



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

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

DATE: Thursday, 25 June 2020

TIME: 7:00 PM

VENUE: Google Meet

1. **OPENING PRAYER AND WELCOME**

In the Chair: Rameshbhai Chhagan

The meeting commenced with a silent 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

3. **ATTENDANCE AND APOLOGIES**

Attendees: Harshadbhai Pema, Jasminben Govind; Pavanbhai Gandhi; Rameshbhai Chhagan, Nayantaben Naran, Ketanbhai Parmar, and Vijaybhai Naran. Khushiben Dave, Kalpanaben Kooverjee and Priyamben Singh attended in their capacities as office assistants.

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

4. **ANNOUNCEMENTS**

There were no announcements.

5. **APPROVAL OF AGENDA & MINUTES**

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

6. **PROPOSED AMENDMENTS TO MINUTES**

None

7	CORRESPONDENCE
7.1	<i>INCOMING:</i>
7.1.1	Various requests for food hamper assistance
7.1.2	Requests for reduced rentals from tenants affected by Covid-19
7.1.3	Received offer of fruit tree donations from Mr Y. Naidoo
7.1.4	Received request from Mr Ahmed to recommence tuition classes to matriculants
7.1.5	Received a letter from Hemlataben Vallabh, our Balmandir teacher, informing the Samaj that she has completed an online Playsa course aimed at pre-school education.
7.1.6	Received a letter from Mr Bhana suggesting that for safety reasons the Samaj should keep their premises closed until September.
7.1.7	Received a request from Maheer Joshi to use auditorium free of charge for the purpose of making up food hampers for distribution
7.1.8	Received a request from Arvindbhai Chhagan requesting Samaj circulates a notice from the South African Reserve Bank offering bursaries
7.1.9	Received circular from HCOI advertising International Yoga Day
7.1.10	Received circular from Department of Education informing private ECD's or pre-schools not to open as communicated earlier but to wait for further communication
7.1.11	Received three applications for Samaj sound management.
7.2	<i>OUTGOING</i>
7.2.1	Letters sent to tenants granting them permission to pay only 50% rental for April and May 2020. From June 2020 onwards full payment required.
7.2.2	Circular to community requesting financial contributions to assist community members affected by Covid-19.
7.2.3	Vouchers granted to assist over 250 persons, mainly to recent Indian arrivals
7.2.4	Amended constitution sent to communities for approval on 24 May. No objections to proposed changes received by 15 June 2020 as requested.
7.2.5	Minutes of meeting held via videoconferencing on 18 May sent to community.
7.2.6	Circular sent to community on 29 May informing them that, subject to government regulations, Samaj premises will be open to public from 1 June 2020.
7.2.7	Letter to Mr Naidoo declining his kind for offer of fruit trees for the Samaj
7.2.8	Permission granted to Mr Ahmed to recommence tuition classes, subject to adherence to Covid-19 regulations.
7.2.9	Letter sent to Hemlataben congratulating her on her achievement in upgrading her teaching skills.
7.2.10	Letter sent to Mr Bhana acknowledging receipt of his mail.
7.2.11	Sent a letter of thanks to the community for their generous donations which allowed the Samaj to assist families in need.
7.2.12	Letter to Maheer Joshi granting permission to use auditorium for making up hamper parcels.
7.2.13	Circulated to community bursary opportunities offered by SARB
7.2.14	Circulated a request for applications from community to be trained and appointed to manage the newly installed Samaj sound system
7.2.15	Informed Balmandir parents that school will remain closed but that worksheets would continue to be provided.

