Hindu Society of Central Florida

Minutes of the Board of Directors Meeting

Meeting Details

Date & Time	**January 11, 2026 9:50 AM**
Location	Board Room, HSCF Temple Hall
Directors Present	Dr. Jogi Pattisapu Shri Deepak Aggarwal Shri Mahendra Kapadia Shri Ramprasad Nitta Shri Pramod Dubey Shri Satish Mahajan Shri Babuji Ambikapathy – ***Joined via ZOOM session*** Shri Madhu Cherukuri *Shri Muthuswami Swamy (President, EC)*
Directors Absent	None

1. Call to Order

The meeting was called to order by the Chair, Dr. Jogi. The Chair welcomed all members and noted that the meeting is being conducted in a hybrid format (in-person and via Zoom).

2. Opening Remarks and Meeting Decorum

The Vice-Chair emphasized the importance of maintaining professional decorum during Board meetings. He reminded members that the Board of Directors operates distinctly from the Executive Committee and that discussions should be conducted in an orderly, respectful, and professional manner, reflecting the responsibility and stature of the Board and the organization.

3. Approval of Previous Meeting Minutes

The Secretary presented the minutes of the previous meeting and clarified that the minutes are intended to reflect a summary of key discussions and decisions rather than a verbatim

transcript. A motion was made by the Secretary and seconded to approve the previous meeting minutes.

Resolution: The Board unanimously approved the previous meeting minutes.

4. Communication Protocol and Governance Process

The Secretary reiterated the following governance and communication protocols:

- All official communications, agendas, and documentation shall be routed through the Secretary.
- WhatsApp or similar messaging platforms may be used only for informal coordination.
- All official decisions and communications must follow formal and documented channels.
- A three-month transition period was proposed, during which the Board will endeavor to meet every two weeks to ensure continuity and orderly transition of responsibilities.

5. Security protocols / action plan

- The Chairman emphasized the need for security measures and an action plan. The Vice Chair, who also works with the Sheriff's department, was tasked to draft a detailed security protocol and action plan document. This plan should be reviewed by BOD, and EC then signed by all Board of Directors, Executive Committee members, and Temple staff.

Action Item:

The Vice Chair shall prepare and circulate the formal emergency protocols and action plan for review.

6. Finance and Banking Signatory Authority

The Board discussed the need to update the authorized signatories on the organization's bank accounts.

Motion to Change Bank Account Signatories

- Pramod Dubey introduced a formal resolution to update the authorized signatories for the banking institutions of the HSCF Organization. The motion proposed transferring signatory authority to the following individuals and removing any signatories who are no longer authorized:
    - **Jogi Pattisapu**, Chairman, Board of Directors
    - **Babuji Ambikapathy**, Director of Finance

- The motion was seconded by Muthusamy Swami.
- The Board of Directors unanimously approved the motion.
- The resolution was adopted and recorded in the minutes.
- The main reserve and money market accounts shall remain under the control of the Board of Directors.
- The operating account shall be managed by the operations team in accordance with the governance structure.

Action Item:

The Secretary shall prepare and circulate the formal resolution for execution and submission to the bank.

7. Endowment and Investment Committee

- The Board discussed establishing the HSCF Investment and Endowment Board in accordance with the Bylaws outlined on page 38 with a five (5) to seven (7) member Committee, emphasizing the importance of appointing members with strong financial and investment experience, while also encouraging the inclusion of qualified younger professionals.
- Also, there was additional focus was on the clause regarding a "***Permanent Member from the Board of Directors***." After careful review, all members agreed that this clause should be interpreted as mean that the current Finance Director serves as the Board's representative on the committee, but not in a permanent capacity. This ensures that the position is held by whoever occupies the Finance Director role at any given time, rather than designating a single individual as a permanent member. A recommendation was also made to make the appropriate correction in the bylaws during the next amendments iteration.

Action Item:

- **The Chair and Finance Director shall finalize the proposed list and present it to the Board for formal approval.**
- **The Vice Chair to include in the bylaw amendments.**

8. Spending Authority and Emergency Expenditures

The Board deliberated on the implementation of formal spending authority thresholds:

- Routine expenditure shall be subject to a predefined approval limit as specified in the bylaws.

- Emergency expenditures may be approved by the Chair with subsequent notification to the Board.
- This matter will be further refined and presented for formal approval at a future meeting.

9. Ongoing Projects Review

A. Ratham Storage Facility Project

- The project is nearing completion.
- Remaining work includes door installation and electrical work
- A driveway expansion for safety reasons is under consideration, and additional cost estimates will be obtained.
- On the finance side, whatever previously approved is sufficient
- Expected completion timeframe: end of the month to mid-February.
- Approximately $25,000 is required to complete the project.

B. Kitchen Renovation Project

- GC approved $185,000
- So far $72,000 has been spent and most of the work is accomplished
- New hood: Ordered for $20,000, $10,000 deposit paid, hood is already fabricated
- Ansel fire suppression system + wall system installed; maintenance contract ~ $5,000 with American Fire Systems
- Stainless steel sheets to be installed next week
  - **Remaining work**
- Move AC unit above the grid in the ceiling.
- Demolish closet and relocate plumbing to make space for second grill
- Finalize flooring tiles, drains, and coating (design under discussion based on restaurant experts' advice)
  - **Engineering & oversight**
- Structural design for above-grid work handled by Ram & Saila
- Sadanad overseeing project and acting as point person
- Focus is on code compliance and cost-effective execution
  - **Safety Concerns discovered**
- Above the grid: multiple electrical concerns (e.g., twisted wires connected without caps)
- Wrong type of ceiling tiles in kitchen
- Current flooring is unsafe and a trip/slip hazard (especially dangerous with hot oil)
  - **Recommendations / concerns raised**
- If possible, provide outside access to AC unit for easier and safer maintenance
- Strong recommendation to replace kitchen floor tiles with proper non-slip (quarry) tiles

