



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, 22 January 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.

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 and Nayantaben Naran. Priyamben Singh and Khushiben Dave attended in their capacities as administrative assistants.

Apologies: Taraben Bhaga, Vinaybhai Chagan & Dharmilbhai Mehta

4. **APPROVAL OF MINUTES**

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

5. **CORRESPONDENCE**

The following correspondence was noted:

5.1	Incoming
5.1.1	Received request from Nareshbhai Kallan to have faulty speaker in mandir repaired
5.1.2	Received circular from the Hindu Association of Western Cape – re Diwali Festivities
5.1.3	Received complaint from Nishan Chetty re: non-acceptance of child in Balmandir
5.1.4	Received circular from the SAHMS re: Karthigai Deepam celebrations in Durban

5.1.5	Received letter from Nishan Chetty thanking Samaj for resolving Balmandir admission problem
5.1.6	Received circular from the Hindi Shaksha Sang
5.1.7	Received a notice from We Benefit programme offering benefits to school
5.1.8	Received circular from Pretoria Bhajania Mandram re: Ayyaappa Utsav
5.1.9	Received circular from HCI – Parvathi Bharathi Divas convention in India
5.1.10	Received invite from Brixton Crematorium re Centenary Celebrations
5.1.11	Received various communications from Vandanaben Naran and Vineetbhai Rama re: the admission of their children into the Balmandir school.
5.1.12	Received complaint by Trishna Bhoola on treatment received by a Balmandir teacher
5.2	Outgoing
5.2.1	Circular informing community of bursaries offered by the Gauteng provincial government
5.2.2	Circular inviting community to Balmandir Concert
5.2.3	Forwarded to Nareshbhai Ileshbhai's commitment to have speakers fixed
5.2.4	Circular advertising the hiring of two teacher aides
5.2.5	Sent letter to Vandanaben Naran confirming that the Balmandir concert is open to all community members
5.2.6	Forwarded circular received from HCI on International Women's Day recognition of merit function.
5.2.7	Forwarded circular from Pretoria Bhajania Mandram to community re: Ayyaappa Utsav
5.2.8	Distributed minutes of meeting of SPHSS held in November
5.2.9	Informed both Vineetbhai Rama and Vandanaben Naran on Samaj's stance on the matter of their children's attendance at the Balmandir in 2019

6. MATTERS ARISING		
No.	<u>Topic</u>	Action Point
6.1	Substitute Priest Khushiben reported that a few calls were received for the services of Sunilbhai while he was on leave but that these had been successfully referred to other priests.	
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.	Priyamben
6.3	Outstanding Balmandir Fees Priyamben agreed to give a final report on outstanding fees for 2018 by end January	Priyamben

6.4	Marabastad Property Development Rameshbhai reported that he and Pavanbhai are still negotiating with potential developers for the Marabastad stands.	Rameshbhai & Pavanbhai
6.5	Tshwane Diwali Festival Priyamben gave a brief overview of the outcome of the first meeting of TDF 2019. Over 20 people attended including representatives of the Sabha and Tamil Federation. Suggestions and advise were noted. Minutes of meeting to be circulated separately. It was agreed that the allocation of tasks would be undertaken at the next meeting.	Priyamben
6.6	Samaj After Hours Care Centre (SAHCC) Nayantaben reported that the SAHCC has been established and a Caregiver hired. At present there are 2 children utilising the service. It was agreed that Nayantaben will advertise the service more extensively.	Nayantaben
6.7	MMC Hardware The computer desks have been installed and trunking completed. Pavanbhai and Ileshbhai undertook to have the computers and all other hardware installed by end January.	Pavanbhai/Ileshbhai
6.8	PBO Pavanbhai reported that the matter of registering the Samaj with SARS as a public benefit organisation to issue S18a certificates is still receiving attention	Pavanbhai
6.9	Progress on Renovation In Vinaybhai's absence, Priyamben reported as follows: <ul style="list-style-type: none"> • The renovation to Noel's flat is almost complete. • Revamp of foyer with couches and curtains will be completed end January • All auditorium chairs will be strengthened in batches by end February • A second quote on replacing mandir curtains is being awaited. • The caretaker flat has been renovated. • A hand-dryer in toilet for disabled persons and senior citizens still to be installed 	Vinaybhai Priyamben / Harshadbhai
6.10	Programme & Budgets for 2019 Budgets for 2019 received for Office, Education, Religion & Culture portfolio, Maintenance and Navyug received. Harshadbhai & Pavanbhai to establish whether these budgets are affordable before final approval is given.	Finance Team

6.11	Tripling Gujarati School Enrolment Nayantaben reported that the target of tripling Gujarati School enrolment has been achieved in that the school's enrolment has increased from 5 to 18. Rameshbhai reported that he had negotiated with Jayshreeben to run the school on Fridays and Saturdays and taken the decision to drop all Gujarati school fees. Members expressed satisfaction that the Gujarati School has been revived.	
6.12	Mobile Payment Machine Priyamben assured members that the mobile payment system will be operational by end January.	Priyamben
6.13	Volunteer Database Khushiben and Priyamben undertook to create a database of at least 50 volunteers by March 2019. Khushiben reported that thus far 30 volunteers have been obtained.	Khushiben/Priyamben
6.14	Health, Welfare & Gender Portfolio Taraben indicated that she wants to focus only on activities for the Senior Citizens Club. It was agreed that attempts should be made to second an individual willing to manage health, gender and welfare matters. Rameshbhai reported that he is still looking at finding a volunteer.	Rameshbhai & others
6.15	Updating of Samaj Databases This is a matter requiring ongoing attention. Rameshbhai undertook to write a procedure on how and when this should be done.	Rameshbhai
6.16	Updating of Samaj Policies & Procedures Rameshbhai requested that each portfolio head examine all the policies & procedures that help them govern their portfolios and to identify any gaps that might exist. Once identified, these should be sent to Rameshbhai who undertook to assist them in formalising a policy or procedure to deal with the matter professionally. Thus far no requests have been received.	All portfolios
6.17	Asset Management Procedure A shortcoming identified by the auditors was the lack of a coherent approach to asset management. It was agreed that a procedure on Asset Management should be written by the Finance Team. Rameshbhai agreed to facilitate.	Rameshbhai
6.18	Health Certificate Khushiben reported that a health certificate has been obtained.	

