



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, 21 January 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 welcomed all to the first meeting of 2020 and expressed the hope that the year will be especially productive.

2. **QUORUM**

Due to the absence of Ileshbhai, the meeting technically did not have a quorum. However, because the majority of members were present it was decided to continue with the meeting and have the minutes ratified at the next meeting.

3. **ATTENDANCE AND APOLOGIES**

Harshadbhai Pema, Jasminben Govind; Vitteshbhai Devchand; Rameshbhai Chhagan, Nayantaben Naran; Taraben Bhaga, Ketanbhai Parmar, Vijaybhai Naran, and Vinaybhai Chagan. Priyamben Singh and Khushiben Dave attended in their capacities as administrative assistants.

Apologies: Ileshbhai Gandhi; Pavanbhai Gandhi, Mishkaben Devchand.

4. **ANNOUNCEMENTS**

No special announcements were made.

5. **APPROVAL OF MINUTES**

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

6. **APPROVAL OF AGENDA**

The agenda was approved by Jasminben and Vinaybhai

7. **CORRESPONDENCE**

The following correspondence was noted:

7.1	INCOMING:
7.1.1	Letter from Arvind Chhagan re: status of Adopt a Family programme
7.1.2	Received a request from SAPS – Forensics Department to use auditorium for Christmas Carols
7.1.3	Received and circulated an invite from the Heartfelt Institute for meditation programme in Sandton
7.1.4	Received and circulated a workshop invite on cognitive development for Children in Marlboro
7.1.5	Received letter of resignation from A. Ramdharee as Balmandir teacher-aide
7.1.6	Received and circulated 30th Anniversary celebration of the Benoni Seva Samaj
7.1.7	Received and circulated a request to distribute bursary opportunities leaflet
7.1.8	Received a request from Dhiroobhai Rowjee for a reduction of auditorium hire fees due to non-functioning of generator
7.1.9	Received letter from Jagdishbhai Makan refusing to take responsibility for damage to generator and threatening legal action against Samaj officials if they accuse him publicly of negligently causing damage to Samaj property
7.1.10	Received education circular from Pranaybhai Devchand
7.2	OUTGOING
7.2.1	Sent a letter of appreciation to A. Ramdharee for services rendered as teacher-aide
7.2.2	Sent out circular (twice) to community to apply for study loan and bursary
7.2.3	Sent out a letter to community informing them that Gujarati books have been placed in the dining room which they can take permanently.
7.2.4	Final demands for outstanding Balmandir fees sent to 5 parents
7.2.5	Received and responded to a request from DJ Ruby for aviation bursary in Canada
7.2.6	Letter to Jagdishbhai Makan requesting that he pays for repair to generator caused by his negligence.

8.	MATTERS ARISING	RESPONSIBLE
8.1	Development of Marabastad Stands Rameshbhai reported that an agreement has been concluded with Nafek Abebe to use the vacant Marabastad stands for parking purposes on a temporary basis until a development plan was in place. He mentioned that Mr Abebe was only able to do this with support from the Metro police that helped to move taxi operators and squatters that were occupying Samaj land. Despite several expressions of interest, the Executive is still awaiting development proposals.	
8.2	Operational Plan for MMC & Balmandir Priyamben sent an operational plan for the Balmandir but will only send one for the MMC by end of the month. Rameshbhai undertook to meet with Priyamben to finalise these plans.	Priyamben / Rameshbhai
8.3	Gujarati Calendars Khushiben reported that an amount of R4 366 was received as donation towards the cost of creating a very expensive version of the Gujarati calendar last year. A loss of over R5 000 was experienced. It was agreed that in 2020, the Samaj will revert to creating a one-page calendar.	Khushiben
8.4	SamajChar Newsletter	Khushiben

	Khushiben reported that she has commenced with gathering material for the March edition of SamajChar and suggested topics were circulated to EXCO and Trustees. Rameshbhai asked members to provide input on how the newsletter could be made more informative and relevant.	
8.5	New Website Priyamben reported that the updated website has been launched.	
8.6	Shelving in Dining Room Priyamben reported that the process of creating a library of books accessible to all in the dining room has been completed and signs indicating that borrowers can take books as they please have been put up. Rameshbhai has sent out a circular to this effect to the community. Priyamben was advised to continue transferring books to shelves as space becomes available.	
8.7	Sound System Ileshbhai will mount the new speakers upon his return to South Africa. Vinaybhai & Vijaybhai agreed to source a qualified welder. Ileshbhai also undertook to identify three people to be trained on the use of the sound system.	Ileshbhai
8.8	Computer-Based Preschool Programme Priyamben had undertaken to source an appropriate computer-based programme for Balmandir preschool. She reported that a programme was sourced, and teachers have approved it. A curriculum will be drawn up and implemented from February 2020.	Priyamben
8.9	Rates & Taxes Rebate As an NGO, the Samaj is entitled to a rebate on their rates & taxes account. Vinaybhai reported that he had followed up on our application and that the rebate had been granted.	
8.10	External Audit Findings - 2018 Keeranben had requested that she receive a copy of last year's audit findings. Pavanbhai reported that he had sent the report to her and Keeranben is updating financials accordingly.	
8.12	Registration of Balmandir Although Grade R is registered with the Dept. of Education, the rest of the school needs to be registered with the Dept of Social Development. Priyamben reported that she has applied for school registration and this should be finalised in February.	Priyamben
8.13	Replacement of Toilet Seats Some toilet seats needed to be replaced. Vijaybhai reported that the seats have been replaced, except for two which were delayed because of wrong parts.	Vijaybhai
8.14	Internal Audit The internal audit by trustees did not take place as scheduled due to a request by Keeranben to have it postponed.	
8.15	External Audit	

