



Shree Pretoria Hindu Seva Samaj

Established in 1932

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“Satyameva Jayate” - Truth Alone Prevails

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

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj

Date: Tuesday, 18 February 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 access.

3. **ATTENDANCE AND APOLOGIES**

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

Apologies: Ileshbhai Gandhi, Mishkaben Devchand, Vitteshbhai Devchand and Taraben Bhaga

4. **ANNOUNCEMENTS**

Khushiben is on leave to India. Ketanbhai will be celebrating his birthday on Saturday 22 February.

5. **APPROVAL OF AGENDA & MINUTES**

The agenda and minutes were approved without amendments on the motions of Jasminben and Nayantaben.

6. **PROPOSED AMENDMENTS TO MINUTES**

None

7. **CORRESPONDENCE**

The following correspondence was noted:

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| 7 | CORRESPONDENCE |
| 7.1 | <i>INCOMING:</i> |
| 7.1.1 | Received various applications for student loans and bursary |
| 7.1.2 | Received letter of resignation from Keeranben Bhima as financial administrator |
| 7.1.3 | Received Marabastad stands development proposal from Katlego Capital |
| 7.1.4 | Received invitation from the HCOI to participate in International Mother Language Day |
| 7.1.5 | Received a letter of demand from an attorney appointed by Jagdishbhai Makan |
| 7.1.6 | Received a letter from the Dept of Home Affairs thanking Chairman for his participation in the workshop dealing with amendments to the Marriage Act |
| 7.1.7 | Received certificates of appreciation from the South African National Defence Force for assisting their Diwali Committee in staging a Diwali festival in 2019. |
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| 7.2 | <i>OUTGOING</i> |
| 7.2.1 | Letter sent to Keeranben Bhima thanking her for services rendered. |
| 7.2.2 | Informed the HCOI that Samaj's Gujarati School will participate in International Mother's Day Language festival on 21 February |
| 7.2.3 | Distributed minutes of Exco meeting held on 21 January to community |
| 7.2.4 | Letters sent to successful student loan & bursary candidates |
| 7.2.5 | Responded to letter of demand from Jagdishbhai's attorney |
| 7.2.6 | Circulated Maha Shivaratri invitation for 21 February to community. |
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| 8 | MATTERS ARISING | RESPONSIBLE |
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| 8.1 | <i>MMC & Balmandir Operational Plan</i> Priyamben reported that computer classes for Balmandir children has commenced and that she is in the process of getting a team together to help with operational plan for computer based MMC programmes for adults. | Priyamben |
| 8.2 | <i>2020 Gujarati Calendar</i> Priyamben reported that the calendar can only be produced once significant festival dates have been confirmed around May/June. | |
| 8.3 | <i>Library</i> Rameshbhai reported that a letter has been sent to the community advising them of the library established in the dining room. | |
| 8.4 | <i>SamajChar Newsletter</i> Khushiben had circulated her first draft of Edition 1 of 2020 of the SamajChar newsletter to exco members for comment. Members expressed their satisfaction with it. Rameshbhai encouraged portfolio heads and community to contribute more articles. Khushiben to finalise the newsletter upon her return from India. | Khushiben |
| 8.5 | <i>Auditorium Speakers</i> Ileshbhai confirmed that he was satisfied with the quote from LYM to mount the auditorium speakers. Members approved the cost. Priyamben to contact LYM and implement. | Priyamben |

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| | Cost of Hiring of Sound Priyamben was requested to determine what the market charges for the hiring of a sound system together with that of a technician, lights and DJ are and forward same to the members so that a decision could be taken to finalise hiring charges. | 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 reported that we have appointed an NGO to assist with registration of Balmandir with Dept. of Social Development. Progress will be reported at next meeting. | Priyamben |
| 8.8 | Replacement of Toilet Seats Vijaybhai reported that 2 toilet seats have still not been replaced. Priyamben to finalise. | 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 to present renovation plan for Samaj auditorium | 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 to open banking account for TDF | Pavanbhai |
| 8.15 | Financial Report Harshadbhai undertook to complete a financial report using the new template created for the month of March. | Harshadbhai |
| 8.16 | Fund-Raising | Vijaybhai |

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| | Vijaybhai to present plan of action to raise funds for Adopt a Family programme & enterprise development | |
| 8.17 | Funeral Register Khushiben has started maintaining a funeral register | |
| 8.18 | Reduction in Classroom Rental Rameshbhai had informed an applicant of EXCO's decision not to grant her a reduction in rent | |
| 8.19 | Stove for Caretaker Priyamben reported that a stove had been purchased for our caretaker | |

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| 9 | SECRETARIAT / ADMINISTRATIVE REPORT |
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| A. Activities / Achievements for Month |
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➤ **Samajchar:**

- Samajchar April edition is almost ready.
- Was sent to Exco for input.

