



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, 26 November 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.

Vitteshbhai was wished well on his birthday.

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 Chagan, and. Priyamben Singh and Khushiben Dave attended in their capacities as administrative assistants.

Apologies: Taraben Bhaga, Ketanbhai Parmar, Mishkaben Devchand.

4. **ANNOUNCEMENTS**

The President announced that this would be the last meeting of the year, although he might call a special meeting if needed. Pavanbhai announced that he will be leaving for overseas during the months of December, January and February.

5. **APPROVAL OF MINUTES**

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

6. **APPROVAL OF AGENDA**

The agenda was approved by Pavanbhai and Nayantaben

7. **CORRESPONDENCE**

The following correspondence was noted:

7	CORRESPONDENCE
7.1	<i>INCOMING:</i>
7.1.1	Received mail from Urwashi Gopal re: bursary application
7.1.2	Received notice from Hardik Bhatt to vacate Samaj flat
7.1.3	Received and responded to Chetan Bhudoo re: transport bill
7.1.4	Received copy of asset register from Tayfin
7.2	<i>OUTGOING</i>
7.2.1	Circular inviting Community to New Year Function
7.2.2	Circular inviting community to Tshwane Diwali Festival
7.2.3	Circular inviting community to Jalaram Jayanti
7.2.4	Circular inviting community to Tulsi Vivah
7.2.5	Circular inviting community members to Marabastad stands development meeting
7.2.6	Replied to Urwashi Gopal re: bursary application
7.2.7	Communications with Hardik Bhatt re: his reasons for vacating flat
7.2.8	Circulated EXCO minutes of 22 October to community

8.	MATTERS ARISING	RESPONSIBLE
8.1	<p><i>Development of Marabastad Stands</i></p> <p>Rameshbhai had 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 Rameshbhai should address a meeting 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. Rameshbhai reported that despite personal invitations being sent, the meeting was poorly attended. Only one outsider showed interest and undertook to send a proposal.</p>	Rameshbhai
8.2	<p><i>Access Control</i></p> <p>It was agreed that better access control to Samaj premises were needed. After viewing various proposals, the contract was awarded to lleshbhai who reported at the meeting that access control measures have been installed.</p>	
8.3	<p><i>Operational Plan for MMC & Balmandir</i></p> <p>Priyamben sent a plan but agreed to revise it so that more marketing elements are included. Marketing plan will be completed by 4 December 2019. Rameshbhai undertook to assist.</p>	Priyamben
8.4	<p><i>Gujarati Calendars</i></p> <p>In order to meet the shortfall of producing the 2019 Gujarati calendars, it was decided that a donation will be requested and that Vinaybhai would man the table on Gujarati New Year's Day. Khushiben reported that a sum of R2 916 was collected on New Year's Day. However, more funds are still coming in as people collect calendars at the office. Khushiben to present final amount collected at next meeting.</p>	Khushiben
8.5	<i>SamajChar Newsletter</i>	Khushiben

	Khushiben presented the final version of the Samajchar newsletter. This was approved for release by the end of the month. Khushiben was congratulated in producing three editions this year. She is to commence gathering articles for February 2020 edition.	
8.6	New Website Priyamben undertook to launch the new Samaj website by end November 2019. Rameshbhai undertook to inform the community thereof.	Priyamben / Rameshbhai
8.7	Shelving in Dining Room At a previous meeting, it was agreed to shift the library from the upstairs classroom to the dining hall for easy access. Priyamben and Vijaybhai reported that the shelving has been completed and that the books will be placed there by end November. Priyamben to make signs indicating that people can help themselves to the books.	Priyamben
8.8	Sound System Ileshbhai reported that he had not yet mounted the speakers of the newly acquired sound system in the auditorium because he had been advised to obtain the services of a qualified welder as it was a safety risk otherwise. 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
8.9	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 in 2020.	Priyamben
8.10	Rates & Taxes Rebate As an NGO, the Samaj is entitled to a rebate on their rates & taxes account. Vinaybhai reported that he had applied for the rebate, but this will take a few months to be effected. He agreed to follow-up	Vinaybhai
8.11	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, but no response has been received. She undertook to visit the DSD office personally on Thursday 28 th November.	Priyamben
8.13	Replacement of Toilet Seats Some toilet seats needed to be replaced. Quotes have been received and the seats will be replaced by 5 December 2019.	Vijaybhai
8.14	Year-End Function	

