



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

Celebrating 85 Years of Selfless Service

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj
Date: 10 January 2017
Time: 19:45

No.	Matters Discussed	Action Points	By Whom
1	Opening Prayer and welcome. The meeting commenced with a prayer and a moment of silence was observed for those who have passed. Heartfelt condolences were conveyed to the Gandhi family.		
2	Attendance Register & Apologies Present: <u>EXCO</u> : Miheerbhai Joshi (Meeting Chairman), Pranaybhai Devchand, Saileshbhai Bhagattjee, Harshadbhai Pema, Pavanbhai Gandhi, Deepikaben Bhana, Vineetbhai Rama, Urmilaben Kaliyan <u>Admin</u> : Shazz, Urviben Mehta Apologies: Manishaben Lakha, Jyotiben Joshi, Illeshbhai Gandhi, Navneetbhai Bhima.		
3	Quorum 8 EXCO Members were in attendance, quorum requirement as per section 12.1.3 of the constitution was met.		
4	Approval of minutes The minutes for the EXCO meeting held 15 Nov 2016 were approved unanimously by those present, with one correction: Point 5.12 related to electronic survey, corrected: <i>87% of people felt that money should be spent on renovating it (Q8)</i> This correction was approved by the EXCO.	Adopted by: Vineetbhai Seconded by: Pavanbhai	
5	Matters Discussed		
5.1	Staff Contracts Revision of the SPHSS staff contracts was approved by the EXCO, as proposed by Miheerbhai.	Finalise contracts, Employees to sign along with designated EXCO member.	Pavanbhai/Miheerbhai
5.2	Asset Register Pavanbhai has updated the asset register.	Completion of asset register list.	Pavanbhai/Harshadbhai to assist.

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	This needs to be maintained on a quarterly basis.		
5.3	Student Loan repayment The terms of repayment for student loans has been revised by Harshadbhai and approved by the EXCO as a whole. An acknowledgment of debt is to be signed by those with outstanding loans. Interest will be charged once the student is employed.	Dispatch of letters to students.	Harshadbhai/Urviben
5.4	Donation/Deva lists Urviben assisted RCC and Urmilaben by drawing up a list of items that the public is free to donate for the upcoming events and celebrations at the Samaj, such as MahaShivratri, Holi, HanumanChalisa etc. This list will be made available to the public online and through our community communication channels.	Dispatch of donation lists.	Miheerbhai/Urmilaben/Shazz
5.5	Marabastad Campus The renovation of the Marabastad campus is complete, as reported by Vineetbhai.	Tenants lease finalised	
5.6	Murthi Vagha This matter was amicably resolved. Dr Sujataben was granted custodianship of the Vaghas. A custodianship agreement will be drawn up and signed in due course.	Custodianship agreement to be drawn up by end of January.	Pranaybhai/Miheerbhai
5.7	Tender: Sthapna Repair The Tender will be released WEF 16 January 2017, for artisans the compulsory briefing session will be on Friday, 20 January at 10 am. Urmilaben will be present to provide all relevant info to interested parties.	Tender to be dispatched, briefing held on Fri 20 Jan at 10am. Specifications to be finalised and assisted by Saileshbhai	Urmilaben/Shazz
5.9	Constitution Review The SPHSS Trustees will be requested to assist with reviewing the constitution, to ensure that it is up to date.	Request assistance from Trustees. Formal letters to be sent out	Miheerbhai
6	Correspondence		
6.1	Incoming		
6.1.1	Resignation: Mr V Chagan Mr Vinay Chagan tendered his resignation from his position as Finance Administrator, effective 31 December 2016.		
6.1.1	SPHSS Tshwane Diwali Festival Thank you letter The SPHSS Trustees conveyed a message of gratitude to the SPHSS EXCO and planning committee.		
6.1.3	Balmandir Thank you Letter The Balmandir teachers conveyed their gratitude for the EXCO's assistance with regards to the Balmandir concert.		

