



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, 25 July 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 Taraben who was attending her first 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, Taraben Bhaga, Ketanbhai Parma, Ileshbhai Gandhi, Harshadbhai Pema and Nayantaben Naran. Priyamben Tanna and Khushiben Dave attended in their capacities as administrative assistants.

Apologies: Vinaybhai Chagan.

4. **APPROVAL OF MINUTES**

The minutes were approved without amendments on the motions of Pavanbhai and Nayantaben.

5. **CORRESPONDENCE**

5.1	Incoming
5.1.1	Received invitation to International Arya Maha Sammelan 2018 which is to be held in New Delhi from 25-26 October 2018.
5.1.2	Received minutes of meeting of South African Hindu Maha Sabha
5.1.3	Received response from Tayfin informing Samaj that the section 18a application will receive attention shortly.

5.1.4	Received invitation from SAHMS for on-line learning programme hosted in Durban
5.1.5	Received invitation from Shree Aayyappa Kshetram to attend Ganesha Chathurti programme
5.1.6	Received invitation from HCOI for Bharat ki Janyai Quiz
5.1.7	Received from India Cares invite to attend Tiru Kalyanam function
5.1.8	Received reminder for renewal of insurance policy
5.1.9	Letter from Bal Bhakte Bhajan group requesting meeting to resolve shravan mela bhajan schedule
5.1.10	Received request from Mukeshbhai Joshi for a copy of 2013 IRP5
5.1.11	Received invitation to attend African Peace Summit taking place in Cape Town in August.
5.1.12	Received confirmation from Pramod Kassen of placement of signboard above Marabastad premises
5.1.13	Received request from Ms Maharaj to host Sunder Kaand recitals in mandir
5.2	Outcoming
5.2.1	Letter to Ms Sankar re: obtain name of KFC Franchisee
5.2.2	Letter send to Harshudbhai Keshav inviting him to inspect financial records as requested by him
5.2.3	Letter to Tayfin re: progress on section 18A registration
5.2.4	Letter to International Arya League expressing regret at not being able to attend Arya Maha Sammelan 2018 to be held on in New Delhi on 25-26 October 2018.
5.2.5	Letter of regret to AHMS re: on-line learning programme hosted in Durban
5.2.6	Circulated India Cares invitation to community
5.2.7	Circulated HCOI Bharat Ki janyai Quiz to community.
5.2.8	Letter to Glow TV requesting media partnership for Diwali festival
5.2.9	Sent copy of 2013 IRP5 to Mukeshbhai Joshi
5.2.10	Letter of regret to African Peace Summit invitation.

6. MATTERS ARISING

No.	Topic	Action Point
6.1	Document and Safe keys This matter is concluded	
6.2	Financial & Administration Manual Rameshbhai circulated the updated of the manual which was unanimously approved by EXCO. Pavanbhai to upload Manual to website	Pavanbhai
6.3	2018 Staff Leave Priyamben submitted application forms. All leave requests were approved.	
6.4	Women's Group Programme Priyamben and Nayantaben submitted three suggestions for future events. These were two cooking demonstration events and one on personal care. Priyamben to finalise costing. Exco	Priyamben & Nayantaben

	approved this programme in principle.	
6.5	<p>Marabastad Property Development</p> <p>Rameshbhai followed up with Daksha Sankar of Yum foods about a KFC franchise but still got no feedback. The matter is now dropped. Rameshbhai reported that he was in negotiation with another town planner to receive a further quote for the development of the stands. In the interim, it was agreed that expression of interest letter to develop the stands will be sent out to the community.</p> <p>Vinaybhai to report on progress with land swap with Alli family when he returns.</p>	<p>Rameshbhai</p> <p>Vinaybhai</p>
6.6	<p>Tshwane Diwali Festival</p> <p>Rameshbhai requested that Priyamben presents a progress report of the TDF planning committee at the next meeting.</p>	Priyamben
6.7	<p>Biometric Report</p> <p>A staff attendance register for July was presented. Pavanbhai requested the full raw data be sent to him and he would then develop a reporting template for the next meeting. Khushiben will also be entered on the system.</p>	Priyamben
6.8	<p>Samaj Email Addresses</p> <p>Special email addresses have been created for all portfolio members. Members were again urged to meet with Ileshbhai or Pavanbhai to upload their Samaj email address on their devices.</p>	All
6.9	<p>Printers Contract</p> <p>Pavanbhai reported that some progress was being made with the current service provider to cancel the printing contract with less severe penalties. Members authorised the cancelling of the debit order and stopping usage on these printers after the new printers have been installed.</p>	Pavanbhai
6.10	<p>PBO</p> <p>Pavanbhai reported that the SARS e-filing has been finalised. He undertook to approach SARS directly with respect to the PBO registration. Rameshbhai advised him to get the assistance of Kishore Ramharakh if needed.</p>	Pavanbhai
6.11	<p>Sage One & Sage Pay</p> <p>Sage One & Sage Pay</p> <p>Pavanbhai reported that the Samaj has been registered as a non-profit organisation on TechSoup, hence the Samaj will get a donated copy of Sage One and Sage One Payroll. Going forward the Samaj will get products from Tech giants like Microsoft,</p>	Pavanbhai

