



Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue
Laudium, Pretoria 0037
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354
PBO Ref No.: 930014581

P.O. Box 14368
Laudium, Pretoria 0037
Web: www.sphss108.co.za

“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: 14 March 2017
Time: 19:45pm

OPENING PRAYER AND WELCOME

The meeting commenced with a prayer and a moment of silence for those who have passed.

ATTENDANCE REGISTER AND APOLOGIES

EXCO: Miheerbhai Joshi (Chairperson), Praynaybhai Devchand, Saileshbhai Bhagattjee, Pavanbhai Gandhi, Deepikaben Bhana, Vineetbhai Rama, Urmilaben Kaliyan, Jayeshbhai Gopal

Admin: Shahzaadee Majothi, Urviben Mehta

Apologies: Ileshbhai Gandhi, Jyotiben Joshi, Manishaben Lakha

QUORUM

As per section 12.1.3 of the SPHSS Constitution, quorum was met.

APPROVAL OF MINUTES

The minutes for the Executive meeting held on 7 February 2017 were formally approved and adopted by Saileshbhai and seconded by Deepikaben.

No.	Topic	Action Point
1	Induction: Jayeshbhai Gopal – SPHSS Portfolio Head: Special Projects Pranaybhai formally welcomed Jayeshbhai to the EXCO team, as the head of special projects he will be responsible for this crucial portfolio. He has years of expertise that are of great value to the organisation. Pranaybhai presented a quick induction for Jayeshbhai	Admin Office to provide document pack containing relevant policy documents etcetera. Slides of the induction to be shared with Exco
2	Matters Arising from previous minutes	
2.1	Constitution Review Pranaybhai noted that the constitution review is well underway. The members of the review team are making progress towards	

ensuring the validity of the constitution of the SPHSS. Members are reminded that their inputs are welcome, and may be submitted in writing to sphss108@telkomsa.net by 31 March 2017. The review team of Girishbhai, Rameshbhai, Harshilabhen, Pranaybhai and Saileshbhai were shared with all.

2017 Annual General Meeting

Secretariat to send out AGM notice in time as per constitutional prescription.

2.2 The date for this year’s AGM has been set for 21 May 2017. A formal notice will be sent to the community in due course.

SPHSS Strategy Session

2.3 The Strategy Session held on 19 February 2017, at Nt’ Shona Langa was an overall success. The team has improved on their strategy, and are looking forward to a prosperous year. Some of the matters raised need to be added for operational implementation.

3 Secretaries Report

Correspondence

Incoming:

Raman Rama Retirement Home: Havan Invite
 Jivan Kalyan – Correction of wording: Darshan to Daxina
 United Hanuman Chalisa – Louis Trichardt – Invitation
 Gandhi Walk Invitation
 Srimad Bhagavatam Katha Invitation

3.1 **Outgoing:**

Letter of appointment: Jayeshbhai Gopal – Head of Special Projects
 Shivratri – Letter of thanks
Community Correspondence: SPHSS Significance of Holi, Gujarati School Newsletter 3 , SPHSS Holi Celebration, Significance of Abhishekh and Shivling: MahaShivratri 2017 (1), SPHSS Minutes of EXCO Meeting: 7 Feb 2017, Gujarati School Newsletter 2 : 2017, SPHSS: Maha Shivratri: Friday 24 February 2017 (2)
Adverts: Free Samarpan Meditation Workshop

Policy review

Set Date for Meetings after constitution review is passed. Pranaybhai

3.2 After the constitution has been successfully reviewed, the various polices that the SPHSS has will also be reviewed to ensure that they are adequately aligned with the updated-constitution.

4 Finance report

Cash position for the month

<u>Current Assets</u>	<u>February '17</u>
Current Acc	60,436.51
Money Market Acc	231,701.05

Fixed Deposit	3000,000
Bursary Fixed Deposit	272,277
Petty Cash	1,200.00
	<u>3,565,614.56</u>

Review Feb 2017

Revenue is	156,288.00
Surplus	20,818.00
Cash	3,565,614.00

Outstanding Rental

Letters/Statements for outstanding rentals. Pavanbhai/Vineetbhai

4.2 Vineetbhai requested updated letters to approach each leaser in person in aiding the efficient collecting of outstanding debt, failing which the possible recruitment of a professional debt collection agency will be looked into.

