



# Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

## Celebrating 86 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:** Tuesday, 18 September 2018

**Time:** 19:30 PM

1. **OPENING PRAYER AND WELCOME**

In the Chair: Rameshbhai Chhagan

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

2. **QUORUM**

The meeting was declared duly constituted by the President as the requisite quorum as prescribed by clause 17 of the Samaj Constitution had been met.

3. **ATTENDANCE AND APOLOGIES**

EXCO: Rameshbhai Chhagan, Pavanbhai Gandhi, Ketanbhai Parmar, Ileshbhai Gandhi, Vinaybhai Chagan, Harshadbhai Pema and Nayantaben Naran. Priyamben Tanna and Khushiben Dave attended in their capacities as administrative assistants.

Apologies: Taraben Bhaga.

4. **APPROVAL OF MINUTES**

The minutes were approved without amendments on the motions of Ileshbhai and Vinaybhai.

5. **CORRESPONDENCE**

The following correspondence was noted:

5.1	Incoming
5.1.1	Received an anonymous request to distribute a letter in which it is alleged the Transvaal Koli Hitwardhak Mandal sold land in India inappropriately. It was decided not to distribute because it is against Samaj policy to distribute anonymous correspondence.
5.1.2	Received a mail from South African Hindu Seva Samithi inviting people to participate in a drawing competition
5.1.3	Received invitation from the Pretoria Rajput Mandal for President to attend their Centenary celebrations
5.1.4	Received Bharat Ko Janiye Quiz from the HCOI
5.1.5	Received a request from a temple committee made up of various Midrand based organisations to circulate a mail announcing their intention to build a Sri Lord Venkateshwara Temple around

	Midrand area
5.1.6	Received a request to circulate an invitation to community to attend a Shrimad Bhagwat Katha taking place in Germiston
5.1.7	Received a request from Sanjay Kumar Mallik who is based at the Joburg Cultural Centre to provide free music classes – follow-up required
5.1.8	Received a letter from Jaynaben Patel congratulating the Religious & Cultural Committee for producing an entertaining Krishna Janmasthan programme
5.1.9	Received a letter from the Mayor of Tshwane confirming his attendance at the Tshwane Diwali Festival
5.1.10	Received a letter of regret from President Cyril Ramaphosa on not being able to be guest of honour at the Tshwane Diwali Festival
5.1.11	Received a letter from State Bank of India confirming their appointment by the HCOI to receive funds towards the Kerala Disaster Relief Fund.
5.1.12	Received invite to attend 48 <sup>th</sup> anniversary of Veda Dharma Sabha of Howick.
5.1.13	Received invite from Araya Samaj to attend their Krishna Jayanti function
5.1.14	Received a letter from RISHI requesting use of Mandir during Navratri
5.1.15	Received a congratulatory letter to Samaj from Mahindrabhai Sita on the new approach to the tying of Rakhi's for Rakshabandan.
5.1.16	Received invite from Avoca Cultural Society for Krishna Jayanti and Rakshabandan Function
5.1.17	Received invite from SA Hindu Maha Sabha to their AGM
<b>5.2</b>	<b>Outcoming</b>
5.2.1	Sent anonymous letter regarding the Transvaal Koli Hardvakh Mandal to some leading members of Pretoria Koli community to ask them to investigate allegations.
5.2.2	Distributed request from SAHSSS to community re: drawing competition
5.2.3	Sent congratulatory letter to Pretoria Rajput Mandal on their Centenary celebrations
5.2.4	Circulated Ganesh Chouth programme for 13-23 September
5.2.5	Circulated Bharat Ko Janiye Quiz received from High Commission of India
5.2.6	Circulated a request from a temple committee made up of various Midrand based organisations to circulate a mail announcing their intention to build a Sri Lord Venkateshwara Temple around Midrand area
5.2.7	Circulated an invitation to community to attend a Shrimad Bhagwat Katha taking place in Germiston
5.2.8	Circulated a letter from the President informing community of Urviben Mehta's appointment as Multi-Media Centre manager
5.2.9	Wrote a letter to Pranaybhai Devchand requesting copy of outcomes of last year's strategic session outcomes.
5.2.10	Requested Mr Mallik to provide more details on his offering
5.2.11	Thanked Jaynaben Patel for her congratulatory letter regarding the Krishna Janmasthan programme
5.2.12	Distributed several appeals to community for donations towards the Kerala Disaster Relief Fund
5.2.13	Distributed surveys to Balmandir parents investigating the need for after care services and preferred grade 1 schools.
5.2.14	Sent mail informing community of stalls being available for Tshwane Diwali Festival
5.2.15	Informed community of free clay Ganesha murthis being distributed by the South African Hindu Samithi for Ganesh Chouth
5.2.16	Circular to community advertising Krishna Jayanti programme
5.2.17	Sent out circular twice advertising the position of Multi-Media Centre Manager
5.2.17	Sent out a two-year tender for provision of décor and sound
5.2.18	Sent out a letter wishing the Arya Samaj well on their Krishna Jayanti celebrations
5.2.19	Sent a letter to community on new Rakshabandan initiative
5.2.20	Letter granting permission to use mandir during Navratri sent to RISHI
5.2.21	Distributed letter by Jeena Productions for Jee Le Zara show

