



Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue
Laudium, Pretoria 0037
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354
PBO Ref No.: 930014581

P.O. Box 14368
Laudium, Pretoria 0037
Web: www.sphss108.co.za

"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, 26 March 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, Nayantaben Naran, Vinaybhai Chagan & Dharmilbhai Mehta. Priyamben Singh and Khushiben Dave attended in their capacities as administrative assistants.

Apologies: Harshadbhai Pema, Taraben Bhaga

4. **APPROVAL OF MINUTES**

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

5. **CORRESPONDENCE**

The following correspondence was noted:

5.1	Incoming
5.1.1	Received letter from Shardaben Pema
5.1.2	Received a letter of resignation from Urviben Mehta
5.1.3	Received an invitation to attend Gandhi Walk in April
5.1.4	Received CV's from various applicants for vacant MMC Manager position
5.1.5	Received invitations from various organisations to attend their Maha Shivaratri functions
5.1.6	Received letter from Saileshbhai Bhagatjee requesting that his records at Telkom be sorted out.
5.1.7	The President received an invitation to attend a seminar entitled Mindset of Life sponsored by the High Commission of India
5.2	Outgoing

5.2.1	Sent financial information to Tayfin Auditors as requested to commence with auditing process.
5.2.2	Circulated to community minutes of EXCO meeting held on 19 February 2019
5.2.3	Received and responded to query by trustee, Arvindbhai Chhagan, on security at Multi-Media Centre
5.2.4	Sent out copy of approved Asset Management Policy to Trustees for their information.
5.2.5	Letter to Saileshbhai Bhagatjee advising him to arrange with the office to jointly approach Telkom to sort out the confusion with his accounts.
5.2.6	Letter to community inviting them to submit any proposed changes to constitution
5.2.7	Letter of thanks to Kit Kat for sponsorship of gift items for Art, Paint & Craft competition
5.2.8	Letter of thanks to Harshilaben Kooverjie for donation towards Maha Shivaratri function
5.2.9	Placed articles for Art, Paint and Craft exhibition & workshops in Laudium Sun
5.2.10	Placed adverts for Maha Shivaratri and Holi in Laudium Sun
5.2.11	Sent out letter of condolence to caretaker, Noel Choema, on death of his father
5.2.12	Circulated to community courses of study offered at Delhi University subsidised by HCOI
5.2.13	Circulated calendar of religious events for 2019 to the community
5.2.14	Circulated letter informing community of bursaries offered by Sasol
5.2.15	Circulated Holi invitation for 20 March to the community
5.2.16	Sent out a letter of thanks to Urviben for service rendered as MMC Manager
5.2.17	Letter of acknowledgement to Shardaben
5.2.18	Circulated to community an invitation to a Ganpathi Homa organised by the Art of Living
5.2.19	Circulated to community invitation to attend talk by Swami Yugal Saranji

6. MATTERS ARISING

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No.	ACTION POINT	RESPONSIBLE
6.1	<p>Introduction of Sage Pay System</p> <p>Rameshbhai & Pavanbhai informed parents of Balmandir children at a meeting on the introduction of the Sage Pay debit order payment system. Approximately 20 parents have filled in the required authorisation forms. Priyamben undertook to follow-up on the rest of parents.</p>	Priyamben
6.2	<p>Women's Group Programme</p> <p>Priyamben presented a year programme that included a workshop on Healthy Eating on 25 May, Mini Health Expo on 29/30 June and a chocolate making workshop on 21 September. After some discussion and inputs, members approved the programme. Priyamben to table the implementation plan for the Healthy Eating Workshop at the next meeting.</p> <p>A discussion on the welfare proposal by the Women's Group resulted in an agreement that a dedicated person was needed to screen all applications for assistance. This person would liaise closely with local NGO's (social welfare, health, etc) and businesses to determine the best assistance to be provided.</p>	Priyamben
6.3	<p>Balmandir Bad Debts</p> <p>Harshadbhai was not present to report on progress made to send out letters of demand to 2018 defaulters.</p>	Harshadbhai

