



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, 20 August 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**

Rameshbhai Chhagan, Nayantaben Naran, Pavanbhai Gandhi, Ileshbhai Gandhi, Harshadbhai Pema, Vijaybhai Naran, Vinaybhai Chagan, Ketanbhai Parmar and Taraben Bhaga. Priyamben Singh attended in her capacity as an administrative assistant.

Apologies: Khushiben Dave, Vitteshbhai Devchand and Mishkaben Devchand

4. **APPROVAL OF AGENDA & MINUTES**

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

5. **ANNOUNCEMENTS**

Rameshbhai announced that Chetanbhai Bhudoo had submitted his resignation. After consultation with the finance team, he had consequently decided to move Priyamben to the MMC position and had approached Keeranben Bhima to assume the position of finance administrator.

6. **CORRESPONDENCE**

The following correspondence was noted:

7	CORRESPONDENCE
7.1	INCOMING:
7.1.1	Received response from Waterford informing Samaj that their UPSTART programme is only based in USA for now
7.1.2	Received request from Kalakruti Dance to use Samaj facility free of charge to provide dance classes
7.1.3	Received request from Second Secretary of HCOI – use of Samaj auditorium for function
7.1.4	Received invite from Ayyaappa Kshetram for Ganesha Chatrutri
7.1.5	Received and circulated the Know India Programme of the HCOI
7.1.6	Received letter from Rupa Bhima congratulating Samaj on the Women's Day event
7.1.7	Received and responded to letter from Vandana Naran re accommodating her child in the After-Care Centre
7.1.8	Received invites from India Club to join them in celebrating Indian Independence Day in Johannesburg.
7.2	OUTGOING
7.2.1	Circular sent out several times to community inviting them to High Tea for Women's Day function
7.2.2	Letter to SANDF requesting support for TDF
7.2.3	Letter to Waterford organisation requesting access to their UPSTART programme
7.2.4	Informed Kalkruti dance group that a fee will be needed
7.2.5	Informed HCOI that Samaj venue not available due to Navaratri celebration preparations
7.2.6	Sent letter to the newly appointed HCOI welcoming him to South Africa and requesting support for the TDF as per his predecessor – no response received.
7.2.7	Sent out Shravan Maas circular to community
7.2.8	Sent out letter requesting community to contribute articles to SamajChar newsletter
7.2.9	Sent out several Rakshabandan Circulars
7.2.10	Invited community to Samaj India Independence day celebration
7.2.11	Circulated video clip on History of Kashmir
7.2.12	Circulated press release of India Independence Day programme and speeches

8.	MATTERS ARISING	
NO.	ACTION POINT	RESPONSIBLE
8.1	Priyamben reported that the Sage Pay debit order system has been fully implemented	
8.2	Priyamben undertook to forward the Balmandir Welcome Pack to Exco for comment and approval	Priyamben
8.3	Four nominations for community awards were tabled. It was decided that these nominations should be scanned and circulated to EXCO members for a round robin decision.	Khushiben

