



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, 23 July 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, Dharmilbhai Mehta, Ileshbhai Gandhi, Harshadbhai Pema, Vijaybhai Naran, Vinaybhai Chagan, Vitteshbhai Devchand, Ketanbhai Parmar, Taraben Bhaga and Mishkaben Devchand. Priyamben Singh and Khushiben Dave attended in their capacities as administrative assistants.

Apologies: Chetanbhai Bhudoo

4. **APPROVAL OF AGENDA & MINUTES**

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

5. **ANNOUNCEMENTS**

Dharmilbhai informed members that due to work commitments he was stepping down as head of Navyug but would continue to support their programmes as an ordinary member. He had nominated Vitteshbhai Devchand to represent Navyug. Rameshbhai announced that as the Samaj Constitution permitted Navyug to have two representatives, he had invited Vitteshbhai and Mishkaben Devchand to the meeting.

6. **CORRESPONDENCE**

The following correspondence was noted:

7	CORRESPONDENCE
7.1	INCOMING:
7.1.1	Letter from Yoga instructor Ravi Govender confirming International Yoga Day programme
7.1.2	Received & circulated mail from HCOI on scholarship programme offered by the government of India to NRI's and PIO's
7.1.3	The President received an invite from the Gauteng Tamil Federation to attend their farewell function to outgoing Consul General of India.
7.1.4	The President received and attended the welcoming function of the newly appointed HCOI
7.1.5	The President received and attended an invite from the South African National Defence Force (SANDF) to assist in helping them arrange a Diwali Festival.
7.1.6	Received and circulated invite to Bongo Utsav organised by the Bengali Association of South Africa
7.1.7	Received a requested by the Marabastad Reunion Committee to hire Samaj auditorium for a reunion gathering
7.1.8	Received a letter from Dharmil Mehta citing personal reasons for stepping aside as head of Navyug and nominating Vittesh Devchand in his place
7.2	OUTGOING
7.2.1	Circulated request for nominations for Samaj community service awards
7.2.2	Circulated Guru Purnima invite to community
7.2.3	Circulated to community Samajchar Newsletter, Edition 3
7.2.4	Circulated a Rakshabandan volunteer request to community
7.2.5	Informed the organisers of the Marabastad Reunion Committee that the Samaj premises would be made available to them at 50% discount

8. MATTERS ARISING		
No.	ACTION POINT	RESPONSIBLE
8.1	Sage Pay System Priyamben reported that the Sage Pay has been implemented successfully. A reminder will be sent to parents again this month that a debit order instruction will be effected against their accounts. On a question raised by Pavanbhai, it was agreed that as from next year, only monthly and yearly payments will be accepted.	Priyamben
8.2	Social Welfare Policy Jasminben reported that the HWG policy, renamed the Social Welfare Policy, was circulated. The new policy was unanimously approved.	
8.3	Balmandir Welcome Pack In his absence, Chetanbhai was reminded to send the Balmandir Welcome pack to EXCO for comment and approval.	Chetanbhai
8.4	First-Aid Training	

	First Aid training for teachers has been arranged.	
8.5	Marabastad Stands Development Proposal 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. Pavanbhai reported that he has not yet received any feedback from the developer.	Pavanbhai
8.6	Progress on CCTV Installation Ileshbhai and Priyamben reported that all CCTV cameras have been installed. Some minor issues have been sorted out.	
8.7	Progress on SARS 18A Application Pavanbhai reported that our application for 18A status has been submitted but that it is likely to take about a year to be processed. Pavanbhai to follow up.	Pavanbhai
8.8	Balmandir Marketing Plan Chetanbhai not present to report on the development of a marketing plan to increase Balmandir enrolment. Priyamben agreed to assist	Chetanbhai
8.9	Nominations for Community Awards Khushiben reported that several names have been received. She was tasked to request all nominators to have the requisite form completed and submitted to her so that this matter could be finalised at the next EXCO meeting.	Khushiben
8.10	Access Control Priyamben and Ileshbhai reported that Underground Nerds had successfully completed the installation of CCTV cameras. However, the access system was not done. Ileshbhai undertook to complete this aspect.	Ileshbhai
8.11	MMC Network System Ileshbhai reported that a network solution for the MMC has been found at cost of approximately R300 per month. This will come into effect from 1 August. However, as the package is only available until 6pm, an alternate longer-term solution will still need to be found when the MMC is used by community at night.	Ileshbhai
8.12	Operational Plans for Upcoming Religious Functions Ketanbhai and Nayantaben presented plans for all the upcoming functions. Rameshbhai requested that Rakshabandan arrangements be attended to urgently, especially the identification and recruitment of volunteers. Minor changes to the other plans were suggested. These plans to be resubmitted at next meeting	Nayantaben
8.13	MMC Official Opening An operational plan for the official opening of the MMC was submitted and approved. International Photography Day will also be celebrated on the same day.	
8.14	Gujarati Calendar – 2020	Priyamben