	Khushiben reported that the year-end function will be held on Saturday 7 December at Bhai's Lounge at 3pm. Spouses and children are also invited.	
8.15	Internal Audit Khushiben reported that the trustees undertook a general audit on 13 November, but that on Keeranben's request, the financial audit will be done by the second week of January.	Trustees
8.16	Section 18A Status 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.	Harshadbhai / Pavanbhai
8.17	Appointment of new Night Security Service Provider Priyamben recommended that we change our security company for various reasons and that Prajesh security be appointed as his was the cheapest quote. Priyamben undertook to negotiate a better price in exchange for advertising space. Rameshbhai to draw up contract.	Priyamben / Rameshbhai
8.18	Renovation of Auditorium At a previous meeting, Jasminben had suggested that the auditorium received a "facelift". This was agreed to. Jasminben undertook to consult some professionals to present a proposal.	Jasminben
8.19	MMC Programme Priyamben to 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 in collaboration with H, W & G Portfolio e.g. Cultural Day, Women's Day, etc ➤ Management of Balmandir School 	Priyamben
8.20	Balmandir Management Priyamben 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 ➤ Create Balmandir Facebook page ➤ Present a class list for all grades for 2020. ➤ Create broadcast WhatsApp facility for all grades 	Priyamben

8.21	<i>TDF Post Event Report</i> Priyamben presented a short report highlighting the successes and challenges of the TDF 2019 event. Rameshbhai announced that he had secured sponsorship for the event for 2020 but would negotiate for it to be for at least 5 years. It was agreed that Priyamben would arrange a TDF meeting early in the new year with sponsors.	
8.22	<i>Circulation of Correspondence</i> In the previous meeting, Pavanbhai had requested that EXCO members receive all correspondence. Khushiben and Rameshbhai undertook to circulate all correspondence, except for sensitive, confidential correspondence that is addressed directly to the President.	
8.23	<i>Biometric Attendance Report</i> Khushiben reported that she had sent the biometric attendance record to Pavanbhai as requested. She was asked to send it in future to all EXCO members	Khushiben

9.	SECRETARIAL REPORT	RESPONSIBLE
9.1	<i>Additions to Samaj WhatsApp Broadcast Database</i> Devidas Ramjee, Kamlesh Boolia, Nirav Parekh, Heralal Jivan, Shekutla Dullabh, Bharat Bhatt, Robin Gandhi, Pallavi Rathod, Sandip Patel, Vanita Ramjee, Nirmala Bhima, Nimesh Vaghela, Nirav Patel & Hasu Modi were added on Samaj WhatsApp broadcast list.	
9.2	<i>Email correspondence:</i> Minutes of last Exco meeting, Jalaram Jayanti and Tulsi Vivah invite.	
9.3	<i>WhatsApp correspondence</i> Diwali Programme, paid adverts, Jalaram Jayanti invite, Tulsi Vivah invite & Funeral notifications done via WhatsApp.	
9.3	<i>General</i> Receipts captured. Petty cash balances done. Final copy of SamajChar was sent to Exco for approval. Payment request letters were sent within one week of Priest booking. Tariffs 2020 for services of resident priest – done Biometric report sent to Pavanbhai	
9.4	<i>Upcoming Events</i> Preparations for year-end function Preparations for next edition of SamajChar	

10	TREASURER'S REPORT	RESPONSIBLE
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10.1	The Finance Team reported an income to date of R2 265 446 and expenses of R2 411 853, resulting in a loss to date of R146 408. However, it is envisaged that the Samaj will break even by year end.	
10.2	Major cost drivers identified were the purchases of sound equipment and permanent draping.	

