

Minutes of meeting held on 01/21/2024.

Attendees: Rohit Aggarwal, Gaurav Sharma, Rahul Bansal, Manish Sharma, Kulbhushan Chhibber, Purnima Sharma, Beena Singh, Manju Sharma, Ravi Aggarwal, Vaibhavi Pradhan

Meeting Start Time: Quorum meet, and meeting started at 3:10 Pm.

Agenda items:

1. HTA security upgrade grant (Rohit).
2. Update on Shikhar Project (Rohit)
3. Pundit Pooja Conflict (Rohit)
4. Update on new building Project (Purnima Ji)
5. HTA Website (Chhibber Ji)
6. Monthly newsletter (Gaurav Ji)
7. Donation Receipts for Year 2023 (Rohit)

Discussion/Motions:

1. Rohit Aggarwal provided the update related to the grant approved by AZDOHS. Grant approved is time sensitive and for the pre-approved qualified items only. First set of documents need to be submitted by Jan 31st. Project report is due on April 15th.

Rohit will complete and submit the documents. HTA will become a member of the Arizona State Purchasing Cooperative Program and make purchases from the AZ State contracts. Rohit will initiate the process of registration. Once the registration and paperwork completed next steps are:

- a. Select the projects from the list of items we need to do.
- b. Go through the list of vendors on the <https://spo.az.gov/>
- c. Match the vendors with the projects selected in step 1.
- d. Scrutinize the vendors based on their reviews or history of past work.
- e. Contact the vendors for pricing.
- f. Select the vendor.
- g. Pictures need to be taken before and after start and end of the project.

Chhibber ji will help us in the above process.

2. Rohit Aggarwal/Ravi Aggarwal updated on the Shikhar project. City requested the frame design document which is the only document pending for the approval. Frame design was requested from the engineer at India, but the engineer is no longer reachable. Vendor has completed all the Shikhar's but not able to provide the frame design. Next steps we have discussed:
 - a. Meet with the Devotee who is bearing the cost of Shikhar to discuss the options we have. Either to find someone in India who can generate the frame design document, or we need to change the vendor. Chhibber ji offered the help to check if he can find someone who can get the frame design.
 - b. We also meet with the Architecture David Ross for this project. He told us as soon as we get the frame design, he will be able to submit it to city to get the approval. He also mentioned there is a pending balance amount. We have asked him to send the details of the balance and to provide the digital design of the project.
3. Due to communication gap among Pundit's poojas were booked by both the Pundit Ji's for the same day and time and there will be no one to cover the temple on that day. Both the pundits were conveyed by email and in person not to book any pooja till they have an event diary in front of them and once the pooja is booked write it down in the Diary right away. Next steps. Executive members of the board will meet with both the Pundits and will give the feedback to avoid this happening in the future.

4. Purnima Ji provided update on the new building which includes (Kitchen, Meeting Room/Dinning, 2 Pundit Residence and Guest Rooms, Toilets). We meet with the Architecture, and he told us preliminary site feasibility study has been completed. Out of three designs one of the designs was finalized. Next Steps:
 - a. Architecture will send the email with the digital design and the invoice for pending payment.
 - b. Based on the Architecture and everyone's (Board members and all who were involved in the initial preliminary site feasibility) availability we will schedule the meeting where architecture will present the design. This will give the opportunity in case any minor changes needed based on any feedback.
 - c. Based on the output of the step 2 Architect will send us the scope of work for the next step of submitting the design to the city for the comments.
5. Chhibber ji will touch base with Uttam Ji to find out what is the current state of new HTA website which is under construction and find out if we need to get help from outside web development team.
6. Ravi Ji will confirm with Tuli ji if he will be willing to help to generate contents for the monthly newsletter. Rohit will help to get the update on current projects for the newsletter.
7. Rohit will touch base with Uttam Ji if new accounting software is ready for generating donation letters for the year 2023 by users themselves.

Meeting adjourned: Meeting adjourned at 4:00 Pm.