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Meeting Agenda and Minutes

Meeting Name / #	HTCM AGM (Annual General Body) Meeting / 2023
Location	Main Prayer Hall - The Hindu Temple of Canton, Michigan
Date	December 03, 2023
Time & Duration	Scheduled: 10:30 AM – 12:00 PM

As required under Article VI, Section 4 (e), The minutes of the meeting approved by the Board shall be signed and dated by the Chairperson. Every member shall have access to approved minutes of the meeting.

Prepared:		Approved:	
Name:	Sanjay Patel	BOT / Date:	Jitendra Patel, December 3, 2023
Title / Role:	Secretary, 2023 BOT	EC Chairman	
		Sign & Date:	

Agenda:

#	Topic	Presenter	Time Allocated
1.	Welcome Address by Chairman Board of Trustees (BOT)	Jitubhai Patel	5 min
2.	Introduction of AGM Moderator	Jitubhai Patel	3 min
3.	Approval of December 04, 2022, Annual General Body Minutes	AGM Moderator	2 min
4.	Chairman's Report	Jitubhai Patel	5 min
5.	Religious Update by Religious Committee Chair	Ashish Patel	5 min
6.	IT Team Update	Sanjay Patel	5 min
7.	Nomination and Election Committee (NEC) Update – Introduction of Outgoing 8 members, announcement of incoming new board members effective January 01, 2024	Girish Patel (NEC Chair)	10 min
8.	2023 Audit Report update	Jitubhai Patel	5 min
9.	Approval of 2024 Budget	Ishan Shah	20 min
10.	Approval of Improvements estimated to exceed \$50,000 <ul style="list-style-type: none"> • Implement Federal Non-Profit Security Grant allocated to Temple for \$150,000 over 3-year period 	Jitubhai Patel Sanjay Patel	10 min
11.	Approval to continue CPA Firm Burnstein of Porvin, Burnstein and Garelik as temple auditor for FY 2024	General Body Membership	3 min
12.	Approval to continue Shifman and Carlson, PC as the temple attorney	General Body Membership	2 min
13.	Vote of thanks by President Board of Trustees (BOT)	Ashish Patel	5 min
14.	Question and Answer Session	General Body Membership	10 min

Hand Outs:

1. [HTCM AGM Meeting 2022 1 \(December 04, 2022\) Meeting Minutes Final \(see Website\)](#)
2. [HTCM AGM Meeting 2022 2 \(December 25, 2022\) Meeting Minutes Final \(see Website\)](#)
3. HTCM 2024 Budget, Repairs List, Cash & Debt Statement\

Meeting Minutes:

THE HINDU TEMPLE, CANTON, MICHIGAN

DECEMBER 3, 2023

TIME: 10:30 AM

PLACE: Temple Prayer Hall/ Zoom (Hybrid Meeting)

The 2023 Annual General body meeting was started with a prayer by Mukhiya Ji

One minute silence was observed in remembrance of Mohanbhai Patel

1> Welcome by Jitubhai Patel, Chairman

Jitubhai Patel, chairman of 2023 BOT, welcomed everyone to the Temple's Annual General Body Meeting and introduced AGM Moderator – Raj Shah

2> Introduction of AGM moderator

Jitubhai Patel introduced AGM Moderator Raj Shah

After the introduction, Raj read the agenda mentioned above and notified the general membership that the quorum requirements were not met, so this AGM will be an information meeting only and a follow-up meeting will be scheduled to officially approve all the deferred agenda items on a future date published by the board members

3> Approval of December 04, 2022 and December 25, 2022 Annual General Body Minutes.

Raj Shah asked the general membership if anybody had questions about the last AGM meeting minutes, and nobody raised any questions. Still, since the AGM quorum requirements were not met, the formal approval for this agenda item was deferred.

Somil Shah proposed to approved the 2022 AGM Meetings and was seconded by Rikesh Patel

4> Chairman's Report

Jitubhai Patel thanked all the board members for their hard work last year and wanted the general membership to draw their attention to the following items:

- Collected more than \$289k at fundraising.
- Total revenue estimated to be about \$1.3M
- Cash flow estimated to be about \$700k
- More than \$150k of member loans paid off and another \$350k planned before end of year bringing total to \$500k of member loans been paid off.

