



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj

Date: Tuesday, 18 June 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, Dharmilbhai Mehta, Chetanbhai Bhoodoo, Ileshbhai Gandhi, Harshadbhai Pema, Vijaybhai Naran & Vinaybhai Chagan. Priyamben Singh attended in her capacity as administrative assistant.

Apologies: Ketanbhai Parmar, Nayantaben Naran, Taraben Bhaga, Khushiben Dave.

4. **APPROVAL OF AGENDA & MINUTES**

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

5. **ANNOUNCEMENTS**

Rameshbhai welcomed Vijaybhai Naran and informed members that he had asked him to serve on the Executive as head of Special Projects. This was unanimously approved.

6. **CORRESPONDENCE**

The following correspondence was noted:

7	CORRESPONDENCE
7.1	INCOMING:
7.1.1	Received various inputs for proposed amendments to constitution and objections to some of them
7.1.2	Received query from Girishbhai Daya on status of his hall booking
7.1.3	Received a note from Trusharbhai Kalan confirming his donation towards defraying the cost of hosting singer Vinodbhai Patel. He was thanked for his kind donation.
7.1.4	Received and distributed invite from the HCOI for International Yoga Day function
7.1.5	Received congratulatory letter from Mukeshbhai Kesa and Shan Naidoo from Midrand on the work done by the Executive as reported in the AGM minutes
7.1.6	Received complaint from Nishan Chetty – parent of Balmandir child. Meeting held to resolve matter
7.2	OUTGOING
7.2.1	Correspondence with HCOI on getting Laudium Disaster Management to help with crowd control
7.2.2	Sent a draft MOU to Mohamed Carrim re Marabastad stands
7.2.3	Circulated minutes of the AGM held on Sunday 26 May 2019
7.2.4	Letter to Pranaybhai Devchand requesting his assistance in getting the Balmandir registered.
7.2.5	Letter to Tayfin requesting an audit schedule for 2019 financials

8. MATTERS ARISING		
No.	ACTION POINT	RESPONSIBLE
8.1	Sage Pay System In the previous meeting, Priyamben undertook to ensure all Balmandir parents were paying via Sage Pay debit order system by 1 July. Rameshbhai emphasised again that this matter must be prioritised.	Priyamben
8.2	Healthy Eating Workshop This workshop was cancelled.	
8.3	HWG Policy The head of Health, Welfare & Gender, Jasminben, reported that she is currently reviewing the existing HWG policy and will table an amended version at the next EXCO meeting for approval.	Jasminben
8.4	Balmandir Welcome Pack It was agreed that the Balmandir Welcome pack should be sent to EXCO before beginning of 3 rd term for approval.	Chetanbhai
8.5	First-Aid Training All teachers needed a refresher first aid course. It was agreed that they and other staff members would attend a course in July. Chetanbhai to arrange.	Chetanbhai
8.6	Marabastad Stands Development Proposal	Pavanbhai & Rameshbhai