8.4	Pavanbhai reported that he will be meeting with potential developer of the Marabastad stands at the end of the month. Vijaybhai enquired if he could obtain further proposals. This was agreed to. Reports to follow. Priyamben to send Vijaybhai map of the stands.	Pavanbhai / Vijaybhai / Priyamben
8.5	Ileshbhai produced a quote for the installation of access control measures. This was approved. However, he was asked to negotiate a better price with supplier.	Ileshbhai
8.6	Chetanbhai did not submit a marketing plan for Balmandir enrolment. Priyamben undertook to do so	Priyamben
8.7	Pavanbhai reported no progress on 18A SARS application but undertook to follow up again	Pavanbhai
8.8	Ileshbhai and Pavan expressed confidence that the short-term network solution will be implemented 1 September. The President emphasised the importance of finalising the short-and-long term network solution as this was hampering the MMC progress.	Ileshbhai
8.9	Nayantaben reported that most homes had been visited and that all collections will be handed over to the office by Monday 26 th August. Keeranben to produce collection list	Keeranben
8.10	Priyamben to circulate draft 2020 Gujarati Calendar for approval	Priyamben
8.11	Present operational plan for hand-over of 20 Walkie Talkies to Laudium Disaster Management	Priyamben
8.12	In Khushiben's absence, Priyamben highlighted the main topics for inclusion in the next SamajChar newsletter (3/2019).	Khushiben
8.13	Priyamben had circulated the new website link to members for comment & input. It was agreed that a meeting with the developer should be arranged.	Priyamben
8.14	Chetanbhai had highlighted a number of people who were behind in payments. Priyamben to de-register those who are behind in payments. Rameshbhai to draw up policy on fee exemption for indigent families.	Priyamben
8.15	No operational plan for establishing the Samaj library was submitted by Chetanbhai. Priyamben to submit at next meeting	Priyamben
8.16	The respective quotes of the different service providers for sound were discussed, and it was agreed to award the contract to JYM. A service agreement is also to be concluded.	Ileshbhai / Priyamben / Rameshbhai
8.17	Circulate #TDF progress checklist and hold weekly meetings	Priyamben
8.18	Sports Day for Balmandir children has been confirmed for 15 September 2019.	
8.19	Finalising the appointment of a service provider for computer-based programmes for Balmandir	Priyamben
8.20	Uploading of Social Services and Community Awards policies on website was done	
8.21	Vinaybhai reported that the Samaj outdoor notice board would be replaced in September	Vinaybhai

8.22	Vinaybhai to arrange for rebate on rates & taxes charged by City of Tshwane after a tax clearance certificate has been obtained by Pavanbhai	Vinaybhai / Pavanbhai
8.23	Rameshbhai reported that he had met with the new Navyug team and explained expectations to them	Rameshbhai

9.	SECRETARIAT REPORT		
	ITEM	COMPLETED / NOT COMP / NOT APPLICABLE	COMMENTS
1	Sending out email membership reminders to members at least once every 6 months i.e. February and August	N/A	
2	Telephonically contacting all members and updating database between 1 January and 31 March of every year	Completed	
3	Conduct audit to determine that all database members email addresses, including those of spouses and children, are reflected on the email database in April of every year	Completed	
4	Inserting any new requests for inclusion within 24 hours of receipt	Completed	
5	Removing any email address from the email database of any person who so requests within 24 hours	N/A	
6	Collecting all monies due to the Samaj in terms of email communication	Completed	Facility hire- R2780 Priest booking- R5165 Donation – R6745
7	Inserting the correct disclaimer for all non-Samaj emails sent out	Completed	Process is being followed
8	Conduct audit to determine if mobile numbers of all members, including spouses and children, are reflected in either the SMS or WhatsApp database as per the Samaj Communication Policy in April of every year.	Completed	
9	Remove mobile numbers of members from SMS or WhatsApp databases on request within 24 hours	N/A	
10	Inserting any new requests for inclusion within 24 hours of receipt	Completed	Process is being followed

11	Introduce new communication vehicles as they become popular	N/A	
12	Update very year in May the following Organisational Databases : All Hindu Religious and Cultural Organisations in Pretoria; All Non-Hindu Religious & Cultural Organisations in Pretoria: All Hindu Organisations in South Africa	Completed	
13	Update the Supplier & Services database in June of <i>every year</i>	Completed	
14	Include new supplier or service provider to database within 24-hours	N/A	
15	Ensure all electronic records or documents or pictures of events are uploaded on website, Facebook and Twitter within 24 hours of finalisation (e.g. EXCO minutes, Trustee meetings, Policies, etc)	Completed	Process is being followed
16	Check daily that website is operational	Completed	Process is being followed
17	Review all policies & procedures every 6 months (March & October) and determine if any amendments need to be made	N/A	
18	All Exco & Trustee minutes to be sent out to community within 12 hours of being informed to do so	Completed	Process is being followed
19	All emails received must be forwarded to the Executive Committee as soon as possible but not later than 12 hours of receiving it	Completed	Process is being followed
20	For routine enquiries at office, deal with it directly;	Completed	Process is being followed
21	For requests for information that needs Exco input, request that it be reduced to writing; or	N/A	
22	Request person to call the President or responsible official directly.	N/A	
23	Ensure all communications that to go out has approval of the President	Completed	Process is being followed
24	All correspondence must be filed electronically and be easily retrievable	Completed	Process is being followed
25	Capture cash receipts on spreadsheet within 12 hours (daily)	Completed	Process is being followed