	Google etc as well either donated or at a reduced price. He undertook to have Sage One implemented by 1 August 2018. Sage Pay will follow thereafter.	
6.12	Budgets in Monthly Reports Harshadbhai tabled the 2018 budget for approval. This was accepted. On Rameshbhai's request, Harshadbhai agreed to meet with each portfolio head to explain their budgets to them.	Harshadbhai
6.13	Workshops on MMC & Finances Rameshbhai circulated copies of the outcomes of the workshop held on Saturday 21 July on the business plan for the establishment of the Multimedia Centre (MMC) and financial stability of the Samaj. It was agreed that two task teams be formed to submit firm proposals to Exco at the next meeting. The two teams are Rameshbhai, Ileshbhai and Pavanbhai (MMC) and Harshadbhai, Pavanbhai and Priyamben (Financial stability). In the interim, it was agreed to advertise the position of an MMC Manager.	MMC Task Team Financial Task Team Rameshbhai
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 & Server Priyamben presented a proposal to purchase a ZipZap mobile payment machine for R1 900. The cost per transaction would be 2,75%. It was agreed that the cost was competitive, and approval granted. Ileshbhai and Pavanbhai agreed to meet to finalise the specifications for the purchasing and installation of a server for the approved cost of under R10 000.	Priyamben Ileshbhai Pavanbhai
6.16	Upgrade of Security Fencing Priyamben reported that Harshadbhai has completed the security fencing upgrade.	
6.17	After-Hours Pathology Service Vinaybhai was not present to report on progress being made with a meeting with Department of Health to discuss after hours pathology services for the Indian community.	Vinaybhai

6.18	Branding/Signage for Marabastad Premises Rameshbhai had circulated a picture of the new signage that Pramodbhai Kassin has installed on the roof of the Samaj Marabastad Centre. An email thanking him was sent by Rameshbhai	
6.19	Revamp of Foyer Priyamben reported on suggestions for revamping of foyer. She and Vinaybhai were asked to finalise costing and present the plan at the next meeting for final approval.	Vinaybhai/Priyamben
6.20	Samaj Gujarati Calendar Illeshbhai and Priyamben presented a new format for the 2018 Gujarati Calendar. It was agreed that Rameshbhai will discuss the costs of this with our sponsor before a decision is made on which option to exercise.	Rameshbhai
6.21	Anil Jivan Probationary Appointment Rameshbhai reported that after careful deliberations the Treasury team and he had decided not to confirm Anilbhai's probationary appointment.	
6.22	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. Priyamben presented several quotes. It was agreed to appoint Pest Control of Centurion on a three-year contract. Priyamben to negotiate even better rates.	Priyamben
6.23	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. She was asked to get this in writing.	Priyamben
6.24	Website Update Illeshbhai and Priyamben informed members that the website breach had been addressed. They undertook to send stills of the new proposed website to members before the next meeting for approval to go ahead with implementation.	Priyamben
6.25	Hearing Screening Tests Taraben reported that the audiologist, Carina Avenant, that Rameshbhai had referred to her, had conducted over 100 free screening tests on members of the Samaj Senior Citizen Club.	
6.26	Development of an Internal Audit Policy Rameshbhai had circulated a draft internal audit policy that he had drafted. It was unanimously agreed to adopt the policy,	