5.2.22	Distributed minutes and AGM notice of SA Hindu Maha Sabha
5.2.23	Distributed petition by CPF for a new police station in Laudium
5.2.24	Sent a letter inviting mayor of Tshwane to Diwali Festival
5.2.25	Distributed Shravan Bhajan Mela programme

6. MATTERS ARISING		
No.	Topic	Action Point
6.1	<b>Financial &amp; Administration Manual</b> Pavanbhai will complete the uploading of the revised Manual to the website by 24 August 2018.	<b>Completed</b>
6.2	<b>Women's Group Programme</b> Priyamben informed members that a notice for a Navratri Workshop on 6 October, hosted by Khushiben, Nayantaben and herself and at which garba lessons, different styles of sari draping, and cooking will be discussed, has been circulated.	<b>Priyamben</b>
6.3	<b>Biometric Reporting</b> The new format for biometric reporting was circulated. Pavanbhai requested that an additional column be inserted that explains any time deviation.	<b>Khushiben</b>
6.4	<b>Employment Contracts</b> All employment contracts have been completed.	<b>Completed</b>
6.5	<b>Marabastad Property Development</b> Members felt that the cost of development should be discussed with Trustees before appointing a town planner. This was agreed to. Khushiben was requested to set up a Trustee meeting. In the interim, Pavanbhai to contact a potential JV partner and Vinaybhai to meet with Mohsin Sujee (Architect)  Vinaybhai reported that the Council's legal department is now in the process of allocating stand 37 to the Samaj in exchange for stand 62.	<b>Khushiben</b>  <b>Pavanbhai</b>  <b>Vinaybhai</b>
6.6	<b>Tshwane Diwali Festival</b> Priyamben gave a brief overview of the status of the planning of the festival. The next TDF meeting is scheduled for 25 September 2018.	<b>Priyamben</b>
6.7	<b>Balmandir After Care Service – Survey</b> Nayantaben informed members that the survey has been drafted and will go out to parents shortly.	<b>Nayantaben</b>

6.8	<b>Samaj Email Addresses</b> Special email addresses have been created for all portfolio members. Ileshbhai reported that emails for Vinaybhai and Dharmilbhai will be completed shortly.	<b>Ileshbhai</b>
6.9	<b>MMC Hardware</b> Pavanbhai and Ileshbhai undertook to have 15 computers, printer, desks, servers and all other hardware installed by mid-October.	<b>Pavanbhai/Ileshbhai</b>
6.10	<b>PBO</b> Pavanbhai reported that the matter is receiving attention. Rameshbhai undertook to send him a one-pager write up.	<b>Pavanbhai</b>
6.11	<b>Sage One &amp; Sage Pay</b> Pavanbhai reported that the office will only start using Sage One and Sage Pay from January 2019 for the new financial year in order to avoid time-consuming transfer of 2018 data.	
6.12	<b>Programme &amp; Budgets for 2019</b> Harshadbhai sent 2018 budgets to all portfolio heads. Rameshbhai requested that each portfolio head draw up their programme of activities for 2019 and present these together with a budget to EXCO for approval at the next meeting.	<b>All Portfolio Heads</b>
6.13	<b>Workshop on Finance</b> Fincom workshop will take place on 6 October to discuss implementing cost saving and income generation measures.	<b>Financial Task Team</b>
6.14	<b>Upcoming Religious Functions</b> Ketanbhai and Nayantaben presented plans for celebrating Ganesh Chouth and Navratri. Rameshbhai congratulated them on an excellent Krishna Jayanti show. It was agreed that the courtyard will also be used this year for Navratri to accommodate the large crowds. It was agreed that plans for New Year Celebrations should be presented at the next meeting	<b>Ketanbhai</b>
6.15	<b>Mobile Payment Machine</b> The mobile payment machine was not yet purchased. Rameshbhai requested that this be done asap.	<b>Priyamben</b>
6.16	<b>Installation of an Office Server</b> Ileshbhai reported that a server for the office has been installed.	
6.17	<b>Strategic Planning Workshop</b> Rameshbhai thanked everyone for attending the strategic planning workshop. Changes were made to the vision and mission statements to make them more practical and relevant and new strategic goals highlighted. The allocation of tasks flowing from the	<b>Rameshbhai</b>

