



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

P.O. 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 27 OCTOBER 2020 AT 7:30PM AT THE MMC.

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

Apologies/ Absent: Mishkaben Devchand, Vitteshbhai Devchand, Harshadbhai Pema and Taraben Bhaga

4. ANNOUNCEMENTS

Members wished Harshadbhai well on his birthday in absentia. They also congratulated him on becoming a grandfather.

5. APPROVAL OF AGENDA & MINUTES

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

6. PROPOSED AMENDMENTS TO MINUTES

None

7	CORRESPONDENCE	
7.1	INCOMING:	
7.1.1	Received from and granted request to Dhruv Sodha for use of dining room to pack hampers for charity in November.	
7.1.2	Received mail from SARS indicating that Samaj's application for 18A status is being considered	
7.1.3	Received request from Rameshwar Mandir to help distribute their annual calendar this year.	
7.1.4	Received another mail from SARS requesting further information in order to process Samaj 18A application.	
7.1.5	Received a mail from Gerrie of Impact meters on 5 October that some of the meters at the Samaj Marabastad Centre are not functioning optimally	
7.1.6	Received an invitation from the World Hindu Foundation – Jhb Chapter to participate in a webinar.	
7.1.7	Received from and circulated to community a flyer from Dhruv Sodha requesting sponsorship of school items for charity.	
7.1.8	Received a request from Nava to sell fireworks in foyer during lead up to Diwali	
7.1.9	Received and processed two requests for hamper assistance	
7.1.10	Received a letter of concern from Manishaben Lakha on Samaj's non-compliance to its Covid-19 arrangements during Navratri function in mandir.	
7.2	OUTGOING:	
7.2.1	Letter to anonymous donor identifying two children whose Balmandir fees could be paid for by her.	
7.2.2	Circulated to community minutes of Exco meeting held on 20 September 2020	
7.2.3	Responded to Pavanbhai Gandhi's request to identify a child for sponsorship by an anonymous donor	
7.2.4	Submitted Samaj constitution to SARS requesting 18A status	
7.2.5	Informed community of procedure to purchase Rameshwar Mandir Calendar 2021	
7.2.6	Wrote a mail to Samaj insurance to include loss of income cover for Samaj Marabastad Centre.	
7.2.7	Wrote to Pranaybhai Devchand to arrange a copy of Balmandir registration certificate with Dept of Education. Was informed that the Department has no policy of formal recognition of private pre-schools to date.	
7.2.8	Received and Circulated Bharat ko Janiya Quiz from HCOI to community	
7.2.9	Circulated a "New India Samachar" newsletter to community	
7.2.10	Circulated Navratri circular to community	

8	MATTERS ARISING	RESPONSIBLE
8.1	Registration of Balmandir Priyamben reported that registration is still pending.	Priyamben

8.2	18A Status for Samaj Rameshbhai reported that SARS had requested that Samaj provides proof that the Balmandir is registered with the Dept. of Education. He had informed SARS that no such certificate existed but that a teacher subsidy was being received.	Rameshbhai
8.3	Renovation of Auditorium Vijaybhai presented a report on a number of quotes received for various aspects of the renovation. It was agreed that the team must now focus on what needs to be done first and present three quotes for approval. Repairs to the mandir lights and waterproofing & sealing of roof was approved.	Jasminben / Vinaybhai / Vijaybhai
8.4	Additional Telkom Line Khushiben reported that a new additional line has been installed. He requested that staff use the new line for all outgoing calls so that the original line is reserved for incoming calls.	
8.5	Palisade Gate Around Generator Priyamben informed members that the palisade gate around the generator has been installed.	
8.6	Samaj Insurance Policy Priyamben reported that a quote of R150 000 was received for the installation of a fire detection system as requested by our insurers. As this was deemed too expensive, it was decided to obtain quotes from other companies who do not need such a system to be installed.	Vijaybhai / Priyamben
8.7	Appointment of Sound Managers This process has been completed.	
8.8	List of Balmandir Beneficiaries This matter has been dealt with.	
8.9	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.	Priyamben
8.10	Risk Workshop The President informed members that the risk workshop took place as scheduled. The facilitator is busy with integrating inputs received and will call up a follow-up workshop shortly.	
8.11	Internal Trustee Audit	Office Staff