In the end, Jitubhai Patel thanked all the temple members

Raj Shah announced that free flu shots were available in Temple and encouraged members to take advantage. And then handed over to Ashish for Religious Committee updates

5> Religious Update by Religious Committee Chair

Ashish Patel provided the following religious committee updates:

- Ashish thanked our 3 temple priest and volunteer priest and students who helped with all religious activities during 2023.
- Above excellent results were accomplished this year and maximum participation was achieved from all members.
- The board was able to add new members through community outreach. During Navratri itself 50+ new members were added.
- Focus was to bring new generation to temple and kid's activities were part of all religious events where the kids participation exceeded the available capacity
- Temple celebrated the following festivals this year (The following is not the complete list)
 - Mahasivatrai
 - Holi
 - Ram Navami
 - Laxmi Narayan Havan
 - Krishna Janmashtami
 - Ganesh Chaturthi
 - Navratri
 - Ravan Dahan on Dussera day
 - Mata ki Chowki
 - Diwali and Annakut
- Ashish also thanked Kirtiben and Kalpeshbhai who were biggest supporter and all other temple volunteers for their help in making all these festivals a success.
- Ashish thanked Jatin Desai and Fundraising team for hard work on fundraising where we collected about \$289k of which only \$15k pending collection and still more to come. Ashish also recognized Bharat bhai Dungrani for donating \$100k during 2023 Fundraising event.
- Raj shah mentioned that Rikesh Patel had earlier committed to see youth involvement and great to see this fructifying. Very gratifying to see the progress and the whole board should take a moment to celebrate 2023 accomplishments.

6> IT Team Update

As an IT committee chair, Sanjay Patel provided the following update

- Temple website has been revamped and 2023 was mainly focused on stabilizing the updated website and enhancements focused on providing better user experience. Minesh Patel was recognized & thanked for the tireless effort in improving website and making timely updates
- Temple sent out 61 campaigns totaling 178k emails to on average 2900 subscribers with average click rate of 2% and open rate of 45%. About < 2% of members unsubscribed. IT Team is carefully driving communication balance to ensure there is no attrition of members. Nilesh Patel was recognized & thanked for ensuring every Thursday eblast is ready and scheduled to be sent out on Friday morning
- IT team also implemented Whatsapp driven community announcements and regular Facebook updates for upcoming events to drive timely awareness for broader community
- Temple processed repairs of cameras that had issues and the board room server rack has been organized along with all cables.
- Temple installed digital donor wall in 2023 and updated the donor wall with new life member information
- We also updated our internal processes so that Religious chair can upload flyers. Thanks to NC Ramakrishna and Kirtiben to help with uploading Religious flyer.

7> Nomination and Election Committee (NEC) Update – Introduction of Outgoing seven members, the announcement of incoming new board members effective January 01, 2024

Girish Patel introduced himself as a chairman of the Nomination and Election Committee (NEC), and he introduced 6 members in Nomination & Election committee

- Girish Patel (Chairman), Ashok Thekdi (Secretary), Chandragupta Acharya, Atul Amin, Hasmukh Shah and Sureshbhai Shah
- Girish Patel thanked all members of NEC committee

The committee notified the general membership that there were originally 13 members who had applied for the board position.

One was invalid and Two members were not qualified as they were post marked late, and after discussion, 3 members amicably decided to withdraw so the temple could save on election expenses.

All 8 nominees were interested in 3 years term. They were given 1 hr. time to discuss internally and 4 were able to change to 1 year term.

- The Committee thanked the following eight outgoing board members

Dilip Guglani
Daxesh Modi
Kamlesh Patel
Jitendra Patel
Jyotindra Patel
Keshav Raizada
Ishan Shah
Ravjibhai Patel

- The Committee announced four (4) new board members, for a three-year term

Ranganathan Mahadevan
Hashmukh Patel
Sailesh Patel
Somil Shah

- The committee announced four (4) new board members, for a one-year term

Ramakrishna Nallani
Sarthak Patel
Satish Shah
Shailendra Yadav

AGM Moderator Raj Shah enquired about latest status on Quorum. Since only ~60 members were present the quorum was not yet reached

8> 2022 Audit Report update

Jitubhai Patel informed the general membership that the 2023 audit is in progress. Somil Shah will update when it will be done. Somil Shah updated that they are delayed due to people issues and expected to wrap up by 12/31. So far there are no concerns

