



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, 21 August 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. A warm welcome was extended to Dharmilbhai Mehta who was attending his first meeting as head of Navyug Mandal.

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, Ketanbhai Parma, Ileshbhai Gandhi, Vinaybhai Chagan, Harshadbhai Pema and Nayantaben Naran. Priyamben Tanna and Khushiben Dave attended in their capacities as administrative assistants.

Apologies: Pavanbhai Gandhi, Taraben Bhaga.

4. **APPROVAL OF MINUTES**

The minutes were approved without amendments on the motions of Harshadbhai Pema and Nayantaben Naran.

5. **CORRESPONDENCE**

The following correspondence was noted:

5.1	Incoming
5.1.1	Received four applications for Multi-Media Centre manager position
5.1.2	Received invitation from Asherville Arya Samaj for 25 th anniversary
5.1.3	Received August edition of Vedha Jyoti newsletter
5.1.4	Received invitation from Hindu Association of the Western Cape re: Independence Day Celebration
5.1.5	Received correspondence from Jagdishbhai Makan requesting circulation of Shravan Bhajan Mela

	schedule
5.1.6	Invitation to 35 th Biennial General Meeting of SAHMS
5.1.7	Received request for urgent meeting by Baal Bhakte Bhajan Group to discuss Jagdishbhai's unilateral drawing up of Bhajan schedule.
5.1.8	Received email from Jagdishbhai indicating that the Sunday Mandir Bhajan Group will organise the Mela
5.1.9	Received e-newsletter from the Vishwa Gujarati Samaj
5.1.10	Received minutes of the Marabastad Stakeholder forum
5.1.11	Received Bharat ko Janya Quiz newsletter from HCOI
5.1.12	Received invitation from SA Hindu Seva Samithi for Ganesh Chathurti festival
5.1.13	Received invitation from the Ramakrishna Vedanta Society Trust to attend a Samuh Katha in Lenasia
5.1.14	Received circular from SAHMS on Durban Diwali festival
5.2	Outgoing
5.2.1	Sent out advertisement for MMC manager position
5.2.2	Message of congratulations to Asherville Arya Samaj on their 25 th Anniversary
5.2.3	Letter to Land Claims Commissioner informing them of Samaj willingness to swap stands
5.2.4	Distributed Vedha Jyoti newsletter to community
5.2.5	Letter to Dr Reddie requesting support for TDF with volunteers and sponsorship
5.2.6	Circular to Community on Shravan Maas pooja schedule
5.2.7	Circular to community on India Independence Day programme
5.2.8	Distributed Shravan Bhajan Mela Schedule to community
5.2.9	Distributed twice request for development proposals for Marabastad stands to community
5.2.10	Informed Bal Bhakte of willingness to attend urgent meeting to resolve their grievances
5.2.11	Request for sponsorship for TDF to State Bank of India
5.2.12	Letter to Sage Foundation for their donation of Sage One & Sage One Payroll package
5.2.13	Distributed e-newsletter from the Vishwa Gujarati Samaj
5.2.14	Distributed minutes of the Marabastad Stakeholder forum to community
5.2.15	Circular informing community on observance of Chandra Gahan lunar eclipse
5.2.16	Letter seeking sponsorship for TDF sent to Lodha Group
5.2.17	Distributed Bharat ko Janya Quiz newsletter from HCOI
5.2.18	Distributed invitation from SA Hindu Seva Samithi for Ganesh Chathurti festival
5.2.19	Distributed invitation from the Ramakrishna Vedanta Society Trust to attend a Samuh Katha in Lenasia

6. MATTERS ARISING

No.	Topic	Action Point
6.1	Financial & Administration Manual Pavanbhai will complete the uploading of the revised Manual to the website by 24 August 2018.	Pavanbhai
6.2	Women's Group Programme Priyamben informed members that a workshop will be held one week before Navratri. Garba lessons, different styles of sari draping	Priyamben