	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. Rameshbhai reported that he had conducted an audit in the interim and submitted his recommendations to the office on what needs to be corrected. These matters have been included in the minutes.	Harshadbhai Rameshbhai
8.12	Rameshwar Mandir Appeal The office reported that they have sold a substantial number of calendars on behalf of Rameshwar Mandir thus far. A full report will be presented at the next meeting.	Kalpanaben
8.13	Emergency Vehicle – Laudium Disaster Management The Chairman informed members that he had approached the Laudium Tamil Association, the Pretoria Tamil League and the Pretoria Sanathan Vedh Dharam Sabha to partner with the Samaj and the Pretoria Hindu Society on providing a branded emergency vehicle to the Laudium Disaster Management. Except for the Pretoria Tamil League, that declined to participate, the others did not respond. The PHS has proceeded with the process. It was agreed that a formal hand-over ceremony be held as soon as possible. Khushiben to arrange.	Khushiben
8.14	Samaj Gujarati Calendar Khushiben reported that the Samaj Gujarati Calendar, sponsored by Kyama Print, has been delivered. It was agreed that the community will be informed that they could obtain a calendar for a minimum donation of R20,00.	Rameshbhai Office Staff
8.15	Fireworks Display Priyamben informed members that a quote of R47 000 for fireworks had been obtained but that the Council will not allow us to use the sport fields. Ileshbhai felt that we should cancel the fireworks display and rather use the money towards Diwali hampers. This was agreed to.	
8.16	Marabastad Stands Rameshbhai reported that at the Trustee Risk Workshop it was agreed that a task team be established to drive the development of these stands. Rameshbhai to report progress.	Rameshbhai
8.17	Year-End Function Priyamben reported that the year-end function will be held at the Laudium Bowling Grounds at a date still to be determined.	Priyamben
8.18	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. Priyamben reported that this had now been done.	
8.19	<i>Cleaning Schedule based on Cleaning & Maintenance Policy</i> Priyamben reported that a cleaning schedule based on the Cleaning & Maintenance Policy has been done.	
8.20	<i>Maintenance Procedure & Record Book for Laudium & Marabastad Centre</i> Priyamben to send a copy of the maintenance procedure for Laudium & Marabastad premises to Exco for approval.	Priyamben
8.21	<i>Updating Samaj Database</i> Khushiben reported that a procedure for regular updating of Samaj database taking deaths, movements out of Pretoria and change of contact details into account has been developed.	
8.22	<i>Register Samaj as NPO with CIPC</i> The Samaj has no real legal status as it is not registered as an organisation with the Department of Social Development nor is it registered with CIPC. Rameshbhai reported that registration with CIPC is in process.	Rameshbhai
8.23	<i>Create Separate Files for Each Marabastad Tenant</i> Khushiben reported that a separate file for each tenant has been created.	
8.24	<i>Indexes for Policy and General Files</i> Khushiben reported that indexes for a Policy & Procedure file and General files has been created.	
8.25	<i>Create Separate Student Loan & Bursar File</i> Priyamben reported that a separate loan and bursar file for each loan & bursar recipient has been created.	
8.26	<i>Staff Files</i> Khushiben reported that a separate file for each staff member containing letters of appointment, ID copy, grievances lodged, leave record sheet, disciplinary hearing record sheet, warning letters, etc has been created.	
8.27	<i>Study Loan Record Sheet</i> Kalpanaben reported that a composite study loan record sheet to be completed and placed in each student loan recipient file has been created.	
8.28	<i>Valuation of Laudium Property</i>	

	Khushiben reported that a copy of the valuation certificate of Laudium property conducted in 2011 has been placed in the safe.	
8.29	Complaints / Compliments Box Khushiben reported that a Complaints / Compliments box has been placed strategically at office, mandir and classrooms. A box still needs to be created for the auditorium.	Khushiben
8.30	Creation of Parent Governing Body Priyamben reported that a Parent Governing Body for Balmandir and Gujarati Schools will be established in January 2021.	Priyamben
8.31	Electronic Back-Up Procedure Priyamben reported that a procedure for electronic back-up of all files has been created.	
8.32	Migrate Marabastad Tenants to Debit Order system. Kalpanaben to report on progress made on encouraging Marabastad tenants to migrate to a debit order system. Rameshbhai requested that Vinaybhai assist with approaching tenants.	Kalpanaben Vinaybhai
8.33	Document Inventory Khushiben reported that an inventory of all documents and where they are kept has been created.	
8.34	Organisation Database Khushiben reported that a procedure to maintain database of different Organisations in South Africa has been created.	

