



**Nepal Education and Cultural Center (NECC)
Executive Committee Meeting Summary Notes**

Date: 2/14/2022

Time: 8:30 PM

Location: Zoom

Note taker: Prajwal Regmi

Attendees:

<u>EC/BOT</u>	<u>Managing Directors/Coordinators</u>	
<input type="checkbox"/> Saroj Prajapati, President X	<input type="checkbox"/> Tek Lamichhane, MD - Culture X	
<input type="checkbox"/> Laxman Pradhan, Vice President X	<input type="checkbox"/> Samagya Aryal, MD - Education Absent	
<input type="checkbox"/> Parashu Timalsina, Vice President Absent	<input type="checkbox"/> Kalpana Dulal, MD - Media and Publication X	
<input type="checkbox"/> Prajwal Regmi, General Secretary X	<input type="checkbox"/> Bishnu K Thapa, MD - Inventory Mgt. & Food Service X	
<input type="checkbox"/> Samikshya Sapkota, Secretary X	<input type="checkbox"/> Mohan Karki, MD - Fundraising & Strategic Plan X	
<input type="checkbox"/> Magan Shrestha, Treasurer X	<input type="checkbox"/> Madhu Bhandari, MD - Information Technology, Absent	
<input type="checkbox"/> Ranjita Shrestha, Vice Treasurer X	<input type="checkbox"/> Umesh Niroula, MD - Facilities Dev. & Management X	
<input type="checkbox"/> Khilendra Neupane, BOT Chair X	<input type="checkbox"/> Pralad Khadka, MD - General & Operations X	
<input type="checkbox"/> Shanti Shrestha, BOT Member X	<input type="checkbox"/> Pramod KC, Coordinator X	
<input type="checkbox"/> Hari Sharma, BOA Member X	<input type="checkbox"/> Padam Swar, Coordinator X	
<input type="checkbox"/> Krishna Nirola, BOA Member X	<input type="checkbox"/> Bina Regmi, Coordinator X	
<input type="checkbox"/> Umesh Sharma, BOT Member X	<input type="checkbox"/> Roshan Lal Shrestha, Coordinator X	
<input type="checkbox"/> Mahendra Karki, BOA Member X	<input type="checkbox"/> Nanibabu Shrestha, Coordinator X	
<input type="checkbox"/> Kabindra Sitaula, Coordinator X		

Meeting Notes:

	<u>Agenda Item</u>	<u>Discussion</u>
1	Approve minutes from last meeting and follow up of action items: Prajwal	Meeting notes from the 02/07/2022 meeting approved with minor edits. Follow up on the action items from the 02/07/2022 meeting: <ol style="list-style-type: none"> 1. Renovation team/Engineering team/Inventory team: discussed below. 2. Everyone: provide information to include in the next issue of our newsletter. 3. Bealsville property sale: discussed below. 4. Parashu and Master plan team: to further discuss the capacity limits for the new mandir and barn and bring to the team for decision: to be discussed next week. 5. Finance team: provide monthly expense and income report: to be sent after this meeting.

