



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

Celebrating 87 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, 19 February 2019

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 special moment of silence was held for the soldiers in Kashmir who were killed by suicide bombers.

Members wished Khushiben well on her birthday. A special welcome was extended to Devidasbhai Ramjee, the Chairman of Trustees, who attended as an observer.

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 Parma, Ileshbhai Gandhi, Harshadbhai Pema, Nayantaben Naran, Taraben Bhaga, Vinaybhai Chagan & Dharmilbhai Mehta. Priyamben Singh and Khushiben Dave attended in their capacities as administrative assistants. Devidasbhai Ramjee attended as observer. Khushiben was allowed to leave early after completing her report.

Apologies: Nil

4. **APPROVAL OF MINUTES**

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

5. **CORRESPONDENCE**

The following correspondence was noted:

5.1	Incoming
5.1.1	Invitation from Gandhi Walk Committee for 34 th Gandhi Walk on 7 th April
5.1.2	Invite from Shree Rameshwar Mahadev Mandir to its Maha Shivratri celebrations
5.1.3	Letter from Vandana Naran expressing satisfaction at the resolution of her complaint.
5.1.4	Received correspondence from Bharatbhai re: Marabastad stands

5.1.5	Various applications for Samaj bursary
5.1.6	Various communications from Sage Pay
5.1.7	Invite to a meeting on 7 Feb with the Indian Consulate in Jhb
5.1.8	Letter from Xplicit Productions asking Samaj to assist with fund raising initiative
5.1.9	Invitation from HAWC to their united Hanuman Chalisa celebrations
5.20	Invite from Tamil Federation to attend commemorative function on 23 Feb
5.21	Received invitation to HCOI farewell function for the High Commissioner on 22 Feb
5.22	Received request from Shailesh Bhagatjee to have his name as Samaj official on Telkom profile removed
5.2	Outgoing
5.2.1	Circulated invitation from Gandhi Walk Committee for 34 th Gandhi Walk on 7 th April
5.2.2	Circulated cancellation of Kite Festival due to difficulties in Customs.
5.2.3	Circulated notice inviting applications for Samaj bursary and study loan
5.2.4	Circulated invite from Shree Rameshwar Mahadev Mandir to its Maha Shivratri celebrations
5.2.5	Circular informing community of the opening of the Samaj After Hours Care Centre (SAHCC)
5.2.6	Letter of appointment as auditor to Tayfin
5.2.7	Letter to community advertising an Arts & Craft exhibition organised by Samaj
5.2.8	Letter to various organisations inviting them to be part of the #TDF 2019 Organising Committee
5.2.9	Sent contact details of bhajan groups to HAWC
5.2.10	Circulated invite from Tamil Federation to attend commemorative function on 23 Feb
5.2.11	Circulated minutes of EXCO meeting held on 22 January 2019
5.2.2	Letter to community expressing support for new legislation in India protecting women against abuse by NRI's

6. MATTERS ARISING		
No.	Topic	Action Point
6.1	Sage Pay Full authorisation to use Sage Pay has now been received. Priyamben and Urviben have undergone phase 1 training. It was agreed that all Balmandir parents must now be informed that they will be required to have a debit order in place.	Priyamben
6.2	Women's Group Programme Priyamben presented a tentative women's group programme for 2019 that included workshops in making garlands, chocolates and women's health. A plan of action to be submitted by 28 February	Priyamben
6.3	Outstanding Balmandir Fees Priyamben and Harshadbhai confirmed that an amount of R2 660 in Balmandir fees for 2018 was still outstanding despite numerous requests for payment. It was agreed that the office should approach a lawyer to send out letters of demand before a decision to write it off can be taken.	Priyamben
6.4	Marabastad Property Development Rameshbhai reported that he and Pavanbhai are still negotiating with potential developers for the Marabastad stands. Pavanbhai reported that a potential developer will present a written proposal by 28 February. After some discussion, it was agreed that EXCO will decide on the way forward once these have been received. In the interim,	Rameshbhai & Pavanbhai

