



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

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

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj

Date: Tuesday, 22 October 2019

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.

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**

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

Apologies: Taraben Bhaga, Mishkaben Devchand, Khushiben Dave (administrator).

4. **ANNOUNCEMENTS**

None

5. **APPROVAL OF AGENDA & MINUTES**

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

6. **ANNOUNCEMENTS**

None.

7. **CORRESPONDENCE**

The following correspondence was noted:

7	CORRESPONDENCE
7.1	INCOMING:
7.1.1	Received and distributed circular from HCOI on Festival of India
7.1.2	Received an offer by Nirianjen Paima to assist with Diwali hamper distribution
7.1.3	Received a request from Pranay Devchand for a letter confirming dates of Diwali & New Year
7.1.4	Received a letter from the Shri Muthumari Angalaeshwari Temple requesting support for the build of a temple in Laudium
7.1.5	Received a letter from Tuks Hindu Society to assist with exemption from exams during Diwali.
7.1.6	Received SARS Tax clearance Certificate
7.1.7	Received request by Harshila Kooverjie to circulate UNICAF Scholarship opportunity to community
7.2	OUTGOING
7.2.1	Circular requesting nominations for Community Service Awards
7.2.2	Circular informing community about Rakshabandan drive
7.2.3	Circular to community on Navaratri Celebrations
7.2.4	Distributed minutes of EXCO meeting held on Tuesday 17 September 2019
7.2.5	Letter of thanks to community for Rakshabandan donations received
7.2.6	Circulated updated Samaj Funeral Policy
7.2.7	Various correspondence with Laudium Disaster Management re: donations of two-way radios.
7.2.8	Circulated a policy on Waiver/Reduction of Balmandir fees for indigent families
7.2.9	Correspondence with Jaynaben Patel re: after-hours care centre fees
7.2.10	Circular to community re: Rangoli celebrations
7.2.11	Letter of thanks to community for Navaratri contributions received and Adopt a family initiative
7.2.12	Sent a letter to Pranay Devchand re: Diwali & New Year dates
7.2.13	Sent a letter of support to the Shri Muthumari Temple on the building of a temple in Laudium

8.	MATTERS ARISING		
	ACTION POINT	RESPONSIBLE	STATUS
8.1	Priyamben undertook to forward Balmandir Welcome Pack to Exco for comment and approval by end September	Priyamben	The Welcome Pack was circulated and formally approved.
8.2	Khushiben reported that Community Service Award nomination forms were circulated. It was agreed that Shardaben, Ushaben and Pramodbhai would be honoured. Khushiben to obtain short write-up from all awardees.	Khushiben	Write-ups were received from all awardees.
8.3	Vijaybhai confirmed that he had received the relevant Marabastad stands document and was in the process of negotiating with potential developers. Rameshbhai reported that Jivanbhai Kalan had undertaken to attempt to put a consortium together. Pavanbhai reported that he had concluded a memorandum of understanding with a potential developer. It was agreed as	Rameshbhai	Rameshbhai reported that copies of the MOU were sent to Jivanbhai and Vijaybhai, but no proposals have been received. It was further agreed to invite businessmen to a meeting on Tuesday 29 October to provide them once again with an opportunity to submit development proposals.

