

MINUTES OF BOT MEETING

Date of the Meeting:3.13.2016

Venue: Jain Center.

Meeting was called in order at 12.35 pm.

In Attendance: Kanti Jain, Shailesh Nanavati, Minesh Shah, Mayurika Shah--representing Kalpesh Shah, Hasmukh Shah and Shanti Jain--representing EC.

Meeting started with Navakar Mantra.

Kanti Jain opened with remake that we are here to work together for JSGC

Our governing documents are called Code of Regulations, By Laws and Policies and Procedures. In future we can refer them as Regulations for short.

Replace all By Laws with Regulations.

1.Meeting started with review of the current By Laws.

Minesh Shah suggested that there should be separate accounts for BOT and EC.

All the pledges coming in during the year will go to EC accounts.

Kanti Jain suggested that EC treasure should present the budget for 2017 to BOT in October 2016. After BOT approves the budget, it should be presented to GB.

2. On review of By Laws--the term for the Chairman of the BOT is 2 years, and it is not renewable. Secretary/treasurer has also 2 year term, but can run again for one more 2 year term if he or she wishes to do so.

3. It was suggested by Kanti Jain that By Laws should also be reviewed by EC in their meeting. Also advise that to discuss the serving term of each members of EC. Hasmukh Shah will present this in EC meeting. Names and serving term of each members of BOT and EC should be published. This will tell us whose term is ending and how many new members needs to come in, in place of outgoing members.

4. Fudiciary Responsibilities of BOT---

Hasmukh Shah reviewed what he learned from meeting with Nemi Jain, the out going treasurer of JSGC.

It was suggested by Minesh Shah that maintenance fund should bring under BOT. It is an emergency maintenance fund.

Hasmukh Shah and Shailesh Nanavati will work on separate accounts for BOT and EC, and synchronies some accounts under EC.

5. EC should give copy of insurance policies they have for the temple property, casualty and valuables,. Also EC should give the copy of inventory of valuables of temple to BOT. BOT expects these copies by May 15th 2016.

Hasmukh Shah will talk to Sheetal Jain to find out what insurance policies we have. It was suggested that when we go through inventory, Pravin Shah, Atul Shah, Kushal Baid should get involved.

6. It was suggested to go through paper work we have in the file cabinet, and sort it out. Scan some important papers.

7. Kanti Jain suggested that all the officers of BOT and EC should be covered by insurance. Shanti Jain agreed that officers should have protection. Hasmukh Shah will talk to Sheetal Jain about it.

8. It was suggested that all the Bhandars should be open 3 times a year, and both treasurers--BOT and EC and at least 2 members of JSGC should be present at the time.

9. Treasurer of EC and BOT should decide how to send reminders for the pending-unpaid pledges.

10. Hasmukh Shah suggested to develop guideline for each event of JSGC. That will help in future for incoming members of EC and BOT.

Hasmukh Shah received Email from Jitu Shah with following points--

- a. Survey of property
- b. BOT appoint one member to PR
- c. Jeev Daya Fund

11. BOT should appoint one member for PR.

12. It was suggested to survey the property probably-- needs more clarification.

In Summary---

- a. Hasmukh Shah and Shailesh Nanavati will work on separating BOT and EC accounts.
- b. Create list of all BOT and EC members with remaining term--Mayurika Shah and Hasmukh Shah.
- c. Insurance Policies--Hasmukh Shah
- d. Inventory update.
- e. Inventory valuation--Shailesh Nanavati, Hasmukh Shah.

13. Next meeting schedule --it will be combine meeting BOT and EC members on April 10th at 1 PM at Jain Center.

14 Meeting was adjourned at 1.50 pm