Review of QuickBooks system

4.3 The Review of the feasibility of the QuickBooks in-house accounting system will be scrutinized before the AGM to ascertain the plan for the forthcoming months in terms of financial record maintenance.

Internal Audit

4.4 The Internal Audit was conducted on 11 March 2017, at the Samaj office by Trustees: Pravin Daya, Harshila Kooverjie and Girish Daya. The results of the audit will be circulated accordingly.

External Audit

Follow up on Auditors. Pavanbhai/Harshadbhai

4.5 As the period of external audit approaches, the audit tender process yielded poor results. Alternate audit firms are to be approached.

Tshwane Diwali Festival Recon

4.6 [insert text] The SPHSS TDF recon was done however the PNM beverage stalls were not concluded. This matter was discussed extensively. The matter was resolved and in future a reconciliation of any project/programme must be done within 14 day to prevent information becoming unclear. This would become the primary role of the Fincom for all future and present events.

5 Portfolio Committee Reports

Education

Fee Agreements to be revised and finalised by Deepikaben and Harshadbhai, admin to circulate to all.

5.1 2016 Outstanding Fees

The outstanding fees are (place amount here). Efforts will be made to collect fees outstanding for the 2016 academic year. Measures are being implemented to ensure that this issue does not occur in

future. The dispatch of monthly statements has been a success thus far. The financial admin and Fincom team were commended for this.

2017 Bursary Applications

The bursary programme is underway for the new academic year; the team encouraged the community to apply. More information can be requested via email from sphss108@telkomsa.net

Supervision for Balmandir Learners

Provision has been made for learners to be supervised from 7:30am before class starts, in an effort to assist parents and guardians with their schedules and keep children from harm's way.

Maha Shivratri 2017

Gujarati School celebrated Maha Shivratri on 24 February 2017 and a Holi Havan and playing with colours was celebrated on 10 March 2017.

An Inspection Visit was conducted at the premises by the Department of Education.

Religion and Cultural Committee

Shivratri was a success, the Exco were pleased to have the ShivLing Murti as a new addition to the Mandir. A Nandi will be added to the ShivLing, in due course. (Final paving and finishing touches will be completed in the dry weather and with new budgets allocated.)

- 5.2 Holi was a colourful community packed festival; the EXCO are impressed by the enthusiastic celebratory turn out. The Pooja was conducted respectfully and members of the community assisted in lighting the fire.

Hanuman Chalisa 22nd annual recital will be held on 9 April 2017 and all are welcome. Members were requested to visit <http://www.facebook.com/pnm108> for the full programme.

Facility Management and Funerals

Mandir

- 5.3 The Mandir roof leak issue must be resolved as a matter of urgency. The resin sealant will be replaced, when the weather is suitable, due to rain it will make curing the resin almost impossible.

**Resin installation,
Vineetbhai/Jayeshbhai**

The EXCO are implementing an eco-friendly project to replace the lights in the Mandir with LED lights, which pull less current and last longer than conventional down lighters, this project has been

approved at the January EXCO meeting and will roll out soon. .

Proposed no tariff hike for 2018

The 2018 tariff for facility rentals will not be increased in order to be competitive; however the fees will be reviewed for 2019.

For meeting purposes, there will be no charge to Nyati Mandals in the area for use of classrooms/MMC as the EXCO felt that all were in reality members of the Samaj.

1 x Catering Microwave was placed in Samaj kitchen for use by all staff.

Garden

Beautiful roses were planted around the campus. Beal seedlings were donated by a community member. Facilities are looking forward to beautifying the campus even further.

The two benches were well received by the community and a further 5 benches have been ordered to be placed around the campus.

Increased security Measures

Members are asked to be vigilant, as a battery was stolen from a staff member's vehicle on the Samaj property. The EXCO will install barbed wire at the kitchen driveway and replace the gate with a suitable gate. CCTV system will be researched as an additional measure.