	and cooking will be presented. Adverts to be sent out end August.	
6.3	Biometric Reporting Priamben reported that a new biometric reporting format has been completed and that Pavanbhai will train admin staff on new reporting system	Pavanbhai
6.4	Employment Contracts Rameshbhai reported that the employment contract for Khushiben has been completed. Harshadbhai to draw up revised contract for Priamben.	Harshadbhai
6.5	Marabastad Property Development Rameshbhai informed members that a letter was sent twice to the community requesting expressions of interest in the development of the Samaj stands. To date, two parties had expressed interest, but no written proposals have been received. The members agreed in the interim to appoint a town planner to proceed with the consolidation of the stands, moving of sewerage pipe and provision of services to the property. Vinaybhai reported that Rameshbhai had sent a letter to Council agreeing to the withdrawal of allocation of stand 62 in exchange for stand 37 which is adjacent to our other stands.	Rameshbhai
6.6	Tshwane Diwali Festival For the first time this year, the Diwali Festival will be hosted under the auspices of the Tshwane Diwali Festival Committee, a registered non-profit organisation made up of representatives of various local organisations and the HCOI. Priyamben's presentation of a progress report on the activities of this committee was noted. Message received from Sudhirbhai that he would be meeting with the HC on Thursday to discuss their participation.	Priyamben
6.7	Balmandir After Care Service – Survey Nayantaben informed members that a survey to determine need for an after-school care service has been drafted. She undertook to circulate to Exco for approval before sending it out.	Nayantaben
6.8	Samaj Email Addresses Special email addresses have been created for all portfolio members. Ileshbhai reported that only Vinaybhai and Dharmilbhai's personalised email address is outstanding.	Ileshbhai
6.9	New Printers New printers have been installed at a much more attractive rate. Khushiben to contact technician to sort out IP address issues and have old printers removed.	Khushiben
6.10	PBO Pavanbhai undertook to approach SARS directly with respect to the	

	PBO registration. Rameshbhai had advised him to get the assistance of Kishore Ramharakh if needed. Pavanbhai not present to report on progress.	Pavanbhai
6.11	Sage One & Sage Pay Rameshbhai reported that he had sent a letter of thanks to Sage Foundation for their donation of Sage One and Sage one Payroll. Pavanbhai to report on installation.	Pavanbhai
6.12	Budgets in Monthly Reports Harshadbhai undertook to send emails to each portfolio head explaining their 2018 budget.	Harshadbhai
6.13	Workshops on MMC & Finances The MMC and Finance teams are yet to meet to discuss implementation of workshop outcomes.	MMC Task Team Financial Task Team
6.14	Upcoming Religious Functions Rameshbhai met with Sunilbhai, Priyamben and Ketanbhai to finalise arrangements for upcoming religious functions. Ketanbhai and Nayantaben presented detailed plans for Shravan, Krishna Jayanti, Ganesh Chouth and Navratri which were approved by members. It was decided not to have a Rakshabandan drive this year due to lack of volunteers. Priyamben to arrange meeting with HCOI for EXCO to discuss some ideas with her.	Priyamben
6.15	Mobile Payment Machine Priyamben presented further research on company providing mobile payment machine to Harshadbhai for a final decision before the next Exco meeting.	Harshadbhai
6.16	Installation of an Office Server Priyamben presented quotes received from two companies for the installation of a server. Ileshbhai recused himself from the meeting during the discussion as he was one of the service providers. After some discussion, it was agreed to grant the contract to Fedora Supply.	Ileshbhai
6.17	Strategic Planning Session Rameshbhai reported that Trustees had accepted the top 5 risks identified by Exco. Brainstorming how these risks would be mitigated will form part of the strategic workshop planned for 15 September from 8:00 to 13:00. Rameshbhai to make arrangements.	Rameshbhai
6.18	After-Hours Pathology Service Vinaybhai informed members that a meeting was scheduled for the following week with Department of Health to discuss after hours pathology services for the Indian community.	Vinaybhai

6.19	Revamp of Foyer The plan to revamp the foyer was approved, and Priyamben reported that quotes for couches and curtains will be presented at the next meeting.	Vinaybhai/Priyamben
6.20	Samaj Gujarati Calendar Rameshbhai reported that he had discussed the matter of the new Gujarati Calendar format with Manoshbhai of Super- Lite who had given the go-ahead. Ileshbhai to arrange for printing with Kaya Print.	Ileshbhai
6.21	Health Certificate 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.	Khushiben
6.22	Fridge Door Assessment Priyamben reported that a fridge repairperson had certified that the fridge door in the kitchen that was reported as being faulty was functioning properly. Khushiben was asked to get this in writing.	Khushiben
6.23	Website Update Priyamben undertook to send stills of the new proposed website to members before the next meeting for approval to go ahead with implementation.	Priyamben
6.24	Auditorium Chairs Harshadbhai has commenced with the repairing and strengthening of auditorium chairs. Vinaybhai was asked to ensure process is completed by the end of September. Nayantaben undertook to get sample chairs for Balmandir and also to see if Harshadbhai can repair existing chairs.	Vinaybhai Nayantaben
6.25	Computer Classes for Balmandir Nayantaben circulated four options to implement Stimuzone programme. She was asked to arrange a workshop for stimuzone with teachers and Rameshbhai.	Nayantaben
6.26	Brides Waiting Room Priyamben undertook to have a “Bride Waiting Room” sign put up on the door before the next meeting. Sign has been designed but still needs to be installed.	Khushiben
6.27	Outstanding Balmandir Fees Priyamben was requested to report on the status of Balmandir fees at the end of August.	Priyamben

