



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, 17 March 2020

Time: 7:30 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. The President extended a warm welcome to all present.

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

Ileshbhai, who was not able to be physically present, joined the meeting via remote video access.

3. **ATTENDANCE AND APOLOGIES**

Attendees: Harshadbhai Pema, Jasminben Govind; Pavanbhai Gandhi; Rameshbhai Chhagan, Nayantaben Naran, Ketanbhai Parmar, Vijaybhai Naran, and Vinaybhai Chagan. Khushiben Dave attended in her capacity as an administrative assistant.

Apologies: Mishkaben Devchand, Vitteshbhai Devchand and Taraben Bhaga

4. **ANNOUNCEMENTS**

Pavanbhai Gandhi announced his resignation due to work and family commitments.

5. **APPROVAL OF AGENDA & MINUTES**

The agenda and minutes were approved on the motions of Vinaybhai and Pavanbhai.

6. **PROPOSED AMENDMENTS TO MINUTES**

None

7. **CORRESPONDENCE**

The following correspondence was noted:

7.1	INCOMING:
7.1.1	Received request to circulate Samarpan Meditation workshop in Johannesburg on 29 Feb and 1 March
7.1.2	Received request from community member for financial support
7.1.3	Received request from HCOI to inform community of the need to renew their PIO cards
7.1.4	Received an offer from Mrs Iyer for a donation of sewing machine
7.1.5	Received emails from several concerned community members requesting Samaj to consider cancelling cultural events in the light of the coronavirus (covid-19)
7.1.6	Received two documents from HCOI on "Visa Restrictions due to Covid-19" and "Travel Advisory" for circulation among Indian Community members.
7.2	OUTGOING
7.2.1	Circulated Samarpan Meditation workshop held in Johannesburg on 29 Feb and 1 March
7.2.2	Informed community of the request from HCOI to renew their PIO cards
7.2.3	Sent out advertisement for vacancy of financial administrator
7.2.4	Circulated minutes of Exco meeting held on 18 February 2020
7.2.5	Circulated two documents on "Visa Restrictions due to Covid-19" and "Travel Advisory" for travel to India issued by the HCOI.

8	MATTERS ARISING	RESPONSIBLE
8.1	MMC & Balmandir Operational Plan Priyamben is on leave and no report on progress on operational plan for computer based MMC programmes for adults was submitted.	Priyamben
8.4	SamajChar Newsletter Khushiben reported that she had circulated the final draft of edition 1 of 2020 of the SamajChar newsletter to exco members for comment. This was approved by Exco. However, Rameshbhai asked Jasminben to edit the draft and submit it to him for finalising. Khushiben to circulate thereafter.	Khushiben
8.5	Auditorium Speakers Priyamben to report on progress made in having the speakers installed.	Priyamben
8.6	Cost of Hiring of Sound Priyamben to submit revised auditorium hire fees which include cost of sound system for approval.	Priyamben
8.6	Training on Use of Sound System Ileshbhai to arrange for three community members to be trained on use of sound system. Rameshbhai agreed to circulate an invite to community.	Ileshbhai / Rameshbhai
8.7	Registration of Balmandir Priyamben to report on progress on registration of Balmandir with Dept. of Social Development.	Priyamben
8.8	Replacement of Toilet Seats This matter is still pending.	Priyamben