	follows: Rameshbhai will send a copy of the MOU to Vijaybhai and Jivanbhai; they would be given two weeks to get prospective developers to sign the MOU; the decision on which developer to go along with will then be taken based on the number of MOU's received.		
8.4	Ileshbhai presented several quotes for installing access control. Approval to install was granted.	Ileshbhai	Ileshbhai reported that none of the businesses that tendered were able to commence with the job. He undertook to get another quote.
8.5	Priyamben undertook to complete and send Balmandir marketing plan to EXCO by end September.	Priyamben	Priyamben sent a plan but agreed to revise it so that more marketing elements are included.
8.6	Pavanbhai reported that SARS had rejected the Samaj's application for 18A status on the grounds that we were a religious organisation serving only the Hindu community. Rameshbhai undertook to contact the relevant official and determine a way forward.	Rameshbhai	This matter was dealt with under 19.4
8.7	Khushiben reported that all Rakshabandan monies were collected. It was agreed that Khushiben would send a copy of the record to Rameshbhai and that Rameshbhai would circulate the list with a letter of thanks.	Khushiben / Rameshbhai	Rameshbhai reported that a letter of thanks had been sent.
8.8	Priyamben undertook to ensure the 2020 Gujarati calendars will be ready for printing by end September.	Priyamben	This matter was dealt with under 19.5.
8.9	Present operational plan for hand-over of 20 Walkie Talkies to Laudium Disaster Management	Priyamben	It was agreed that the two-way radios would be handed over to the Laudium Disaster Management team on Gujarati New Year's Day.
8.10	Khushiben had circulated a draft SamajChar newsletter (3/2019). A few suggestions for improvement were received. Newsletter to be finalised end October.	Khushiben	Khushiben not present to report on progress but most of the third edition is ready.
8.11	Priyamben reported she had met with the website developer and submitted all suggestions. Priyamben to send new link to website to EXCO	Priyamben	The new link was sent. Rameshbhai had submitted some comments. It was agreed that the website will go live in November.
8.12	Rameshbhai suggested that all library books be housed in the dining room as this would ensure maximum exposure. This was agreed to. Priyamben to arrange for this to be done.	Priyamben	Priyamben and Vijaybhai agreed to have shelves installed by end November 2019.
8.13	Priyamben reported that the sound has been purchased and will be installed by JYM in time for Navaratri. Thereafter, Ileshbhai to ensure that all necessary security measures are taken to safeguard the equipment.	Ileshbhai	Ileshbhai reported that the sound system has been received and will be installed after Diwali.

8.14	Priyamben undertook to investigate and recommend computer-based programme for Balmandir children by end November	Priyamben	Priyamben reported that two suitable programmes have been sourced. They have been sent to teachers for their recommendation.
8.15	Pavanbhai reported that he is process of obtaining a tax clearance certificate. Once obtained, Vinaybhai can apply for a rebate on rates & taxes	Pavanbhai / Vinaybhai	The tax clearance certificate has been received. Vinaybhai reported that the Samaj has applied for rates & taxes rebate.
8.16	Pavanbhai undertook to forward to Keeranben last year's audit findings so that she can work on rectifying identified shortcomings.	Pavanbhai	Audit findings were sent to Keeranben. A follow-up meeting will be arranged to ensure financials are up to date.
8.17	Priyamben undertook to submit Balmandir school registration forms to the Department of Social Development by end September.	Priyamben	Priyamben reported that forms have been submitted via email but that she will follow up in person.
8.18	Khushiben reported that Vimalbhai had informed her that the Laudium Bhajan Mandal were finalising an article for placement in SamajChar	Khushiben	Khushiben not present to provide feedback.
8.19	Vinaybhai reported that he had received one quote to replace worn out toilet seats. It was agreed that Priyamben would send the requirements to Vijaybhai who would then also submit a quote.	Vijaybhai	Vijaybhai still to provide a quote.

9	SECRETARIAT REPORT		
	<ul style="list-style-type: none"> ➤ Vikash Bhima, Ziyaad, Vinay Parekh, Bindesh Desai, Pritesh Madhavjee, Hinaxi Patel, Suraj Chaithram, Reshmika, Hasmookh Pema were added on Samaj WhatsApp broadcast list. ➤ Paresh Chaganlal was added on Email DB. ➤ Email correspondence: Minutes of last Exco meeting, Navratri advert, letter of thanks - Rakshabandhan donations, Funeral policy, Rangoli advert, Diwali Hamper Drive. ➤ WhatsApp correspondence: Navratri Poster, Funeral notifications, Balmandir advert, TDF advert, Rangoli exhibition advert, Diwali programme, Balmandir annual concert advert and paid adverts. ➤ Receipts has been captured. ➤ Petty cash balances. ➤ Information gathered from President and all portfolio heads and outside sources for November newsletter content. ➤ Draft newsletter was circulated to all Exco members for input. ➤ Payment request letters was sent within one week of Priest booking. ➤ Navratri and TDF advert were placed in Laudium sun. ➤ Navratri donations received. ➤ Minutes of last Exco meeting was uploaded on website. 		

