



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 HELD ON TUESDAY 22 SEPTEMBER 2020 AT 7PM VIA SKYPE

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

Apologies/ Absent: Khushiben Dave, Mishkaben Devchand, Vitteshbhai Devchand and Taraben Bhaga

4. ANNOUNCEMENTS

Members wished Nayantaben Naran well on her birthday.

5. APPROVAL OF AGENDA & MINUTES

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

6. PROPOSED AMENDMENTS TO MINUTES

None

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CORRESPONDENCE

7.1	INCOMING:
7.1.1	Received request for voucher assistance from community members
7.1.2	Received a quote for basic architectural plans for R38 000.
7.1.3	Received a quote for an ambulance service from ER24
7.1.4	Received a request from Pavan Gandhi about sponsorship opportunity for deserving Bal Mandir learners
7.1.5	Received email from SARS informing Samaj that the application for 18A status is receiving attention
7.1.6	Received sponsorship for Bal Mandir child from an anonymous donor
	Received request from Mukeshbhai Parsotam of the Shree Rameshwar Mandir to distribute calendars to community on their behalf.
7.2	OUTGOING:
7.2.1	Circulated minutes of executive committee meeting held on 25 August 2020
7.2.2	Various communications with Mohsin Sujee and others for architectural services
7.2.3	Letter to Trustees requesting Trustee meetings be held
7.2.4	Contracts for sound management service sent to Pritesh Bhana and Milan Kooverjee'
7.2.5	Circulated advertisement for "Colour Creations"
7.2.6	Sent out a request to ER24 for a quote to provide an ambulance service for community members not on medical aid
7.2.7	Sent a mail to Ms Ncwabe of SARS requesting her to attend to our application for 18A status.
7.2.8	Circulated bursary opportunities being offered by Shoprite Checkers
7.2.9	Letter to community informing them of the availability of 2019 audited financial statements from Samaj office and the cancellation of 2010 AGM due to Covid-19
7.2.10	Circulated minutes of Trustee held on Monday 14 September 2020

8	MATTERS ARISING	RESPONSIBLE
8.1	Non-Payment of Marabastad Rentals As this matter is receiving attention, it was agreed to drop this from matters arising.	
8.2	Registration of Balmandir Priyamben reported that online registration is not possible. She will continue to do so personally.	Priyamben
8.3	18A Status for Samaj Rameshbhai reported that he had written to SARS to follow-up on Samaj 18A application.	Rameshbhai
8.4	Renovation of Auditorium It was agreed that an onsite meeting will be held on Monday 28 September at 10:00 to finalise the renovation plan. Thereafter quotes will be solicited by the team.	Jasminben / Vinaybhai / Vijaybhai

8.5	<i>Additional Telkom Line</i> Harshadbhai reported that he will follow-up on the faulty telephone line. Rameshbhai mentioned that we also needed to investigate an alternative service that is more cost effective.	Harshadbhai
8.6	<i>Palisade Gate Around Generator</i> Priyamben informed members that Harshadbhai of Simply Gates has not completed the construction of the palisade gate around the generator. She will follow up.	Priyamben
8.7	<i>Obtain Electrical Certificate of Compliance</i> Vijaybhai reported that a COC has been obtained.	
8.8	<i>Install Lockable Cage for Gas Cylinders</i> Priyamben reported that Harshadbhai of Simply Gates has completed the construction of the steel cage for gas cylinders.	
8.9	<i>Fire Detection System</i> Rameshbhai asked that Vijaybhai & Priyamben source quotes for the installation of a fire detection system for auditorium, dining hall, classrooms and mandir.	Vijaybhai / Priyamben
8.10	<i>Samaj Insurance Policy</i> It was agreed that should a fire detection system be prohibitively expensive, we will need to change our insurance company that does not require such a system to be installed.	
8.11	<i>Replacement of Gutters</i> Vijaybhai undertook to obtain quotes as part of the renovation plan. The matter will therefore not be dealt with separately.	
8.12	<i>Appointment as Sound Managers</i> Rameshbhai informed members that he had entered into service agreements with Priteshbhai Bhana and Ileshbhai Gandhi. Milanbhai Kooverjee has declined. Ileshbhai still to send the agreement to the office for filing.	Ileshbhai
8.13	<i>List of Balmandir Beneficiaries</i> Priyamben is still to supply EXCO with the names of deserving beneficiaries for Balmandir sponsorship.	Priyamben
8.14	<i>Debit Orders - Balmandir</i> Priyamben gave the assurance that all 2021 Balmandir intakes have a signed debit order.	
8.15	<i>Trustee Meetings</i> Rameshbhai reported that he had to the Trustees to express concern about the failure to call up meetings and that consequently	

	a meeting was held on 14 September 2020. These minutes were subsequently circulated to the community	
8.16	Architect Plans Despite numerous enquiries, copies of building plans for Samaj premises were not available. Qoutations to have plans drawn up ranged from R28 000 to R40 000. Vijaybhai reported that he had commissioned an architect to assist and that had agreed to assist. He had subsequently traced the documents and requested a fee under R5 000. This amount would include hard copies and a digital version. The Exec committee unanimously approved this, subject to the plans being delivered.	Vijaybhai
8.17	Attendance Register Khushiben has included the teacher attendance stats in her September report, as requested.	

