



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, 23 April 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, Ketanbhai Parma, Ileshbhai Gandhi, Nayantaben Naran, Harshadbhai Pema, Vinaybhai Chagan & Taraben Bhaga, Priyamben Singh and Khushiben Dave attended in their capacities as administrative assistants.

Apologies: Pavanbhai Gandhi, Dharmilbhai Mehta

4. **APPROVAL OF AGENDA & MINUTES**

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

5. **ANNOUNCEMENTS**

In order to accommodate Taraben Bhaga who wished to be responsible only for the Senior Citizens Club, the President announced that he had decided to make the Club a separate portfolio. He had subsequently persuaded Jasminben Magan, our local physiotherapist, to join the Samaj Executive to head up the Health, Welfare & Gender Portfolio. She was welcomed by all.

6. **CORRESPONDENCE**

The following correspondence was noted:

7	CORRESPONDENCE
7.1	INCOMING:
7.1.1	Received a request from the HCOI for a short write up and picture for a Holi e-book to be published
7.1.2	Received an invitation from Pretoria Bhajanai Mandram for the opening of their hall in Erasmia
7.1.3	Received a request to co-host the visit of Swami Yugal Saranji who gave a series of discourses at the Vishnu Mandir
7.1.4	Received several congratulatory messages from the community for the initiative of providing transport to Mandir and Gujarati School
7.1.5	Received and circulated an invitation from the Consulate General of India and Swami Vivekananda Cultural Centre in Johannesburg to celebrate ICCR Foundation Day
7.1.6	Received an invite from East London Hindu Society to attend their 95 th Anniversary celebrations
7.1.7	Received a request from the Pretoria Tamil League to use MMC for a meeting
7.1.8	Received letter of resignation as MMC head from Urvi Mehta
7.1.9	Received a request from Satguru Travel for a brief write-up on Tshwane Diwali Festival
7.1.10	Received and circulated invite from the Department of Arts & Culture to attend Freedom Day celebrations
7.1.11	Received a request from parent for teacher aide to receive Balmandir learners at 7:45am
7.2	OUTGOING
7.2.1	Sent Holi info to HCOI as requested
7.2.2	Sent out various notifications to the community to attend talks by Swami Saranji
7.2.3	Sent out several notices to the community reminding them of transport being arranged for Sunday Mandir bhajans and Gujarati School.
7.2.4	Send congratulatory message to East London Hindu Seva Samaj on their 95 th Anniversary
7.2.5	Send letter of permission to PTL to use MMC for a meeting
7.2.6	Circulated invitations to community for Hanuman Jayanti prayers
7.2.7	Circulated invitations to community for Hanuman Chalisa Celebrations
7.2.8	Circulated advert for After Hours Care Centre
7.2.9	Circulated invitations to community to apply for vacant MMC position
7.2.10	Informed community of migration from SMS to WhatsApp with effect from 1 May 2019
7.2.11	Sent an email to HCOI informing them of Samaj's willingness to provide premises free of charge for the purpose of opening India visa processing centre in Laudium
7.2.12	Sent a brief write-up on Tshwane Diwali Festival to Satguru Travel
7.2.13	Circulated invite to community for Ram Navmi function
7.2.14	Circulated Samaj Newsletter No 1 of 2019

6. MATTERS ARISING		
No.	ACTION POINT	RESPONSIBLE

6.1	Sage Pay System It was agreed that all Balmandir parents would be requested to complete the Sage Pay debit order form, thus minimising the risk of bad debts. Priyamben reported that approximately 80% of parents have done so already and the process will be completed by end May. Priyamben to load all debit orders on to the system by end May.	Priyamben
6.2	Healthy Eating Workshop Priyamben reported that Bhadrakaben Kalan has agreed to host a workshop on healthy eating on Saturday 25 May. Invitations to be sent out soon. Other planned workshops by the Women's Group' are Mini Health Expo on 29/30 June and a chocolate making workshop on 21 September. With the appointment of Jasminben as head of HWG, the Women's Group activities will now fall under her leadership.	Priyamben
6.3	Balmandir 2018 Bad Debts Harshadbhai stated that last year's Balmandir bad debts stood at around R8 000 and undertook to send out letters of demand to defaulters.	Harshadbhai
6.4	Balmandir 2019 Fees Priyamben reported that all first term payments were up to date except for one parent who undertook to settle end April. Rameshbhai reiterated that all fees must be paid by the 7 th of each month, failing which the child must immediately be de-registered. Re-registration can take place when outstanding amounts are settled. Priyamben agreed to enforce this decision.	Priyamben
6.5	Marabastad Stands Development Proposal Rameshbhai reported that they have received one written development proposal, but further meetings will be held to clarify the proposal further. A tentative meeting with prospective investor has been arranged.	Pavanbhai & Rameshbhai
6.6	Samaj Newsletter Khushiben was congratulated for publishing the first Samaj Newsletter for 2019 on time. The next newsletter is due end July. A competition for the naming of this newsletter is in process.	Khushiben
6,7	Samaj After Hours Care Centre (SAHCC) Nayantaben reported that several ads advertising the After-Hours Day Care Centre was placed on social media and in the local press. Distribution of flyers to local schools still need to be done	Nayantaben
6.8	Upgrading Security Vinaybhai reported that burglar guards have been installed at the Multi-Media Centre. Requests for quotes have gone out for the installation of an alarm system for the MMC as well as CCTV cameras for the entire premises.	Vinaybhai
6.9	Upgrading Communication Systems	