8	MATTERS ARISING	RESPONSIBLE
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8.1	<p><i>SamajChar Newsletter</i> Khushiben reported that she had circulated a draft of the proposed August edition of SamajChar to exco for comments. Rameshbhai undertook to send a few changes and requested that Khushiben source and include a few higher-level articles that explain the fundamentals of Hinduism.</p>	Rameshbhai Khushiben
8.2	<p><i>New Facilities Hire Tariffs</i> As requested, Priyamben submitted the cost of hiring sound and technicians from JYM as well as the current facility hire tariffs to exco members. Rameshbhai revised the tariffs to include sound hire and submitted it to exco for approval. The new tariffs were unanimously approved and will be implemented with immediate effect.</p>	
8.3	<p><i>Training on Use of Sound System</i> Rameshbhai reported that a circular was sent to the community inviting them to apply to be trained to operate the Samaj sound system and that three applications had been received. Khushiben undertook to arrange with JYM for a suitable training date.</p>	Khushiben
8.4	<p><i>Registration of Balmandir</i> Priyamben reported that she followed up with the Dept. of Social Development with respect to the registration of the Balmandir. From information received, registration with the department of Social Development takes anywhere between 1 to 2 years, further delay caused by Covid-19 situation</p>	Priyamben
8.5	<p><i>Replacement of Toilet Seats</i> Priyamben reported no progress on replacement of toilet seats. She undertook to find another supplier.</p>	Priyamben
8.6	<p><i>18A Status for Samaj</i> Rameshbhai reported that he had circulated an amended Samaj constitution to the community for approval in order to meet SARS requirements for an 18A PBO status. No objections had been received to date. He requested Pavan to submit the new constitution to SARS. The new constitution to be uploaded on the website</p>	Pavanbhai Khushiben
8.7	<p><i>Auditorium Renovation Plan</i> Jasminben was requested to lead a task team consisting of Vijaybhai, Vinaybhai and herself to submit renovation proposal, and specs for each renovation aspect (foyer, auditorium, stage, etc), and obtain at least 2 quotes for each aspect to be formed. Jasminben reported no progress on this matter due to lockdown.</p>	Jasminben
8.8	<p><i>Emergency Support</i> See Social Services Report.</p>	
8.9	<p><i>TDF Banking Account</i> Rameshbhai reported that he and Kishorbhai had opened the Tshwane Diwali Festival bank account at the Laudium FNB branch and that Priyamben was in possession of the TDF debit card. Pavanbhai undertook to assist in activating the online banking facility for transaction purposes.</p>	Pavanbhai

8.10	<p>Stairways</p> <p>Vijaybhai reported that Vinaybhai had arranged for steel strips to be installed on the stairways leading to the office and priest quarters. Members expressed their satisfaction with it.</p>	
8.11	<p>Samaj Wood Crematorium</p> <p>Rameshbhai reported that he has as yet been unable to meet with Nava Pillay who is the senior official in charge of the Crematorium to discuss whatever proposal he had in mind with respect to the abandoned wood crematorium. Vinaybhai had agreed to follow-up.</p>	Vinaybhai
8.12	<p>Additional Telkom Line</p> <p>Harshadbhai reported that he is awaiting a call from Telkom to inform us whether the Samaj can get a hunting line. Rameshbhai expressed his frustration that this matter was initially requested by him two years ago and nothing has been achieved to date. It was agreed that Harshadbhai will join him on Monday 29 June at 10:30 to sort out the matter.</p>	Harshadbhai
8.13	<p>Remote teaching by Preschool and Gujarati schools</p> <p>Priyamben reported that the Gujarati school will do their first test on Google meet on Saturday, 26 June.</p> <p>As for the Balmandir, they are currently sending worksheets to parents. Awaiting feedback from teachers regarding using Google meet for Balmandir.</p>	Priyamben
8.14	<p>Remote Observation of Religious Festivals</p> <p>Nayantaben reported that pre-recorded videos will be posted on the Samaj FB page for Shraavan Bhajan Mela. Rameshbhai asked Nayantaben to send a plan for remote observation of religious festivals for this year to the exco.</p>	Nayantaben
8.15	<p>Readiness for upliftment of lockdown re: Balmandir, Gujarati, Mandir, Auditorium</p> <p>Priyamben submitted a plan for ensuring the health and safety of all visitors to the schools, mandir and auditorium once lockdown was lifted. This plan was unanimously approved.</p>	
8.16	<p>Financial Reporting</p> <p>Harshadbhai presented a report of the Samaj finances (see Financial Report). Rameshbhai requested that in addition to providing raw data, the next report should include an analysis of the income and expenditure of various departments to alert the team on possible “red flags” requiring their urgent attention.</p>	Harshadbhai / Pavanbhai
8.17	<p>Discourses by Sunilbhai</p> <p>Ketanbhai to present a report on discourses Sunilbhai will be rendering during the year.</p>	Ketanbhai

9. SECRETARIAT REPORT

Office Admin Report

Reporting Period: June 2020

A. Activities / Achievements for Month

➤ **Samajchar:**

- Currently gathering articles for August edition.
- Final version of newsletter will be sent to exco for approval by end of July.

➤ **Finance:**

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

➤ **Attendance:**

Except for Wendy Niera who took sick leave for 3 days, the attendance of staff was 100% for the month of May. Staff also clocked in on time every day.

➤ **Visitor Check-in (9th June – 19th June):**

Number of Visitors	Visited	Protocols followed
6	Mandir	➤ Hands were sanitised and temperature measured before they came in. ➤ 1.5m distance were maintained by people in the premises.
95 (parents in group of ± 25)	School	
4	Office	
4	Sunilbhai (Priest)	
30	Dining hall	

➤ **Social media management:**

- Dipak Amrit Chhagan, Nani Morar, Jaysri Jhina and Samir Jhina were added on Samaj WhatsApp broadcast list.