	outcomes of the session now needs to be incorporated in the updated document.	
6.18	<b>After-Hours Pathology Service</b> Vinaybhai informed members that no progress was being made to secure a meeting with the Department of Health to discuss after hours pathology services for the Indian community. It was agreed to drop the matter	<b>Matter dropped</b>
6.19	<b>Revamp of Foyer</b> The quotes for couches and curtains for the revamping of the foyer has been approved and the upgrade will commence immediately after Navratri.	<b>Vinaybhai</b>
6.20	<b>Samaj Gujarati Calendar</b> Priyamben reported that the calendar is ready for printing but that Rakshabandan drive needs to be added. Rameshbhai stated that in future the RCC must link the tying of rakhis to functions like Krishna Jayanti for next year. The calendars must also be distributed during Navratri, the Tshwane Diwali Festival and New-Year but a donation must be requested.	<b>Priyamben</b>
6.21	<b>Health Certificate</b> It was agreed that the Samaj should strive to get a health certificate from the Department of Health. To do so, a pest control certificate was needed. Khushiben undertook to negotiate better rates.	<b>Khushiben</b>
6.22	<b>Fridge Door Assessment</b> Khushiben presented a report from Malls Electrician certifying that the fridge door in the kitchen is functioning properly.	<b>Completed</b>
6.23	<b>Website Update</b> Priyamben forwarded stills of the new proposed website to members after the meeting. (The President requested her to proceed with option 2 if no other input is received).	<b>Priyamben</b>
6.24	<b>Auditorium Chairs</b> Vinaybhai reported that Harshadbhai is busy repairing and strengthening the auditorium chairs in batches of around 25 at a time. It is hoped that the process will be completed end October.	<b>Vinaybhai</b>
6.25	<b>Computer Classes for Balmandir</b> Nayantaben arranged a workshop for Balmandir teachers and Rameshbhai with "Stimuzone". After some discussion, it was agreed not to implement until such time as the MMC centre is ready and we have established if we can run our own programme or not.	<b>In abeyance</b>

6.26	<b>Brides Waiting Room</b> Khushiben & Priyamben reported that although the sign is ready it has still not been put up. Khushiben was asked to have it done asap.	<b>Khushiben</b>
6.27	<b>Outstanding Balmandir Fees</b> Priyamben undertook to send out letters of demand to all parents whose Balmandir fees are not up-to-date. It was agreed that children whose fees are not in before end of the term will not be allowed to return for the final term of 2018 and will not be re-admitted in 2019.	<b>Priyamben</b>
6.28	<b>Stakeholder Engagement Plan</b> Nayantaben reported that she is busy finalising a consolidated stakeholder engagement plan for the Balmandir for 2019. This will be presented to EXCO before the next meeting for comment and finalisation.	<b>Nayantaben</b>
6.29	<b>Plan to Address External Audit Findings</b> Harshadbhai had emailed the external audit findings to members. Rameshbhai requested that the remedial actions he (Rameshbhai) had added be looked at and implemented.	<b>Harshadbhai</b>
6.30	<b>SPHSS Quarterly Newsletter</b> Khushiben presented a draft quarterly Newsletter but it lacked detail. She was asked to submit a revised version asap which indicates what kind of information will appear where in the newsletter.	<b>Khushiben</b>
6.31	<b>Appointment of MMC Manager</b> Rameshbhai informed members that Urviben has been appointed with effect from 1 October 2018 on a two-year contract	<b>Completed</b>
6.32	<b>Meeting with HCOI</b> Rameshbhai, Harshadbhai and Pavanbhai met with the High Commissioner on 10 September. The following issues were discussed: (1) HCOI participation in the Tshwane Diwali Festival (2) Town Hall meeting; (3) Formation of Dialogue Forum;(4) Greater Cultural Exchanges. The HC was very receptive to our requests and agreed to co-sponsor the TDF as well as persuade other companies to come on board; to encourage closer liaison with the consulate office in Joburg to obtain cultural services; and agreed to call the first meeting of the Dialogue Forum on 27 September at 10:00. Rameshbhai, Pavanbhai, Harshadbhai, Vinaybhai and Nayantaben agreed to attend.	<b>In process</b>
6.33	<b>Appointment of Pest Control Company</b> Priyamben reported that a pest control company had been appointed on favourable terms on a three-year contract.	<b>Completed</b>