8.9	18A Status for Samaj Rameshbhai had amended the Samaj constitution in order to align it with SARS requirements for granting 18a status to NPO's. Harshadbhai undertook to confirm that the changes are aligned before the changes to the constitution is submitted for approval at the next AGM.	Harshadbhai
8.10	Auditorium Renovation Plan Jasminben presented quote to renovate the foyer. After some discussion, the following was agreed: <ul style="list-style-type: none"> • A task team consisting of Jasminben, Vijaybhai and Vinaybhai to be formed; Jasminben to lead team • Task team to present overall renovation proposal, specs for each renovation aspect (foyer, auditorium, stage, etc), and at least 2 quotes for each aspect; 	Jasminben
8.11	Emergency Support It was agreed that Rameshbhai will inform the community of the emergency support programme that the Samaj will institute whilst Jasminben will draft a procedure for giving such help.	Rameshbhai / Jasminben
8.12	TDF MOU Rameshbhai reported that he had drafted and presented an MOU to Kishorbhai Ramharakh for a 5-year sponsorship re: Tshwane Diwali Festival (TDF). Priyamben undertook to follow up on signing.	Priyamben
8.13	TDF Constitution Rameshbhai reported that he had drafted a constitution for the TDF and that it had been circulated for acceptance. He requested Pri to table it at the first meeting of the TDF for formal acceptance.	Pri
8.14	TDF Banking Account Pavanbhai reported that as he has resigned, the banking account for TDF will be opened by Rameshbhai and Kishorbhai Ramharakh.	Pavanbhai
8.15	Fund-Raising Vijaybhai to present plan of action to raise funds for Adopt a Family programme & enterprise development. This is on hold due to coronavirus pandemic.	Vijaybhai
8.16	AGM The President again reiterated the need for each EXCO member to approach members of the community to serve on the Executive Committee of the Samaj. It was further agreed that Rameshbhai will send out a call for nominations.	Rameshbhai / All

9	SECRETARIAT / ADMINISTRATIVE REPORT
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➤ Activities / Achievements for Month

- Final Samajchar April edition is completed.
- Admin / Correspondence

- All administrative tasks & correspondence dealt with

➤ **Finance:**

- Receipts has been captured.
- Petty cash balances.
- Deposit done.

➤ **Attendance Control:**

Biometric Summary

Feb-2020

Employee	DEP	Working Days	Present	Leave Days	Type of Leave	Actual Hours
Bijal Chhagan	BAL	20	20			8am - 12:30pm
Chetna Kalian	BAL	20	19	1	Annual leave	9am - 12:30pm
Hemi Vallabh	BAL	20	20			9am - 12:30pm
Jashmeena Mithal	BAL	20	20			8am - 12:30pm
Mauwna Bhima	BAL	20	20			8am - 12:30pm
Laxmi Ramjee	BAL	20	6	14	Unpaid leave	8am - 12:30pm
Karishma Mahado	BAL	20	20			8am - 12:30pm
Priyam Tanna	ADM	20	20			8am - 4:00pm
Khushi Dave	ADM	20	10	10	Annual leave	8am - 4:00pm
Noel Chuma	GRS	27	27			6am - 6pm
Wendy Njera	GRS	20	19	1	Sick leave	7:30am - 4pm
Jacob Poopedi	GRS	23	23			7:30am - 4pm

➤ **Social media management:**

- Holi advert posted on FB, Instagram and WhatsApp.
- Poonam Mehta was added on Samaj WhatsApp broadcast list.
- Kamla Rama and Poonam Mehta were added on Samaj Email DB.

A. For Executive Approval

- Samajchar April 2020

B. Upcoming Activities for Next Month

- Samajchar (newsletter)

Khushi Dave

10	TREASURER'S REPORT	RESPONSIBLE
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10.1	A detailed report for the first quarter was presented. The financials indicate a positive nett income of R276, 000, mainly due to Balmandir fees paid in advance.	
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11	EDUCATION REPORT	RESPONSIBLE
11.1	<p>Rameshbhai reported that he had met with the teachers to discuss two issues: 1) dealing with the coronavirus pandemic and 2) overcoming the threat to the existence of the Balmandir posed by new departmental objectives to establish preschools in every primary school.</p> <p>The Balmandir and Gujarati Schools were closed on Wednesday 18 March in support of the call of the President of South Africa. All scheduled school meetings, functions and events were also cancelled. A strategy of dealing with the threat to the Balmandir' s existence was also discussed and agreed upon.</p>	

12	RELIGION & CULTURE PORTFOLIO REPORT	
12.1	<p>A successful Holi was held in March. Pictures of event would be placed on Facebook and circulated via the SamajChar newsletter.</p> <p>Upcoming events being planned for in April include:</p> <ul style="list-style-type: none"> * Ram Navmi – 2 April 2020 * Hanuman Jayanti – 7 April 2020 * Hanuman Chalisa – 5 April 2020 	

13	SENIOR CITIZEN'S CLUB REPORT	
13.1	No report submitted	

14	SOCIAL SERVICES PORTFOLIO REPORT	
14.1	Jasminben reported that in consultation with Rameshbhai a request for assistance by a community member was dealt with.	