26	Ensure petty cash records are accurate	Completed	Process is being followed
27	Replenish petty cash balance weekly	Completed	Process is being followed
28	Ensure cash reconciliation takes place weekly	Completed	Process is being followed
29	Assist all portfolio's, including RCC & MMC, to procure services for events organised by obtaining quotes within 24 hours of procurement request	Completed	Process is being followed
30	Send out event notices to community within 24 hours of request	Completed	Process is being followed
31	Liaise with identified participants and groups to confirm their participation in the event	Completed	Process is being followed
32	Provide logistical support from beginning to end of all Samaj events	Completed	Process is being followed
33	Publish a Samaj e-Newsletter three times a year i.e. March, July and November	N/A	
34	Gather information from President and all portfolio heads and outside sources for newsletter content as follows: December, January and February for March Newsletter; April, May and June for July Newsletter; August, September & October for November newsletter.	Completed	Process is being followed
35	Circulate draft versions of newsletter to all Executive Committee members for input one month before publication	Completed	Process is being followed
36	Update priest booking record with priest weekly	Completed	Process is being followed
37	Send out payment request letters for booking within one week of booking	Completed	Process is being followed
38	Whenever possible, ensure all payments are made before function takes place	Completed	Process is being followed
39	Maintain proper records of bookings, income from priest services and report monthly	Completed	Process is being followed

40	Distribute Exco & Trustee Notice of Meeting at least one week before meeting	Completed	Process is being followed
41	Distribute minutes of meeting within one week of meeting	Completed	Process is being followed
42	Ensure following documents are available at meeting: Notice of Meeting/Agenda, Minutes of Previous Meeting, Management Reports, Constitution (1 copy)	Completed	Process is being followed
43	Take copious meeting notes of discussion and decisions taken	Completed	Process is being followed
44	Maintain an effective facility booking record system	Completed	Process is being followed
45	Ensure all bookings are made in terms of Facilities Hire Policy	Completed	Process is being followed
46	Request for deposit payment / full payment for all bookings must be made within one week of booking	Completed	Process is being followed
47	After three weeks, inform applicant that non-payment of deposit means booking is not confirmed	Completed	Process is being followed
48	If another application for facility received for same date, give first applicant 24-hour grace to make payment before giving it to second applicant.	Completed	Process is being followed
49	Ensure proper receipting of payments	Completed	Process is being followed
50	All filing to be done at least once a week	Completed	Process is being followed
51	Ensure printers are serviced as per the recommended service intervals	N/A	
52	Ensure all files are backed up electronically on a weekly basis	Completed	Process is being followed
53	Serve as the “face” of the Samaj i.e. answer all calls promptly	Completed	Process is being followed
54	Refer all complaints / compliments/ grievances to Exco and President, in writing, within 5 hours	Completed	Process is being followed
55	Send out funeral and other notices after consultation with Secretary / President	Completed	Process is being followed

56	Placement of adverts with newspaper and other social media platforms	Completed	Process is being followed

10 FINANCE REPORT			
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	Hand over + Training with Keeranben
2	Rental invoices paid are receipted by the Seventh of each month	Completed	Hand over + Training with Keeranben
3	On the eighth day penalty invoices are made out and demands sent to tenants	Completed	Hand over + Training with Keeranben
4	All school invoicing issued by the 26 th of each month	Completed	Hand over + Training with Keeranben
5	Receipts updated on a daily basis	Completed	Hand over + Training with Keeranben
6	Penalty invoices issued by the eighth day of each month	Completed	Hand over + Training with Keeranben
7	Demand letters issued to arrear accounts	Completed	Hand over + Training with Keeranben
8	Cash Deposits are done within a maximum of seven working days	Completed	Hand over + Training with Keeranben
9	All cash is deposited	Completed	Hand over + Training with Keeranben
10	Cash reconciliations are balanced with deposits and actual cash immediately after deposit	Completed	Hand over + Training with Keeranben
11	Petty Cash reconciliations completed monthly and balanced with cash on hand	Completed	Hand over + Training with Keeranben
12	EFT payments loaded every Thursday, excluding emergency ad hoc payments	Completed	Hand over + Training with Keeranben
13	Rental detail, age analysis after invoicing done by 26 th of each month and sent to CFO	Completed	Hand over + Training with Keeranben
14	Rental detail, age analysis after the Eighth of each month, after penalty invoicing and receipt updates and sent to CFO	Completed	Hand over + Training with Keeranben
15	School detail, age analysis after invoicing by the 27 th of each month and sent to CFO	Completed	Hand over + Training with Keeranben