➤ **Finance:**

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

➤ **Biometric Attendance Report:**

Biometric Summary

Jan-20

| Employee | DEP | Working Days | Present | Leave Days | Type of Leave | Actual Hours |
|------------------|-----|--------------|---------|------------|---------------|---------------|
| Bijal Chhagan | BAL | 13 | 13 | | | 8am - 12:30pm |
| Chetna Kalian | BAL | 14 | 14 | | | 9am - 12:30pm |
| Hemi Vallabh | BAL | 14 | 11 | 3 | Annual Leave | 9am - 12:30pm |
| Jashmeena Mithal | BAL | 14 | 14 | | | 8am - 12:30pm |
| Mauwna Bhima | BAL | 14 | 14 | | | 8am - 12:30pm |
| Laxmi Ramjee | BAL | 13 | 12 | 1 | Annual Leave | 8am - 12:30pm |
| Karishma Mahado | BAL | 13 | 13 | | | 8am - 12:30pm |
| Priyam Tanna | ADM | 20 | 20 | | | 8am - 4:00pm |
| Khushi Dave | ADM | 20 | 19 | 1 | Annual Leave | 8am - 4:00pm |
| Noel Chuma | GRS | 29 | 26 | 3 | Annual Leave | 6am - 6pm |
| Wendy Njera | GRS | 22 | 19 | 3 | Annual Leave | 7:30am - 4pm |
| Jacob Poopedi | GRS | 22 | 22 | 1 | Annual Leave | 7:30am - 4pm |

➤ **Social media management:**

- India republic day / Kite festival & Maha Shivratri advert posted on FB, Instagram and WhatsApp.
- Mitesh, Salvamany Naidoo, Sanket Gajjar, Adhir, Anesh Dhaneshwar, Mahesh Chiba and Pali Harri were added on Samaj WhatsApp broadcast list.

B. Matters Pending/For Executive Approval

- None

C. Upcoming Activities for Next Month

- Samajchar (newsletter)
- Maha Shivaratri

| 10 | TREASURER'S REPORT | RESPONSIBLE |
|------|---------------------|-------------|
| 10.1 | No report presented | |

| 11 | EDUCATION REPORT | RESPONSIBLE |
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D. Achievements for Month

- Computer classes started on 10 February
- Registration with Department of Social Development process started
- 2020 planner for Balmandir created
- Parents WhatsApp broadcast list created
- Email communication
- 2020 budget created

2 Matters Pending/For Executive Approval

- 2020 planners for Gujarati school
- 2020 budgets for Aftercare and Gujarati school

3 Upcoming Activities for Next Month

- Sports day

| INCOME | | | | |
|------------------------|------------------|---------------|-----------------------------|-----------|
| | PROJECTED AMOUNT | ACTUAL AMOUNT | COMPARISON PROJECTED/ACTUAL | |
| Grade R (Mauwnaben) | R 181,500.00 | R 170,615.00 | R | 10,885.00 |
| Grade R (Jashmeenaben) | R 181,500.00 | R 167,133.50 | R | 14,366.50 |

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|-----------------------|----------|-------------------|----------|-------------------|----------|-------------------|
| Grade RR (Hemiben) | R | 181,500.00 | R | 147,385.00 | R | 34,115.00 |
| Grade RRR (Chetnaben) | R | 181,500.00 | R | 121,970.00 | R | 59,530.00 |
| Balmandir T-shirts | R | 5,000.00 | R | 3,800.00 | R | 1,200.00 |
| School Photos | R | 7,500.00 | R | 6,525.00 | R | 975.00 |
| Walrus Production 1 | R | 2,500.00 | R | 2,025.00 | R | 475.00 |
| Excursion | R | 12,000.00 | | | R | 12,000.00 |
| Market Day | R | 2,500.00 | | | R | 2,500.00 |
| Walrus Production 2 | R | 2,500.00 | | | R | 2,500.00 |
| Totals | R | 758,000.00 | R | 619,453.50 | R | 138,546.50 |

