

Executive Committee (EC) Meeting Minutes

Date: August 30, 2026

Time: 10:30 AM ET

Location/Format: In-person and Teams online meeting

1. Call to Order & Preliminary Business

- **Opening:** The meeting commenced with an opening prayer.
 - **Quorum Check:** A full executive committee quorum was established.
 - **Attendees:** President, Vice-President, Secretary, Treasurer, Canteen Chair, Fixed Assets Chair, Program Chair, Education Chair, Communications Chair.
 - **Approval of Minutes:** The minutes from the August 15, 2026 meeting were reviewed and approved.
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2. Brahmotsavam Planning

- **3-Day Event Logistics:**
 - **Rathotsavam Path:** Shri Vamshi Reddy will manage adding extra dirt to the path during the week of August 31.
 - **Decorations & Assets:** Garlands have been ordered. Stands for the *Pallaki Seva* need to be brought out.
 - **Sanitation:** A cleanup of the temple surroundings is required.
 - **Volunteers:** Staffing is needed across all *Vahana Sevas*.
 - **Mahaprasadam (Canteen - Karthik Ji):**
 - Due to time constraints, the traditional banana leaf feast plan has been adjusted.
 - **Revised Menu:** Simple rice items, upma, vada sambar, kesari, and chakara pongal.
 - **Civic & Social Coordination (Social Chair):**
 - Volunteers must be secured for multiple services, specifically the Rathayatra and Sunday lunch Mahaprasadam serving on September 6, 2026.
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3. Maintenance & Facility Operations

- **Urgent Repairs:**
 - The Patashala roof leak requires immediate repair.
 - Large structural holes discovered in the roof need a formal solution strategy.
 - **Pest Control:** Ketan and Ramu are meeting with pest control professionals to address rodents spotted near the kitchen cleaning areas.
 - **Vendor Strategy:**
 - Arrangements will be made for professional contractors (HVAC, Roofing, Structural, Plumbing, Electrical, and General Contracting) to conduct a facility walk-through.
 - The EC is actively looking to onboard a dedicated General Contracting individual or company to handle ongoing temple issues.
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4. Board of Directors (BOD) Meeting Briefing

- **Capital Approvals:** A **\$23,000 budget** was approved for the roof replacement at the priests' quarters. A roofer will evaluate and provide feedback on the Gopuram repairs.
 - **Expansion:** A classroom trailer has been formally suggested to expand facility capacity.
 - **Dress Code Policy:** Finalizing the implementation details.
 - **Personnel & Accounting:**
 - **Financial Accounting:** Alagappan Garu and Eswar Garu are coordinating a replacement for the current accountant. Alagappan was discussing with BOD part-time position is insufficient; a dedicated full-time equivalent (FTE) model is required.
 - **Offshore Firm:** Alagappan Ji initiated talks with an accounting firm in India. The setup will carry no cost implications and will ensure a resource operates during US business hours. A contract will be drafted for a **60-day trial period**, which explicitly includes document sharing, briefing, and answering auditor inquiries.
 - **Priests:** The EC will discuss the necessity of onboarding additional priests with the BOD.
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5. Policy, Programs, & Community Initiatives

- **Employees & Volunteer Conduct:**
 - Lakshmi drafted a formal behavioral policy outlining interactions between employees and EC Chairs, alongside explicit responsibilities.
 - **Facility Rules:** Audio system operations will be strictly restricted to authorized individuals to prevent damage. Disruptive or angry behavior from volunteers will **not be tolerated** on the HSCF temple premises.
 - **Nepal Floods Charity Fundraiser:**
 - Eswar and Lakshmi will manage the initiative.
 - **Action Item:** Ashish Ji and Sanjeev Ji to design and distribute the promotional flyer.
 - **Flower & Garland Management:**
 - Responsibilities were mapped out for weekly garland assembly and major monthly celebrations (*Venkateswara Kalyanam, Andal Kalyanam, Subramanya Kalyanam, and Panguni Uttiram*).
 - **Policy Clarification:** For any 3rd-party joint events or visiting Swamijis hosted at HSCF, providing garlands remains entirely the **responsibility of the 3rd party**.
 - **Cultural & Educational Bookings:**
 - **Bhagavati Bhajan Mandali:** Lakshmi will verify the availability of the Havan Room/Patashala for Mondays from 5:00 PM to 8:00 PM.
 - **Shastriya Sabha:** Raji is evaluating auditorium availability for the program.
 - **Bhajana Sampradaya Keertana Group:** Deferred due to time constraints.
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6. Systems & Financial Administration

- **Wild Apricot Database:** Plan a comprehensive cleanup of user accounts.
- **Payment Infrastructure:** Transaction codes are slated for updates, and the digital payment gateway will undergo cleanup and corrections.