	Priyamben reported that internet facility at MMC has been installed. A telephone upgrade is still required.	Priyamben
6.10	Section 18A Registration Rameshbhai reported that Pavanbhai has received a mail from SARS requesting further information in support of Samaj's section 18A registration request. He undertook to assist him with meeting this request.	Rameshbhai & Pavanbhai
6.11	Toilet for Disabled Priyamben reported that a hand dryer has been installed in the toilet for disabled persons.	
6.12	Strengthening Auditorium Chairs Vinaybhai reported that all auditorium chairs have now being strengthened by Harshadbhai. A letter of thanks to be sent to Harshadbhai.	Rameshbhai
6.13	Mandir Curtains Priyamben reported that new curtains in mandir have been installed.	
6.14	AGM Notice Rameshbhai undertook to send out an AGM notice once the financials have been audited.	Rameshbhai
6.15	Samaj Flat Priyamben reported that the two applicants who had shown an interest to hire the Samaj flat have now pulled out. She will advertise again	Priyamben
6.16	Membership database Khushiben reported that the updating of the Samaj membership database has been completed.	
6.17	Monthly Bajan Mela Ketanbhai reported that he plans to hold a meeting of Bhajan groups in May to discuss hosting of a monthly bhajan mela	Ketanbhai
6.18	Movie Night Dharmilbhai undertook to arrange movie night for the youth in the MMC during May	Dharmilbhai
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 access to the site shortly for their approval before it goes live.	Priyamben
6.20	Maraba Pharmacy Ceiling Repair Vinaybhai reported that repairs to ceiling of classroom 6 has been completed and that of Maraba Pharmacy in Marabastad Centre is receiving attention.	Vinaybhai

6.21	Repair Outdoor Notice Board Priyamben reported that Kyama Print has been asked to provide a solution to repairing of notice board.	Priyamben
6.22	Sound System Priyamben undertook to circulate the breakdown of the costs of the proposed new sound system after the meeting. A meeting was held between vendors, Pavanbhai and Ileshbhai to discuss the specifications for procurement. It was agreed to obtain a further quote from JYM.	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	Dharmilbhai
6.24	Migration from SMS to WhatsApp Business Khushiben reported that she had received requests from some members to continue receiving SMS messages as they do not have WhatsApp. Members agreed that it would be impractical to have two systems running. It was agreed that Khushiben will inform affected members to obtain WhatsApp or send the Samaj contact details of their relatives who do have WhatsApp.	Khushiben
6.25	Additional Balmandir Class Nayantaben reported that the teachers had advised her not to introduce another class this year.	
6.26	Providing Transport to Mandir & Gujarati School Khushiben reported that only one request from a parent living in Eldoraigue wishing to send her child to Gujarati school has been received. Khushiben will arrange transport in consultation with Jayshreeben. It was agreed that Khushiben should resend the letter several times.	Khushiben
6.27	Changes to the Constitution Khushiben reported that only a few requests for changes to the constitution was received. Also, SARS officials processing our S18a application have requested changes to the constitution in a letter to Pavanbhai. It was agreed that a further reminder would be sent out together with the AGM notice.	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	Burst Generator Water Pipe Vinaybhai reported that a burst water pipe was repaired	
6.30	Official Opening of MMC	Nayantaben

	In view of Urviben's resignation, it was decided to place this matter in abeyance until a new MMC Manager has been appointed.	
6.31	Visit by Durban Senior Citizens Khushiben reported that she will confirm with the group if they wish to meet with our senior citizens during their visit to our temple.	
6.32	Visa Processing Centre Rameshbhai reported that he had written to the Consul-General of India offering them Samaj premises free of charge to use to process visa applications. No response received thus far.	
6.33	Photo of Samaj Officials Vinaybhai presented the photo of officials for 2018 / 2019. These will be hung once the wall in boardroom have been repainted.	Priyamben

7	SECRETARIAT & OFFICE ADMINISTRATION REPORT		
No	ITEM	COMPLETED / NOT COMP / NOT APPLICABLE	COMMENTS
1	Sending out email 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	Contacted all members from the database to update their details however there are few people who doesn't answer the calls after trying 2- 3 times
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	Not Completed	To be completed in May
4	Inserting any new requests for inclusion within 24 hours of receipt	Completed	Tejaspatel15@yahoo.com,
5	Removing any email address from the email database of any person who so requests within 24 hours	Completed	Removal of Ponugupat.keer@gmail.com