Khushi Dave

10 TREASURER'S REPORT

Monthly Financial Report to Executive Committee

Dated: 30th June 2017

Current Assets	June' 20
CASH Position for month	
Bursary Fund - Fixed Deposits (74444067025)	339 327
Cheque Account	92 761
Fixed Deposits (74623139926)	3 500 000

Money on Call (62238051114)	915 205
Petty Cash	3 081
Sage Pay	16 031
ZipZap	7 331
4 873 736	

Other Assets

Student Loans	510 393
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Statement of Revenue & Expenditure

Balmandir	Complex Rentals	Facilities	RCC	Months To Date			Grand Total
				Seva Samaj	Health Welfare		
Income	350 762	438 244	108 062	45 160	131 828	105 846	1 179 902
Expense	48 412	-	245 840	7 224	504 752	26 412	832 640
NETT	302 350	438 244	(137 778)	37 936	(372 924)	79 434	347 262

Revenue

REVIEW. June '20

1 The records shown above are for June '20 YTD

June '20

2 Revenue is	1 179 902
3 Surplus YTD	347 262
4 Cash	4 873 736

5 Debtors	
Balmandir	74 833
Complex	185 744
Bursary	487 668
Other	1 620
Total	749 865

Compiled By:

Harshad B Pema

11 EDUCATION REPORT

Reporting Period: June 2020

A. Achievements for Month

- Works packs have been distributed to learners for commencement of the school curriculum
- Parents sent communication for school reopening
- Majority of parents choosing home school till things settle down
- Gujarati school work being sent via WhatsApp to current students
- Gujarati school to be taught online to reach not only current enrolled students but larger audience.

Pri Singh

12 RELIGION & CULTURE PORTFOLIO REPORT

No report submitted

13 SENIOR CITIZEN'S CLUB REPORT

No report submitted

14 SOCIAL SERVICES PORTFOLIO REPORT

Reporting Period: June 2020

B. Achievements for Month

- For the month of June the Samaj assisted eight families with grocery voucher hampers to the value of R3 900.00.
- Whilst the focus is to assist our recent Indian nationals, assistance was also given to 2 local families.
- The benefactor's details were recorded for monitoring and control purposes, the main criteria being the loss of income due to the lockdown emanating from Covid -19 pandemic.
- Circumstances such as family support and assistance from other sources were also considered. A screening process was conducted to ensure the legitimacy for the grocery voucher request.

J. Magan Govind

15 TSHWANE DIWALI FESTIVAL REPORT

No report submitted. The possibility of hosting a virtual Diwali Festival is being investigated. A report will be presented at the next meeting.

16 FACILITIES & FUNERAL REPORT

No report presented

17 NAVYUG MANDAL REPORT

No report presented

18 MULTI-MEDIA CENTRE REPORT

Reporting Period: June 2020

Matters Pending/For Executive Approval

- Research and create templates for business purposes
- Create a portal for new entrepreneurs to access templates and resources
- Research resources to put on portal
- Create a list of mentors for mentorship programmes
- Create workshops and courses to implement when things settle down

Pri Singh

19 TDF 2020 PROGRESS REPORT

Priyamben reported that discussions on a possible virtual Diwali festival are underway. Proposal to be submitted shortly

20 GENERAL / NEW MATTERS

20.1 ***Submission of amended constitution to SARS***

Pavanbhai informed the members that upon Rameshbhai's request, he had already submitted the amended Samaj constitution to the SARS unit dealing with section 18A PBO applications and that we are now awaiting feedback from them. Pavanbhai agreed to follow-up.

20.2 *Continuation of Welfare support*

The question of whether the Samaj should continue to provide support to families in need in July was discussed. Members felt that some assistance was still needed. It was agreed that a survey should be conducted to determine how many people in our community are still unemployed and to focus attention specifically on this group.

20.4 *Crematorium Delegation*

Rameshbhai informed members that Dr Murthi Sooboo had contacted him to ask him to be part of a delegation to discuss crematorium issues with the City Council officials. He and Bharat Kooverjee will represent the Samaj.

20.5 *Enterprise Development*

The proposal by Priyamben to create a portal for Enterprise Development was approved. Priyamben to present progress report at next meeting.

20.6 *Register of Visitors*

Khushiben undertook to ensure that all contact details as required by regulation (Name, ID, Cell phone number and physical address) will be captured for all visitors to Samaj premises.

21 NEXT MEETING

It was agreed that the next meeting will be held on Tuesday 21 July 2020

22 CLOSING PRAYER

The meeting closed at 21:15

SPHSS SECRETARIAT

SPHSS PRESIDENT