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6.2	Outgoing		
6.2.1	Resignation Acceptance and thank you: Mr V. Chagan, Finance Administrator Pranaybhai dispatched a letter of acceptance, and warm well wishes to Mr Chagan.		
6.2.3	Termination of services: NAD Consulting (backdated)	Follow up	Manishaben/Shazz
6.2.4	Letter to mayor: Crematorium complaint A complaint was submitted to the honourable mayor Mr Solly Msimanga with regards to the state of the crematorium on Rebecca Str.	Follow up	Shazz
6.2.5	Letter to mayor: Meeting Request A meeting was requested by Vineetbhai and Saileshbhai to address issues pertaining to the Samaj, namely Land requisition, state of facilities etc.	Follow up.	Shazz
6.2.6	Letters of outstanding rental to all the Shop Tenants		
6.2.7	Change of Accounts email sent out		
6.2.8	Email sent to ShivYog: invitation for participation for Maha Shivratri 2017	Follow Up	Urvi
6.2.9	Community newsletters sent out: Annual closure, Priest bookings, Letters from Trustees, Nov Meeting EXCO & Trustee, New Directory, SPHSS WhatsApp		
7	Portfolio Report Summary		
7.1	Education Deepikaben Teacher needed for Gujarati School, interviews were conducted. Two teachers have been appointed temporarily, on a three month contract. Target to actively market Gujarati school – Ongoing. Marketing done using facebook. Preliminary calendars for Balmandir and Gujarati school have been drawn up, the budget is pending. Mural paintings are in process, to enhance the play area of the school. Adult Gujarati School classes – research in process to ascertain feasibility of such classes. No reply received from National Recycling Forum, Mpact, Sappi and ABI, with regards	Adult Gujarati classes, formal survey.	Deepikaben/Pranaybhai

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	to recycling centre.		
		Recycling bins project.	Deepikaben
7.2	<p>Facilities Management and Funerals Vineetbhai</p> <p>Due to the holiday period, a caretaker report was not submitted. We will expect a copy of this in the coming week.</p> <p>Flooding of 13th Avenue campus – one quote was received, and a counter quote will be obtained in the coming month. This issue will hopefully be taken care of once we increase the gulley intake at the back of the property.</p> <p>Budget for 2017 was presented.</p>	Obtain counter quotes for gulley.	Vineetbhai/Shazz
7.3	<p>RCC Urmilaben</p> <p>Bhajan group annual roster: Vimalbhai has offered to help to organize this as he is frequently in touch with the Bhajan groups.</p> <p>Donation list per event List is drawn up and pending dispatch: Annual list of all events and List per event as a reminder 3 Weeks prior to an event</p> <p>MurtiVaghas: issue has been amicably resolved. Custodianship to be granted to Sujatabhen.</p> <p>Events management plan: this has been drawn up with the help of Sunilbhai, Urvibhen. This will be used in conjunction with Ileshbhai's Marketing plan. Each event has a designated EXCO member to oversee event.</p> <p>Navratri Sthapna: Tender invitation and criteria/specification list is being drawn up. The info session will be held on either 20 Jan or another date.</p> <p>MahaShivrati: Urvashibhen was contacted IRO of this. Feedback will be provided by Shivyog's Guru.</p>	<p>Bhajan roster to be finalised.</p> <p>Donation list to be finalised</p>	Urmilaben
7.4	<p>Special Projects: Navneetbhai & Saileshbhai</p> <p>Advertising proposals are being investigated</p> <p>A draft architect's plan is imminent on a building proposal with quantified analysis</p>		

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	<p>on erf. Avishbhai Mistry has been appointed for design thereof.</p> <p>Van Wyk Attorneys are currently tending to the transfer/swop of erf 62 and erf 37.</p> <p>Community questionnaire will be drafted during first quarter once above are resolved.</p> <p>Navneetbhai and Vinaykaka are to be briefed on handover of project duties and follow ups</p> <p>Crematorium – clean-up plans will commence once Facilities Maintenance budget is confirmed. Crematorium – Land Claim Tenure application is currently underway.</p>		
7.5	<p>Admin Report (under Secretariat) The events held over the Nov/Dec 2016 period were overall successful. The report contained other items to be followed up on.</p> <p>A commissioner of Oaths will be nominated by the EXCO in the upcoming month.</p> <p>We have received BEE exempt accreditation, as an NPO.</p> <p>The WhatsApp facility is up and running, thus far 15% of the community have successfully registered for the service. We encourage all members to utilise the service by following the steps online.</p> <p>A meeting timetable will be drawn up for the tentative dates of EXCO meeting for the year.</p> <p>The EXCO strategic session date has been set for 18 February 2017.</p> <p>Miheerbhai proposed a quarterly gathering of the respective EXCO members and subcommittees to foster improved relationships.</p>	<p>Appoint Commissioner of Oaths</p> <p>Publish to website</p>	<p>EXCO</p> <p>Ileshbhai</p>
7.6	<p>Finance Harshadbhai</p> <p>10 Pujari services were held within November 2016, and 19 during December 2016.</p> <p>A total of R38 250.00 was collected for 8 facility bookings in December 2016.</p>		

