



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

PO. Box 14368
Laudium, Pretoria 0037
Web: www.sphss108.co.za

"Satyameva Jayate" - Truth Alone Prevails

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE SHREE PRETORIA HINDU SEVA SAMAJ HELD ON TUESDAY 25 AUGUST 2020 AT 7PM VIA SKYPE

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

Apologies: Kalpanaben Kooverjee, Mishkaben Devchand, Vitteshbhai Devchand and Taraben Bhaga

4. ANNOUNCEMENTS

Members wished Jasminben Govind well on her recent 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

7	CORRESPONDENCE
7.1	INCOMING:
	Mail from Vishal Nana informing Samaj that additional sound station point would cost R1 000
	Request for food hamper assistance
	Received R1 000 sponsorship from Jayna Patel for Balmandir child's education
	Received Covid-19 tips on keeping school safe from Arvindbhai Chhagan
7.2	OUTGOING:
	Circulated August edition of SamajChar
	Circulated programme for virtual Shraavan Bhajan Mela
	Various communications to insurance company for a review of policy
	Circulated minutes of Exco meeting held on 27 July 2020
	Placement of advert for Balmandir admission
	Circulated golfing achievement of Kajal Mistry
	Mohsin Sujee (architect) given mandate to obtain Samaj plans from Council
	Letter of thanks to Jayna Patel for sponsorship

8	MATTERS ARISING	RESPONSIBLE
8.1	<i>Non-Payment of Marabastad Rentals</i> Rameshbhai reported that Nafek had undertaken to settle his account and had already paid a large part of it. Vinaybhai reported no success in contacting defaulting tenant but that a small payment has been received.	Vinaybhai Rameshbhai
8.2	<i>Adoption of Procedure Manuals</i> Rameshbhai corrected an error in the content page of the procedure manual. This matter is now resolved	
8.3	<i>Registration of Balmandir</i> Priyamben reported that she will try registering the Balmandir online.	Priyamben
8.4	<i>Replacement of Toilet Seats</i> Priyamben reported that with the help of Vijaybhai, the installation of seats has been attended to.	
8.5	<i>18A Status for Samaj</i> With Pavanbhai's migration to America, Harshadbhai undertook to liaise with SAPFIN to steer this application.	Harshadbhai
8.6	<i>Renovation of Auditorium</i> In the previous meeting, the auditorium renovation plan submitted by Jasminben was approved. Jasminben and team have undertaken	Jasminben / Vinaybhai / Vijaybhai

	to meet with professional service providers in the following weeks and submit a full implementation plan for approval.	
8.7	<i>Samaj & TDF Banking Account</i> Rameshbhai reported that he and Pavanbhai had met and had activated the online banking facility for the Samaj and TDF debit cards to permit transactions.	
8.9	<i>Training of Two Employees on Basic Firefighting</i> Priyamben reported that both Sunilbhai and Noelbhai had completed their basic firefighting course and have been certified.	
8.10	<i>Additional Telkom Line</i> Harshadbhai reported that Telkom had installed the additional line but that it was faulty. He promised to follow-up.	Harshadbhai
8.11	<i>Remote teaching by Preschool and Gujarati schools</i> Priyamben reported that the Gujarati school has conducted several sessions on Google meet to date and that these sessions seem to be going down well. Rameshbhai asked that all EXCO members be invited to the next one so that EXCO could evaluate its success. As for the Balmandir, they are currently sending worksheets to parents. The Balmandir teachers have agreed to try out distance learning in the coming week.	
8.12	<i>Palisade Gate Around Generator</i>	Priyamben
8.13	<i>Obtain Electrical Certificate of Compliance</i> Priyamben reported one quote for R40 000 to complete some electrical work and obtain COC. Vijaybhai volunteered to obtain another quote.	Vijaybhai / Priyamben
8.14	<i>Install Lockable Cage for Gas Cylinders</i> Priyamben informed members that Harshadbhai of Simply Gates will also construct the steel cage for gas cylinders by end August	Priyamben
8.15	<i>Fire Detection System</i> Priyamben reported that without the Samaj auditorium plans, she was unable proceed with the installation of a fire detecting system in auditorium, dining hall, classrooms and mandir. Vijaybhai agreed to help.	Vijaybhai / Priyamben
8.16	<i>Appointment of Insurer</i> Harshadbhai confirmed that we have renewed our insurance with the current broker.	
8.17	<i>Installation of Sound Station Points</i>	