09 OFFICE ADMIN REPORT

Office Admin Report

Reporting Period: Oct 2020

A. Activities / Achievements for Month

➤ Samajchar:

- Topics for the December edition were sent to the Exco and Trustees for input
- Gathering content for December edition.

➤ Finance:

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

➤ Staff Attendance:

Biometric Summary

20-Sep

Employee	DEP	Working Days	Present	Leave Days	Type of Leave	Actual Hours
Bijal Chhagan	BAL	20	20			8am - 12:30pm
Chetna Kalian	BAL	20	16	4	Annual leave	9am - 12:30pm
Hemi Vallabh	BAL	20	20			9am - 12:30pm
Jashmeena Mithal	BAL	20	20			8am - 12:30pm
Mauwna Bhima	BAL	20	0	20	Long leave for Injuries	8am - 12:30pm
Laxmi Ramjee	BAL	20	19	1	Sick leave	8am - 12:30pm
Karishma Mahado	BAL	20	9	11	Annual leave	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	28	28			6am - 6pm
Wendy Njera	GRS	21	20	21	Sick leave	7:30am - 4pm
Jacob Poopedi	GRS	21	21			7:30am - 4pm

➤ **Visitor Check-in (17th September - 16th October):**

Number of Visitor	Visited	Protocols followed
2	Mandir	➤ Hands were sanitised and temperature measured before they came in. ➤ 1.5m distance were maintained by people in the premises.
90	School	
66	Office	
4	Sunilbhai (Priest)	
11	Hall	

➤ **Social media management:**

- Praneshbhai Lalloo, Payal Sutriay, Ravikumar Babulal and Madankumar Jogee was added to the Samaj WhatsApp broadcast list.
- Email Database: 1414 Members
- WhatsApp Database: 1574 Members
- Facebook: 2742 followers

➤ **Samaj Calendar:**

- Samaj Calendars are ready for collection.

B. For Executive Approval

C. Upcoming Activities for Next Month

- Samajchar (newsletter)

Khushi Dave

10 TREASURER'S REPORT Monthly Financial Report to Executive Committee

Dated: 19th October 2020

Current Assets

Sept'20

CASH Position for month

Bursary Fund - Fixed Deposits (74444067025)	347 984
Cheque Account	107 108
Fixed Deposits (74623139926)	3 500 000
Money on Call (62238051114)	921 740
Petty Cash	1 229
Sage Pay	19 638
ZipZap	8 077

4 905 776

Other Assets

Student Loans 78 471

Statement of Revenue & Expenditure

Sept'20

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	444 742	896 810	149 599	175 240	212 283	67 642	-	1 946 316
Expense	47 412	-	436 241	34 002	1 033 036	18 967	1 000	1 570 658
NETT								
Revenue	397 330	896 810	(286 642)	141 238	(820 753)	48 675	(1 000)	375 658

Statement of Revenue & Expenditure

Sept'19

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	569 795	903 514	126 935	38 768	252 414	146 188	-	2 037 614
Expense	44 172	-	483 980	39 732	953 536	98 844	51 288	1 671 552
NETT Revenue	525 623	903 514	(357 045)	(964)	(701 122)	47 344	(51 288)	366 062

REVIEW.

The records shown above are for

1 YTD

Sept'20

Comparitively we are in par with a Ten k improvement in Net Income. Not much

2 changes

3 Surplus YTD 375 658

4 905

4 Cash

776

5 Debtors

Balmandir 65 050

Complex 485 218

Bursary 78 471

Other 19 770

Total 648 508

Compiled By:

Harshad B Pema

11 EDUCATION REPORT

Education Report

Reporting Period: October 2020

A. Achievements for Month

- Balmandir school opened beginning of September – 35 learners back in school
- Work packs will continue to be distributed for learners not attending school
- Application for Balmandir registration resubmitted – awaiting feedback
- Preparation for 2021 underway – possibility of creating a rotational roster
- 2021 Applications – 50 learners

2 Matters Pending/For Executive Approval

3 Upcoming Activities for Next Month

12 RELIGION & CULTURE PORTFOLIO REPORT

SHREE PRETORIA HINDU SEVA SAMAJ

Monthly Report to the Executive Committee

Budget Utilised 2020:

Budget Approved 2020:

Portfolio/Committee: [Religion & Culture]

Reporting Period: October 2020

A. Previous Activities

Shravan month – All festivities were done live on facebook by Sunilbhai.

Shiv Abishek , Shiv Sahastranaam, Krishna janmashtami,

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.