	Priyamben reported that the 2020 calendar was now completed, and the draft will be sent to members for comments before end July. Thereafter, quotes to be obtained.	
8.15	Presentation 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. This matter is still pending	Priyamben
8.16	Samaj Newsletter Khushiben has circulated the 2 of 2019 SamajChar newsletter. Khushiben will commence planning for the October (3 of 2019) publication. Members are requested to submit proposals / articles.	Khushiben / All
8.17	Reinstatement of Funeral Notice Board Illeshbhai reported that the notice board in question has been destroyed. It was agreed to abandon this matter.	
8.18	Monthly Bhajan Mela Ketanbhai reported that no progress on organising a monthly bhajan mela was made. This matter was dropped.	
8.19	Career Day Dharmilbhai reported that due to work pressure he was unable to organise a Career Day. The new team will now decide whether to continue with this project.	Vitteshbhai
8.20	Revamping of Samaj Website Priyamben reported that a group of EXCO members had met to evaluate the new website. Several changes had been made and the developer is currently updating the site. A marketplace portal will also be included. The new site should be finalised in a few weeks.	Priyamben
8.21	Sports Day Nayantaben reported that the teachers had decided to cancel Sport Day for 2019. This was not acceptable and Nayantaben was requested to arrange a date with them.	
8.22	Repair Outdoor Notice Board Vinaybhai presented a model of how the new outdoor notice boards will be constructed. He was given permission to proceed.	Vinaybhai
8.23	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 a new sound system should be purchased, if possible, in time for Navratri this year.	Priyamben / Illeshbhai
8.24	Establishment of a Library	Chetanbhai & Priyamben

	Rameshbhai reported that Vijaybhai Naran', whose quote was the lowest, had completed the construction of the library shelves. Chetanbhai to provide an operational plan for finalising the establishment of a library.	
8.25	Providing Transport to Gujarati School Rameshbhai reported that after consulting all members, he had concluded a transport agreement with Chetanbhai Budhoo. Currently, 7 children use the service to attend Gujarati School.	
8.26	Progress on Fixing of Urinals Vinaybhai reported that the leaking urinals have been fixed.	
8.27	New Employment Contract with Resident Priest Our resident priest, Sunilbhai Bhatt, is on a limited-term contract. Rameshbhai reported that because Sunilbhai's contract had expired by the end of December, he had met with Sunilbhai and his employment contract was renewed until December 2022.	
8.28	Include VAT on Premises Hire Contracts At the previous EXCO meeting a resolution was taken to include VAT on all premises hire contracts as this was legally required. Priyamben reported that VAT has been included on all hire contracts with effect from 1 July 2019,	
8.29	Rates & Taxes Rebate All religious institutions qualify for rebates on their rates & taxes. Vinaybhai undertook to attend to obtaining a rebate on rates & taxes for Samaj premises in Laudium	Vinaybhai
8.30	Donation – Accommodation for Visiting Priest Priyamben informed the members that the promised amount of R1 000 has been paid over to the Laudium Retirement Home for accommodating the visiting priest and his entourage.	

9.	SECRETARIAT REPORT		
No	ITEM	STATUS	COMMENTS
1	Sending out email reminders to community to update membership 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	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	Hall hire- R4300 Priest booking- R2304 General Donation - R1500
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 every year	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	Completed	Process is being followed

	(e.g. EXCO minutes, Trustee meetings, Policies, etc)		
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	Completed	Process is being followed

	organised by obtaining quotes within 24 hours of procurement request		
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	Completed	July 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	July newsletter has been published
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	FINCOM 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	
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
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A	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

B	Gujarati School Enrolment		
Class	2018	2019	Increased by
Friday	0	20	20
Saturday	5	15	10
Total kids	5	35	30

C	Samaj After Hours Care Centre Enrolment	
Care Centre	2019	
Confirmed	8	
Estimated	15 total next year	