6.4	Balmandir Late Payments Priyamben reported that statements and letters have been sent to all parents whose Balmandir fees for Term 1 are not up to date. It was agreed that parents will be informed that if the fees are not fully paid by Friday 29 March, their children will be de-registered.	Priyamben
6.5	Marabastad Stands Development Proposal Pavanbhai and Rameshbhai reported that they are still waiting for written development proposals from developers.	Pavanbhai
6.6	Possible Lease Income from Marabastad Stands Vinaybhai reported that his enquiries had suggested that the possible income that the Samaj can expect from the leasing of the 11 stands ranges between R30 000 to R40 000 per month.	
6.7	Advertising of Samaj After Hours Care Centre (SAHCC) Nayantaben undertook to place ads on social media. Pavanbhai suggested that she also arrange to distribute flyers to local schools advertising the service. In addition, Rameshbhai requested that Nayantaben investigates the viability of offering a full day care service.	Nayantaben
6.8	MMC Security Vinaybhai reported that burglar guards have been installed at the Multi-Media Centre. The intention is also to install CCTV cameras and an alarm system.	Vinaybhai
6.9	MMC Network Requirements Priyamben reported that Harshadbhai has registered a request for internet facility at MMC with Telkom. Priyamben to follow up	Priyamben
6.10	Section 18A Registration Pavanbhai reported that it takes over 12 months for SARS to register an NGO for section 18A status. Samaj will need to wait a few months longer. Pavanbhai will continue follow up with SARS to obtain it earlier	
6.11	Caretaker Flat Vinaybhai reported that cupboards and burglar guards have been installed in the caretakers flat.	
6.12	Strengthening Auditorium Chairs Vinaybhai reported that the final batch of chairs are now being strengthened by Harshadbhai. It is expected that the process will be completed by end April.	Vinaybhai
6.13	Mandir Curtains Priyamben reported that the installation of new curtains in mandir will be completed in April	Priyamben
6.14	Toilet for Disabled Persons Vinaybhai & Priyamben reported that a light switch has been installed. They are awaiting delivery of hand dryer	Vinaybhai
6.15	2019 Budgets to Trustees	

	Priyamben reported that, as per request by trustees, the 2019 budgets have been sent to them.	
6.16	Membership database Khushiben reported that the Procedure for Updating Membership Database document has been uploaded on the website and that the updating of database will be completed by end April.	Khushiben
6.17	Asset Management Policy & Register Khushiben reported that the approved Asset Management Policy has been placed on website and that our current electronic asset records and procedures are aligned to the new policy. Priyamben confirmed that the accuracy of the asset register will be verified every 6 months.	
6.18	Vacant Samaj Flat Priyamben reported that she had shortlisted two applicants for the Samaj flat and was awaiting documents before sending these through to EXCO for a decision. Pavanbhai offered a software his company uses to screen individual's credit record	Priyamben
6.19	Revamping of Samaj Website Priyamben reported that progress is being made with the new website which should be ready by May 2019. It was agreed that members will gain excess to the site shortly for their approval before it goes live.	Priyamben
6.20	Samaj Newsletter Khushiben presented a draft of the next newsletter. It was agreed that Dharmilbhai should contribute a one-page input on the new Navyug. This should be sent to Rameshbhai for editing. Khushiben to circulate final copy for approval.	Dharmilbhai Rameshbhai Khushiben
6.21	Change of Bank Signatories Pavanbhai reported that the change of signatories has been effected.	
6.22	Sound System Priyamben undertook to circulate the breakdown of the costs of the proposed new sound system after the meeting	Priyamben
6.23	Navyug Programme Dharmilbhai reported that the new Navyug members had met and agreed on their plan of action. April's focus is on organising the Hanuman Chalisa	
6.24	Migration from SMS to WhatsApp Business Khushiben reported as follows: Of the total of 809 persons on Samaj SMS database, 589 have been migrated to WhatsApp. This left a remainder of only 220 who have not been migrated because they do not use WhatsApp. It was agreed that 1) Khushiben will place the 220 persons in a separate SMS folder and send an SMS to them informing them to obtain WhatsApp app or provide a family member's WhatsApp compliant number; 2) Rameshbhai to send out an email to community informing them of the need to obtain a WhatsApp app.	Khushiben Rameshbhai
6.25	Additional Balmandir Class	