6.28	Progress on Issues Identified with Balmandir Teachers Rameshbhai & Nayantaben met again with teachers and issues resolved. Each teacher presented a stakeholder engagement plan which Nayantaben is to consolidate into a single plan. She was also asked to include all issues in her progress report	Nayantaben
6.29	Plan to Address External Audit Findings Pavanbhai and Harshadbhai have still to present a plan on implementing the remedial actions of the external auditors.	Pavanbhai / Harshadbhai
7	SECRETARIAL REPORT	
	The following additional matters were discussed from the Administrator & Secretariat Report:	
7.1	Office is designing posters for Ankot, Rangoli and Pitru Havan	
7.2	Creating content for SPHSS Quarterly newsletter.	
8	TREASURER'S REPORT	
8.1	Pavanbhai's financial report included matters dealt with under matters arising.	
9	EDUCATION REPORT	
	Nayantaben's report listed the following matters not discussed under Matters Arising:	
9.1	Grandparents Day will be held on 7 September 2018	
9.2	Balmandir Concert will take place on 24 November 2018	
10	RCC REPORT	
	<p>In his report, Ketanbhai highlighted the following:</p> <ul style="list-style-type: none"> India Independence Day celebrations was held on 15 August 2018. Manibhen Sita was a special guest. Article with photos were published in Laudium Today BBM service. An article will also be posted in the Laudium sun. A decision was taken to follow a different approach to Rakshabandan due to shortage of volunteers; Krishna Jayanti programme will be held on 3 September 2018 Ganesh Chouth – Programme will be held from 13 September to 23 September 2018. 	

11	HEALTH, WELFARE & SENIOR CITIZENS	
	In her report, Taraben gave a detailed account of the trip that the senior citizens made to the Gau Shala in Brits.	
12	FACILITIES & FUNERAL MANAGEMENT	
	No facilities report presented	
13	GENERAL / NEW MATTERS	
13.1	Approval of 2019 Priest Tariffs The tariffs for priest services for 2019 were fully approved, except for the lowering of car prayers tariff from R250 to R150. These tariffs are applicable for all bookings made henceforth for 2019 and must be uploaded on to the website	Pavanbhai
13.2	Appointment of MMC Manager Rameshbhai and Nayantaben reported that they had interviewed 3 of the 4 candidates that had applied. The fourth candidate did not pitch up for the interview. Two candidates were shortlisted and after some discussion it was agreed to conduct a second round of interviews to finalise the appointment.	Rameshbhai / Nayantaben
13.3	Articles for Laudium Sun Rameshbhai informed the members that he had met with reporters from the Laudium Sun and an agreement to submit regular articles was reached. Khushiben agreed to prepare articles for submission	Khushiben
13.4	Kerala Disaster Relief Fund Rameshbhai sought and received approval for initiating the Kerala Disaster Relief Fund. It was agreed to send out another notice in the coming week.	Khushiben
13.5	Updated Contract Upon Priyamben's request, Harshadbhai agreed to draft an updated employment contract	Priyamben
13.6	Décor & Sound Quotes It was agreed that a request for quotes for décor and sound for 2019/2020 should be sent out.	Khushiben
13.7	Revival of Navyug Mandal Rameshbhai thanked Dharmilbhai for agreeing to assist in the revival of the Navyug Mandal. He was asked to do the following: <ul style="list-style-type: none"> • Arrange for a meeting of youths so that a committee could be established, failing which to submit the names of four 	Dharmilbhai

	<p>other persons that would form the core of his interim committee;</p> <ul style="list-style-type: none"> • Submit a programme of action for 2019. 	
13.8	<p>Illegal Subletting by Tenant</p> <p>Harshadbhai reported that a tenant had illegally divided his shop and had it sublet. A letter instructing him to desist or face a refusal to have his lease renewed was to be sent to him.</p>	Vinaybhai / Harshadbhai
14	NEXT MEETING	
	The next meeting will be held on Tuesday 18 September 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