



Nepal Education and Cultural Center (NECC)
(Pashupati-Buddha Mandir)

Meeting Minute No. 3

Meeting: Executive Committee
Chaired by: Khilendra Neupane, President, NECC Executive Committee
Venue: NECC Office
Date: 18 February and 4 March, 2018

Meeting Attendees: Ram Malakar, Buddha Ratna Maharjan, Ram Chandra Kharel, Umesh Niroula, Ram Chandra Bhattarai, Madhu Sudan Bhandari, Shridhar Gyawali, Yashoda Bhandari, Khilendra Mani Neupane, Krishna Nirola, Saroj Prajapati, Parashu Timalisina, Laxman Pradhan, Lok Tiwari, Chetnath Bhandari, Pancha Shrestha, and Shushan Manandhar.

Informed unable to attend: Parshu Ram Bhandari, Dr. Shashi Upadhya, Dr. Mahendra Karki, Hari K Sharma, Netra Ghising, Krishna Prajapati, Bharati Chand, Vijaya Shah, Narayan Kharel, Shreejana Uprety, Bina Khadka Lama, Shashi Rayamajhi, Rajan Adhikari, Akriti Khanal, Sanjog Nirola, Subarna Panta, Bishnu Sheetal, Puru Ghimire, and Gopal Rayamajhi.

Agendas and Decisions:

- 1. Web Designer:** Secretary Parashu Timalisina introduced web designer Shushan Manandhar to the meeting and proposed for designer for the NECC. Meeting approved the proposal and requested Mr. Manandhar to work with Suvash Khatiwada to make the website more effective and vibrant.
- 2. NECC Guideline:** Vice President Saroj Prajapati, Vice President Lok Tiwari, General Secretary Netra Ghising, Secretary Parashu Timalisina, Property Manager Krishna Prajapati, and President Khilendra Neupane prepared a brochure, primary responsibilities of pundit-ji, and rules/regulations (rental guideline) for the mandir/community hall and provided entire team members to review before the meeting. Meeting discussed in-detail and approved all three documents with regards to improve the service delivery and manage the NECC operation and day to day work efficiently and effectively.
- 3. Nepali Mela during the Durga Puja:** Vice President Ram Chandra Kharel proposed to organize Nepali Mela during the Durga Puja every year. Right before the great festival of Dashain, "The Mela" will create more festive mood in the community and meeting agreed his proposal and delegated him for planning.



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4. **Access of another Toilet:** President Khilendra Neupane proposed to open another access door of the toilet that pundit-ji is using currently. During the meeting attendees reviewed the spot and approved the proposal and delegated Vice President Umesh Niroula to manage this task with contractor by April 14, 2018. Meeting also decided that this door will only access to the visitor when it needs. VP Mr. Niroula informed to the meeting that Engineering team is preparing all the required documents from the County to build another two toilets next to the meeting room as planned.

5. **Responsibilities of Finance:** Treasurer Laxman Pradhan informed to the meeting that he has prepared “Expense Reimbursement Form” and “Revenue Categories Form” for expense reimbursement and bank deposits to make more financial records systematic. He further mentioned that categorize revenue into different buckets can easily differentiate the categories of revenue for reporting purposes. It also helps us issuing an acknowledgment letter for the donation. He requested the committee members to complete the revenue items sheet. This will help us in reconciling the books. We can determine the totals by considering bank transactions but cannot categorize the revenue. Per Mr. Pradhan’s recommendation, Meeting assigned the following responsibilities:
 - Vice Treasurer Pancha Shrestha will handle the accounts receivable and keep a record of dollar-a-day donors and follow up to collect outstanding balances. He will also send an acknowledgment letter to all donors.
 - Vice Treasurer Ram Chandra Bhattarai will handle the accounts payable. He will review and record all receipts before approving the expense reimbursements. Everyone needs to complete the Expense Reimbursement Form and submit them to him.
 - Secretary Madhu Bhandari will keep the membership records such as dollar-a-day, life members and trustees. Please send all copies to checks and bank deposit slips to him for record keepings.
 - Treasurer Laxan Pradhan will be responsible for entire financial activities and will issue the financial report in quarterly basis. He will handle the online payments, credit cards, paypal, etc. merchant account to Capital One Bank for the NECC.

Today, total \$1,000.01 was counted from pundit-ji and donation box and Vice Treasurer Ram Chandra Bhattarai deposited to the bank. Another Vice Treasurer Panch Shrestha informed to the meeting that he sent donation receipts to the donors and following up for the pledged donors as well. NECC Treasurer Laxman Pradhan informed to the meeting that County approved property tax exemption for the NECC. Treasurers’ team prepared the Trustees and Dollar-A- Day donors’ list to publish in



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Namaste as well. Meeting thanked and appreciated to the finance team for their great efforts.

6. **Final Preparation of Namaste Publication:** Chief editor Parashu Timalisina informed to the meeting that he is extremely busy to publish the Namaste magazine on the occasion of Nepali New Year 2075. Meeting thanked and appreciated for his tireless efforts and requested entire committee members to assist him if necessary.
7. **Nepali New Year Celebration:** NECC is celebrating Nepali New Year 2075 on Saturday, April 14, 2018. Meeting assigned following members coordinate the program as below:
 - Buddha Puja and Meditation– Ram Malakar, Buddha Ratna Maharjan, Uttar Lama and volunteers.
 - Shree Satya Narayan Puja– Vijaya Shah, Rita Nirola, Lok Tiwari, Yashoda Bhandari, and volunteers.
 - Kids Cultural Program– Bina Khadka Lama, Bishnu Thapa, Shreejana Uprety, and volunteers.
 - Namaste Inauguration: Parashu Timalisina, Saroj Prajapati, Netra Ghising, Khilendra Neupane, and volunteers.
 - Food and Prasad Distribute: Shashi Rayamajhi, Chetnath Bhandari, Rajesh Shrestha, Gopal Rayamajhi, and volunteers.

The celebration will start from 9am and will end by 2pm. We will discuss more in detail in April's meeting. Meeting requests to all other volunteers to take initiation and help as necessary to make the celebration successful.
8. **Condolences:** We, at Nepal Education and Cultural Center (NECC), are extremely saddened by the sudden demise of Mr. Ganesh Kumar Kakshapati, father of NECC volunteer Mrs. Chitra Shrestha and father-in-law of NECC Engineering Team Member Mr. Ram Lal Shrestha. Ganesh Kumar Kakshapati passed away in Kathmandu, Nepal on Friday, March 2, 2018, at the age of 94. Our deepest sympathy and heartfelt condolences to the bereaved the Kakshapati and Shrestha families for their irreparable loss. Our prayers are with them at this tough time of grief and pray for the eternal and heavenly peace of the departed soul.
9. **Buddha Jayanti:** Since Buddha Jayanti is in Monday, April 30 this year, NECC is celebrating on Sunday, April 29, 2018. Buddha Ratna Maharjan informed to the meeting that Dr. Naresh Bajracharya may join us for the celebration. We will discuss in detail next meeting.
10. **Spring Clean Up:** Meeting requested to entire committee members to participate to spring clean-up on Sunday, April 1, 2018 at 8:30am (before the meeting).



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Meeting Adjourned: The NECC Executive Committee President Mr. Khilendra Mani Neupane adjourned the meeting thanking all the team members for their great support and active participation.

श्री पशुपतिनाथ तथा बुद्ध भगवानले हामी सबैको कल्याण गरुन् ।

With Regards,

Madhu Sudan Bhandari

Secretary, NECC

Greater Washington DC