss this when Kumar is present. In the meantime, Board recommended Mr. Kumar to approve the program for 2 months.

- Technology Committee:

Audio upgrade: Our Audio system needs to be upgraded for several reasons. Currently the reverb unit does not work; Audio cannot play clear, mics has noise, very difficult to play and operate Audio system.

Our upgrade work includes the below.

- Addition of four handheld wireless microphone systems.
- Check all four white loudspeakers in main hall. Recommend replacement parts as needed to get them into full working condition.
- Re-locate rear loudspeakers to provide more directional-realism to loudspeaker system
- Add a loudspeaker processor to sound system to provide equalization, limiting, and loudspeaker time-alignment to the system
- Compare prices for relocating the existing analog Mackie mixer vs. replacing mixer with a digital mixer and iPad control interface.
- Provide reverb unit.

Motion to approve Audio upgrade project proposed by Mr. Kirit Shah and approved by board. Tentative cost of the project is less than \$5,000



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• Legal Committee:

Policies and Procedures:

Even though it is an understanding that one person should serve only one committee, it is not in written. Board unanimously agreed to keep one person/one position rule to the following committees in writing.

- Board of Trustees
- Executive Committee
- Trust Fund Coordinator
- HARI School Director
- HARI Youth Forum Director
- HARI Times Editor

Policies and procedures document should be updated to reflect the above.

Long Term Committees:

Security and Technology	Mr. Srinivas Gamini
Legal Affairs	Mr. Kishor Sheth
School	Dr. Jeff Long
Public Relations & Communications	Dr. Deep Tiwari
HARI Expansion, Senior Forum	Mr. Kirit Shah
Finance	Mr. Pallav Bhonde
Religious	Mr. Kumar Piraviperumal
Youth Forum and HARI Facility maintenance	Mr. Anish Patel
Nominations	Mr. Ramesh Parmar

Committee updates:

Security and Technology Mr. Srinivas Gamini	<p><u>Long Term Committee Members:</u></p> <ol style="list-style-type: none"> 1. <u>Secure Door:</u> <ul style="list-style-type: none"> • Not enough room for the sliding door. Options are being explored for the secure front door. Received the quote from Hershocks. • Outside Door: \$5000 • Inside Door: \$4000 • Will request the quote from Mr. Subodh Sharma • Will discuss with Mr. Kumar as well on the quote . 2. <u>Audio upgrade:</u> <ul style="list-style-type: none"> • Identified all the items that need to be upgraded. • Anil, Ryan, Sucharith, Ravi are helping in the process.
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	<ol style="list-style-type: none">3. <u>Revamping the website:</u><ul style="list-style-type: none">• Getting the scope of work 4. <u>Security Cameras:</u><ul style="list-style-type: none">• Issue with the recording. Exploring the option to replace hard drive vs including this as part of the major work.
Legal Affairs Mr. Kishor Sheth	<ol style="list-style-type: none">1. <u>Legal Waiver Form:</u><ul style="list-style-type: none">▪ Prepared the legal waiver form, and distributed to board.▪ Some members requested the soft copy of the form. Will send the soft copy as well.▪ We should get the waiver from all the contractors for all the work in excess of \$2000 2. <u>Content on the website:</u><ul style="list-style-type: none">▪ Will review the website content legal aspect point of view. 3. <u>HARI By-Laws and Operations Procedures Update:</u><ul style="list-style-type: none">• Will be meeting with Legal Affairs long term committee members and will work on updating operational procedures, getting by-laws up to date etc.
School Committee: Dr. Jeff Long	<p><u>Plans for the year:</u></p> <ol style="list-style-type: none">1. <u>Field Trip to Swamy Narayan Temple.</u> 49 spots are already filled and only 7 are vacant. Will be getting the waiver form from all the members going on trip. 2. <u>Fire Drill.</u> Meeting with School team and will discuss on evacuation plan, emergency plan, exit plan etc. Will create and implement fire drill plan in the coming months.



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	<p>3. <u>Sunday School Lunch:</u></p> <p>There have been issues with Sunday school lunch sponsoring by Parents because of the additional burden of cleaning. Options will be explored on how to solve the issue.</p> <p>4. <u>School Financials:</u></p> <p>There was a question on how the school financials are tracked. Will discuss with School team today.</p>
<p>Religious Affairs Committee:</p> <p>Mr. Kumar Piraviperumal</p>	<p>Excused Absence</p> <p>Updated committee updates via email. Please review ‘Religious Committee’ Section under ‘Approvals’ on Page 3 of meeting minutes.</p>
<p>Finance Committee:</p> <p>Mr. Pallav Bhonde</p>	<p>1. <u>HARI Trust Fund :</u></p> <ul style="list-style-type: none"> • Met with HTF committee during January. Some of the committee members had questions on Micro cap fund. Had scheduled a follow up meeting with committee, requested Mr. Samir Parikh to analyze the funds we have and resolve any concerns. • HTF Coordinator selection is approved by board. • Will be reviewing HTF Policy and procedures document as there was some confusion on the term periods, committee rollover etc. • HTF meetings and updates. <p>2. <u>Maintenance of Finance Activities.</u></p> <ul style="list-style-type: none"> • W-2s were issued to priests. <p>3. <u>Operational Budget Approval</u></p> <ul style="list-style-type: none"> • Approved the operational budget for the year 2016. <p>4. <u>Monitoring HARI Capitol projects finances.</u></p> <ul style="list-style-type: none"> • There are several Capitol projects initiated this year. • Will be monitoring Budget vs Expenses.