Security access protocol is being drafted and feedback will follow once approved.

Items Purchased:

1 x Step ladder

1 x Lawnmower

1 x Weed trimmer all to improve the resources to maintain the premises.

Feedback - flooding of Premises

An independent civil engineer was brought to look into the problem and stated that the main issue on hand could be due to the angling of the gully pipe and the way it is connected into main storm water pipes. This was also discussed with an architect who agrees. We will rectify this angle; if this method fails we will look into other means of curbing the flooding of the premises.

**Follow up on Barbed Wire,
Vineetbhai**

**Add items to the asset register by
Financial Admin.**

**Investigate the re-angle pipe with
the municipality Vineetbhai**

Administrators Report

Remaining events for 2017:

- Hanuman Chalisa: 9 April
- Hanuman Jayanti: 11 April
- Ram Navmi: 5 April
- Shravan: 24 July – 21 August
- Raksha Bandhan: 7 August
- Krishna Jayanti: 15 August
- Ganesh Chouth: 25 August – 5 September
- Shraadh: 6 September – 20 September
- Pitru Havan: 17 September
- 5.4 - Navratri: 21 September – 29 September
- Diwali: 19 October
- SPHSS TDF 2017: 14 October – Venue Secured
- Rangoli: 14 October – 15 October
- New Year: 20 October
- Tulsi Vivah: 1 November

General

- The team are updating the website, and are 70% through the links.
- Admin have 190 registered WhatsApp Users and encourage the community to register. The steps can be found on <http://www.facebook.com/sphss108>
- Our Facebook page performs better than 5 similar pages in our area – which is positive

Health & Welfare

The health & Welfare team provided the following report:

- Portfolio head, Jyotiben Joshi, is recovering from surgery and we wished her a speedy recovery.
- 5.5 - The Senior Citizens Club (SCC) meeting was held on Sat, 11 March. It was highly beneficial and all members participated in the discussion.
- Dr Hema Kalan spoke of the importance of healthy living, in today's world, focussing on yoga, exercise and having a good diet.
- Blood Pressure and sugars tests were conducted by professional volunteers.

Special Projects

- 5.6 - Advertising proposals- are being pursued with two new parties now
- A delegation met with the MMC for Economic Development

**Advertising Follow up,
Jayeshbhai**

in Tshwane. He has agreed to assist us further in the West Capital Project. This will give us a clear understanding of the direction of our development plan for Project Barkat

- Quote to be obtained for the fencing off of our erf for Project Barkat
- Crematorium – cleanup plans will commence once Facilities new budget plans are approved
- Crematorium – Land Claim Tenure application- Have met with MMC who has given us a new lead to have a meeting with the correct MMC
- Special Announcement –on the Land Claims Application: We have received an amount of R422 400 related to the land claim process. The EXCO will place this into a ring-fenced fund for the development of the new erf.
- Centurion Land Claim for Religious site- A delegation from EXCO met with the MMC and have identified 6 sites in Centurion upon which applications will be drafted by Jayeshbhai. The delegation will assist him with this process quite closely.

**Obtain Quote for fencing,
Jayeshbhai**

6 **General/New matters**

Pretoria Navyuga Mandal Plan of Action

Due to the importance of the youth in the organisation, a plan was formulated to increase youth participation.

6.1

4 age groups will be dealt with: 9 – 12, 13 – 16, 16 – 22, 23 - 40

This plan will cater for each age group in the correct manner. Planning will commence during the upcoming months.

The Multi Media Centre Library

6.2

With the update of the Multi Media Centre, we have begun collecting a range of Gujarati books and encourage donations to be made the Samaj office. These books will form part of a culture preservation project, and will be available for the public to read.

Commissioner of Oaths

6.3

A community member has been nominated, and will be approached to act as SPHSS Commissioner of Oaths. This will assist the community in certifying documentation etc.

The meeting adjourned at 1:55am with a prayer.

Prem Namaste

Miheerbhai Joshi

SPHSS Secretary General