	subject to further approval from the Trustees.	
6.27	Brides Waiting Room Priyamben undertook to have a “Bride Waiting Room” sign put up on the door before the next meeting.	Vinaybhai /Priyamben
6.28	Outstanding Balmandir Fees Priyamben reported that letters of demand for outstanding Balmandir fees have been sent out. She was requested to report on the status of fees at the next meeting	Priyamben
6.29	Progress on Issues Identified with Balmandir Teachers Nayantaben reported that not much progress has been made on addressing the issues raised by the teachers. It was agreed that Rameshbhai will meet with the teachers again to discuss the matter.	Rameshbhai
6.30	Plan to Address External Audit Findings Pavanbhai and Harshadbhai undertook to present a plan at the next meeting	Pavanbhai / Harshadbhai
6.31	Auditorium Chairs Rameshbhai and Priyamben reported that Harshadbhai Dajee Pema inspected the chairs and has undertaken to have the chairs strengthened by the addition of a steel rod. He has agreed to have all 800 chairs strengthened this way.	Vinaybhai
6.32	Harshudbhai Keshav’s Request Rameshbhai reported that despite a mail from Anilbhai followed by another mail from himself, Harshudbhai Keshav did not respond to the invitation to inspect the Samaj financial records as per his original request. The matter is now regarded as being closed.	
6.33	Employment Contract Rameshbhai agreed to draw up employment contract for Khushiben	Rameshbhai
7	SECRETARIAL REPORT	
	The following additional matters were discussed from the Administrator & Secretariat Report:	
7.1	Tshwane Diwali Festival Priyamben reported on the planning of the TDF and that a task list has been sent out to all TDF Committee members for their attention. A fuller progress report will be provided at the next meeting.	

8.	PRESIDENTS REPORT	
8.1	The President informed members that he had written to the High Commission of India, The State Bank of India and to Lodha, an Indian Construction Development Company seeking sponsorship for the TDF festival.	
9	TREASURER'S REPORT	
9.1	Pavanbhai's financial report included matters dealt with under matters arising.	
10	EDUCATION REPORT	
	Nayantaben reported on the following:	
10.1	A schedule of meetings of Balmandir parents where the progress of children will be discussed;	
10.2	A request for in-service Teacher training was sent to the Department. A response is being awaited.	Nayantaben
10.3	A brochure from Stimuzone who are willing to provide computer training for pre-schoolers. Nayantaben was asked to enquire if the fee could be reduced if the Samaj provided the computers.	Nayantaben
10.4	The fee structure of different pre-schools in the area. It was established that the Balmandir fees are in line with those of other private service providers. It was agreed that a 10% rebate effective 2018 should be granted to parents who have more than one child in school.	
10.5	The need for approximately 75 desks and chairs for Balmandir classes. A pamphlet from Rand Plastics was submitted but members requested that she obtains samples, so we can evaluate how sturdy they are.	Nayantaben
10.6	A survey will be conducted to determine the need for an after-care service.	Nayantaben
10.7	A budget for year-end teacher function. It was agreed that the budget would be R150 per teacher.	
10.8	Upcoming activities include Grandparents Day on 7 September; Balmandir Concert on 24 November.	
11	RCC REPORT	
	Ketanbhai presented a list of upcoming events. He requested a decision around the programme for the Sunday Bhajan Mela for Shravan, Krishna Jayanti and Ganpati Festival programmes. A decision on the final Navratri programme was also requested.	

12	HEALTH, WELFARE & SENIOR CITIZENS	
12.1	Apart from the auditory testing reported under matters arising, Taraben informed members that the Senior Citizen Club members were planning the following activities: excursion to Gau Shala in Brits in August, Sports day in September, Diwali function in October and visit to Liliesleaf farm in November.	
13	FACILITIES & FUNERAL MANAGEMENT	
12.2	In the Facilities Management report presented by Priyamben, it was reported that the Marabastad signboard and security fencing at Laudium premises has been completed. In addition, an urn was repaired, and Harshadbhai D. Pema has started repairing auditorium chairs and the leaks in roof.	
14	GENERAL / NEW MATTERS	
14.1	Shravan Month Sunday Bhajan Mela Rameshbhai reported that he had received a complaint from the Bal Bhakte group that Jagdishbhai Makan did not consult all local bhajan groups when drawing up a bhajan programme. Instead, he had drawn up the programme by giving preference to his own group and a few outside groups. Rameshbhai informed members that since this was a Samaj event and transparency and fairness are important, he had asked Jagdishbhai to find an amicable solution otherwise he would be forced to intervene.	
14.2	Identification of Top 5 Risks facing Samaj Rameshbhai asked that members identify the top 5 sustainability risks facing the Samaj. Members suggested that these were 1) General Apathy; 2) Lack of Volunteerism (failure to participate in Samaj activities); 3) Financial stability (operational loss); 4) Securing of Samaj Assets; 4) Maintenance of membership database. These would be forwarded to the Trustees for their comments	Rameshbhai
14.3	Strategic Planning Rameshbhai suggested that a strategic planning session be held to discuss ways of addressing the top 5 identified risks, amongst other matters.	Rameshbhai
15	NEXT MEETING	
	The next meeting will be held on Tuesday 21 August 2018 at 7:30pm in the Samaj Board Room.	

With no further business, the meeting ended at 9:50pm with a prayer.

ILESHBHAI GANDHI
ASSISTANT SECRETARY

RAMESHBHAI CHHAGAN
PRESIDENT