	Rameshbhai and Pavanbhai reported that a meeting with a prospective developer had been held and that an MOU had subsequently been drafted and sent to him. We are awaiting his inputs.	
8.7	International Photography Day Chetanbhai agreed to draft the operational plan to host International Photography Day	Chetanbhai
8.8	Nominations for Community Awards Priyamben confirmed that a request for nominations for community awards was sent out but no response to date has been received. It was agreed to do this one more time, thereafter the EXCO will make the final decision.	Priyamben
8.9	Upgrading Security Chetanbhai & Ileshbhai recommended that the quote of Underground Nerds be approved. After some discussion, this was agreed to, subject to a satisfactory after-sales agreement being concluded.	Chetanbhai/ Ileshbhai
8.10	Upgrading Network System After a thorough investigation, the office and Ileshbhai proposed accepting the quote of Wirulink, subject to a concern expressed by Pavanbhai being sorted out.	Priyamben / Chetanbhai
8.11	Section 18A Registration Rameshbhai reported that he had incorporated all the changes to the constitution as requested by SARS and requested that Pavanbhai forwards this to them.	Pavanbhai
8.12	MMC Official Opening Chetanbhai indicated that he had circulated an MMC Official Opening operational plan to the office for approval. It was agreed that once received, Rameshbhai will meet with team to finalise the programme.	Rameshbhai
8.13	Gujarati Calendar – 2020 Priyamben reported that the calendar design has been agreed to and they would now obtain quotes and liaise with Superlite to confirm their sponsorship.	Ketanbhai / Priyamben
8.14	Purchase of Walkie Talkies Priyamben informed members that the walkie talkies are currently being loaded with sim cards and will require RICA verification. She undertook to confirm delivery date and arrange a hand-over ceremony.	Priyamben
8.15	Samaj Newsletter Khushiben had forwarded a draft of the next newsletter to members for approval. Priyamben was tasked to follow up with Dharmilbhai, Taraben and Jasminben for their outstanding articles. She was also tasked of obtaining articles / suggestions from the community	Priyamben
8.16	Samaj Flat Priyamben reported that Sunilbhai's brother has taken occupation of the Samaj flat as at 1 June 2019.	
8.17	Monthly Bajan Mela	

	Ketanbhai was not present to discuss progress with the proposed monthly bhajan mela.	Ketanbhai
8.18	Career Day Dharmilbhai reported that he had abandoned the idea of a movie night as the students were in the midst of exams. Instead, a career day will be held. Rameshbhai agreed to assist with an operational plan.	Dharmilbhai / Rameshbhai
8.19	Revamping of Samaj Website Priyamben reported that the new website is still not ready for viewing.	Priyamben
8.20	Balmandir Marketing Plan It was agreed that the Samaj should strive to open a further Balmandir class for 2020. Chetanbhai was tasked with producing an operational plan.	
8.21	Repair Outdoor Notice Board Both Priyamben and Vinaybhai agreed to approach service providers to propose a more durable solution to having the outside notice boards upgraded. Ileshbhai suggested that the Samaj reinstalls the old funeral notice board. No decision was taken on this matter.	Priyamben / Vinaybhai
8.22	Sound System Members expressed concern that if the sound system is not installed or purchased this year, prices will increase by at least 10% next year. It was agreed that negotiations should be concluded with JYM by November this year.	Priyamben / Ileshbhai
8.23	Library Shelves Priyamben undertook to send spec for library shelves to Vijaybhai Naran for a quote	Priyamben
8.24	Providing Transport to Gujarati School Rameshbhai reported that after consulting all members, he had concluded a transport agreement with Chetanbhai Budhoo. Currently, 7 children will use the service to attend Gujarati School.	

9	SECRETARIAT & OFFICE ADMINISTRATION REPORT		
No	ITEM	COMPLETED / NOT COMP / NOT APPLICABLE	COMMENTS
	This report not completed as Khushiben Dave was on leave		

10	FINCOM REPORT		
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No	ITEM	COMPLETED / NOT COMPLETED	COMMENTS
1	Invoicing completed by the 26 th of each month, dated for the First of the following month	Completed	
2	Rental invoices paid are receipted by the Seventh of each month	Completed	
3	On the eighth day penalty invoices are made out and demands sent to tenants	Completed	
4	All school invoicing issued by the 26 th of each month	Completed	
5	Receipts updated on a daily basis	Completed	
6	Penalty invoices issued by the eighth day of each month	Completed	
7	Demand letters issued to arrear accounts	Completed	
8	Cash Deposits are done within a maximum of seven working days	Completed	
9	All cash is deposited	Completed	
10	Cash reconciliations are balanced with deposits and actual cash immediately after deposit	Completed	
11	Petty Cash reconciliations completed monthly and balanced with cash on hand	Completed	
12	EFT payments loaded every Thursday, excluding emergency ad hoc payments	Completed	
13	Rental detail, age analysis after invoicing done by 26 th of each month and sent to CFO	Completed	
14	Rental detail, age analysis after the Eighth of each month, after penalty invoicing and receipt updates and sent to CFO	Completed	
15	School detail, age analysis after invoicing by the 27 th of each month and sent to CFO	Completed	
16	School detail, age analysis done after the eighth of each month and sent to CFO	Completed	
17	Cash reconciliation done after each deposit	Completed	
18	Petty cash report submitted by the first of each month to CFO	Completed	
19	Monthly financial reports of Income & Expenditure of SPHSS, completed and submitted by the Seventh of each month to CFO	Completed	