	Rameshbhai confirmed that the two station points have been created by JYM for sound system.	
8.18	Non-Attendance of EXCO Members Rameshbhai informed members that he had written to the three errant members informing them of the need to attend meetings. No response received to date.	
8.19	Replacement of Gutters Priyamben to ensure new gutters are installed. Vijaybhai has agreed to assist	Vijaybhai /Priyamben
8.20	Appointment as Sound Managers Rameshbhai informed members that he had requested Priteshbhai Bhana a month ago to send to him his and Milanbhai Kooverjee's ID numbers in order to send them letters of appointment. They have failed to do so. Priyamben agreed to help	Priyamben /Rameshbhai

9. OFFICE ADMINISTRATOR'S REPORT

A. Activities / Achievements for Month

➤ Samajchar:

- August edition published.
- Gathering content for December edition.

➤ Finance:

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

➤ Staff Attendance

Biometric Summary

Jul-20

Employee	DEP	Working Days	Present	Leave Days	Type of Leave	Actual Hours
Priyam Tanna	ADM	23	22	1	Annual Leave	8am - 4:00pm
Khushi Dave	ADM	23	22	1	Annual Leave	8am - 4:00pm
Kalpna Kuverjee	ADM	23	23			8am - 4:00pm
Noel Chuma	GRS	29	29			6am - 6pm
Wendy Njera	GRS	23	23			7:30am - 4pm
Jacob Poopedi	GRS	23	23			7:30am - 4pm

➤ **Visitor Check-in (15th July – 23rd August):**

Number of Visitor	Visited	Protocols followed
25	Mandir	<ul style="list-style-type: none"> ➤ Hands were sanitised and temperature measured before they came in. ➤ 1.5m distance were maintained by people in the premises.
90	School	
19	Office	
-	Sunilbhai (Priest)	
12	Hall	
2	Deliveries	

➤ **Social media management:**

- Sharavan Program posted on FB and WhatsApp.
- Shraavan Bhajan Mela Zoom link and program was sent on WhatsApp for every week.
- Krishna Jayanti performances videos were posted on FB and links were sent on WhatsApp.
- Hamansu, Shailesh Bhana, Sandhya Parekh, Nani Morar and Jaysri Jhina were added to the Samaj WhatsApp broadcast list.

B. Upcoming Activities for Next Month
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- Samajchar (newsletter)
- Samaj Calendar 2021

10 TREASURER'S REPORT

Monthly Financial Report to Executive Committee

Dated: 24th August 2020

Current Assets

Aug'20

CASH Position for month

Bursary Fund - Fixed Deposits (74444067025)	345 782
Cheque Account	210 525
Fixed Deposits (74623139926)	3 510 255
Money on Call (62238051114)	920 255
Petty Cash	2 698
Sage Pay	18 840
ZipZap	7 903
5 016 258	

Other Assets

Student Loans	486 368
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Statement of Revenue & Expenditure

Aug'20

Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF
Income	411 106	786 901	135 612	175 240	181 306	57 764
						-

Expense	47 412	90 212	364 760	31 260	731 890	15 321	1 000
NETT	363 694	696 689	(229 148)	143 980	(550 584)	42 443	(1 000)

Revenue

Statement of Revenue & Expenditure

Aug'19

	Balmandhi	Complex	Facilities	HWG	Seva Samaj	RCC	TDF
Income	544 663	809 323	107 601	37 718	225 595	136 631	-
Expense	37 814	-	439 108	44 884	861 071	97 937	14 499
NETT	506 849	809 323	(331 507)	(7 166)	(635 476)	38 694	(14 499)