16	School detail, age analysis done after the eighth of each month and sent to CFO	Completed	Hand over + Training with Keeranben
17	Cash reconciliation done after each deposit	Completed	Hand over + Training with Keeranben
18	Petty cash report submitted by the first of each month to CFO	Completed	Hand over + Training with Keeranben
19	Monthly financial reports of Income & Expenditure of SPHSS, completed and submitted by the Seventh of each month to CFO	Completed	Hand over + Training with Keeranben
20	Monthly Balance sheet of SPHSS updated by the seventh of each month and sent to CFO	Completed	Hand over + Training with Keeranben
21	Reconciliations of all the bank accounts	Completed	Hand over + Training with Keeranben
22	All weekly reports submitted by Friday before 10:00 of every week	Completed	Hand over + Training with Keeranben
23	The Task Book has been properly maintained and all requests attended to within 24 hours.	Completed	Hand over + Training with Keeranben

11	EDUCATION REPORT		
Balmandir Enrolment			
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	24	3
	93	105	12
Samaj After Hour Care Centre			
Care Centre	2019		
Confirmed	10		
Estimated	15 total next year		
Gujarati School Enrolment			
Class	2018	2019	Increased by
Friday	0	15 (not repeating on Saturday, for now)	15
Saturday	5	8 (not repeating on Friday, for now)	3
Total enrolment	5	30	25
Achievements / Activities			
Balmandir children observed pyjama day on 19 July 2019			

Aftercare numbers have reached double digits
New applications for Balmandir enrolment for next year stands at 25 so far
<i>Upcoming Events</i>
Sports day for Preschool children will be held on Thursday 19 September 2019 at the Seva Samaj courtyard
Gujarati & Balmandir school children will participate in Krishna Jayanti concert to be held on Friday 23 August 2019
Grandparents day will be held on 13 September 2019
<i>Matters Requiring Exco Decision</i>
Appointing person to pursue registration of Balmandir school with the Department of Social Development
Consider hiring additional person for After Care Centre because of growing numbers
Assisting parents who cannot afford Fees

12	RELIGION & CULTURE REPORT	
Achievement / Activities		
On 16 July, Gurupurnima was celebrated in the Samaj mandir. BAPS Swaminaryan sang universal bhajans		
On 15 August, a very successful Independence Day celebration was held in the Samaj Courtyard. Approximately 300-400 people attended. Speeches were rendered by Kishorbhai Kapitan, former South African Ambassador to Uruguay and Rameshbhai Chhagan. Prasad was distributed to all attendees. An article was placed in the Laudium Sun		
From 10 to 18 August, teams of volunteers visited most homes in Laudium to tie rakhis in celebration of Rakshabandan. All donations will be collected by end August and financial report presented at next meeting		
Upcoming Events		
The following event operational plans for each forthcoming function was presented for discussion and inputs		
SAMAJ EVENT OPERATIONAL PLAN		
PORTFOLIO	RCC	
EVENT	DIWALI AND NEW YEAR	
DATE	27-28 OCTOBER 2019	
TEAM MEMBERS		RESPONSIBILITY
1	Nayanta N	
2	Ketan P	

3	Khushi D	
4	Pri S	
5	Chetan B	
6	Ramesh C	

DETAILED ACTIVITY PLAN			
NO	TASK	RESPONSIBLE	STATUS
1	LIGHTS OUTSIDE MANDIR	PRI/NAYANTA	
2	SOUND		
3	AWARDS NOMINATION AND PRIZES		
4	SPEECHES	RAMESH C; D. RAMJEE	
5	DANCE ITEMS	NAYANTA	
6	PRASAD - CHOCOLATE Burfee TRUFFLES	NAYANTA	
7	POSTER	PRI	
8	PLACE AD WHATSAPP/EMAIL/FB/LDM SUN	KHUSHI/NAYANTA	