20	Monthly Balance sheet of SPHSS updated by the seventh of each month and sent to CFO	Completed	
21	Reconciliations of all the bank accounts	Completed	
22	All weekly reports submitted by Friday before 10:00 of every week	Completed	
23	The Task Book has been properly maintained and all requests attended to within 24 hours.	Completed	

11	EDUCATION REPORT		
Enrolment - Balmandir			
Class	2018	2019	Increased by
Mauwnaben (Grade R)	25	28	3
Jasmeenaben (Grade RR)	23	28	5
Hemiben (Grade RR)	24	25	1
Chetnaben (Grade RRR)	21	23	2
	93	104	11
Enrolment - Gujarati School			
Class	2018	2019	Increased by
Friday	0	15 (not repeating on Saturday, for now)	5
Saturday	5	8 (not repeating on Friday, for now)	
Total Children	5	23	18
Samaj After -Hour Care Centre			
2019	3		
Management Issues:			
<div>1. Weekly Friday meetings are held. Teaching assistants to abide by rotation roster</div> <div>2. Three (3) teachers were on leave during the course of May and June due to exams (Jasmeenaben, Arisha and Karishma.)</div> <div>3. Transport has been arranged for 7 more students for Gujarati School</div> <div>4. The After- Care Centre numbers are still very low, although 4 parents have expressed interest in the new year</div> <div>5. Together with Finance team, follow-ups are being conducted to recover outstanding fees. 1 child has been deregistered. Another child was re-enrolled after parent made payment</div> <div>6. A welcome pack is being compiled for 2020 admissions</div> <div>7. Parents will be encouraged to register on-line for 2020</div> <div>8. A mini-sports day has been scheduled for third term</div> <div>9. Market Day was held on the 12 June 2019; activities included Mehndi and nail polish for the Girls and Face Painting and hair gel for the boys, and various refreshments</div>			

10. All teachers are being enrolled for refresher first aid courses at a cost of R5 500 for 10 people

11. Excursions planned are as follows:

May	Excursion (Complete)
June	Market day + Reports (Complete)
July	Pyjama Day Crumpets
July	Mini Sports
Aug	KJ
Aug	Flag Hoisting
Sept	Grand Parents Day
Oct	Balmandir concert
Oct	Diwali Celebrations
Nov	Christmas Party
Nov	Walrus

12 SENIOR CITIZENS COMMITTEE REPORT

For the month of June 2019, the Senior Citizen group members were treated to a movie and lunch. Twenty-four (24) members went to the Forrest Hills City Cinema to watch the movie *BHARAT* and they were treated with lunch at the Panarotti's Pizza Place. They all had fun and thoroughly enjoyed the day

13 HEALTH, WELFARE & GENDER COMMITTEE REPORT

Planned Activities for July

Mandela Day. Plans to spend time with a Children's Home of Safety in Atteridgeville in collaboration with Tuks Hindu Society. Enquiry in process to establish what their needs are. Suggest afternoon of play/games followed by a meal. This will require looking for sponsors. Constructive planning can only commence once Tuks Hindu Society provides the info requested. Alternatively seek other organisation to which we can contribute.

Planned Activities for August

Ladies High Tea, 17 August 2019.