09 OFFICE ADMIN REPORT

A. Activities / Achievements for Month

➤ Samajchar:

- Gathering content for December edition.

➤ Finance:

- Receipts have been captured.
- Petty cash balances done.
- Deposits done.

➤ Staff Attendance:

Biometric Summary – Sept 2020

Employee	DEP	Working Days	Present	Leave Days	Type of Leave	Actual Hours
Bijal Chhagan	BAL	21	For the month of August, Teachers came in twice a week to collect the old worksheets and distribute the new worksheets to the parents. Other days teachers worked from home.			8am - 12:30pm
Chetna Kalian	BAL	21				9am - 12:30pm
Hemi Vallabh	BAL	21				9am - 12:30pm
Jashmeena Mithal	BAL	21				8am - 12:30pm
Mauwna Bhima	BAL	21				8am - 12:30pm
Laxmi Ramjee	BAL	21				8am - 12:30pm

Karishma Mahado	BAL	21				8am - 12:30pm
Priyam Tanna	ADM	21	21			8am - 4:00pm
Khushi Dave	ADM	21	21			8am - 4:00pm
Kalpana Kuverjee	ADM	21	20	1	Annual Leave	8am - 4:00pm
Noel Chuma	GRS	29	29			6am - 6pm
Wendy Njera	GRS	21	20	1	Special Leave – Family Responsibility	7:30am - 4pm
Jacob Poopedi	GRS	21	21			7:30am - 4pm

➤ **Visitor Check-in (24th August – 16th September):**

Number of Visitor	Visited	Protocols followed
5	Mandir	<p>➤ Hands were sanitised and temperature measured before they came in.</p> <p>➤ 1.5m distance were maintained by people in the premises.</p>
90	School	
37	Office	
1	Sunilbhai (Priest)	
-	Hall	
6	Boardroom	

➤ **Social media management:**

- Pritesh Madhavjee was added to the Samaj WhatsApp broadcast list.
- Email Database: 1414 Members
- WhatsApp Database: 1572 Members
- Facebook: 2742 followers

➤ **Calendar:**

- Samaj 2021 calendar has been designed

B. For Executive Approval

- Approval of cost of calendar

C. Upcoming Activities for Next Month

- Samajchar (newsletter)

10. FINANCIAL REPORT

Monthly Financial Report to Executive Committee

Dated: 21st September 2020

**Current
Assets**

Aug'20

CASH Position for month

Bursary Fund - Fixed Deposits (74444067025)	345 782
Cheque Account	104 832
Fixed Deposits (74623139926)	3 486 137
Money on Call (62238051114)	920 255
Petty Cash	2 018
Sage Pay	18 819
ZipZap	7 903

4 885 744

Other Assets

Student Loans	457 183
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Statement of Revenue & Expenditure Aug'20

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	415 066	786 901	135 925	175 240	181 306	60 098	-	1 754 536
Expense	47 412	-	387 053	31 260	910 884	18 967	1 000	1 396 576
NETT Revenue	367 654	786 901	(251 128)	143 980	(729 578)	41 131	(1 000)	357 960

Statement of Revenue & Expenditure Aug'19

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	544 663	806 186	112 840	37 718	225 595	134 529	-	1 861 531
Expense	37 814	-	444 350	39 214	861 499	97 937	14 499	1 495 313
NETT Revenue	506 849	806 186	(331 510)	(1 496)	(635 904)	36 592	(14 499)	366 218

REVIEW. Aug'20

- The records shown above are for YTD Aug'20
Nett revenue has been maintained to prior years. Expenses & Revenue has dropped ten percent comparatively.

- Surplus YTD 357 960
- Cash 4 885 744
- Debtors

Balmandhir	58 747
Complex	91 538
Bursary	457 183
Other	37 835

Total

645 302

11 EDUCATION REPORT

Reporting Period: September 2020

A. Achievements for Month

- Balmandir school opened beginning of September – 23 learners back in school
- Work packs will continue to be distributed for learners not attending school
- Application for Balmandir registration resubmitted – will follow up by end of the week
- Preparation for 2021 underway

2 Matters Pending/For Executive Approval

3 Upcoming Activities for Next Month

12 RELIGION & CULTURE PORTFOLIO REPORT

No report submitted

13 SENIOR CITIZEN'S CLUB REPORT

No report submitted

14 SOCIAL SERVICES PORTFOLIO REPORT

B. Achievements for Month

- No new requests for financial assistance were received during the month of September.
- As per previous agreement two families were assisted with grocery vouchers at a combined value of R900.00.
- The Samaj continues its endeavour to assist families in need during the tough economic situation in the country.