11	EDUCATION REPORT	RESPONSIBLE
11.1	<p>Student numbers for 2020</p> <ul style="list-style-type: none"> ▪ Mauwnaben 25 ▪ Jashmeenaben 25 ▪ Hemiben 23 ▪ Chetnaben 16 ➤ Curriculum alignment is in progress. Hemiben and Chetnaben will be incorporating certain elements from Grade R curriculum ➤ Balmandir 2020 detailed class list created ➤ Individual student files created ➤ Adverts placed in Laudium Sun 	
11.2	<p>E-learning software</p> <p>Teachers have approved free software downloaded from www.e-learningforkids.org. Curriculum and assessments to be created for 2020</p>	
11.3	New transport arranged for Gujarati school. Parents informed	
11.4	<p>Matters Pending</p> <ul style="list-style-type: none"> ➤ Registering the school with the Department of Social Development – will have to go in physically ➤ Obtain quotes for notice boards between classrooms ➤ Create Balmandir Facebook page ➤ Create Gujarati School Facebook page ➤ 2020 planners for Balmandir and Gujarati school ➤ 2020 budgets for Balmandir, After and Gujarati school 	
11.5	<p>Upcoming Activities for Next Month</p> <ul style="list-style-type: none"> ➤ Teachers Year-end function ➤ Christmas Party 	

12	RELIGION & CULTURE PORTFOLIO REPORT	
12.1	<p>Highlights for the Last Quarter</p> <p>Festivals celebrated include:</p> <ul style="list-style-type: none"> • Guri Purnim • Shravan month and Bhajan Mela went off well. Good crowd turn out. • Krishna Jayanti was successful. At least 500 people attended. Good response from people; many compliments received. • Ganesh Chauth – went well ...good crowd turnout. 	

	<ul style="list-style-type: none"> • Pitru Havan • Navratri 2019 was a beautiful and well organised event. Very successful. Good responses from people about singer Vikash Gajjar. Raffle ticket sales was successful. • Rangoli – good turnout, we had about 35 Rangolis on display • Diwali and New Year Programme – Morning programme – about 100 people attended. <p>Ankhot held in mandir – about 100 people attended.</p> <p>New Events celebrated include:</p> <ul style="list-style-type: none"> • Jalaram Jayanti hosted on 3 November 2019. A very successful event; 150 people attended. Sunday Mandir Bhajan Mandal rendered bhajans. Maha Prasad was served to all attendees. • Tulsi Vivah was hosted on 9 November 2019. Approx. 150 people attended. Shobh Yatra was held from RV foods to Samaj. Maha Prasad was served after the event. 	
12.2	<p>Proposed New Events in 2020</p> <ul style="list-style-type: none"> • Sundar Kaand in mandir • Bhagvat sapta <p>Information on these events to be shared in January 2020.</p>	

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.	

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 in January	

15	TSHWANE DIWALI FESTIVAL REPORT	
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TDF 2019 Post event report

This year's event was held on Sunday, 20 October at the Samaj premises, from 2pm till 6pm. Thereafter the fireworks display was held at the Laudium Sports Ground at 8pm, with an impromptu bhanga thereafter. This report aims to focus on areas of improvement for the 2020 event.

<p>What worked:</p> <ul style="list-style-type: none"> • Entertainment • Minimal stalls • Impromptu bhanga • Raffle ticket sales 	<p>What didn't work:</p> <ul style="list-style-type: none"> • Lack of sponsorship • Lack of man power • Non participation of some outside organisations • Security at stadium • Parking at stadium
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TDF expenditure		TDF income		
Security	R 6,000.00	Fireworks donation	R 35,000.00	
Fireworks	R 35,000.00	General donations	R 120.00	
Safe-T-Med	R 3,800.00	Tuckshop	R 1,998.00	
Sports ground hire	R 12,640.00	Stalls	R 4,600.00	
Car gaurds	R 2,000.00	Raffle sales	R 3,840.00	
MC/DJ	R 5,000.00			
Sound technicians	R 2,000.00			
Bins	R 700.00			
Total	R 67,140.00	Total	R 45,558.00	-R 21,582.00

2020 Plan:

- First meeting to be held in January 2020
- Letter of support to be sent to DOD
- Possible participation from Pretoria Tamil Association and Centurion Hindu Society
- Sponsorship letters to be sent out early January

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	Achievements for Month	
	<ul style="list-style-type: none"> ➢ 2020 Event meeting held ➢ 2020 event planner created ➢ TDF post event report created and sent to exco ➢ Shelves placed in Mini hall, books to be packed 	
18.2	Matters Pending	
	<ul style="list-style-type: none"> ➢ Posters for 2020 events to be created 	