Audit report will need to be approved as part of next AGM meeting

9> Approval of 2024 budget

2023 Financial statement and 2024 Budget

Our Temple treasurer Ishan Shah discussed the attached 2023 Financial statement first. The following is a

key summary

- Jan-Sept 2023 are actuals and Oct-Dec 2023 are forecast
- 2023 Revenues were initially projected \$750k v/s current actuals projected at \$1.25M
- Expected expense in budget was \$583k and projected to spend \$561k

Then Ishan discussed the 2024 budget. The following are key points

- 2024 Revenue estimated at \$900k. Historically our revenue has been around \$800k. In 2023 we had 2 special events (Maharudra Yagna - \$110k) and Fundraising \$290k (historical - \$125k). So, 2024 revenues are projected to \$900k
- Payroll expenses projected \$267k with minor increases based on inflation
- Temple maintenance expense is going to go up compared to 2023, by about \$200k of which \$115k worth of security grant spend. Not really an expense but timing difference between spend v/s grant receipt. So, there will be cash flow impact
- \$796k projected expenses (115k of security grant)
- Cash surplus expected \$104k and \$20k receipt in grant
- \$955k in bank, \$250k in CD and \$705k in money market account as of 30-Nov
- Total loan is \$1M - \$880k member load and \$200 of SBA loan
- Forecasting to payoff \$350k of member loan bringing down debt to \$680k by end of year. Expected to reduce debt by 50% in this year.
- Projecting to payoff majority of member loan next year
- Raj Shah asked to elaborate on expenses and Security grant spend
 - Ishan provided details of repairs
 - \$22k for kitchen repairs
 - \$13.5k for prayer hall updates
 - Hallway expenses of \$6500
 - Outside recessed lights and roof \$12k
 - Banquet Hall \$36k – paint, cracks and carpet maintenance, lights and surround sound
 - \$44k in Misc as 10% of overall expenses
 - \$135k for repairs and maintenance
- Jatin Desai stated that projection is lower than '22 actuals, so challenge is to make sure that we can meet 2023 number.

10> Approval of Improvements estimated to exceed \$50,000

Sanjay Patel provided the following update regarding Non-Profit Security Grant program which would require spend more than \$50,000 in 2024

- \$150,000 towards target hardening and other physical security enhancements. Fierce competition with less than 42% acceptance rate.
- Less than 2 months from initial Introduction by Chandru Acharyaji to Research Grant process, Prepare application & Submit
- Doors, Windows, Alarm System, Lightning, Camera
- Board approved setting up Special Grant committee which was led by Sanjay Patel
- Quorum was not met so approval will be sought during next AGM
- Ashish recognized the team and asked reimbursement time
 - Sanjay explained 3m-6m due to process work
- Raj Shah gave background that anything done here has to meet religious threat prevention and how it strengthens our defenses

11> Approval to continue CPA Firm Burnstein of Porvin, Burnstein and Garelik as temple auditor for FY 2024

- Since Quorum was not met, approval will be during next AGM

12> Approval to continue Shifman and Carlson, PC as the temple attorney

- Since Quorum was not met, approval will be during next AGM

13> Vote of thanks by President Board of Trustees (BOT)

- Ashish Thanked following teams
 - o Big Thank to Priest, volunteer Priest and students
 - o Flu shot drive – Vilpesh Patel for taking lead and providing free flu shots for everyone
 - o Maintenance – Yogesh did excellent job and is been missed. Even after he re-located, he still works remotely with us and providing guidance. Keshav Raizada has spent several hours to make sure Temple is running smoothly
 - o Kitchen committee for cooking prasad every week and helping volunteers, All sponsors, restaurants who sponsored Prasad during various events
 - o Satish Shah for helping with administration
 - o Religious Team – Kirtiben has been instrumental to work with priest and increasing kids' involvement with her team of volunteers and Kalpeshbhai
 - o Audio Video support by Keshav, Kalpesh, Daxesh and Panditji
 - o AGM Setup – Keshav for helping complete the setup on a timely basis
 - o Fundraising event decoration from Keshav
 - o IT Team – Sanjay, Minesh, Nilesh working in background for eblast who are working in background. Ramkrishna and Kirtiben helping with flyers and posting on website
 - o Grant team for securing Non-Profit Security grant
 - o Custodians who work really hard to keep temple neat and clean after every major events
 - o Ishan and Parulben have been working in the back end to keep temple finances in check. Plan is to make whole process paperless
 - o Thanked entire 2023 board. Special Thanks to Jigar and Kamlesh for daily help
 - o Shailendra Yadav for leading youth committee and all enrichment classes
 - o Manish Chaudary for helping redo the temple entrance
 - o Jitubhai Patel for helping redo the temple entrance tile work
 - o Suman Rawal who has been helping with Temple event photographers
 - o India IT team who has been helping us with website creation and maintenance. Thanks to Rikesh for bringing the team and the India team doing it for us at \$0 cost.