6.34	<b>Designing Posters</b> Khushiben reported that posters for Rangoli and Pitru Havan have been designed and will go out shortly. A poster for Ankot will be designed next.	<b>Khushiben</b>
6.35	<b>Grandparents Day</b> Nayantaben reported that Grandparents Day held on 7 September was well attended	
6.36	<b>Balmandir Concert</b> The Balmandir year-end graduation and concert has been scheduled to take place on 24 November 2018.	
6.37	<b>Priest Tariffs - 2019</b> The new tariffs have been posted on the website and will be applicable for all functions booked for 2019 irrespective of when the booking was made.	<b>Khushiben</b>
6.38	<b>Kerala Disaster Fund</b> Khushiben reported submitted the donor list towards the fund. It was agreed that the money should be transferred to SBI and a communication sent to the community on what was collected.	<b>Khushiben</b>
6.40	<b>Articles in Laudium Sun</b> Khushiben had placed articles in Laudium Sun for Krishna Jayanti and Rakshabandan. However, Laudium Sun did not publish an article on Ganesh Chouth.	<b>Khushiben</b>
6.41	<b>Décor &amp; Sound</b> The office is still awaiting quotes from two suppliers. Matter to be concluded before next meeting	<b>Khushiben</b>
6.42	<b>Navyug Revival plan</b> Dharmilbhai reported that he has formed a committee of seven members and that a programme for 2019 will be presented in November for approval.	<b>Dharmilbhai</b>
6.43	<b>Marabastad Centre</b> Vinaybhai is arranging a meeting with Osman on Thursday 27 September at 8:00 to address the illegal tenant issue.	<b>Vinaybhai</b>
<b>7 SECRETARIAL REPORT</b>		
	<b>The following additional matters were discussed from the Administrator &amp; Secretariat Report:</b>	
7.1	Khushi is arranging a meeting for Rameshbhai to meet Hitenbhai who will be the substitute priest when Sunilbhai takes leave.	<b>Khushiben</b>



<b>8</b>	<b>TREASURER'S REPORT</b>	
8.1	A detailed financial report for September was submitted. All other matters were dealt with under matters arising.	
<b>9</b>	<b>EDUCATION REPORT</b>	
	Nayantaben's report listed the following matters not discussed under Matters Arising:	
9.1	5% increase in Balmandir fees for 2019. This was approved	
9.2	Balmandir teachers wish to advertise the school at TDF. Pavanbhai agreed to assist	<b>Pavanbhai</b>
<b>10</b>	<b>RCC REPORT</b>	
	<p>Ketanbhai sought and received clarity on the following with respect to Navratri Celebrations:</p> <ul style="list-style-type: none"> <li>• The courtyard would be used as an additional venue. Lighting &amp; sound to be arranged;</li> <li>• Meeting was held on 12 September 2018 with singers and musicians.</li> <li>• Pavan to supply water for artists</li> <li>• Sunilbhai will arrange aatham gifts</li> <li>• Ileshbhai has agreed to sponsor ice-cream</li> <li>• Ladies will prepare stapna with Sunilbhai</li> <li>• Ileshbhai will be responsible for collecting and storing donations overnight</li> </ul>	<p><b>Ketanbhai</b></p> <p><b>Pavanbhai</b></p> <p><b>Sunilbhai</b></p>
<b>11</b>	<b>HEALTH, WELFARE &amp; GENDER</b>	
	Taraben was not present and no report was submitted.	
<b>12</b>	<b>FACILITIES &amp; FUNERAL MANAGEMENT</b>	
	The following matters were reported on:	
12.1	Shower facilities for Noel need to be provided. This was approved.	<b>Vinaybhai</b>
12.2	Obtaining additional quotes for mandir curtains	<b>Vinaybhai</b>
12.3	Repair of cooler leak - awaiting quote	<b>Vinaybhai</b>
12.4	Repair urinals in main hall – awaiting quote	<b>Vinaybhai</b>