	Harshadbhai undertook to liaise with Tayfin for the commencement of the external audit.	
8.16	<p>Section 18A Status</p> <p>The Samaj does not enjoy a Section 18A status with SARS. Rameshbhai suggested that to overcome the problem of SARS refusing to grant the Samaj section 18A status, the finance team should suggest a viable alternative method of getting such status. Pavanbhai and Harshadbhai agreed to present proposals at the next meeting.</p>	Harshadbhai / Pavanbhai
8.17	<p>Tshwane Diwali Festival (TDF)</p> <p>Due to the high cost of hosting the TDF, it was agreed that sponsors were urgently needed. Rameshbhai reported that he had drawn up an MOU with Tshwane Refineries to become the anchor sponsor of the Festival for the next 5 years. He undertook to have the agreement signed by end January 2020. Priyamben undertook to call a TDF meeting in February. Rameshbhai to arrange for him and Kishorbhai Ramharakh to open TDF bank account.</p>	Rameshbhai / Priyamben
8.18	<p>Appointment of new Night Security Service Provider</p> <p>Rameshbhai confirmed that PAJ Patrollers have been appointed to provide security to the Samaj. An agreement to this effect has been signed.</p>	
8.19	<p>Renovation of Auditorium</p> <p>Jasminben presented some ideas on renovations to the auditorium. After some discussion, it was agreed that Jasminben should present 2 or 3 designs or plans. Once a particular design was approved, this would be costed, and renovations done as affordability allowed.</p>	Jasminben
8.20	<p>MMC Programme</p> <p>Priyamben to finalise four-part MMC programme that includes the following:</p> <ul style="list-style-type: none"> ➤ Pre-school computer training programme; ➤ Adolescent / Adult computer training e.g. programming, robotics, coding, etc ➤ Observance of special national and international events in collaboration with H, W & G Portfolio e.g. Cultural Day, Women's Day, etc ➤ Management of Balmandir School 	Priyamben
8.21	<p>Balmandir Management</p> <p>Priyamben to do the following:</p> <ul style="list-style-type: none"> ➤ Follow-up on school registration with Department of Social Development; ➤ Ensure RRR & RR curriculum is aligned to and supports Grade R curriculum ➤ Request community to donate educational toys; ➤ Request community to sponsor a child's Balmandir education; ➤ Create Balmandir Facebook page ➤ Present a class list for all grades for 2020. 	Priyamben

	➤ Create broadcast WhatsApp facility for all grades	
8.22	Social Services Portfolio Jasminben undertook to present a programme of action for the social services portfolio at the next meeting	
8.23	Navyug Mandal Vitteshbhai undertook to present a programme of action for the Navyug portfolio at the next meeting.	
8.24	Study Loans & Grants Khushiben forwarded two (2) applications for loans and grants received to date. She was asked to send out a further invite for applications before the closing date and thereafter schedule a selection committee meeting comprising of Rameshbhai, Harshadbhai and Nayantaben in February.	
8.25	Fund-Raising Programme Vijaybhai and Priyamben presented a draft fund-raising programme. After discussion, it was agreed that only two functions should be planned. A finalised programme to be presented at next meeting	Vijaybhai
8.26	Funeral Register Khushiben reported that she has started a digital register of deaths in the community since 2017. This will be updated regularly.	
8.27	Sound System to Crematorium Khushiben reported that Sunilbhai has been informed to take sound system to crematorium for all cremations that he presides at.	
8.28	Enterprise Development Rameshbhai undertook to present an enterprise development support plan at the next meeting.	

9	SECRETARIAT / ADMINISTRATIVE REPORT
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9.1	SamajChar Newsletter Preparations underway for April newsletter
9.2	Finance Receipts has been captured. Petty cash balances. Deposit done
9.3	Staff Attendance Management Drew up biometric report
9.4	Social media management History of India(video) was posted on FB Makar Sankranti greeting was posted on FB and sent on WhatsApp Jaiyant Pema, Vishal Bhoora, Dipak Tanna, Jaymin Dixit, Sandip Gajjar, Avanit Joshi, Paresh Chaganlal and Kalpesh Patel were added on Samaj WhatsApp broadcast list

9.5	Upcoming Activities for Next Month <ul style="list-style-type: none"> ➤ Samajchar (newsletter) ➤ India Republic day / Kite festival ➤ Maha Shivaratri preparations
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10	TREASURER'S REPORT	RESPONSIBLE
10.1	No report presented	