15 FACILITIES & FUNERAL REPORT

Reporting Period: September 2020

C. Achievements for Month

- Harshadbhai D. Pema to completed storage for gas tanks connected to kitchen
- Harshadbhai D. Pema partially completed generator cage, remainder to be completed
- COC certificate completed
- Architect appointed to find Samaj hall plans
- Fire alarm system can only be installed after we obtain Samaj plans

- Harshadbhai to replace down pipes and provide quote for gutter replacement

16 NAVYUG MANDAL REPORT

No report submitted

17 MULTI-MEDIA CENTRE REPORT

No report submitted

18 TDF 2020 PROGRESS REPORT

No report submitted.

19 GENERAL / NEW MATTERS

19.1 Toy Library

Rameshbhai informed members that a community member had requested that Samaj considers starting a toy library. Most members were not in favour.

19.2 Ambulance Service

Rameshbhai informed members that a request had been received that the Samaj consider assisting community members not on medical aid to receive an ambulance service. The proposal was that a family would pay a monthly sum to the Samaj and when an ambulance was needed, they would call the ambulance and Samaj would foot the bill. Most members were not supportive of such a service.

19.3 Solar - PV System

At the Trustee meeting held on 14 September, a request was made that the Executive Committee consider introducing a solar system in order to minimise exposure to Eskom load-shedding. After some discussion, the members decided not to pursue this matter as it would cost at least R300 000 to put in such a system.

19.4 Water Harvesting

Members discussed the possibility of installing a water harvesting system as requested by the Trustees. It was agreed that Vijaybhai and Priyamben would obtain quotes.

19.5 Annual Financial Statements

As a result of the postponement of the AGM to 2021, Rameshbhai informed members that a notice had been sent to the community a week ago to invite them to review the audited financial statements or obtain a copy from the Samaj office. To date, no such requests have been received. Rameshbhai conveyed the request made by Venodbhai Mistry at the Trustee meeting that the bank balance reflected in the financials be split to reflect the portion ringfenced for bursary purposes. Harshadbhai stated that this split was reflected in the notes to the statements.

19.6 Expenses

Venodbhai requested that a fuller breakdown be given of expenses listed under plant, furniture and equipment to explain the large amount of R556 691 designated as such. Harshadbhai undertook to do so.

19.7 Postponement of AGM

Rameshbhai informed members that in the light of Covid-19, the Trustees had taken the decision to postpone the 2020 elective AGM to latest May 2021. This date was chosen because the Executive

Committee would be in the position to present the 2021 financials as well. This meant that the current officials would continue to serve until then.

19.8 Risk Workshop

The President informed members that the Trustees have scheduled a workshop for 14 October 2020 at the MMC to identify potential risks and to strategize possible mitigating steps. Members were asked to submit any ideas they had to Rameshbhai.

19.9 Internal Trustee Audit

The Trustees have decided to conduct an administration audit on 28 October 2020 at 10:00 and a financial audit in the last week of October. The exact date will be communicated by Venodbhai.

19.10 Rameshwar Mandir Appeal

The president had earlier circulated an appeal from the Rameshwar Mandir to members for the Samaj to advertise and administer the sale of their annual calendar. Members had agreed to assist, subject to the community making deposits directly into Rameshwar mandir's bank account.

19.11 Emergency Vehicle – Laudium Disaster Management

The Chairman informed members that the Pretoria Hindu Society (PHS) has received a request from the Laudium Disaster Management group to assist with the purchase of an emergency vehicle as their current vehicle was run down. The PHS was considering assisting, provided the contribution of the Hindu community was acknowledged by means of suitable branding. Members were asked if they would like the Samaj to partner with the PHS in this project. After some deliberation, this was agreed to. The Chairman indicated he would approach the Tamil and Hindi organisations to also consider participating.

19.12 Samaj Gujarati Calendar

Khushiben had forwarded a quote for producing a Gujarati Calendar. It was agreed that Priyamben would approach Manojbhai of SuperLite for sponsorship.

19.13 Fireworks Display

Priyamben informed members that she had approached the Council to determine if the sports ground was available on Diwali day and had approached Ahmed for a firework display quote. Members agreed that once the quote was received, we would consider whether we will have a firework display this year or not.

19.14 Marabastad Stands

Rameshbhai reported that he would contact Pavanbhai's contact to determine if he was still interested in developing the Marabastad stands.

19.15 Year-End Function

It was agreed that a year-end function should be held at Bhai's lounge. Trustees and spouses are also to be invited. Date to be communicated by Priyamben.

19.6 Inventory of Office Documents

The office staff were unable to trace documents and did not know precisely what documents were being kept in the Samaj Office. It was agreed that an inventory of all office documents was to be created by mid October 2020

20 NEXT MEETING

The next meeting will be held in the Samaj MMC (Room 1) on 20 October 2020 at 7:30pm.

21 CLOSING PRAYER

The meeting ended with a closing prayer at 9:15pm

SPHSS SECRETARIAT

SPHSS PRESIDENT