6	Collecting all monies due to the Samaj in terms of email communication	Completed	HC Donation EFT – R5702, HC Donation Cash - R 3001
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.	Not Completed	To be completed in May
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	Vishal Patel, Chetna Patel, Nita Pillay, Dharmil Mehta, Dipak Tanna, Jayantilal Ramjee, Kireet Kalia, Pushpa govind, Preeti narsing, Rakesh kara, Nirmala reddy, Sujata, Mukesh kesa, Maya kessow, Jitesh Bhoola, Akaash durgeon, Mukesh Ramjee, Vishal Bhana, Jameel Bhima, Vibha Bhoola, Pradip kumar Ramjee, Shiva Shrivastava, Bharat Kooverjee, Dillen Ramjee, Bhavin Mistry, Bharat Dullabh, Chandrika Jeram, Damyanti Hansjee, Neetha Ranchhod, Pritesh Madhavjee, Kavita kalyan, Trushar Kalan were added on the WhatsApp broadcast list.
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 &	N/A	

	Cultural Organisations in Pretoria: All Hindu Organisations in South Africa		
13	Update the <i>Supplier & Services database</i> in June of every year	N/A	
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	Last Exco minutes was posted on the Website.
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	Not Completed	
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	There was no request came for this month
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	Confirmed participation for Ram Navmi and Hanuman Jayanti
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	Completed	March newsletter has been published
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 for March	Spoke to Kirti Tanna and Jayeshbhai to put an advert on our newsletter.
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 however it doesn't happen in all the case.
39	Maintain proper records of bookings, income from priest services and report monthly	Completed	Cash: R2961 EFT: R551
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	Compliments from Rupa Bhima, Deevya Vithal and Kanti Chhagan on Transport for Gujarati School and Sunday Mandir letter that we sent out
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	Hanuman Chalisa, Hanuman Jayanti advert on FB, Instagram, Twitter

8	FINANCE COMMITTEE 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	TBC	March invoices completed. April invoices to be completely.
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	TBC	April invoices completed. May invoices to be 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	TBC	March age analysis completed. May age analysis to be completely.
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	TBC	March age analysis completed. May age analysis to be completely.
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	TBC	
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	

9.	EDUCATION PORTFOLIO REPORT	
9.1	<i>Gujarati School</i>	
	No report submitted	

10	RELIGION & CULTURE (RCC) REPORT	
10.1	Ram Navmi and Hanuman Jayanti ceremonies were conducted in April.	
10.2	Preparations are underway for Hanuman Chalisa celebrations on 28 April. A good crowd is expected.	
10.6	The Seva Samaj participated in the discourse given by the visiting Swami at Vishnu Mandir and provided prasad on 1 & 2 April.	

11	NAVYUG MANDAL REPORT	
11.1	Navyug confirmed their participation in the Hanuman Chalisa programme of 28 April 2019.	
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
12	SENIOR CITIZENS REPORT	
12.1	Taraben reported that the Senior Citizens Club hosted a meeting in April to which SASA was invited and at which Rukhiben gave a talk.	
12.2	Taraben listed the following activities planned for 2019: Mother's Day and Father's Day in June.	
13	FACILITIES & FUNERAL REPORT	
13.1	All auditorium chairs have been strengthened, increasing their lifespan by another 5 years.	
13.2	Progress on swop of Marabastad stand – Department busy with the process	
13.3	Foyer revamp – draping completed, couches placed, awaiting throw pillows	
14	TDF 2019 PROGRESS REPORT	
14.1	No report presented	

15	GENERAL / NEW MATTERS	
15.1	Appointment of MMC Head Rameshbhai reported that after extensive interviews, the interviewing committee had decided to appoint Chetan ?? as head of the Multi Media Centre. Rameshbhai undertook to orient him on his duties.	
15.2	Official Opening date of MMC Rameshbhai undertook to discuss this with Chetanbhai	
15.3	Condolences to Jayshreeben Rameshbhai announced that he had written to Jayshreeben, our Gujarati School teacher, expressing the Samaj's condolence on the sudden death of her mother.	
15.4	Financials Approval Rameshbhai undertook to request a meeting with Trustees to have the 2018 financials approved as soon as our auditors have submitted same.	

15.5	Update HWG Policy Upon Jasminben's request, who requested time to examine the proposed amended HWG policy, it was agreed that the policy would be tabled for acceptance at the next meeting, after amendments had been made.	
15.6	Gujarati Calendar Meeting On Rameshbhai's request, it was agreed that our resident priest would meet with the RCC Committee to plan the 2020 Gujarati Calendar.	Ketanbhai
15.7	Donation Request – Laudium Disaster Management Members discussed a request by the Laudium Disaster Management organisation for sponsorship of Walky-Talky's. It was agreed to approve donation of 10 units and to request the PHS to do the same.	Rameshbhai
15.8	AGM It was proposed that the AGM be held on 26 May. This was approved.	

16. NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, 21 May 2019 at 7:30 in the Samaj Board Room

17. CLOSING PRAYER

The meeting ended with a prayer at 10:00pm

SPHSS SECRETARIAT

SPHSS PRESIDENT