



Nepal Education and Cultural Center (NECC)

20520 Beallsville Rd, Beallsville, MD 20839

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Executive Committee Meeting

NECC 9, meeting minutes

Sunday, Dec 6, 2015

Chaired by Khilendra Neupane

Meeting Attendees:

Shyam Karki, Indira Karki, Dhruva Giri,, Krishna Nirola, Rita Nirola, Yashoda Bhandari, Anushuya Mishra, Biswamber Shrestha, Mandira Shrestha, Kabindra Sitoula, Ram C Kharel, Khem R Sharma, Netra Ghising, Khilendra Neupane, Umesh Nirola, Amar Giri, Hari Sharma, Madhu Sudan Bhandari, Laxman Pradhan, Mahendra Karki, Gopal Rayamachi, Mina Giri

Informed not to be able to attend the meeting:

Prem Sangraula, Pawan Khanal, Parshuram Bhandari, Chetnath Bhandari, Saroj Prajapati, Krishna Prajapati, Dr. Hari Sharma, Bishnu K Thapa, Ramchandra Bhattarai

Meeting Agendas and Decisions:

- 1. Condolences:** Mr. Asha Kazi Shrestha, father of Nani Babu & Panch Shrestha and Father-in law of Executive Committee members Magan & Shanti Shrestha passed away and meeting observed 'a moment of silence and passed the condolences message to the Shrestha family.
- 2. Deusi-Bhailo:** Meeting sincerely thanked to Parashu Timalisina, Parsu Ram Bhandari, and the entire team for their contribution on organizing the Deusi-Bhailo and collecting over \$28,000.00. Deusi-Bhailo event was a grand success. Meeting thanked to Madhu & Yashoda Bhandari, Pandit Rajendra Khanal, Shanta & Rima Katwal, Ghar-E-Kabab, Prashanna & Sushila Sangraula, Govinda & Mandira Mainali, and NPPA family for providing venue. Meeting also thanked to Fusion Band, artists, food sponsors, generous donors, and supportive volunteers to make this event successful.
- 3. Puja and Bhajan:** Meeting sincerely thanked to Dhruva Giri and Satya Sai Samaj for their contribution to the monthly puja and bhajan in entire 2015. As proposed by Mr. Giri, meeting decided to continue the monthly puja in co-ordination of Satya Sai Samaj every first Sunday of the month. Three Executive Committee members and One Board of Trustee must participate each month to sponsor. As Meeting tasked Madhu Bhandari, he has already prepared a sign-up sheet and attached with this minute for all the committee members to participate for the puja at least one time in a year.

4. **Bulletin:** Meeting thanked to Bishnu Sheetal and the bulletin team for their hard works to publicish the NECC monthly bulletin in entire year 2015. Meeting realized that the publication helped community to know the activities of the NECC and meeting requested the bulletin team to continue the publication in upcoming year effectively.
5. **Generous Donation:** Long time NECC donors Bishwambhar Lal & Mandira Shrestha donated \$2,651.00 from their Jankhu celebration recently and they requested community members to follow their footsteps and donate to the mandir. Meeting sincerely appreciated for their generosity and inspirational work to the entire community. Meeting also wished all the best and “Happy Jankhu” for them. Similarly, Dr. Hari & Indira Sharma (NY) pledged to send \$1,000.00 as every year they do. Also, Rajendra & Sangeeta Siwakoti (CA) sent their first installment for their Trustee donation amount as they pledged during the Shanti Yagya in March 2015. Meeting thanked them for their generous donations.
6. **Tax Exemption:** Meeting assigned Khilendra Neupane and Laxman Pradhan to process the tax exemption for real estate tax to the State of Maryland.
7. **Permit in Process:** Krishna Nirola informed to the meeting that NECC applied for the permit to build toilets and renovate the barn and kitchen last month. Ram Pradhan, Ram Lal Shrestha, Suresh Baral, Umesh Niroula, and Khilendra Neupane are following up for this process.
8. **Treasurer’s Report:** Treasurer Laxman Pradhan informed to the meeting that NECC currently has the cash at bank over \$43,000.00 and Mr. Pradhan will issue financial report in detail by the end of the December. Meeting assigned Laxman Pradhan, Meena Giri, Ram Chandra Bhattarai, and Prashanna Sangraula to prepare 3 letters: Donation Request Letter, Pledge Follow-up Letter, and Donation Receipt and Acknowledgement letters and mail them appropriately as soon as possible.
9. **Money count:** As part of monthly meeting today, we have collected **\$6,398.00** as itemized in below:
 - \$830.00 = \$/day (Ashok Bhadel \$365, Manohar Shrestha \$365, & Dhurba Giri \$100)
 - \$105.00 = Satya Sai Samaj from Deusi-Bhailo
 - \$432.00 = Donations from 5 donors
 - \$566.00 = Donations from the box at temple
 - \$1,814.00 = Service Fees from Pandit Ji (17 checks)
 - \$2,651.00 = Bishwambhar Lal & Mandira Shrestha (gifts from Jankhu)
 - \$274.54 Royalty for the cook book from the Shambala Publication (Sent by Dr. Hari Sharma)
10. **Dollar a Day:** Meeting realized that Dollar-A-Day is very popular and generated the revenue most. However; meeting also acknowledged that almost half of the team members are past due. Both Executive Committee and Board of Trustee members needs to pay their \$1/day due by end of the December 2015. Meeting assigned Prashanna Sangraula for the follow-up.