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	<p>Dec'16</p> <p>Revenue 2,462,574 Surplus 492,168 YTD Cash 3,359,753</p> <p>Income: 2 462 574.00 Expense: 1 970 406.00</p> <p>NETT Revenue: 492 168.00</p> <hr/> <p>Pavanbhai and Harshadbhai will compile this report and handle financial matters henceforth. This will prevent the delay in reporting, as currently experienced with the PNM Beverage/Tshwane Diwali Festival report.</p> <p>The said outstanding report will be submitted by the end of February.</p> <p>All future reports to be finalised within 7 days of the end of an event/function.</p> <p>The annual Audit will take place during the year, and Harshadbhai is in the process of receiving tenders for the said audit.</p> <p>Audited financial reports are due by AGM in May</p>		
8	General/New Matters		
8.1	<p>Pretoria Navyuga Mandal The EXCO will arrange a meeting with interim PNM EXCO to resolve issues faced in past leading to resignation.</p>	Meeting with interim PNM EXCO	Pranaybhai/Pavanbhai
8.2	<p>QuickBooks implementation QuickBooks implementation is underway, to provide timeous statements to all debtors IRO the schools, tenants etc.</p>	Harshadbhai to handover database to FINCOM	Harshadbhai/Pavanbhai/Urviben
8.3	<p>Directories The directories are still available in the office. The EXCO has decided to provide copies of the directory to the Mandirs and Organisations that we visit as a memento.</p>	List of outstanding fees for ads to be collected.	Miheerbhai/Urviben/Shazz
8.4	<p>Plan to archive mementos Each event held has a certain memento, which will be archived by means of framing for public viewing. This will create a memorabilia collection to continue in future.</p>	Arrange for mementos to be framed.	Shazz/Urviben
8.5	<p>Multi Media Centre The MMC will be furnished in order to improve functionality and allow the Samaj to</p>	Refurbishment of old furniture and hardware to be obtained.	Vineetbhai/Shazz

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	create a usable computer class. Miheerbhai proposed tables that can be removed and stacked in order to utilise the room for meetings etc. This proposal was accepted.		
8.6	Annual Budgets FINCOM will receive budgets per portfolio during the course of January. They will be finalised by the next EXCO meeting.	EXCO to provide budgets to FINCOM for approval.	EXCO/FINCOM
8.7	Report Stream lining EXCO Reports will have a set format, to ensure that the necessary info is provided and resolved timeously.	Miheerbhai to facilitate the template.	Miheerbhai/Shazz
8.8	Cashless transactions The Samaj is moving towards cashless systems for all movement of funds i.e. incoming fees and payments.	FINCOM to facilitate the process of notifying all parties thereof.	FINCOM
8.9	Woman Indaba HW&G is currently tasked with planning a Woman's Indaba. The Indaba will assist in creating a group that caters for the ladies in the community and the issues that they may face.	Planning to commence in Feb 2017.	Jyotiben/Manishaben/Saileshbhai
8.10	Swami Narayan Gujarati Teachers In an effort to increase the number of learners registered in the SPHSS Gujarati School, a proposal to combine the Swami Narayan Gujarati School with our existing school will be dispatched.	Meeting with Swami Narayan	Pranaybhai/Deepikaben/Miheerbhai/Saileshbhai
8.11	Planning for RCC The planning for all events will be done in advance to ensure that events run smoothly. Urmilaben will liaise with Shazz and Urviben.	Planning to be done two months prior to each event.	Urmilaben/Shazz/Urviben
8.12	Sadhana - The Inward Path The SABC 3 programme Sadhana - The Inward Path, will do a feature on the SPHSS, we will notify the community when it airs.	Invites sent out	Pranaybhai/Shazz
8.13	Staff Contracts Review We are under the process of reviewing all staff contracts, to ensure validity. This will be specific to each employee.	Review and signing of staff contracts	Each Portfolio head responsible/Miheerbhai/Pavanbhai
9	Next Meeting: 7 February 2017 (Tuesday, 7:30pm)		
10	The meeting ended at 1:20am, with a prayer.		

Prem Namaste

SPHSS SECRETARIAT