SAMAJ EVENT OPERATIONAL PLAN

PORTFOLIO	RCC	
EVENT	KRISHNA JANMASHTAMI	
DATE	23 August 2019	
TEAM MEMBERS		RESPONSIBILITY
1	Nayanta N	
2	Ketan P	
3	Khushi D	
4	Pri S	
5	Chetan B	
6	Ramesh C	
7		
8		

DETAILED ACTIVITY PLAN			
NO	TASK	RESPONSIBLE	STATUS
1	LIST OF DANCE GROUPS	NAYANTA	
2	COMPILE PROGRAMME	NAYANTA	
3	DÉCOR	PRI/NAYANTA	
4	SOUND	PRI/NAYANTA	
5	PRASAD INGREDIENTS	PRI/NAYANTA	TO BE ORDERED
6	MATKI AND SWEETS	KETAN/SUNILBHAI	

7	ADVERT	PRI	
8	PLACE AD ON WHATSAPP/EMAIL/FACEBOOK/LDM SUN	KHUSHI/NAYANTA	
9	HAVAN	SUNILBHAI	
SAMAJ EVENT OPERATIONAL PLAN			
PORTFOLIO	RCC		
EVENT	NAVARATRI AND DUSHERA		
DATE	29 SEPTEMBER TO 7 OCTOBER		
TEAM MEMBERS			RESPONSIBILITY
1	Nayanta N		
2	Ketan P		
3	Khushi D		
4	Pri S		
5	Chetan B		
6	Ramesh C		
7			
8			

DETAILED ACTIVITY PLAN			
NO	TASK	RESPONSIBLE	STATUS
1	DÉCOR/SOUND	PRI/NAYANTA	
2	SECURITY	PRI	
3	WATER	PAVANBHAI	
4	ICECREAM		
5	PRASAD - PEANUTS/FRUITS ETC	NAYANTA	
6	PACKETS/GLOVES/TABLE COUNTER	KETAN/NOEL	
7	COLLECT MONEY AFTER	KETAN/ILLESHBHAI	
8	108 ARTHI TRAY/INVITE GROUPS	NAYANTA	
9	SINGERS	NAYANTA	
10	PRIZES	NAYANTA/KHUSHI/SUNILBHAI	
11	DUSHERA - MAKE RAVAN	SUNILBHAI	
12	NAVARATRI/DUSHERA POSTER	PRI	
13	PLACE AD-LDM SUN/WHATSAPP/EMAIL/FACEBOOK	NAYANTA/KHUSHI	
SAMAJ EVENT OPERATIONAL PLAN			
PORTFOLIO	RCC		
EVENT	RANGOLI		
DATE	12 October 2019		
TEAM MEMBERS		RESPONSIBILITY	
1	Nayanta N		
2	Ketan P		

3	Khushi D	
4	Pri S	
5	Chetan B	
6	Ramesh C	
7		
8		

DETAILED ACTIVITY PLAN			
NO	TASK	RESPONSIBLE	STATUS
1	BOARDS		
2	POSTER		
3	PLACE AD WHATSAPP/FACEBOOK/EMAIL		

13	SENIOR CITIZEN'S CLUB REPORT
<p>At the Senior Citizen's Club meeting held on 27 July 2019, twenty-eight members were present. The focus was on mental health awareness. Dr Suchita Chawda, a clinical psychologist, facilitated the session by providing information on depression in Gujarati and engaging members in experiential activities to learn practical coping mechanisms. This session was well-received and members have requested further such sessions for the future.</p>	