| EXPENDITURE | | | |
|---------------------|-----------------------|--------------------|------------------------------------|
| TERM 1 | PROJECTED COST | ACTUAL COST | COMPARISON PROJECTED/ACTUAL |
| Jelly & custard | R 400.00 | | R 400.00 |
| Fruit salad | R 500.00 | | R 500.00 |
| Vegetables | R 200.00 | | R 200.00 |
| Balmandir T-shirts | R 4,250.00 | | R 4,250.00 |
| School Photos | R 5,500.00 | | R 5,500.00 |
| Walrus production 1 | R 2,000.00 | | R 2,000.00 |
| Sports day | R 2,000.00 | | R 2,000.00 |
| TERM 2 | PROJECTED COST | ACTUAL COST | COMPARISON PROJECTED/ACTUAL |
| Hotcross buns | R 350.00 | | R 350.00 |
| Excursion | R 6,000.00 | | R 6,000.00 |
| Transport | R 600.00 | | R 600.00 |
| Grandparents day | R 3,500.00 | | R 3,500.00 |
| Market day | R - | | R - |
| TERM 3 | PROJECTED COST | ACTUAL COST | COMPARISON PROJECTED/ACTUAL |
| Marshmellow braai | R 650.00 | | R 650.00 |
| School concert | R 5,000.00 | | R 5,000.00 |
| TERM 4 | PROJECTED COST | ACTUAL COST | COMPARISON PROJECTED/ACTUAL |
| Diwali | R 2,500.00 | | R 2,500.00 |
| Christmas Party | R 8,000.00 | | R 8,000.00 |
| OTHER | PROJECTED COST | ACTUAL COST | COMPARISON PROJECTED/ACTUAL |
| Stationary | R 6,000.00 | R 3,337.78 | R 2,662.22 |
| Sickbay | R 2,000.00 | | R 2,000.00 |
| Tools for schools | R 1,800.00 | R 1,620.00 | R 180.00 |
| Fantasy corner | R 15,000.00 | | R 15,000.00 |

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| Miscellaneous | R | 10,000.00 | R | 10,000.00 |
| Totals | R | 76,250.00 | R | 4,957.78 |
| | | | R | 71,292.22 |

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| 12 | RELIGION & CULTURE PORTFOLIO REPORT | |
| 12.1 | <p>Reporting Period: February 2020</p> <p>A. Previous Activities</p> <ul style="list-style-type: none"> In January, the Indian Republic Day Celebrations and Kite Festival Celebrations (Uttarayan) were both held on the 26th of January 2020 in the Samaj courtyard. For the very first time we celebrated 71st India Republic day and Makar Sankranti celebrations on the same day. Approximately 500 people attended. Members of the High Commission were invited to join in the celebrations. A very positive and happy response was received from the community. Public were crazy about flying the kites. We are in plans to make the kite festival bigger and better for next year. Meeting with bhajan groups were held to discuss bhajan slots for various upcoming events. <p>B. Activities and their dates that are being planned for the first half of the year are as follows:</p> <ul style="list-style-type: none"> * Maha Shivratri – 21st February 2020 * Holi – 9 March 2020 * Ram Navmi – 2 April 2020 * Hanuman Jayanti – 7 April 2020 * Hanuman Chalisa – 5 April 2020 | |

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| 13 | SENIOR CITIZEN'S CLUB REPORT | |
| 13.1 | No report submitted | |

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| 14 | SOCIAL SERVICES PORTFOLIO REPORT | |
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| 14.1 | Jasminben reported that she would submit a programme of action for the new year at the meeting scheduled for March. | |
| 15 | TSHWANE DIWALI FESTIVAL REPORT | |
| | Priyamben reported that the first meeting for TDF 2020 will be called in February 2020. | |
| 16 | FACILITIES & FUNERAL REPORT | RESPONSIBLE |
| 16.1 | No report submitted – all matters dealt with under matters arising | |
| 17 | NAVYUG MANDAL REPORT | |
| | No report presented | |
| 18 | MULTI-MEDIA CENTRE REPORT | |
| 18.1 | <i>Achievements for Month</i> | |
| | <ul style="list-style-type: none"> ➤ Meeting held with Vittesh regarding teaching senior’s technology. Awaiting draft curriculum ➤ Posters for first event happening for the first 6 months created ➤ First TDF meeting happening on 22 February ➤ Event planner relooked at to have 2 fund raising events for the year ➤ Vishal Chhagan contacted. Awaiting email | |
| 18.2 | <i>Matters Pending</i> | |
| | <ul style="list-style-type: none"> ➤ Posters for 2020 events to be created ➤ Researching additional courses that can be provided ➤ Operational plan and budget for TDF to be created ➤ Operational plan and budgets for fundraising events to be created ➤ Event planning meeting dates to be decided | |
| 19 | GENERAL / NEW MATTERS | |
| 19.1 | <i>Stairways</i> Members expressed concern that the staircase leading to the office and priest’s quarters are very slippery when wet. It was agreed that Vinaybhai & Vijaybhai would obtain quotes for an overhead structure and rubber lining for the steps. | Vinaybhai / Vijaybhai |

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| 19.2 | <i>Elections</i> The President 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 |
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20. NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, 17 March 2020 at 7:30 in the Samaj Board Room.

21 CLOSING PRAYER

The meeting ended with a prayer at 10:00pm.

**ILLESHBHAI GANDHI
SPHSS SECRETARIAT**

**RAMESHBHAI CHHAGAN
SPHSS PRESIDENT**