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10	FINANCE REPORT
	No financial report submitted

11	EDUCATION REPORT
	<p><i>Achievements</i></p> <ul style="list-style-type: none"> ➤ Sports day held 19 September. Many parents attended. Students had fun. Was a successful new event in Balmandir calendar. ➤ Balmandir concert held on 19 October. Had a big attendance. Grade R students graduated. ➤ Grade R students participated in the TDF show held on 20 October ➤ Received 36 new Balmandir applications for next year ➤ E-learning software – www.e-learningforkids.org. Link sent to teachers to have a look which lessons can be used ➤ Signed up for Vodacom e-learning. Grade R work sheets available. Link sent to Grade R teachers. <p><i>Upcoming Activities</i></p> <ul style="list-style-type: none"> ❖ Year-end function ❖ Registering the school with the Department of Social Development – will have to go in physically ❖ Teachers to sit together to align RRR & RR curriculum to Grade R ❖ Comms to be sent to community for educational toys donations ❖ Comms to be sent to community to sponsor a child in Balmandir ❖ Obtain quotes for notice boards between classrooms ❖ Create Balmandir Facebook page ❖ Create 2020 class lists ❖ Ordering of year-end gifts and wrapping paper for Balmandir students

12	RELIGION & CULTURE REPORT
<i>Achievement / Activities</i>	
<ul style="list-style-type: none"> ➤ Guri Purnim ceremony held ➤ Shravan month and Bhajan Mela went off well. Good crowd turn out. ➤ Krishna Jayanti show was attended by at least 500 people. Positive feedback received from many parents who attended. 	

- Ganesh Chauth – went well ...good crowd turnout.
- Pitru Havan took place on 22 September
- Navratri 2019 was a beautifully organised event. Very successful. Good responses from people for bringing Vikash Gajjar to render songs. Raffle ticket sales was successful – approx. R22 000 raised for Diwali hampers.
- Rangoli – good turnout. There were 35 rangolis’ on display

Upcoming Events

- Preparations are well underway for the New Year Programme to be held on 28 October 2019.
- It is proposed that two new events be introduced in the RCC calendar, namely Jalaram Jayanti on 3 November 2019 and Tulsi Vivah on 9 November 2019. In 2020 we propose a Sundar Kaand be held in the mandir

13	SENIOR CITIZEN’S CLUB REPORT
No report received.	

14	SOCIAL SERVICES REPORT
<ul style="list-style-type: none"> ➤ Had a meeting with Chairperson of India Welfare Society (IWS). The Society sole objective is to render assistance to Indian nationals. The establishment is still in its infancy having started about three months ago. SPHSS’s availability to assist where possible was discussed. Also, in the spirit of Diwali celebrations SPHSS’s distribution of food vouchers to families in need was discussed. IWS had agreed to provide a list of names by 17 October, which is still pending. ➤ 51 Diwali hampers were received from Yunion Youth Organization based in Lenasia – for distribution in Laudium. ➤ In the spirit of Diwali, 300 goodie bags consisting of fireworks and refreshments were made for distribution to young children of which 160 were distributed at TDF and a 140 will be given to Balmandir and Gujarati School children. 	

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

16	NAVYUG MANDAL REPORT
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	<p>The Navyug Mandal assisted at the following functions:</p> <ul style="list-style-type: none"> ➤ TDF (Tuckshop) ➤ Balmandir Concert ➤ Navaratri
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17	MULTI-MEDIA CENTRE REPORT
	No report presented

18	TSHWANE DIWALI FESTIVAL (TDF) 2019 PROGRESS REPORT
	<ul style="list-style-type: none"> ➤ A very successful Tshwane Diwali Festival was hosted on 20 October. A variety concert was held at the Samaj Auditorium. The hall was packet to capacity. This was followed with a firework display at the Laudium Stadium which over 5 000 people attended. ➤ A post event meeting needs to be held ➤ A post event report to be created and circulated.