		<p>6. Renovation team: decide on the floor of the second floor room in the main building so that renovation can be completed soon: a decision has been made on how to fix the floor.</p>
2	<p>Beallsville property Sale, choosing the agent, preparation - Khilendra /Saroj</p>	<p>Beallsville Property Sale's Team: The team will take care of the entire sale procedure including choosing the listing agent, deciding the listing price, and so on. The team members are Krishna Nirola, Kabindra Sitaula, Umesh Sharma, Saroj Prajapati, Laxman Pradhan, Prajwal Regmi, Umesh Niroula, Bishnu Thapa, Magan Shrestha, & Khilendra Neupane.</p> <p>Interview with Krish Ghimire from Ghimire Homes:</p> <ul style="list-style-type: none"> ● Move mandir, Clean-up barn, gazebo, garage, & residential house. ● Remove all the junks from the indoor and outdoor from the property. ● Touch-up and make the property presentable for the buyers. ● Provide accurate and concise information about the property. ● Property will be listed within a week after the NECC's decision. ● Listing Price: between 850-900k (depending on property's condition). ● Commission: Ghimire Homes wouldn't charge any commission for the listing. ● Fees: No charge for the admin fee & will request to waive title service fees as well. ● Buyer's commission fees: advised for 2.5% or 3% set a site for the buyer's agent. ● It's a general understanding that realtors from the Nepali community will donate their commission to the NECC for this transaction. <p>Interview with associate broker Charles Jamison (Esq):</p> <ul style="list-style-type: none"> ● Charles is one of the top land sellers & lives nearby our location. ● The driveway is in the middle of the property which may reduce the price. ● Percolation update would be attractive for the buyers. ● Due to the easement, FHA/VA loans will have a problem. ● Ban and Gazebo are plus for the prospective buyers. ● Need repair the indoor like kitchen, granite, countertop, paint, & so on. ● Outdoor: landscaping. Cleaning, trimming, mulching, and so on ● Removing cinder blocks or concrete would be recommended. ● Make the property presentable & will take pictures with the drone. ● Goal to sell 2 weeks ● Since he has a huge property nearby ours, he doesn't want over or under the price of this property. ● Based on the current sale, he recommended 775-800K as a list price. The overprice would not be going anywhere. ● Commission: 5% (seller 2.5% & buyer 2.5%) or 4% (seller 1.5% & buyer 2.5%) ● If there is no 3rd party buyer's agent, only 3% will apply. <p>Criteria of the property listing: Umesh Niroula is taking initiation to prepare.</p> <p>Tentative Timeline of the sale:</p> <p>February: start moving stuff from the property.</p>

		<p>March: remove junks, clean, repair/touch-up, paint as needed. April: property will be listed for sale on the 1st week of April 2022</p>
3	Upcoming events - Tek / Bishnu Thapa	<p>We have prepared fliers for the Women in Science program. There are a large number of people who are working in the scientific (e.g., biomedical) field and this event will help NECC connect with these community members. Shivaratri planning team is working on for Shivaratri event. We have received a fair number of submissions for the Saraswati Pooja Art contest.</p>
4	Renovation progress - Mohan, Pralad	<p>Floor renovation will take about a week. The beams under the kitchen need additional work for reinforcement, the team is working on it. It will take about a month from today for the main building to be move-in ready.</p>
5	Relocation date and plans (Beallsville to Germantown - packing, cleaning, hauling) - Saroj, Khilendra, Umesh, Pralad	<p>We can start packing and cleaning soon. We need to discuss this further with Pandit ji further on this. In addition, we will need to start working on our planned Buddha podium at the Germantown location. Khilendra/Saroj and team to visit Beallsville and propose the relocation date in the next meeting.</p>
6	Pandit services after move to the Germantown location - Parashu & Tek	<p>We had a meeting with Pandit ji on 2/12/2012. Here is the summary of the meeting:</p> <p>Attendees: Saroj Prajapati, Prajwal Regmi, Tek Lamichhane, and Khilraj Pandit (In-person); Laxman Pradhan and Parashu Timalsina (zoon)</p> <p>Meeting Notes:</p> <p>The purpose of the meeting was to discuss Pandit ji's services after the mandir relocation to the new property in Germantown.</p> <p>Pandit ji shared the following information:</p> <ul style="list-style-type: none"> ● He would like to know what NECC has planned for his accommodations in the new property. ● He shared that if there is someone to take care of the property while he is busy with services. This arrangement would help the place (new or existing place) well taken care of. ● He has explored options to purchase his private residence but that process has not progressed lately. ● He asked what the salary arrangement will be if he lives in a private personal property. ● Pandit ji requested if he can stay at the Beallsville house until the current school year ends (June 15). ● Pandit ji has some issues with his payments. <p>NECC shared the following information:</p> <ul style="list-style-type: none"> ● Entire NECC team and the community appreciates Pandit ji's services and work. ● The plan is to complete our relocation to the new place by mid-April (Nepali new year).