	Nayantaben undertook to discuss the advisability of creating another Balmandir class with Urviben	Nayantaben
6.26	Providing Transport to Mandir & Gujarati School Khushiben reported that no response was received to the letter sent out informing community that transport would be arranged for those requiring it to the Sunday morning mandir bhajan sessions and Gujarati school. It was agreed that Khushiben should resend the letter several times more.	Khushiben
6.27	Changes to the Constitution Khushiben reported that no requests for changes to the constitution was received from EXCO members and public. It was agreed that a reminder should be sent out once the date for the AGM had been set.	Khushiben
6.28	TDF Raffle Tickets Priyamben undertook to send a copy of the redesigned TDF raffle tickets to EXCO for approval. Ketanbhai reported that no raffle tickets were sold at Holi but undertook to set up a table for ticket sales at the Hanuman Chalisa function	Priyamben Ketanbhai
6.29	Financial Matters Priyamben that she has created a petty cash reconciliation record sheet and has ensured that quotes and invoices are stapled together for ease of reference	
6.30	Official Opening of MMC In view of Urviben's resignation, it was decided to place this matter in abeyance until a new MMC Manager has been appointed.	Nayantaben
6.31	Insurance of MMC Assets Priyamben informed members that all newly acquired MMC assets have been incorporated into the Samaj insurance policy.	

7	SECRETARIAT & OFFICE ADMINISTRATION REPORT	
7.1	Telephonically contacting members and updating database. 85% done. It will be completed by end of April	
7.2	Inserting new requests for inclusion on Samaj database: chandrikajj@hotmail.com , cshakilasa@gmail.com , gmistry@solugrowth.com , tarulkumars@gmail.com , sanjaykalan24@gmail.com ; sudesh.kalyan@yahoo.com	
7.3	Removing email address from the email database of Sansha108@gmail.com	
7.4	Inserting the correct disclaimer for all non-Samaj emails sent out	
7.5	Inserting the following new requests for inclusion on WhatsApp database: Chandrikaben, Nishita Girdharlala, Sharmila, Baiju Dhamlingam	
7.6	New supplier "Business Images" added to supplier database	

7.7	Maha Shivaratri & Holi photos were uploaded on website and other electronic media.	
7.8	Checked daily that website was operational	
7.9	Captured cash receipts on spreadsheet every day	
7.10	Captured petty cash weekly	
7.11	Replenished petty cash monthly	
7.12	Cash reconciliation done weekly	
7.13	Event notices for Maha Shivaratri, Holi and Hanuman Chalisa sent to community	
7.14	Confirmed Bal Bhakte participation in Hanuman Jayanti programme.	
7.15	Collated articles for Samaj e-Newsletter to be published in first week of April.	
7.16	Maintained proper records of bookings & income from priest services : Feb: Cash R4213.00 + EFT R3602.00 = R7815; Mar: Cash R3906.00 + EFT R4603.00 = R8509	
7.17	Distributed Exco Notice of Meeting & minutes of meeting via WhatsApp and email.	
7.18	Placement of adverts and article with newspaper and other social media platforms for Maha Shivaratri	

8	FINANCE COMMITTEE REPORT	
8.1	Invoicing completed by the 26 th of March dated for the first of the following month	
8.2	Rental invoices paid were receipted by the Seventh of the month	
8.3	On the eighth day penalty invoices were made out and demands sent to tenants. Invoices will be sent before Monday 1 April.	Still to be done
8.4	All school invoicing issued by the 26 th of the month	
8.5	Receipts updated on a daily basis.	
8.6	Penalty invoices for Balmandir issued by the eighth day of each month; Invoices created 50% sent, remaining to be sent before Monday 1 April.	
8.7	Demand letters issued to arrear accounts	
8.8	Cash Deposits were done within a maximum of seven working days	
8.9	All cash was deposited	

