



13485 West Bellfort Avenue, Sugar Land, TX 77498

Meeting Minutes

Date	11/16/2023
Time	7:00PM
Venue	SSJM OFFICE
Present	Tirumalarao. K, Karunakar.k, Karuna, Venkataramana.Y, Narendra.Ch, Kranthi.V, VS Prasad.S, Padmasri.M, Naryana mani.N, Prasad.G, Ramana.B and Ramesh.k
Absent	Raghuveer Reddy.CH

Resolutions and items to be followed

Topic of Discussion	Discussion/Resolution
Transition Meeting Outgoing Secretary: Padamasai Incoming Secretary: Tiru Kondisetty	Padamasai Garu mentioned that didn't have access to any temple files, drives, and zoom meetings. She had mentioned that didn't get anything from the previous Secretary. She had handed over the paper with her signature with the above statements.
HR-Manager Folder Outgoing HR: Ramana Reddy.B Incoming HR: Karuna.K Bank funds: Treasurer: Outgoing Treasurer: Kranthi.V Incoming Treasurer: Ramesh. K	Ramana Reddy garu Handed over Manager folder to Karuna garu. Padama Sri Garu gave the available balance numbers to the team. Handed over: Sams Club Wellsfargo Credit Card 3 Set of keys Locker Combinations (Office room and Baba Locker) Unused Check Petty Cash \$300 3 CD account details SBA Bank Loan and Parking Lot account Information Baba Dwarakamai Locker Combination (It's not working) Jewelery Log book details -2 of them Signed by Both outgoing Treasurer and Incoming Treasurer.



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2	HR-Manager Folder HR:RamanaReddy.B New HR: Karuna.K	Ramana Reddy Garu Handed over Manager folder to Karuna garu.	