D	Achievements / Activities
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1	Seven (7) learners, whose parents have failed to pay fees have been deregistered. Attempts are being made to recover unpaid fees from them.
2	Teachers have decided that the mini sports day is cancelled and will now be held next year
3	All teachers have been scheduled for first-aid training on 26 July 2019. The cost is R5 500 for 10 people. The course is accredited by the Resuscitation Council of Southern Africa and are presented by a registered RCSA Instructor and qualified emergency care practitioner.
4	A decision needs to be made on whether an additional fee should be charged for computer training for Balmandir children
5	With the adoption of the debit order system, a decision is required on whether the payment of fees on a termly basis should be discontinued or not.
6	The following fee structure is proposed for 2020: Annual fee paid by end January R7260 minus 10% discount = R6535 Monthly fee paid over 11 months by Sage debit order = R660p.m.

E	Year Calendar - Balmandir	
Date	Activity	Status
Jan		
Feb		
March		
April		
May	Excursion	Complete
June	Market day + Reports	Complete
July	Pajama 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	RELIGION & CULTURE REPORT	
The following event operational plans for each forthcoming function was presented for discussion and inputs.		
SAMAJ EVENT OPERATIONAL PLAN		
PORTFOLIO	RCC	
EVENT	GURUPURNIMA	

DATE	16 July 2019		
TEAM MEMBERS			RESPONSIBILITY
1	Nayanta N		
2	Ketan P		
3	Khushi D		
4	Pri S		
5	Chetan B		
NO	TASK	RESPONSIBLE	STATUS
1	Inform BAPS to sing universal bhajans	Khushi	
2	Invite other bhajan groups if required	Nayanta	
3	Organise prasad - fruit (Raju)	Pri	
4	Setup sound system	Chetan	
5	Organise water for bhajan group	Pri/Noel	
6	Place heaters in mandir	Pri/Noel	
7	Advert	Pri	
8	Place advert on WhatsApp, facebook, instagram, email	Pri/Khushi	
SAMAJ EVENT OPERATIONAL PLAN			
PORTFOLIO	RCC		
EVENT	INDEPENDENCE DAY		
DATE	15 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	Flags for Kids	Ketan	
2	Sweets/Chocolates for kids	Pri	
3	Flags for hoisting	Pri/Noel	
4	Sound system setup	Chetan	
5	National anthems (SA & India)	Pri/Khushi	

6	Articles	Nayanta	
7	Photos	Pri/Khushi	
8	Advert	Pri	
9	Distribute advert	Pri/Khushi	
10	Invite High Commission	Ramesh C	
11	Welcome speech	Ramesh C	
12	Guest speaker (Jivanbhai Kalyan/Narothambhai Veljee/Kishorbhai Kapitan)	Nayanta	
13	Call Manas from Laudium Sun to take photos	Khushi	
14			

SAMAJ EVENT OPERATIONAL PLAN

PORTFOLIO	RCC	
EVENT	RAKSHABANDAN	
DATE	10/11 Aug & 17/18 Aug	
TEAM MEMBERS		RESPONSIBILITY
1	Ramesh C	
2	Nayanta N	
3	Ketan P	
4	Sunilbhai	
5	Khushi D	
6	Pri S	
7	Chetan B	
8	Dharmil M (Navyug)	
9	Jayshreeben (Gujarati School)	

DETAILED ACTIVITY PLAN

NO	TASK	RESPONSIBLE	STATUS
1	Identify volunteer of every street of Laudium, Claudius, Erasmia	Nayanta/Ketan	
2	Identify volunteer for each security estate in Eldos, Valhalla, and Heuweloord	Ramesh C	
3	Database of addresses - street wise	Khushi	
4	Purchasing of rakhis	Pri	
5	Receipt books for each volunteer	Pri	
6	Identify Gujarati school children	Jayshreeben	
7	Members of the Navyug to assist	Dharmil/Pri	
8	Count containers for keeping rakhis	Chetan	
9	Create packs for volunteers - official letter, database check, WhatsApp	Pri/Khushi/Chetan	
10	Create database form	Ramesh C/Khushi	
11	Create advert	Pri	
12	Promote via WhatsApp, facebook, instagram, email	Pri/Khushi	

13	Article for Laudium Sun & Laudium Today	Nayanta/Khushi	
14	Volunteers to take photos	Volunteers	
15	Volunteer briefing	Ramesh C	

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 BRUFEE 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		