- Consider adding non-slip chemical treatment (3-year warranty mentioned, proven effective elsewhere)

➢ **Operational impact**

- Best time to shut down kitchen temporarily is during tile and drain work
- Suggestion: Close kitchen for a few weeks if needed to finish work properly and safely

➢ **Overall priority**

- Bring entire kitchen and above-grid area fully up to code
- Eliminate fire and safety risks
- Complete remaining work properly rather than in patches

C. Auditorium Renovation Project

- The curtain installation has been completed.
- Original donation for curtains: $20,000.
- Final cost achieved through direct sourcing: approximately $3,800, resulting in significant cost savings.
- Additional funds available include approximately $30,000 pledged for a digital display and approximately $20,000 remaining for further enhancements.
- Replacing tiles in the auditorium – Promod requested Anshu to supply 2 containers from his imports. Installation needs to be hashed out.

The Board agreed to explore a comprehensive audio and video system upgrade, noting that the current system is approximately 15 years old.

Action Item:

Deepak and Madhu shall develop and present a detailed proposal for the auditorium audio and video upgrade.

D. To be continued

- **Classroom project**
- **Grants for Windows**
- **Yagasala project**

10. Fundraising Status

- Total pledges to date: approximately $151,000.
- Amount collected to date: approximately $70K+.
- Outstanding pledged amounts remain to be collected.

Action Item:

Ramprasad and Padma shall follow up with donors to collect the remaining pledged amounts.

11. Inputs to Executive Committee

Vice Chair briefly touched on this topic. Main highlights:

- Many items discussed last time were operational in nature. While they are good ideas, they should not be debated repeatedly in meetings
- Members should write down their suggestions and submit them in writing to the secretary
- Submitted inputs will be:
    - Reviewed, Consolidated and Prioritized
- Only after this internal process, the final prioritized list will be presented to the Executive Committee

12. Membership Committee and Membership Cards

- The Board discussed reviving a membership card system that would provide certain benefits to members. It was noted that past EC member Manoj has already developed a preliminary template and structure based on the existing membership database.

Action Item:

The Membership Committee shall further develop the proposal and present it to the Board for consideration and approval.

13. Committee Formation and Appointments

The following committees were discussed:

- Strategy and Planning
- Audit and Bylaws
- Membership
- Finance
- Fundraising
- Assets, Construction and Major Renovations
- Education, Grants and Community Outreach

- Religious Planning

Guidelines:

- A Board member may serve on a maximum of two committees.
- Members are highly encouraged to include qualified younger members into the committees.
- Each committee chair shall submit a proposed list of committee members to the Secretary.
- The Board shall review and approve committee compositions.
- Final lists are to be submitted within two weeks for Board review and approval.

14. Committee Reporting Expectations

Each committee is expected to:

- Meet regularly
- Maintain basic meeting notes/minutes; and
- Provide periodic written or verbal status updates to the Board.

15. Election and NEC Committee Status

The Board discussed the status of the prior election/NEC committee and some members noted that its term is understood to have concluded with the announcement of the election results. Promod noted that his understanding of discussions during previous GC meetings is that the term of the NEC appointment was for two years and NEC members' term is still valid for one more year.

Action Item:

The Secretary shall contact the NEC members to confirm the NEC members' understanding of their appointment period.

16. Next Meeting

The next meeting of the Board of Directors is scheduled to be held in two weeks, January 25.

17. Adjournment

There being no further business, a motion to adjourn was made and duly approved. The meeting concluded with a closing prayer by Madhu.

Summary of Resolutions

Resolution	Voting results	Final status
Approval of previous meeting minutes	Unanimous	Approved
Update the authorized signatories for the banking institutions of the HSCF Organization. The motion proposed transferring signatory authority to the following individuals and removing any signatories who are no longer authorized: • **Dr. Jogi Pattisapu, Chairman, Board of Directors** • **Srhri Babuji Ambikapathy, Director of Finance**	Unanimous	Approved

Summary of Action Items:

Action Item	Owner	Status/ Date
Contact NEC to get confirmation / clarification on their term of appointment	Secretary	Contacted NEC via Email and received confirmation from the NEC Chair – Ganesh Ramachandran that their understanding of the term is for a two-year period Email dated 1/15/2026 ***Status: Closed***
Formulate and circulate the resolution minutes for update of the HSCF Banking Signatory authorities	Secretary	This task was ***completed*** as of ***1/16/2026*** by documenting the resolution meeting minutes and circulating to the concerned parties

Update the Signatory authority on the HCF Banking institutions	Chair and Director – Finance	This task was ***completed*** as of ***1/16/2026*** by the following: Dr. Jogi Pattisapu – Charman Babuji Ambikapathy – Director, Finance Promod Dubey – Past signatory authority (President, EC)
Prepare a detailed report on modernization of Auditorium Sound and LED Display	Secretary and Director, Construction	**Open**
Propose and finalize Investment and Endowment committee members list and present to the Board	Chair and Director – Finance	**Open**
Make the appropriate corrects in the bylaws in page 38 related to the first bullet point	Vice Chair	**Open**
Review past work and create a proposal for Membership cards creation	Secretary	**Open**
Follow up with donors to collect the remaining pledged amounts.	Director, Fundraising	**Open**
Develop and submit comprehensive emergency protocols, planning, and execution documents for Board review	Vice Chair	Open