8.10	Cash Reconciliation being completed on cash receipts for Jan, Feb, March	
8.11	Petty Cash reconciliations completed monthly and balanced with cash on hand	
8.12	EFT payments loaded every Thursday, excluding emergency ad hoc payments	
8.13	Rental detail, age analysis after invoicing done by 26 th of each month and sent to CFO	
8.14	Rental detail, age analysis after the Eighth of the month, after penalty invoicing and receipt updates and sent to CFO. Updated reports to be submitted by 8 April after reconciliations are completed	
8.15	School detail, age analysis after invoicing by the 27 th of each month and sent to CFO	
8.16	School detail, age analysis done after the eighth of each month and sent to CFO	
8.17	Cash reconciliation done after each deposit	
8.18	Petty cash report submitted by the first of each month to CFO	
8.19	Monthly financial reports of Income & Expenditure of SPHSS, completed and submitted by the Seventh of each month to CFO Updated reports to be submitted by 8 April after reconciliations are completed	
8.20	Monthly Balance sheet of SPHSS updated by the seventh of each month and sent to CFO	
8.21	Reconciliations of all the bank accounts Reconciliation done till end Feb	
8.22	All weekly reports submitted by Friday before 10:00 of every week	

9.	EDUCATION PORTFOLIO REPORT	
9.1	<i>Gujarati School</i>	
9.1.1	Nayantaben reported that enrolment now stands at 22 from the low base of 5 in 2018. Members expressed appreciation for the turn-around achieved.	
9.1.2	The school children were made aware of the significance of the Holi festival and participated in dhuleti (playing with colours).	
9.1.3	There were no issues of concern reported	
9.1.4	Schools closed on 16 March 2019 and will reopen on 5 April 2019.	
9.2	<i>Balmandir Pre-School</i>	
9.2.1	Enrolment still stood at 100 children	
9.2.2	School closed on 16 March and will reopen on 5 April 2019.	
9.2.3	A meeting of parents was held in which the introduction of Debit Order via Sage Pay system was explained.	

9.2.4	An issue of concern was that February statements were not sent out. It was agreed that all statements would go out by 25 March 2019	
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10	RELIGION & CULTURE (RCC) REPORT	
10.1	Shivaratri was held on 4 March 2019. A good crowd attended and Bal Bhakte Bhajan Mandal and Laudium Bhajan Mandal sang bhajans between 8pm and 12am. Manilalbhai took photos and uploaded them on to the website.	
10.2	Holi was held on 20 March 2019 and was extremely well attended, probably because the next day was a public holiday. The atmosphere was brilliant, and it was a huge success.	
10.3	Ram Navmi celebrations will take place from 6pm to 7.30pm in mandir. The Sunday Mandir Bhajan Mandal have agreed to recite bhajans on the day	
10.4	Hanuman Jayanti - 19 April 2019 - Bal Bhakte Bhajan Mandal will render bhajans from 8pm to 9pm in mandir.	
10.5	Hanuman Chalisa will take place on 28 April 2019	Navyug to assist
10.6	The Seva Samaj will officially participate in the discourse being given by the visiting Swami at Vishnu Mandir by being responsible for Prasad on 1 & 2 April.	RCC to arrange prasad

11	NAVYUG MANDAL REPORT	
11.1	Navyug held its first meeting on 21 March 2019. After introductions, a programme of activities for the year was discussed and agreed upon and participation in Hanuman Chalisa was discussed.	
11.2	The next activity would be a Movie Night in the MMC. It is hoped that this would help build social cohesion within the group.	Dharmilbhai
11.3	After the meeting, a game of cards was played and refreshments served.	