Planning in process for an event of between 2-3 hours at the Samaj Dinning Hall. Ladies of different religious denominations will jointly spend an afternoon which will be entertaining as well as empowering. Professional guests will be invited to talk on health, psycho- social well-being and financial matters. Attempts are in process to look for a woman/women achiever within the Laudium community to give a motivational talk. Other activities include cooking demonstrations. Submission of a budget will be made once finality on the programme is established

.14	FACILITIES MANAGEMENT & FUNERALS
<p>The following matters received attention:</p> <ol style="list-style-type: none"> 1. Broken stall door in boys' toilets replaced 2. All urinal flushers replaced 3. Quotes for work on library shelves being obtained 	

15	MULTI_MEDIA CENTRE REPORT
	<p>MMC proposal Implementation MMC Proposal implementation to commence once the Internet has been upgraded to a suitable speed. If all goes well, MMC opening will be held end of July</p>
	<p>CCTV The Samaj received 6 quotations for CCTV installation, as listed below:</p> <ul style="list-style-type: none"> • Underground Nerds R58 460,00 • Mbeva Security Systems R105 470,00 • Jay's TV & Video Services R367 897,64 • Eworkshop R68 779,95 • Security Shop Online R63 038,00 • Box fresh Technologies R206 520,00 <p>The MMC committee recommends the contract is given to Underground Nerds for the following reasons:</p> <ul style="list-style-type: none"> • They are located in Erasmia (quicker response time) • All Equipment comes with a 1-year warranty • Cheapest Quote for same quality equipment <p>After due deliberation, EXCO agreed to give the contract to Underground Nerds</p>
	<p>Internet Lines The MMC is evaluating 2 Internet service providers: WIRUlink and Boxfresh Technology</p> <p>The MMC Committee suggests WIRUlink as they offer:</p> <ul style="list-style-type: none"> • 6 months buy back option on equipment • Cheapest rates <p>The EXCO decided to award the contract to WRUlink, subject to the buy-back clause being clarified</p>
	<p>Photography Day Currently in talks with the photography Academy's in and around Pretoria asking if they would showcase their work</p>
	<p>Intercom System The MMC Committee received 3 quotes:</p> <p>Underground Nerds R13 000,00</p>

	Eworkshop R16 754,00 Security Shop online R14 027,50 It was agreed to award the contract to Underground Nerds.
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16	RELIGION & CULTURE (RCC) REPORT
	No Report submitted

17	NAVYUG MANDAL REPORT	
	No report submitted	

18	GENERAL / NEW MATTERS	
18.1	Updated HWG Policy Jasminben undertook to review the HWG policy and submit same for approval at the next Exco meeting.	
18.2	Sunilbhai Bhatt's Contract Rameshbhai pointed out that Sunilbhai has been appointed on a five-year contract which is now up for renewal. He agreed to manage this renewal process.	Rameshbhai
18.3	VAT on Facilities Hire Contract Pavanbhai raised the issue of charging VAT on facilities hire as the Samaj was now legally bound to charge VAT. After some discussion, it was agreed that all bookings made but not paid for by 1 July 2019, will attract VAT.	
18.4	Rebate on Rates & Taxes Vinaybhai brought to the members attention that the Samaj was not receiving a rebate for rates and taxes, unlike other religious organisations. He was tasked to immediately apply for this.	Vinaybhai
18.5	Outstanding Donation Rameshbhai raised the issue of the outstanding donation of R1000 the Samaj had committed to the Laudium Retirement Home to meet the accommodation of the visiting priest. It was agreed that payment should be effected immediately	Priyamben
18.6	Refurbishment of Old Notice Board	

	Illeshbhai and Chetanbhai raised the possibility of re-installing the old funeral notice board in the same spot where it had been. However, the objective would be to use it to advertise MMC programmes. They were asked to finalise a proposal	Illeshbhai
18.7	Website Marketplace Jasminben proposed that consideration be given to create a “marketplace” on the new proposed website where people who wished to donate old clothes and other items could be put in touch with charities that could use these items. This was agreed to.	Priyamben

19. NEXT MEETING

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

20. CLOSING PRAYER

The meeting ended with a prayer at 9:45pm

ILLESHBHAI GANDHI
SPHSS SECRETARIAT

RAMESHBHAI CHHAGAN
SPHSS PRESIDENT