		<ul style="list-style-type: none"> ● We plan to have religious services on a small scale in the main building after relocation. Based on the available resources at the new property, the main building may not be ideal for a family residence due to privacy reasons. The only options are the stone hut and another unit near the silo. ● Based on NECC's current financial situation, it may not be feasible to increase the salary if Pandit ji decides to live in a private property. ● We expect that more people will start visiting the new mandir, Therefore we anticipate that a residential pandit ji is needed to provide services during weekends (throughout the day) and at least a few hours in the mornings and evenings during weekdays. Therefore, it may be necessary to find a second person to provide religious services while the current pandit ji is busy. However, Khilraj ji will continue to be our main pandit ji. NECC requested Khilraj ji to explore if someone is interested in working at the new location. ● We will explore options to have Pandit ji stay at the Bealsville house until June 15. However, requested that Pandit ji be prepared to move in case we find a buyer and it is not feasible for him to stay at Bealsville house. ● We requested Pandit ji provide information to Laxman about the payment issue and schedule a meeting with him to fix the problem. ● The existing pandit service booking service is not working. We will need to prepare a new process with better transparency and convenience with online tools. ● These points are just to start the conversation, we will need to further discuss this with the entire NECC team to make a decision and decide next steps. <p>Action Items:</p> <ol style="list-style-type: none"> 1. Pandit ji will discuss the accommodation options with his family and let NECC know his plans after relocation. 2. Laxman and Pandit ji to meet and fix the payment related problem. 3. NECC and Pandit ji to explore options to look for someone who can provide service at the new location. 4. NECC and Pandit ji to work together to prepare a process for Pandit ji services.
7	Historic Preservation commissioner visit - Pramod	Montgomery county's HPC Commissioner James Doman visited our property. He evaluated the existing structures. His visit is personal, no on behalf of the HPC.
8	Engineering progress/Master plan	<p>Engineering team is moving towards hiring an engineering firm and had discussion yesterday with a firm and another meeting with another firm will be held this week. NRI work will be starting soon and it is expected to take about 2 months.</p> <p>We will need to meet with the Historic Preservation Commission and Department of Planning Services soon to discuss our revised site plan. The team is waiting for final capacity limits for the new mandir and existing (to be renovated) barn. The tentative discussion based on the last few</p>

		meetings is that the capacity for the new mandir will be 100 people, and it will be one story. The capacity limit for the barn will be 250 people.
9	Fundraising/Finance activities - Mohan, Laxman, Magan, Ranjita	Assigned responsibilities for fundraising are not being taken care of. We need to sit and prepare a plan to address them so that we continue our fundraising efforts. ACH donations are set up. we need forms to be distributed. We need to continue to push for monthly donations. There are only a limited number of families who have started monthly donations. We should also prepare additional options (package) for donation options that are suitable for all potential donors.
10	Media (Art contests, Finance webinar, newsletter flier for neighborhood, etc) - Kalpana, Roshan	The team is waiting for input for the preparation of flier to be sent to the neighborhood. The team requested everyone to send their information to be published in the March NECC newsletter. The preparation for the finance webinar is ongoing. The team can share the results of the master plan survey results to the entire NECC team.
11	Vision/mission - Parashu	To be discussed next week.
12	Tax Acknowledgement letters - Laxman	Donation acknowledgement letters have been sent to the donors. There was a glitch in the system and multiple copies might have been sent for one donation.
13	IT related challenges and its impact on our progress	We need to ensure that our current IT structure is able to handle the responsibilities ahead of us. We are moving into online financial transactions (including zelle transfer, online booking for pandit ji services) and we need continued support for IT. The donation letter glitch could have been avoided if we have a dedicated team in place. There are no IT related activities in ClickUp (our project management tool). Without a strong IT team leadership we will not be able to accomplish our goals.
14	BOT updates - Khilendra	No update.
15	BOA updates	No update.
16	Misc and Q and A	None.

Action Items:

1. Parashu and Master plan team: to further discuss the capacity limits for the new mandir and barn and bring to the team for decision
2. Khilendra/Saroj: decide relocation date.
3. Saroj: contact the IT team and explore options to strengthen our IT capabilities.
4. Parashu/Prajwal: to provide content to include in NECC flier.

Meeting adjourned: 9:50 PM

Next Meeting: 2/21/2022