- 11. Donation Reconcile:** Meeting tasked Laxman Pradhan, Prem Sangraula, Netra Ghising, Madhu Bhandari, Ram Chandra Bhattarai, and Khilendra Neupane to reconcile donations from 2007 through 2015. Meeting also assigned to Dr. Hari Sharma, Meena Giri, Dr. Mahendra Karki, Krishna Nirola, Hari Sharma (CPA), and Dr. Shyam Karki to reconcile donations record of prior to 2007. Meeting assigned Laxman Pradhan, Ashok Oli, and Madhu Bhandari to prepare all these donor's list in excel with donor's code number by end of March 2016.
- 12. Promissory Note:** Meeting assigned to Laxman Pradhan, Hari Sharma, and Khilendra Neupane to reconcile promissory note and plan for negotiate and pay off the note.
- 13. Earth Quick Relief Fund:** Meeting decided to set aside the remaining earth quick relief fund and not to involve money transfer to Nepal.
- 14. Pandit ji's Responsibilities:** Lately, NECC is receiving lots of suggestions and complains regarding the issues in below. Meeting discussed all the issues and decided as follows:
- **Cleaning:** Mandir, kitchen, garage, and toilet need to be cleaned thoroughly at least once a month and meeting assigned to Pandit ji and his family to clean above mentioned area every last week of the month. Meeting assigned Saroj & Krishna Prajapati to coordinate with other volunteers for the first time in December 2015.
 - **Dress Code:** Pandit ji needs to have appropriate attire while serving as the priest and in the temple premise. Wearing clean Dhoti-Kurta or Daura-Suruwal, or Kachhad and shirt is a must. Meena Giri voluntarily came forward to offer 2 Dhotis for the Pandit ji. Meeting also requested Suvash Khatiwada and Khilendra Neupane to prepare NECC Khada with logo especially for the Pandit ji and sale for the devotees as well.
 - **Logbook & Receipt:** When NECC provides service to the devotees, Pandit ji must keep a monthly logbook and give them a receipt immediately. Meeting assigned Madhu Bhandari and Laxman Pradhan to prepare a logbook and donation receipt.
 - **Puja-Bheti:** Meeting strongly believe that all the Bhetis from the puja must be collected and put into the donation box at the mandir. Pandit ji may only collect the Daxina while he puts the tika to the devotees. Going forward, Pandit ji and all the team members must know and collect all Bhetis and put into the donation box.
 - **Customer Service:** As several management committee members have received so many complains about the performance of pundit ji such as lack of timely response, maintaining the punctuality as scheduled and poor appearance (dress and cleanliness) from and through out the region, meeting has made pundit ji aware of this situation and advised to correct it immediately. Subsequent meeting will review the pundit ji's performance.
- 15. Meeting Adjourned:** The NECC Executive Committee President Khilendra Mani Neupane adjourned the meeting thanking all the team members for their great support and active participant in the meeting.

Happy Holidays and wishing you all Happy New Year 2016!!!

With Regards,

Netra Ghising
General Secretary, NECC
Greater Washington DC