15	TSHWANE DIWALI FESTIVAL REPORT	

	Priyamben had reported that a core planning team had met and outlined the programme for TDF 2020. A fact-finding team had also visited the Swartzkop Raceway to determine its suitability to host the function. Some members expressed concern that they had not been properly consulted but agreed to raise this matter at the next meeting when all would be invited.	
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16	FACILITIES & FUNERAL REPORT	RESPONSIBLE
16.1	Vinaybhai raised concerns about ongoing leaks in the auditorium and mandir and produced a quote for repairs. This was approved, subject to an inspection being done by Vijaybhai to verify that the quote covered actual repairs needed.	Vijaybhai / Vinaybhai

17	NAVYUG MANDAL REPORT	
	No report presented	

18	MULTI-MEDIA CENTRE REPORT	
18.1	No report submitted.	

19	GENERAL / NEW MATTERS	
19.1	Stairways Members expressed concern that the staircase leading to the office and priest's quarters are very slippery when wet. Vinaybhai produced a quote to build an overhead structure. Members agreed that a second quote was needed but that in the interim rubber strips on the staircase must be installed.	Vinaybhai / Vijaybhai
19.2	Elections The President again reminded members that the AGM will take place within the next two months. He requested that Exco members approach potential recruits from the community to serve on the Executive.	All
19.3	Resignation of Pavan Gandhi Pavanbhai informed members that he is submitting his resignation because of work commitments. He was asked to delay his resignation until the elections in May.	
19.4	Additional Gujarati Class	Rameshbhai

	Rameshbhai informed members that Jayshreeben had been approached by three set of parents to offer Gujarati classes on a Wednesday as well. He had arranged to meet with her on the following day to obtain more details. Members were supportive in principle.	
19.5	Financial Review Harshadbhai informed members that he had engaged Tayfin to commence with the financial review. Deadline set for competition was end April.	Harshadbhai
19.6	Appointment of Financial Administrator A total of seven applications were received. A shortlist of four people has been invited for interviews on the following day.	Rameshbhai / Harshadbhai / Pavanbhai
19.7	Videoconferencing Ileshbhai suggested that a videoconferencing facility be installed in the boardroom in case remote meetings become a necessity in the light of the coronavirus. This matter to be discussed further once Ileshbhai returns.	Ileshbhai
19.8	Response to Coronavirus Pandemic After much discussion, members agreed that the Samaj should cancel all events for April as well as shut the Mandir, the Gujarati School and Balmandir School until further notice. This decision to be reviewed at the next meeting in April.	
19.9	Hanuman Chalisa Video Clip In the light of the cancellation of the Hanuman Chalisa, Ketanbhai suggested that a videoclip be made and circulated to community. This was agreed upon.	Ketanbhai
19.10	Samaj Wood Crematorium Vinaybhai informed members that in a conversation with a Council official a request was made that we give direction to the Council on the future of the wood crematorium currently in disrepair. It was agreed that Vinaybhai will arrange a meeting with Nava Pillay to discuss same.	Vinaybhai
19.11	D.O.H App Jasminben suggested that the Samaj encourages the community to download the Department of Health's WhatsApp so as to ensure they are kept abreast of the development of the coronavirus in South Africa. This was agreed to.	Khushiben
19.12	AGM It was agreed that the AGM will be held on Sunday 17 May 2020 at 3pm. Notices to be sent out.	Rameshbhai

20. NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, 21 April 2020 at 7:30 in the Samaj Board Room.

21 CLOSING PRAYER

The meeting ended with a prayer at 10:30pm.

**ILLESHBHAI GANDHI
SPHSS SECRETARIAT**

**RAMESHBHAI CHHAGAN
SPHSS PRESIDENT**