	<ul style="list-style-type: none"> ➤ Create social media content calendar ➤ Create curriculum for the following MMC programmes: <ul style="list-style-type: none"> ○ English 101 ○ Technology 101 ➤ Spoke to a few people regarding robotics training – awaiting proposal ➤ Researching additional courses that can be provided ➤ Meeting with Navyug to discuss gaming tournaments 	
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19 GENERAL / NEW MATTERS		
19.1	<p><i>TDF Banking Account</i></p> <p>In order to minimise the risk of the Tshwane Diwali Festival becoming a financial burden on the Seva Samaj, it was agreed that permanent sponsors should be obtained and that a separate bank account should be opened. All organisations would be approached to participate at a reasonable membership fee to be determined. It was agreed that Pavanbhai would arrange to open the TDF banking account.</p>	Pavanbhai / Rameshbhai
19.2	<p><i>New Priest Tariffs</i></p> <p>Rameshbhai circulated proposed new priest tariffs to cover the period 2020 to 2023. An escalation of 5% per annum was built in. Members unanimously approved these tariffs. Khushiben to send new tariffs to all members requiring the services of our priest.</p>	Khushiben
19.3	<p><i>External Audit Preparations</i></p> <p>Rameshbhai requested that a meeting be held with Tayfin Auditors to begin preparations for external audit. Keeranben had undertaken to arrange a meeting.</p>	
19.4	<p><i>Temporary Hire of Marabastad Stands</i></p> <p>Rameshbhai expressed concerns that some taxis were already using the Marabastad stands belonging to the Samaj as a taxi rank. An offer had been received by an individual to temporarily lease the land to him for parking purposes. Rameshbhai proposed that this request be agreed to, subject to a proper lease agreement being signed. He undertook to draft an agreement and circulate it for comment before finalising the matter.</p>	Rameshbhai
19.5	<p><i>Application for Fee Waivers</i></p> <p>Priyamben had sent through applications for waiver of fees for Balmandir tuition. Rameshbhai asked Pri to get the applicants concerned to complete all documents as per the policy and to fill in the application form completely before re-submitting to EXCO.</p>	Priyamben
19.6	<p><i>Compliance with Financial Manual</i></p> <p>Rameshbhai reported that the finance team had held a meeting with Khushiben and Priyamben in which the need to adhere strictly to the provisions of the Samaj</p>	Harshadbhai

	Financial Manual was discussed. It was agreed that Harshadbhai would ensure compliance and report monthly on any deviation.	
19.7	Laudium Disaster Management Khushiben presented a certificate of appreciation received from the Laudium Disaster Management organisation for our recent donation of two-way radios. Khushiben was asked to pin the certificate on the office wall.	Khushiben
19.8	Adopt A Family Programme Members were informed that Kishorbhai Kapitan had raised an amount of approx. R11 500 towards the Adopt a Family programme in memory of his late wife. It was agreed that Vijaybhai's team needs to raise more funds towards this project. Once enough funds have been collected, the interest from this ring-fenced fund will be used to provide support for identified needy families.	Vijaybhai
19.10	Repayment Progress Report - Student Study Loan Rameshbhai requested that the finance team provides monthly feedback on the repayments being received from beneficiaries of the student loans. Regular statements must be sent out.	Harshadbhai / Pavanbhai
19.11	Funeral Register Vinaybhai enquired as to whether the funeral register that was kept until a few years ago was being maintained. Khushiben confirmed that this was not the case and undertook to update the register.	Khushiben
19.12	Funeral Service - Sound Members expressed concern that a sound system was not available at funerals at Rebecca Street Crematorium. It was agreed that our resident priest, Sunilbhai Bhatt, would be asked by Khushiben to take possession of the Samaj's mobile sound system and ensure its availability at all funerals where he presides.	Khushiben
19.13	Enterprise Development Rameshbhai expressed concern that in the current work environment, many Indian youngsters are unable to get a job. He felt it was necessary for the Samaj to start a fund which could be used to give youngsters with entrepreneurial ideas an opportunity to start a business. It was agreed that Rameshbhai would prepare a business model and present same at the next meeting for further discussion.	Rameshbhai

20. NEXT MEETING

It was agreed that the next meeting would take place on Tuesday, 21 January 2020 at 7:30 in the Samaj Board Room. The President wished everyone well over the festive season.

21. CLOSING PRAYER

The meeting ended with a prayer at 10:15pm.

ILLESHBHAI GANDHI
SPHSS SECRETARIAT

RAMESHBHAI CHHAGAN
SPHSS PRESIDENT