12	SENIOR CITIZENS REPORT	
12.1	No report was submitted	
13	FACILITIES & FUNERAL REPORT	
13.1	Great progress made on strengthening chairs – the last batch should be finished before end April	
13.2	Progress on swop of Marabastad stand – Department busy with the process	

13.3	Foyer revamp – draping completed, couches placed, awaiting throw pillows	
13.4	Classroom 6 ceiling repairs – Better price negotiated with Noel. Repairs to begin next week	
13.5	Maraba Pharmacy ceiling repairs – negotiation being undertaken with Noel for better pricing	

14	TDF 2019 PROGRESS REPORT	
14.1	Priyamben reported that the next meeting of the Tshwane Diwali Festival (TDF) committee is scheduled for 6 April wherein operational plans of all streams will be discussed. Priyamben undertook to remind stream leaders to present such plans.	Remind stream leaders to produce operational plans

15	GENERAL / NEW MATTERS	
15.1	Letter from Shardaben Shardaben’s request to return as Teacher Assistant was discussed. The office reported that at the time of leaving, Shardaben did not submit a request to take leave as requested. As her absence was for a long period, it was assumed that she was not returning, and her position was filled. The office to communicate this decision to her.	Rameshbhai
15.2	Official Opening date of MMC As Urviben had tendered her resignation, this matter was left in abeyance until a new MMC Manager was appointed.	
15.3	Signing of leave forms Rameshbhai signed all outstanding leave form requests.	
15.4	Bhajan Mela Members proposed that the Samaj considers hosting a monthly Bhajan Mela at which different groups participate and at which meals are provided. It was agreed that the RCC will convene a meeting with bhajan groups and discuss the idea with them.	Ketanbhai
15.5	Arts, Painting & Crafts Exhibition Rameshbhai expressed satisfaction at the first Arts, Painting & Crafts exhibition hosted by the Samaj. Although public attendance was not good, he felt that it was an important new addition to the Samaj calendar, and which should be repeated annually.	

15.6	Condonation of Donation Rameshbhai asked that his decision to donate R2 000 to Noel, our caretaker, to assist him with the funeral costs of his father, be condoned. This was unanimously approved.	
15.7	Condonation of Internal Fund Transfer Pavanbhai requested condonation, which was unanimously granted, for the shifting of funds from the money market account to the current account	
15.8	Updated Communication Policy Rameshbhai tabled the updated Communication Policy for approval, which was approved unanimously.	
15.9	Intercom System & CCTV Rameshbhai & Vinaybhai suggested that an intercom and CCTV camera system be installed for ease of access and security purposes. Vinaybhai undertook to identify areas to be covered by CCTV and get quotes	Vinaybhai
15.10	Upgrading of Entrance Notice Board Rameshbhai drew attention to the pathetic state of the outdoor notice board. Priyamben and Vinaybhai undertook to attend to it	Priyamben / Vinaybhai
15.11	Complete migration from SMS to WhatsApp by end April It was agreed that by end April all messaging will take place via WhatsApp and that the SMS system will only serve as a back-up. Priyamben to cancel SMS debit order facility. Rameshbhai to write a letter informing community of decision	Priyamben Rameshbhai
15.12	Revision of Facility Hire Rates Priyamben presented draft revised rates, which was last updated in 2016. It was agreed that the rates would be increased by 15%, except for the auditorium which would be increased further as a result of the draping introduced. The new rates to be circulated for approval	Priyamben
15.13	Controlled Access to Office It was agreed that access to office should be controlled by means of the installation of an electronic gate.	
15.14	Generator Water Pipe Vinaybhai obtained approval to fix the leaking water pipe attached to the generator.	Vinaybhai
15.15	Visit by Millennium Senior Citizens Received a request by the Millennium Senior Citizens Club to visit the mandir on Monday 19 August. Khushiben to obtain more details and inform Samaj Senior Citizens of proposed visit and arrange accordingly.	Khushiben
15.16	Indian Visa Facility Pavanbhai informed members that the Indian Consulate used the premises of the State Bank of India in Laudium to process visa applications, but that this service had stopped when SBI closed its Laudium Branch. He proposed that the Samaj offer its premises instead. It was agreed that Rameshbhai would make this offer to the Indian Consulate-General, Dr K.G. Shrinivasa.	Rameshbhai
15.17	Photographs Vinaybhai informed members that the photo of Samaj officials was completed and would be delivered within the next few days	

16. NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, 23 April 2019 at 7:30 in the Samaj Board Room

17. CLOSING PRAYER

The meeting ended with a prayer at 10:30pm

SPHSS SECRETARIAT

SPHSS PRESIDENT