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PR& Communications Committee: Dr. Deep Tiwari	<ol style="list-style-type: none"> 1. <u>PR Committee Meeting:</u> Will be meeting with PR Committee next week. 2. <u>Community Meetings:</u> Attended world religious day celebrations along with Mr. Ashok Shukla 3. <u>Scholarship Program to Fairview Township students</u> Will be discussing with committee members on establishing the Guidelines for awarding \$500 scholarship to Fairview township student. 4. <u>Extending the help/donations to local community people/township.</u> Local Police department and township will not accept the gifts from community. Will do more research on how to extend help to the local community/police/township.
Executive Committee: Mr. Ramesh Parmar	Excused Absence
HARI Expansion and Senior Forum committee: Mr. Kirit Shah	<p><u>HARI Expansion</u></p> <p><u>Neighbor's Lot:</u></p> <ul style="list-style-type: none"> ▪ Our next lot is 309 Steigerwalt hollow rd. Got the neighbor's contact information. Will be approaching them and will explore the purchase of the lot. ▪ Anish mentioned it might be easier if we approach him thru known contacts. Anish will explore the lot purchase. <p><u>Driveway Expansion:</u></p> <ul style="list-style-type: none"> ▪ There were some issues with the transportation vehicles and buses coming into the temple premises. Will explore the option to enhance the drive way into the temple. This space also can be used for the parking when there is overflow parking.



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	<p><u>Septic Tank Cleanup:</u></p> <ul style="list-style-type: none">It has been more than 5 years since the septic tank has been cleaned. Will talk to contractors on getting this done. <p><u>Anandam Group:</u></p> <ul style="list-style-type: none">Will be meeting with Anandam group committee to plan the activities for this year.
<p>HARI Youth and Facility Maintenance</p> <p>Mr. Anish Patel</p>	<p><u>Building Maintenance Committee Meeting:</u></p> <ul style="list-style-type: none">Met with committee on Saturday and identified projects and prioritized. <p><u>Railing Project:</u></p> <ul style="list-style-type: none">Will be meeting with Mr. Kirit Shah, Mr. Ramesh Bathini, Mr. Anil Shenoy on understanding the scope of work, and will get onto sketch plan and next phase of the project. <p><u>Revamp of Restrooms:</u></p> <ul style="list-style-type: none">Will work on the things required for Auto Flush in men's rest rooms. <p><u>Parking Lot:</u></p> <ul style="list-style-type: none">Narrowing and redrawing of parking lines will create an additional 33 parking spaces.Board unanimously agreed and gave the approval to proceed with parking redrawing approach.Will get the quote estimates. <p><u>PA American Water Lot next to HARI:</u></p> <ul style="list-style-type: none">There was some confusion on the restrictions/issues. Will get details from Dawood as well. <p><u>Youth Forum:</u></p> <ul style="list-style-type: none">Met with Youth Forum Director, Mr. Vijay. Would like to create a Facebook page.Will explore on how to make youth more connected to HARI.



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EC Update

Completed Events:

- Saraswati Puja/ Vasant Panchami – Celebrated with Sunday school on 2/14/16. About 60 children attended. Event was successful and was managed between School Committee and EC.

Upcoming events:

- Mahashivratri (3/12/16) – Cultural program by Rasmita Amin, food by York families – 350-400 expected
- Holi (3/27/16) – Cultural program by School, food by North Indian families – 350-400 expected

Maintenance:

- Pest control preventive service conducted
- Snow removal – done twice, due to snow and ice.

Capital Projects:

- Sound system – Working with Technology team. Work to be done by March 10.
- Driveway railing and walkway project – Working with Facility maintenance and expansion teams.
- Men's/ womens restroom upgrades – accessories being procured, will be completed by March.
- Priest quarters upgrades – Addition of collapsible countertops to accommodate more devotees for lunch/ dinner
- Folding tables (10) for Senior citizens have been purchased. This should help them participate in pujas.
- Security at the temple – discussion on safety protocols and what to do in case of security issues. Need direction from BOT

Finance:

- Donation tax receipts – mailed to all and corrections made.

General:

- HARI directory - Postponed publication to during Diwali. We will focus our efforts on SANSKRITI for now.



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Action Items:

Item	In-charge	Status	Open Date	Close Date
HARI Directory	Anil Shenoy	(Postponed till Diwali)		
HARI 40 th Anniversary Celebration	Ramesh Bathini/Anil Shenoy	Open	Jan 2016	
Fairview Township communication details related to HARI w.r.t Parking/Lot	Kirit Shah/Anish Patel	Open	Jan 2016	
Cameras upgrade	Srinivas Gamini		Jan 2016	
HARI Budget proposal-2016	Anil Shenoy/Ravi Subramanian	Completed	Jan 2016	Feb 2016
Audio Upgrade	Srinivas Gamini/Anil Shenoy	Open	Feb 2016	

Adjourn:

- The meeting adjourned at 12:10 PM.

Next Meeting Dates:

1.	March 2016 Meeting	Sunday, March 27th, 2016 (rescheduled to Sunday, March 20, 2016)	10:00 AM
2.	April 2016 Meeting	Sunday, April 24th, 2016	10:00 AM
3.	May 2016 Meeting	Sunday, May 22nd, 2016	10:00 AM
4.	June 2016 Meeting	Sunday, June 26th, 2016	10:00 AM
5.	July 2016 Meeting	Sunday, July 24th, 2016	10:00 AM
6.	August 2016 Meeting	Sunday, August 28th, 2016	10:00 AM
7.	September 2016 Meeting	Sunday, September 25th, 2016	10:00 AM
8.	October 2016 Meeting	Sunday, October 23rd, 2016	10:00 AM
9.	November 2016 Meeting	Sunday, November 27th, 2016	10:00 AM
10.	December 2016 Meeting	Sunday, December 18th, 2016	10:00 AM