14	SOCIAL SERVICES REPORT
<p>Event: Ladies High Tea, 3rd August 2019</p> <p>A Ladies High Tea was held on the 3 August 2019 in the Samaj Auditorium in celebration of Women's Month. The aim was to host a social event for women in the community that would provide awareness on various levels and inspiration that "whatever the mind can conceive and believe the mind can achieve".</p> <p>The event was attended by approximately 200 ladies, of diverse age and religions. Post event feedback received affirmed the objectives set out by the organising committee. The event was pitched at a grand scale level in all aspects from the display of graphics and décor to the empowering and insightful presentations delivered by guest speakers on pertinent matters that women often do not give much thought to. The guest speakers selected were from the community itself. They were dynamic and entertaining, and delivered their take home messages in a simplified manner that applied to women across the age spectrum. The scope of the presentations ranged from creating a medical awareness on care of the outer self/form namely the skin, to the inner self where women learn to honour themselves as individuals and determine how women wish to be addressed by others. Financial security is important to all, yet the management thereof is often not addressed with the attention and savvy that it requires to attain that status. This presentation had many ladies doing some introspection. There were also two inspirational presentations by women who have not only excelled in sport but have demonstrated that boundaries and limitations are self-inflicted. One such young girl comes from a Gujarati family originally</p>	

from Laudium. This young girl achievements at such a tender age earned her the admiration of all those present.

To demonstrate to the women present that cooking a healthy meal may need not be a long and arduous process; cooking in a pressure cooker demonstration was arranged. Unfortunately, due to time limitations and declining attention span this presentation did not meet the intended objective. Whilst the presentations were arranged as separate entities an event is only as good as the programme director. The master of ceremonies collated the separate presentations and created a good flow of the entire event. The ladies were encouraged to ask the presenters questions but there were almost none apart from the two ladies from *Women without Limits*. This highlighted the reserved nature that still prevails amongst Indian women.

In as much as an expectation was created that those who will attend would be entertained and empowered it was also expected from the women to demonstrate some support. As an entry fee woman were expected to donate sanitary pads for the young ladies at Leamogetswe Safety Home in Atteridgeville. The event was attended by Ms Nozi (office administrator) accompanied by 7 young children from the home. Ms Nozi accepted the sanitary pad donation on behalf of the young girls of the home. The sanitary pads collected were individually parcelled as per the name list provided by the home.

Whilst the programme was very long and perhaps lost steam towards the end, it was very well received and appreciated. From the feedback received from the ladies in attendance it certainly appeared that the objectives set for the Ladies high Tea were met. Without the presence of the familiar crowd in attendance the event would certainly not have been successful.

The Samaj office administrators need to be commended for regularly reminding the Gujarati community of the event. Personal invites were made telephonically, ladies were encouraged to bring along their friends and invitations were distributed to local secondary schools. The event was graced by two girl ambassadors together with three teachers from one of the Muslim schools in Laudium. This was quite heartening.

Interests for further informative talks were highlighted and are under consideration. In closing a personal thank you to everyone that participated in organising the Ladies High Tea and to the gentleman that "took over the kitchen" by assisting with serving the snacks and tea. Perhaps an event off the Samaj premises should also be considered for November; to give acknowledgement to men

15	FACILITIES MANAGEMENT & FUNERAL REPORT
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No report submitted as all items were covered under matters arising

16	MULTI-MEDIA CENTRE REPORT
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	Official opening of the MMC
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	<p>Operation plan attached, we have decided to combine the Photography day and MMC opening.</p> <p><u>Programme</u></p> <table> <tr> <td>Prayer</td><td>10:00am</td></tr> <tr> <td>Welcome speech/Cutting of ribbon</td><td>10:15am</td></tr> <tr> <td>Guest speaker</td><td>10:30am</td></tr> <tr> <td>Video Presentation</td><td>10:35am</td></tr> <tr> <td>Photographs</td><td>10:40am</td></tr> </table> <p>Food stalls</p> <p>Nilesh Deepika</p> <p>Once Photographs are done, people will be directed to the main hall where there will be a Photography exhibition Held</p> <p>The Purpose of the video presentation is to promote the following: Balmandir Gujarati school After care facility Computer classes being offered</p>	Prayer	10:00am	Welcome speech/Cutting of ribbon	10:15am	Guest speaker	10:30am	Video Presentation	10:35am	Photographs	10:40am
Prayer	10:00am										
Welcome speech/Cutting of ribbon	10:15am										
Guest speaker	10:30am										
Video Presentation	10:35am										
Photographs	10:40am										