Shraad Yagna - live on Facebook

Adhik month - all pooja was live on Facebook

B. Current Activities:

Plans for Upcoming events: All festivities will continue 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: Navratri celebrations is currently happening in the Mandir. Only maximum of 15 people allowed. Bookings are compulsory we only doing mataji puja and arti. Atam Havan will be done on a small scale. Navratri garba competition ... videos will be uploaded on Facebook we will judge on the number of likes on Facebook as well as the executive committee inputs.

Diwali

New year

C. Executive Committee Approval Required

I requested to advertise SMBG ZOOM Bhajan sessions on Samaj WhatsApp. Rameshbhai had approved my request.

KETAN S PARMAR

Samaj Auditorium Refurbishment Report

Reporting Period: October 2020

B. Refurbishment Projects

- In sequential order of management:
 - Ceiling.
 - Replace current ceiling boards,
 - Repair existing light fixtures
 - Add pendant fixtures to add aesthetic value
 - Redesign and build:
 - Front entrance
 - Store rooms to the side of building
 - Replace existing windows
 - Refurbish stage floor boards
 - Refurbish floor- replace existing Marley tiles
 - Refurbish current air coolers
 - Paint walls

C. Achievements for the Month

- One contractor had visited the premises.
- Measurements were taken and a tentative quotation received to establish estimate costs of:
 - LED Lighting
 - Sanding of stage floor boards
 - Replacement of floor in the hall ie, remove, clean and replace with vinyl tiles
- Drafting of specifications still in process
- Outstanding estimates:
 - Ceiling
 - Pendant lights
 - Windows and doors
 - Build of store room

D. Matters Pending/For Executive Approval

E. Upcoming Activities for Next Month

J. Magan Govind, V Chagan and V Naran

13 FACILITIES & FUNERAL REPORT

Facilities Report

Reporting Period: October 2020

F. Achievements for Month

- Generator cage completed
- Architect appointed to find Samaj hall plans
- Fire alarm system quote sent to fincom/facilities manager – obtaining 2 more quotes
- Harshadbhai secured steps by caretaker flat
- Awaiting quotes for replacement of gutters
- Awaiting quotes for replacement of Mandir outside lights

4 Matters Pending/For Executive Approval

5 Upcoming Activities for Next Month

Pri Singh

14 SENIOR CITIZEN'S CLUB REPORT

No report submitted

15 SOCIAL SERVICES PORTFOLIO REPORT

Reporting Period: October 2020

G. Achievements for Month

- One grocery voucher was given for the month of October as per previous agreement and will be the last.
- This ends all donations to the community under the Samaj's Covid -19 relief programme.

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 *Fixing Meters at Samaj Marabastad Centre (SMC)*

A report was received from Impact meters, the company that reads Samaj meters, that the electrical and water meters used by Samaj need repair. Vinaybhai reported that the meters at the SMC is receiving attention.

19.2 *Concern of Manishaben Lakha*

The email received from Manishaben expressing concern that Samaj did not abide by their own arrangements with respect to mandir attendance during Navratri prayers was discussed. The Religious Committee explained that more families than expected had arrived unannounced but that they nonetheless allowed them in because the government Covid-19 regulation at level 1 allows for 50% capacity, which translates to about 70 people in the mandir. As the total number did not exceed 50, they felt that their decision to allow more people in was reasonable. Members requested that in future, to avoid confusion, the advertised number should reflect the numbers allowed by regulation.

19.3 *Diwali Hampers*

It was agreed that the Samaj should distribute Diwali hampers to all those who applied and qualified for hampers during the Samaj's Covid-19 drive. Jasminben undertook to liaise with our partners in Lenasia for hampers, failing which, we will distribute our own.

19.4 *All-Inclusive Funeral Service*

The President raised the desirability of offering an all-inclusive service to families during funerals (chairs, tents, food, etc). After some discussion, it was agreed that Khushiben will make some enquiries and formalise a proposal.

19.5 *Maintenance - Sunilbhai's Flat*

The office staff reported a request from Sunilbhai to have the air conditioner and ceiling fan in his flat to be serviced / repaired. Vinaybhai undertook to do so.

20 NEXT MEETING

The next meeting will be held in the Samaj MMC (Room 1) on 24 November 2020 at 7:30pm.

21 CLOSING PRAYER

The meeting ended with a closing prayer at 9:30pm

SPHSS SECRETARIAT

SPHSS PRESIDENT