6.19	Samaj Flat for Rental Priyamben undertook to create and place ad for vacant Samaj flat. It was agreed that Pri should only place the advert after Harshadbhai has approached some potential tenants he is aware of.	Harshadbhai / Priyamben
6.20	Website Update Priyamben undertook to have the new website developed by end February	Priyamben
6.21	Stakeholder Engagement Plan Nayantaben presented a Balmandir Stakeholder Plan for 2019 detailing various activities for the year. This was approved.	
6.22	External Audit Harshadbhai undertook to ensure that agreed remedial actions flowing from the audit have been implemented by the office. It was also agreed that engagements with auditors should commence 1 February so that the audit can be completed by end March latest.	Harshadbhai
6.23	SPHSS Quarterly Newsletter Khushiben was congratulated on the quarterly newsletter distributed in December 2018. She was requested to prepare and distribute the next quarterly report by end April 2019.	Khushiben
6.24	Bank Signatories Rameshbhai reported that all the required signatures were acquired. Priyamben to still finalise a date for members to report to bank.	Priyamben
6.25	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 Décor alone. It was agreed that a request for proposals to in-source Décor be advertised. Only one service provider, Designer Wedding, submitted a proposal. After examining the 3 options given, members felt that option 3 had promise but that more investigations be carried out and a ROI exercise be conducted. The same exercise to be conducted for sound as well.	Khushiben Pavanbhai
6.26	Navyug Revival plan Dharmilbhai Mehta was tasked with presenting a Navyug Revival Plan. In his report sent to the EXCO meeting, Dharmilbhai presented an extensive programme which included Movie Night, Social Friday, Hanuman Chalisa, Gaming Day, Mandela Walk	Dharmilbhai

	Celebrations, Career & Education Day, Rakshabandan Drive and Garba Workshop. His team will also assist at the Tshwane Diwali Festival. This programme was approved by EXCO and he was asked to commence with implementation.	
6.27	<p>Marabastad Centre – Subletting Issue</p> <p>Negotiation were undertaken to resolve the issue of tenant Omar Osman subletting part of his premises. Rameshbhai reported that Omar Osman had agreed to pay an amount of R12 052 (including vat) for rental plus an extra R2000 monthly which adds up to R14 052 starting from January 2019. Harshadbhai to prepare new rental agreement.</p> <p>Pavanbhai undertook to inform our insurance company of this change. It was agreed that any additional insurance as a result of this would be passed on to Omar Osman.</p>	<p>Harshadbhai</p> <p>Pavanbhai</p>
6.28	<p>Migration of SMS to WhatsApp Business</p> <p>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. Ileshbhai reported that the migration has been successfully completed.</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</p>	Khushiben
7	SECRETARIAL REPORT	
	The following additional matters were discussed from the Administrator & Secretariat Report:	
7.1	Khushiben reported that she is currently working on migrating all files from hard copy to digital. In addition, planning for #TDF 2019 and an advertising and marketing plan is now being undertaken.	Khushiben
7.2	Khushiben is finalising the revamped Samaj website. Completion date - end February	Khushiben
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 101, an increase of 8 from last year; Two teacher aides have been appointed to assist teachers; the target is to increase enrolment by 33% for 2020. Teachers will hold weekly meetings every Friday; Fee statements will be produced and sent out to parents by 28 th of every month. Parent-teacher meeting scheduled for Thursday 24 January at 6pm.	
9.2	Gujarati school enrolment is standing at 18, an increase of 13 from last year. No fees will be charged for 2019.	
9.3	The Samaj After Hours Care Centre (SAHCC) has been established. It is hoped to have an enrolment of 7 shortly.	
10	RCC REPORT	
	<ul style="list-style-type: none"> The RCC reported that the planned kite festival had to be cancelled as a result of customs not clearing the kites on time. It was agreed that a date in August / September should be considered. 	
11	HEALTH, WELFARE & GENDER	
	Taraben presented a report on the activities of the Senior Citizen's Club with special emphasis on the festivities around 20 th anniversary of the senior citizens club. Over 175 people attended the eventful day.	
12	FACILITIES & FUNERAL MANAGEMENT	
	All matters in the report was covered under Matters Arising	
13	GENERAL / NEW MATTERS	
13.1	Follow-Up on Parent Complaint Khushiben agreed to arrange meeting with parent and teacher to deal with complaint	Khushiben
14	NEXT MEETING	

	The next meeting will be held on Tuesday 18 February 2019 at 7:30pm in the Samaj Board Room.	
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With no further business, the meeting ended at 11:15pm with a prayer.

ILESHBHAI GANDHI
ASSISTANT SECRETARY

RAMESHBHAI CHHAGAN
PRESIDENT