	Vinaybhai undertook to determine what the market related lease / rental income for the area is.	Vinaybhai
6.5	Samaj After Hours Care Centre (SAHCC) Nayantaben undertook to liaise with Urviben and Priyamben in the use of social media to advertise the SAHCC more extensively.	Nayantaben
6.6	Multi-Media Centre (MMC) Pavanbhai & Ileshbhai reported that the hardware has now been installed. Both members were congratulated on this achievement. The installation of burglar guards is still outstanding. Vinaybhai undertook to have it done asap. Priyamben to liaise with Telkom for completion of networking requirements.	Vinaybhai & Priyamben
6.7	Section 18A Registration Pavanbhai reported that the matter of registering the Samaj with SARS as a public benefit organisation able to issue S18a certificates is still receiving attention. He undertook to request Kishore Ramharakh to use his influence to speed up the process.	Pavanbhai
6.8	Progress on Renovation Vinaybhai & Priyamben reported as follows: <ul style="list-style-type: none"> • The renovation to Noel's flat is almost complete. The installation of cupboards and burglar bars is outstanding and should be completed in March • Couches for the foyer has been delivered. Revamp of foyer with couches will be completed end March when the draping is done. • Auditorium chairs are being strengthened in batches. Expected completion date is end March. • Mandir curtains will be installed by end March. • A light switch and a hand-dryer in toilet for disabled persons and senior citizens still to be installed 	Vinaybhai
6.9	Programme & Budgets for 2019 This matter has been concluded. Priyamben to send copy of budgets to Trustees.	Priyamben
6.10	Mobile Payment Machine Priyamben displayed the new mobile payment machine which has now successfully been implemented. In future, community members can make direct payments to the Samaj using their credit and debit cards.	
6.11	Volunteer Database Khushiben and Priyamben undertook to create a database of volunteers by March 2019. Khushiben reported that thus far 25 volunteers have been obtained.	
6.12	Health, Welfare & Gender Portfolio Taraben indicated that she wants to focus only on activities for the Senior Citizens Club. Rameshbhai reported that he is still looking at finding a volunteer, especially someone to attend to welfare matters.	Rameshbhai

6.13	Updating of Samaj Databases Rameshbhai tabled a procedure for maintaining the Samaj membership database. This was approved on the motions of Pavanbhai and Nayantaben. Khushiben to place procedure on website. Khushiben reported that she is 70% complete with updating the database and should be completed by end March in time for elections	Khushiben
6.14	Updating of Samaj Policies & Procedures No requests were received from any portfolio head to update any policy or procedure in their portfolios. It was agreed to remove this item from the agenda.	
6.15	Asset Management Policy A shortcoming identified by the auditors was the lack of a coherent approach to asset management. Rameshbhai drafted an Asset Management Policy which received inputs from Pavanbhai and Harshadbhai. The final version was tabled for approval on the motions of Vinaybhai and Ileshbhai respectively. Khushiben to place policy on website Harshadbhai undertook to ensure that our current electronic asset records and procedures are aligned with the new policy.	Khushiben Harshadbhai
6.16	Samaj Flat for Rental Harshadbhai confirmed that the potential tenants that he was aware of are no longer interested. Priyamben undertook to create and place an ad in the Laudium Sun / Laudium BBM.	Priyamben
6.17	Website Update Priyamben reported that Mayurbhai has been commissioned to revamp the Samaj website. This should be done by end March.	Priyamben
6.18	External Audit Harshadbhai reported that he and Priyamben are busy preparing the Trial Balance and Balance Sheet for the auditors. Submission should take place by 22 February.	Harshadbhai
6.19	SPHSS Quarterly Newsletter Khushiben reported that she is busy compiling the next SPHSS Newsletter which should be ready for distribution by April 2019. A draft to be presented at the next meeting.	Khushiben
6.20	Bank Signatories Pavanbhai reported that he had submitted all the documents to the bank but no progress was being made. It was agreed that Pavanbhai will arrange for himself, Rameshbhai and Harshadbhai to go to the bank on Monday 25 February.	Pavanbhai
6.21	Décor & Sound At the meeting held in November, Exco decided to investigate ways to decrease the high costs associated with hiring of décor and sound for religious functions. Currently the Samaj spends R35 635 per annum on	

	<p>Décor alone. Rameshbhai, Pavanbhai, Harshadbhai and Priyamben negotiated with and reached an agreement with Designer Weddings to create a permanent décor structure for the auditorium and foyer. The Samaj has acquired 12 different colour drapes. The agreement includes maintenance as well as a preferred supplier agreement for all wedding related requirements.</p> <p>A similar investigation to decrease sound costs is underway under the leadership of Ileshbhai. A proposal to be tabled at the next meeting.</p>	Ileshbhai
6.22	<p>Navyug Revival Plan Dharmilbhai had presented an extensive programme which included Movie Night, Social Friday, Hanuman Chalisa, Gaming Day, Mandela Walk Celebrations, Career & Education Day, Rakshabandan Drive and Garba Workshop. His team will also assist at the Tshwane Diwali Festival. Dharmilbhai undertook to commence implementing of activities from March onwards.</p>	Dharmilbhai
6.23	<p>Marabastad Centre – Subletting Issue Harshadbhai and Pavanbhai had expressed uneasiness with the subletting agreement arrived at with a tenant Omar Osman who is subletting part of his premises. Harshadbhai to prepare new rental agreement.</p> <p>Pavanbhai reported that the insurance company do not have a problem with the subletting as such, provided all regulations are abided by.</p>	Harshadbhai
6.24	<p>Migration of SMS to WhatsApp Business It was previously agreed to migrate our WhatsApp facility to WhatsApp Business so that the general public cannot place comments or abuse the system in any way.</p> <p>It was agreed that henceforth, funeral messages should be sent out via WhatsApp Business and only those who do not have WhatsApp to be sent SMS's. Khushiben to clean the SMS system and request photos from family of deceased to send with message. Khushiben and Ileshbhai to complete this process.</p>	Khushiben
7	SECRETARIAT REPORT	
	The following additional matters were discussed from the Administrator & Secretariat Report:	
7.1	Poster for Maha Shivratri has been completed. Poster for Holi is being attended to.	Priyamben
8	TREASURER'S REPORT	