11	EDUCATION REPORT	RESPONSIBLE
11.1	<ul style="list-style-type: none"> ➤ Student numbers for 2020 <ul style="list-style-type: none"> ▪ Mauwnaben 25 ▪ Jashmeenaben 25 ▪ Hemiben 22 ▪ Chetnaben 21 ➤ Computer classes to commence in February ➤ Curriculum alignment implemented ➤ New teacher aide appointed - Luxmiben Ramjee ➤ Balmandir t-shirt quotes requested ➤ Registration with Department of Social Development being done via email ➤ 2020 planner for Balmandir created ➤ Parents WhatsApp broadcast list created ➤ Email communication 	
11.2	Upcoming Activities for Next Month <ul style="list-style-type: none"> ➤ Walrus show ➤ Photos <ul style="list-style-type: none"> ➤ Sports day ➤ 	
11.3	Matters Pending <ul style="list-style-type: none"> ➤ 2020 planners for Gujarati school ➤ 2020 budgets for Balmandir, Aftercare and Gujarati school 	

12	RELIGION & CULTURE PORTFOLIO REPORT	
12.1	Highlights for January	

	<p>Indian Republic Day Celebrations</p> <p>The Samaj will celebrate the Indian Republic Day on 26 January. Light snacks will be served, followed by a Kite Festival (Uttarayan). Over 250 kites will be distributed free of charge.</p> <p>All other functions to be fully finalized once Sunilbhai returns from India.</p>	
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13	SENIOR CITIZEN'S CLUB REPORT	
13.1	The Senior Citizen Club meeting was held on 16 November 2019. 37 people attended. Sugar and pressure tests were done, and the members were entertained with an Indian movie. They enjoyed it thoroughly. Our members were treated with special treats in celebration of Diwali and year end meeting. No report presented for January 2020.	

14	SOCIAL SERVICES PORTFOLIO REPORT	
14.1	Jasminben reported that she would submit a programme of action for the new year at the meeting scheduled for February.	

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"> ➤ Books place in shelves in Dinning hall ➤ Poster printed and placed near bookshelves 	

	<ul style="list-style-type: none"> ➤ Social media content calendar created ➤ Social media posts being designed and posted ➤ Meeting held with Vittesh regarding teaching senior's technology. Awaiting draft curriculum 	
18.2	<p><i>Matters Pending</i></p> <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	<p><i>Dhiroobhai Rowjee Request</i></p> <p>The request from Dhiroobhai for a reduction of hall hire fees due to the generator not working during load-shedding was discussed. Members pointed out that the fee for hall hire does not include charges for the use of a generator. In any case, several clauses in the hall hire application explicitly state that the Samaj is not responsible for matters beyond its control. The office to inform Dhiroobhai to pay the full amount</p>	Pri
19.2	<p><i>Support-A-Family Programme</i></p> <p>The Samaj had initiated a Support -A-Family programme to assist any community member in urgent need. Thus far an amount of R20,103 has been collected. It was agreed that the Samaj would add a further R30 000 from its reserves to top up the amount to R50 000. This amount will be ring-fenced for this purpose. Jasminben to initiate a process to identify families requiring assistance. Rameshbhai agreed to craft a circular to the community.</p>	Jasminben / Rameshbhai
19.3	<p><i>Staff Salary Increase</i></p> <p>Members were informed that staff salaries were increased on average by 7%. This decision was unanimously ratified by members.</p>	
19.4	<p><i>Samaj Marabastad Centre</i></p> <p>The treasurers informed members that the rentals of the tenants of the Samaj Marabastad Centre was increased by 7%. This decision was unanimously approved by members.</p>	
19.5	<p><i>Application for Reduction of Classroom Hire</i></p> <p>Nandini Bookhan who runs Kathak classes for 11 children requested that the classroom hire fee be reduced. Upon investigation, it was revealed that the Samaj monthly fee is less than two (2) students monthly fees, thus enabling Ms</p>	Rameshbhai

	Bookhan to make a clear profit. In the light of this, it was decided not to grant a reduction in fees.	
19.6	<i>Year Planner 2020</i> Priyamben circulated an incomplete year planner that is meant to capture all Samaj activities. Rameshbhai appealed to all portfolio heads to insert their events into the planner to finalise it.	All
19.7	<i>Samaj Calendar 2020</i> Considering the cost of publishing a 10-page calendar and the loss experienced by the Samaj in 2019, it was decided to revert to the one-pager version of previous years. Khushiben to commence the process.	Khushiben
19.8	<i>Approval of Finance Reporting Template</i> Rameshbhai had circulated a finance reporting template. The finance team agreed to finalise it and complete it for February	Pavanbhai / Harshadbhai
19.10	<i>Generator Damage</i> Members discussed the letter received from Jagdishbhai Makan in which he refuses to take any responsibility for the damage done to the generator. This was despite his acknowledgement that he did switch it on but failed to turn off after use. It was agreed to send him a copy of the repair bill and request him to reconsider his decision.	Rameshbhai
19.11	<i>Stove for Caretaker</i> A request was received from Noel Choema to provide him with a two-plate stove. This was approved.	Priyamben

20. NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, 18 February 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