19	GENERAL / NEW MATTERS	
19.1	<p><i>Year-end Function</i> It was agreed that the year-end function will be held on 7 December at Bhai's Lounge. Spouses and children are also invited. Khushiben to make all arrangements.</p>	Khushiben
19.2	<p><i>Trustees Internal Audit</i> As per their request, it was agreed that the trustees will be informed that they can conduct an internal audit on 15 November</p>	Khushiben
19.3	<p><i>Registering a New Company</i> Rameshbhai suggested that to overcome the problem of SARS refusing to grant the Samaj a section 18A status, consideration should be given for registering a new company. The finance team decided to investigate and provide recommendations</p>	Harshadbhai Pavanbhai
19.4	<p><i>Development of Marabastad Stands</i> Rameshbhai expressed disappointment that no firm proposals for the development of the Marabastad stands have been received to date, despite repeated appeals to the community. It was agreed that a meeting will be</p>	Rameshbhai

	called of select businesspeople to convince them to submit proposals either individually or as a consortium. If no proposals are received thereafter, than proposals from outsiders will be considered.	
19.5	<i>Changing of Security Company</i> Priyamben recommended that we change our security company for various reasons. She was asked to send a proposal with a quote to EXCO.	Priyamben
19.6	<i>Cost of Calendar</i> Priyamben reported that our sponsor was not able to cover the full cost of printing the calendars this year and that the Samaj will have to pay in the difference. It was agreed that the Samaj would ask for donations from the community when giving out the calendars to help offset the difference. Vinaybhai to man the table.	Vinaybhai
19.7	<i>Renovation of Auditorium</i> Members felt that the Samaj auditorium is need of a facelift. Jasminben felt that many people are no longer choosing the auditorium as a wedding venue because it was “dowdy”. It was agreed that Jasminben would present a facelift proposal, preferably with the help of an architect.	
19.8	<i>Fund Raising Initiatives for 2020</i> Rameshbhai expressed concern that the Samaj has insufficient funds for all its needs. Most of Samaj’s savings are in fact ring-fenced for bursaries and cannot be used for other purposes. Vijaybhai agreed to lead a team to look at fund-raising initiatives.	
19.10	<i>MMC Programme for 2020</i> Rameshbhai requested that Priyamben present EXCO with a four part MMC programme that includes the following: <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 e.g. Cultural Day, Women’s Day, etc ➤ Management of Balmandir School 	
19.11	<i>Balmandir Management</i> Priyamben undertook to do the following: <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; ➤ Install notice boards between classrooms 	Priyamben

	<ul style="list-style-type: none"> ➤ Create Balmandir Facebook page ➤ Present a class list for all grades for 2020. Exco to decide if additional class is needed. ➤ Ordering of year-end gifts and wrapping paper for Balmandir children. 	
19.12	<p><i>TDF Management</i> Priyamben undertook to arrange a TDF post event meeting and circulate the post event report to EXCO</p>	
19.13	<p><i>New RCC Events</i> Ketanbhai & Nayantaben proposed that RCC be allowed to introduce two new events in RCC calendar for 2019, namely Jalaram Jayanti on 3 November and Tulsi Vivah on 9 November 2019. In 2020 they proposed that a Sundar Kaand be held in the mandir. These recommendations were approved.</p>	Ketanbhai / Nayantaben
19.14	<p><i>Circulation of Correspondence</i> Pavanbhai raised a concern that despite the decision taken at the last exco to circulate all correspondence, this is still not happening. Khushiben to circulate all correspondence.</p>	Khushiben
19.15	<p><i>Biometric Reports</i> Pavanbhai raised the concern that biometric attendance reports were not being emailed monthly as per instruction</p>	Khushiben

20 NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, 22 October 2019 at 7:30 in the Samaj Board Room

21 CLOSING PRAYER

The meeting ended with a prayer at 10:15pm

ILLESHBHAI GANDHI
SPHSS SECRETARIAT

RAMESHBHAI CHHAGAN
SPHSS PRESIDENT