8.1	No report was presented.	
9	EDUCATION REPORT	
	Nayantaben's report listed the following matters not discussed under Matters Arising:	
9.1	The Balmandir enrolment for 2019 is currently standing at 100, an increase of 7 from last year. Photos have been taken; A daily record sheet of activities is being implemented; teacher to keep an incident book to record any untoward incidents. The number of students in some classes was a concern. It was agreed that Nayantaben should liaise with Urviben to determine the advisability of creating another class	Nayantaben
9.2	Gujarati school enrolment is standing at 22, an increase of 17 from last year when there were only 5. Members felt the increased numbers could also be related to dropping of fees. It was agreed a survey should be undertaken to determine if a bus service will assist with increasing numbers.	Nayantaben
10	RELIGION & CULTURE COMMITTEE REPORT	
	<p>The RCC reported as follows:</p> <ul style="list-style-type: none"> • A meeting was held with local bhajan groups and time allocations for the various functions were agreed upon; • Preparations for Maha Shivaratri taking place on 4 March and Holi on 20 March • Hanuman Jayanti will take place on 19 April and Hanuman Chalisa on 28 April 	
11	HEALTH, WELFARE & GENDER	
	No report presented	
12	FACILITIES & FUNERAL MANAGEMENT	
	All matters in the report was covered under Matters Arising	
13	MULTI-MEDIA CENTRE REPORT	
	<p>Urviben's report highlighted the following:</p> <ul style="list-style-type: none"> • Details of the Art, Paint & Craft Exhibition that will take place from 1-3 March • Provision of copying facilities to the community • Plan to rent out office desk space 	
14	GENERAL / NEW MATTERS	

14.1	Amendments to the Constitution Rameshbhai reminded members that the constitution provides for amendments to the constitution to be proposed at least two weeks prior to the AGM. He requested EXCO to submit any changes they thought was desirable. A letter informing the community to be sent out	Rameshbhai
14.2	TDF Raffle Tickets The Chairman asked EXCO members to consider selling of raffle tickets. Taraben agreed to take two booklets. The RCC committee was required to sell tickets at all upcoming functions.	Taraben & Ketanbhai
14.3	Fund Raising Drive Xplicit Productions have requested Samaj to assist in selling tickets for the Rising Star fund raising drive.	
14.4	Increasing Mandir Attendance A request was received from the Trustees to conduct a survey to determine if community needed transport to attend Sunday morning Mandir satsangs. It was agreed that such a survey will also include attendance at Gujarati school.	Rameshbhai
14.5	Reconciliation of Petty Cash Monthly A recommendation made by the trustees was that the petty cash should be reconciled monthly. This was now being implemented.	Priyamben
14.6	Ratification of Internal Bank Transfers Harshadbhai requested that the transfer of money to the money market fund be ratified. On the motions of Vinaybhai and Ileshbhai, these transfers were unanimously ratified.	
14.7	Attaching Quotes to Invoices At the request of trustees, it was agreed that in future quotes and invoices would be stapled together for ease of reference.	Priyamben
14.8	Verify Asset Register Every Six Months Trustees request to ensure asset register is updated every six months was approved.	Priyamben
14.9	Emergency Use of Samaj Phone Rameshbhai expressed concern that WhatsApp messages were not being sent over weekends due to the phone being left in the office. Priyamben agreed to always keep the phone in her possession.	Priyamben
14.10	MMC Official Opening On Pavanbhai's suggestion, it was agreed that an official opening for the MMC should be arranged. Nayantaben to request Urviben to submit a proposed programme.	Nayantaben / Urviben
14.11	Repairs to Sound Ileshbhai reported that the speakers in the mandir have been repaired and the horn is being attended to. It was agreed that Ileshbhai would	Ileshbhai

	convey to Jayprakashbhai Bhana the recommendations made by the company on the correct use of the sound system.	
14.12	Insurance It was agreed that Priyamben will inform our insurers to insure the new assets acquired for the MMC by including them on the list of specified items.	Priyamben
15	NEXT MEETING	
	The next meeting will be held on Tuesday 26 March 2019 at 7:30pm in the Samaj Board Room.	

With no further business, the meeting ended at 9:30pm with a prayer.

ILESHBHAI GANDHI
ASSISTANT SECRETARY

RAMESHBHAI CHHAGAN
PRESIDENT