

MINUTES OF BOARD OF TRUSTEES (BOT) MEETING NO. 4

MINUTES NO. 4	
PLACE SPHSS Boardroom	TIME 19h00 DATE 14 September 2020

NAME	E-MAIL	POSITION	TEL. NO.	PRESENT
Dr Devidas Ramjee (DR)	drdramjee@yahoo.com	Chairman BOT	072 464 9826	√
Arvind Chhagan (AC)	Achhagan208@gmail.com	Secretary BOT	082 376 6441	√
Venod Mistry (VM)	venodm@mweb.co.za	Member BOT		√
Naresh Kallan (NK)	Naresh.kallan@siemens.com	Member BOT	082 775 0773	Apology
Upendra Parmar (UP)	Par3263@gmail.com	Member BOT	082 534 4080	√
Harshad Bhiku Pema (HBP)	cfo@sphss108.co.za	Exco SPHSS CFO	071 322 5155	Apology
Ramesh Chhagan (RC)	president@sphss108.co.za	Exco SPHSS President	083 422 8981	√
Khushiben Dave (KD)	Sphss108@telkomsa.net	SPHSS Admin	012 374 6354	Abs

ITEM	ACTION	DATE
1 Opening Prayer		
Meeting was opened with a prayer. A minute's silence was observed for the recently deceased.		
2 Matters Arising		
2.1 Stand Development in Marabastad		
Despite interest shown by some developers, no firm proposal has been received. Exco still pursuing this matter.	Exco	
3 BOT Audit of Samaj Affairs		
3.1 Office administration will be vetted on 28 October 2020 at 10h00. Rameshbhai to reissue checklist to aid auditing.	BOT Exco	28/10/2020
3.2 Financial audit will be carried out by Venodbhai. He will arrange with Kalpanaben in arranging an audit during October 2020.	BOT	Last week in October
3.3 The next formal audit meeting will take place on 18 November 2020 at 19h00	BOT	18/11/2020
4 Risk Analysis		
4.1 BOT still to draw up a risk profile of the Samaj to ensure it can anticipate problems and offer timeous solutions. A risk that was raised was the possibility of electricity increase of 15% per annum over the next three years and whether the Samaj should invest in a PV system. Also, due to possibility of a drought similar to that affected Cape Town, whether water harvesting should not be implemented.	BOT	28/02/2019
4.2 BOT will convene a workshop on 14 October 2020 at 13h00 in Samaj boardroom	BOT	14/10/2020
4.3 There are various policy documents on the Samaj websites. BOT to advise whether additional policy documents are to be added	BOT	14/10/2020

5	Financial Statements		
5.1	The audited financial statements for the year ended 31/12/2019 were perused. Venodbhai advised that the bank balance of R4 665 299.00 on page 15 be subdivided into those held in the bank as normal operating balance and those that are ringfenced for bursary purposes. More details to be provided on page 14 for the large addition of R556 691 designated as plant, furniture and equipment.	BOT/Exco BOT/Exco	
5.2	The financial statements for the year ended 31/12/2020 were accepted by the Trustees. Community to be informed that financial statements are available at the Samaj's office.	Admin	
6	Asset Register		
	Asset register had been approved by the BOT and Exco.		
7	Audit		
	It was agreed by the BOT that a financial review be undertaken in lieu of a full audit at the next non-elective AGM. A full audit to be carried out at the elective AGM in 2020.		
8	Next AGM		
	Due to Covid-19 with limit on attendance, it was unanimously agreed that the next elective AGM be postponed to May 2021.	BOT	
9	Next Meeting		
	Next audit meeting will be held at the Samaj on 18 November 2020 at 19h00	BOT	18/11/2020