Revenue

REVIEW. Aug'20

1	The records shown above are	Aug'20
	for YTD	
2		Revenue has increased due to donations for the Covid Pandemic. Surplus Covid funds will be donated to needy.
3	Surplus YTD	466 074
4	Cash	5 016 258
5		Debtors
Balmandhir		67 667
Complex		92 665
Bursary		486 368
Other		9 520
Total		656 220

Compiled By:

Harshad B Pema

11 EDUCATION REPORT

Achievements for the Month

- Balmandir school remained closed for August
- Work pack produced and distributed by teachers
- First batch of video lessons sent out to Grade R students. This was well received by parents.
- All Balmandir staff will report to school from 1 September 2020.
- Application for Balmandir registration to be redone and resubmitted

12 RELIGION & CULTURE PORTFOLIO REPORT

Achievements for the Month

- Shravan month – All festivities were done live on Facebook by Sunilbhai.
- Shiv Abishek, Shiv Sahastranaam, Krishna Janmashtami were also observed
- Talks conducted on Independence Day
- Hindola and Arti and talks.

- Public responses were highly successful. We had up to 2000 views.
- Ganesh yagna was also done live on Facebook Good response.

UPCOMING EVENTS

All festivities listed below will be celebrated live on Facebook. Detailed plan, dates, times etc to be confirmed closer to time.

- Shraad yagna
- Adhik month: plans are to have dharmic talks every day during adhik month.
- Navratri
- Diwali
- New year

13 SENIOR CITIZEN'S CLUB REPORT

No report submitted.

14 SOCIAL SERVICES PORTFOLIO REPORT

Achievements for Month

- No new requests for financial assistance were received during the month of August.
- The Samaj continued its support to a local family with a grocery voucher of R400.00.
- The Samaj continues its endeavour to assist families in need during the tough economic situation in the country.

15 TSHWANE DIWALI FESTIVAL REPORT

No report submitted

16 FACILITIES & FUNERAL REPORT

Achievements for Month

- Toilet seats replaced
- Sound station points installed. JYM took the mixer for a software update.
- Harshadbhai to complete storage for gas tanks connected to kitchen by the end of August
- Harshadbhai to replace gutters by the end of August
- Harshadbhai to place generator cage by the end of August
- Awaiting 3rd quote for COC certificate
- Fire alarm system can only be installed after we obtain Samaj plans

17 NAVYUG MANDAL REPORT

No report submitted

18 MULTI-MEDIA CENTRE REPORT

No report submitted

19 TDF 2020 PROGRESS REPORT

No report submitted

20 GENERAL / NEW MATTERS

20.1 *Debit Orders for Balmandir Learners*

Rameshbhai emphasised that all parents of Balmandir learners must complete the prescribed debit orders. This is to minimise bad debts. It was agreed that no child to be admitted otherwise.

20.2 *Sponsorship for Balmandir Learners*

Priyamben undertook to submit names of deserving learners to the Executive Committee for consideration of the R1 000 sponsorship made by Jaynaben Patel.

20.3 *Trustee meetings*

A concern was raised that Trustees have not held any meetings in 2020. Rameshbhai undertook to write to trustees on this matter.

20.4 *Samaj Building Plans*

Vinaybhai reported that after a thorough search of Samaj premises, they were unable to find hard copies of approved building plans. These were needed to implement the recommendations of our insurance company. Rameshbhai reported that he had subsequently approached Mohsin Sujee, a local architect, to approach Council on our behalf for these plans. Mr Sujee had reported that the Council could only trace the mandir plans. It was agreed that Rameshbhai and Vijaybhai would approach architects for quotations to draw up new plans.

20.5 *Audited Financial Report*

To date, we have not received the audited or reviewed financial statements from Tayfin Accounting. Harshadbhai was requested to obtain same urgently.

20.6 *Office Admin Report*

On Rameshbhai's request, Khushiben agreed to include the attendance of teachers in her September report.

21 NEXT MEETING

It was agreed that the next meeting will be held on 22 September 2020.

22 CLOSING PRAYER

The meeting ended with a prayer at 9:00

SPHSS SECRETARIAT

SPHSS PRESIDENT