<b>13 GENERAL / NEW MATTERS</b>		
<b>13.1</b>	<b>Migration of SMS to WhatsApp</b> Rameshbhai requested that a concerted effort be made to finalise the migration of SMS to WhatsApp. Ilesh suggested that WhatsApp business be used.	<b>Priyamben</b>
<b>13.2</b>	<b>Hire of flats</b> It was agreed that the vacant flat should be advertised. Vinaybhai agreed to have the flat renovated and advertise for tenants.	<b>Vinaybhai</b>
<b>13.3</b>	<b>Communication Gap</b> Pavanbhai brought up the issue of members not always responding to mail sent to them. This caused a communication gap. The office and members agreed that it is important that all mail should be acknowledged and responded to, even if it's only to state that a full response will be given later.	<b>All Members &amp; Office Personnel</b>
<b>13.4</b>	<b>Outcomes of Strategic Planning Workshop</b> It was agreed that Rameshbhai will use the outcomes of the Strategic planning workshop to draw up an action list with measurable time-frames and incorporate those in the minutes. The action plan is attached as Annexure A below	<b>Rameshbhai</b>
<b>14</b>	<b>NEXT MEETING</b>	
	The next meeting will be held on Tuesday 23 October 2018 at 7:30pm in the Samaj Board Room.	

With no further business, the meeting ended at 10:00pm with a prayer.

**ILESHBHAI GANDHI**  
**ASSISTANT SECRETARY**

**RAMESHBHAI CHHAGAN**  
**PRESIDENT**

#### **ANNEXURE A**

#### **Action Plan Flowing from strategic planning Workshop**

## ACTION PLAN

ACTIVITY	RESPONSIBLE	TIME FRAME
Obtain community approval for changes to constitution	Ramesh	2019 AGM
Doubling Bal Mandir School enrolment by 2022	Nayanta/ Urvi	2019 - 2020 - 2021 -
Proactive Asset Management system	Priyam	Dec 2018
Double community attendance at Samaj events	Nayanta/ Ketan	Dec 2019
Increase Samaj income by 20%	Harshad / Pavan	Dec 2019
Decrease Samaj expenses by 10%	Harshad / Pavan/ Pri	Dec 2019



## ACTION PLAN

ACTIVITY	RESPONSIBLE	TIME FRAME
Triple Gujarati School enrolment	Nayanta/Urvi	Jan 2020
Have a confirmed database of 50 volunteers willing to serve when called upon	Khushi/Pri	March 2019
Appoint H,W,G head, Secretary, Deputy	Ramesh	Feb 2019
House Samaj assets in a Trust	Harshad	March 2019
Updated membership database	Khushi / Pri	March 2019
Formulate / update policies & procedures for all Samaj focus areas / activities	Ramesh	March 2019
Needs assessment for H, W,G	??	June 2019



Shree Pretoria Hindu Seva Samaj



## ACTION PLAN

ACTIVITY	RESPONSIBLE	TIME FRAME
Appoint volunteer social worker	Ramesh	Feb 2019
Recent arrival orientation programme	Ramesh	March 2019
Navyug programme of activities	Dharmil	Nov 2018
Formulate year-plan of activities	Khushi	Nov 2019
Ensure event planning at least one month in advance	Khushi	On going
Obtain JV partner for Marabastad stands	Pavan	Oct 2018
Present MMC Implementation plan	Urvi	Nov 2018



Shree Pretoria Hindu Seva Samaj