SAMAJ EVENT OPERATIONAL PLAN

PORTFOLIO	MMC	
EVENT	Photo Expo	
DATE		
DETAILED ACTIVITY PLAN		RESPONSIBILITY
1	Meet with Kishorbhai Kapitan to obtain his views	Chetan & Pri
2	Identify photographers	Pri
3	allocate space for photographers	Chetan
4	exhibition floor plan	Chetan
5	Photobooth	Pri
6	Donation box by entrance	Khushi
7	Background music	Chetan/Pri

MMC Operational Plan 2

NO	TASK	RESPONSIBLE
1	Date of event	Chetan
2	Advert design	Pri
3	Event promotion	Pri/Khushi/Chetan
4	VIP invites	Chetan/Ramesh
5	Guest speaker - Kishor Kapitan/ Amit Singh	Chetan/Ramesh

6	Programme	All
7	Refreshment stalls	Khushi
8	Ribbon cutting	Ramesh
9	Audio visual presentation	Chetan/Pri
10	Appoint MC	Chetan
11	Event photos and videos - Manilal Rama	Pri/Khushi
12	Call Laudium sun to cover event	Khushi

17	TSHWANE DIWALI FESTIVAL (TDF) 2019 PROGRESS REPORT
<p>Priyamben and Pavanbhai reported that the DJ and the stadium has been booked. Sound still has to be acquired. Vijaybhai was informed that he would be in charge of stalls. Rameshbhai expressed concern at the poor pace of progress and requested that Pavanbhai holds meetings on a weekly basis to ensure adequate progress. Also, he requested that Priyamben draws up a progress checklist and present same at the next meeting.</p>	

18	GENERAL / NEW MATTERS	
18.1	<p><i>Appointment of Priyamben Singh</i></p> <p>The President explained that Priyamben had been approached to take over the MMC portfolio after Chetanbhai's resignation. Keeranben Bhima had agreed to take over the Financial Administrator responsibilities. This change was unanimously approved.</p>	
18.2	<p><i>45th Anniversary of Laudium Bhajan Mandal</i></p> <p>The Chairman extended his congratulations to the Laudium Bhajan Mandal who are celebrating their 45th Anniversary. He requested that they write an article for inclusion in SamajChar</p>	Khushiben
18.3	<p><i>Funeral Policy</i></p> <p>Rameshbhai tabled an updated Funeral Policy which had been circulated to members for comments. The updated version was unanimously approved. Khushiben to upload on to website</p>	Khushiben
18.4	<p><i>Hiring Additional After Care Person</i></p> <p>In his report Chetanbhai had requested that the Executive consider hiring an additional person for after care. Members agreed to defer this matter until numbers for 2019 have been confirmed. Priyamben to investigate and report</p>	Priyamben
18.5	<i>Policy on Waiving of Balmandir fees</i>	Rameshbhai

	In his report, Chetanbhai requested EXCO to consider admitting children whose parents couldn't afford fees to Balmandir. After some discussion, members agreed that a proper policy be drawn up and tabled for approval.	
18.6	<i>Progress Against Audit Findings</i> Rameshbhai requested that a report be presented on Management progress in addressing the audit report findings of 2018.	Harshadbhai
18.7	<i>TDF Checklist</i> Pavanbhai & Priyamben was requested to provide TDF progress checklist and to hold weekly meetings	Pavanbhai / Priyamben
18.8	<i>Ladies Toilet Seats</i> On Jasminben's request, Vinaybhai agreed to investigate and replace all toilet seat covers that were in a poor condition	Vinaybhai
18.9	<i>Balmandir Registration</i> Priyamben undertook to follow up on Samaj's registration as a non-profit organisation with the Department of Social Services and to apply for same if necessary	Priyamben

19. NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, 24 September 2019 at 7:30 in the Samaj Board Room

20. CLOSING PRAYER

The meeting ended with a prayer at 9:30pm

ILLESHBHAI GANDHI
SPHSS SECRETARIAT

RAMESHBHAI CHHAGAN
SPHSS PRESIDENT