SAMAJ EVENT OPERATIONAL PLAN

PORTFOLIO	RCC	
EVENT	SHRAVAN BHAIJAN MELA	
DATE	01 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 BHAJAN GROUPS	KHUSHI/NAYANTA	
2	GIFTS - FRUIT BASKETS	NAYANTA	
3	LUNCH IN MINI HALL -	NAYANTA	NEELESBHAI BOOKED
4	JUICE -	NAYANTA	
5	WATER	PAVANBHAI	SPOKE TO HIM
6	FRUITS FOR PRASAD	NAYANTA	
7	WHITE PAPER ROLL FOR TABLES	PRI/NOEL	
8	PLATES/CUPS/SPOONS/BOWLS/SERVIENTTES	PRI/NOEL	PRI TO ORDER
9	SET UP SOUND	CHETAN/NAYANTA	
10	SHRAVAN POSTER	PRI	
11	PLACE AD IN LDM SUN	KHUSHI/NAYANTA	
12	PLACE AD ON WHATSAPP/FACEBOOK/EMAIL ETC	KHUSHI/NAYANTA	

13	SENIOR CITIZEN'S CLUB REPORT
<p>Taraben reported that the next Senior citizen's meeting will be on Saturday, 27 July 2019.</p> <p>Planned Activities for July A talk in Gujarati by psychologist Suchitaben Chavda and interactive discussions will be held on 27 July 2019. Planning ongoing.</p>	

14	SOCIAL SERVICES REPORT
<p>Activities for July</p> <p>Mention was made in previous report of Health Social Service and Gender Committee's intention to collaborate with Tuks Hindu Society in their social service commitments to Leamogetswe Safety Home in</p>	

Atteridgeville. The Home currently provides shelter and care to 107 children between the ages of 0-21 years of which there are 32 girls between the ages 8-21 years. The Home reported they are in need of toiletries for these children and they are looking for decent dining furniture (picnic style table with benches) for the children to enjoy their meals at.

The planned Mandela day activities were then changed, so that resources can be coincided with the Ladies High Tea taking place on 3rd August 2019. Donation of sanitary pads as an entry fee has been requested as an entry fee. Ladies were advised to either bring the item/s of their choice or contribute a minimum of R10.00 towards the requested sanitary pads. A care giver from the Home will be invited to the High Tea to attend the programme and to receive the donation.

Additionally, the committee is in the process of sourcing quotations for a toiletry tote bag consisting of a bar of soap, oral care and a bottle of body lotion. A representative of Amka has pledged to provide the items at cost. This project is still in process. Member's in the community will be approached to handsomely contribute towards a number of toiletry bags of their choice.

Planned Activities for August

Ladies High Tea, 3 August 2019. Planning ongoing

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

16	MULTI-MEDIA CENTRE REPORT
16.1	CCTV installation has been completed by Undergrounds Nerds (CCTV posters have been put up around the Samaj)
16.2	Internet Lines Ilesh and Pavan have come up with an alternative, waiting for the Rain sim card to be activated on 1 August
16.3	Intercom System Ilesh bhai is currently working on this, as the contract with Underground Nerds has been cancelled (could not source lock)
	Official opening of the MMC Operation plan attached, we have decided to combine the Photography day and MMC opening. <u>Programme</u>

	Prayer Welcome speech/Cutting of ribbon Guest speaker Video Presentation Photographs Food stalls Nilesh Deepika Once Photographs are done, people will be directed to the main hall where there will be a Photography exhibition Held The Purpose of the video presentation is to promote the following: Balmandir Gujarati school After care facility Computer classes being offered	10:00am 10:15am 10:30am 10:35am 10:40am
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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	Approval of updated HWG Policy Jasminben presented an updated Health, Welfare & Gender policy for her portfolio, but renamed it the Social Services Policy. The updated policy was unanimously approved. Khushiben to load on to the website	Khushiben
18.2	Approval of Updated Service Recognition Policy Rameshbhai tabled an updated Service Recognition Policy which was adopted unanimously. Khushiben to load on to website	Khushiben
18.3	Approval of Balmandir Fee for 2020 The 2020 fee structure proposed by Chetanbhai was approved unanimously	
18.4	Computer usage fees Chetanbhai had requested a decision on whether an additional fee should be added to the Balmandir fees for computer usage. As members were not sure of what the costs involved would be, it was decided to defer a decision until the cost of programmes has been confirmed.	Chetanbhai
18.5	TDF Progress Checklist Rameshbhai requested that a TDF Progress checklist be compiled and presented at the next meeting	Priyamben
18.6	Meet with New Navyug Team The President undertook to meet with the new Navyug leadership to discuss their role and plans	Rameshbhai

19. NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, 20 August 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