Raj Shah Thanked Ashish for detailed update and acknowledged that Temple is making several updates with gradual transitioning to next generation of people to ensure sustainability

14> Question and Answer Session

Following topics, Q&A were addressed during the Q&A session -

1. Mayur Shah made following suggestions to be taken up by next board
 - Focus on outside, clean garden work, proper cleaning
 - o How do we beautify temple? We should plan to spend \$5-\$10k
 - Kids engagement
 - o We started doing Arti for kids which is good, but need to see how we mitigate risk of fire hazard
 - Award
 - o We started giving lifetime achievement award which is a good step but we need to create awards which are of value and not commodity and publish well defined criteria of how the award is given.
 - Maintenance

- In past, every 6 months carpet gets cleaned but not sure when the carpet was cleaned last time and there is bad odor, so need to define carpet cleaning procedure
 - Need to plan timing of HVAC system cleanup
 - Think of adding big pan cleaning tool which will help the Kitchen committee team
 - Ashish recognized Mayur Shah and Bhupinder Desai who are regularly helping the temple with outdoor maintenance and agreed on need to put Outdoor Lawn maintenance in budget and encourage to bring more volunteers
 - Arun Suri provided following response regarding Lifetime achievement award
 - Award was decided in last minute and Donation alone was not criteria, time of service, devotion from beginning of temple were also considered
 - Raj Shah as chairman of bylaws committee said constitution mentioned about Honorary position but not lifetime achievement. Any special privileges need AGM approval and following observations were made -
 - As devotee, thought it was good suggestion but we moved to quickly and pre-emptively
 - We don't have appropriate provision so new board should look into it and criteria should publicly get approved
 - Need lot of transparency and when awards are given without clear criteria then it violates the democratic process
2. Rikesh Patel congratulated 2023 board for tremendous amount of positivity and making this a much better institution. He invited all to applause for coming together to take this forward and then expressed that he wanted to bring attention to lifetime achievement award. Following points were shared in regards to Lifetime achievement award -
- All come to Temple to give up our ego and give ourself to community in form of SEVA
 - We should not allow giving back such awards but instead give flowers or prasad who brings SEVA or money to temple
 - We should not proceed with thinking of such kind of awards as it has potential to bring negativity. So humble request to whole community to not get into such issues
- Rikesh also recognized that the Kitchen team is working very hard and we need to revamp kitchen and there are safety issues. New cooking equipment and cleaning equipment needs to be planned and requested next board to take this into account
3. Vijay Chaudary mentioned that the temple has made good progress in payment of loans. We have Long Range Committee and we should think of what we will do in next 5-6 years, for community, beautification, kitchen improvements etc. Vijay asked the board to elaborate what makes up the \$44k under Miscellaneous category in 2024 budget.
- Ishan mentioned that the Miscellaneous category in 2024 budget is 10% of our general operating expense
4. Daxesh Modi brought attention to Item 9 – Miscellaneous under Admin Expenses which is showing \$20,665
- Ishan clarified it was \$5k for miscellaneous and remaining needs to be reclassified and will be done before end of year.
5. Raj Shah mentioned that going forward, chairman's quarterly communication should provide an update on temple operations, activities and financials.

6. Jatin Desai mentioned that Long-Range Planning committee that Vijay Chaudary mentioned exists and we should take advantage of it.
7. Raj Shah mentioned Long Range Planning committee should focus on more community events, increased membership and awareness. For our culture and religion, we should have a very active community outreach where broader community understands about Hinduism
8. Jatin Desai mentioned we should capture membership expertise so that we can tap into them
9. Madhavan mentioned that we need to learn more about Hinduism so that we can demonstrate Hindu vedic culture and then only kids will follow. Request next board to define proper requirements to be met for entering temple hall.

Meeting was adjourned with prayer