



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 19 JANUARY 2021 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: Mishkaben Devchand, Vitteshbhai Devchand, Ileshbhai Gandhi, Vinaybhai Chagan, Jasminben Govind; Rameshbhai Chhagan, Nayantaben Naran, Harshadbhai Pema, Ketanbhai Parmar. Priyamben Singh attended in her capacity as office assistants.

Apologies/ Absent: Pavanbhai Gandhi, Vijaybhai Naran and Taraben Bhaga

4. ANNOUNCEMENTS

Members extended their congratulations to Jasminben Govind and Harshadbhai Pema for tying the knot in a private ceremony during December.

5. PROPOSED AMENDMENTS TO MINUTES

None

6. APPROVAL OF AGENDA & MINUTES

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

7	CORRESPONDENCE
7.1	INCOMING:
7.1.1	Received request for use of auditorium for kathak dancing classes.
7.1.2	Received a letter of thanks from Dhruvbhai Sodha for allowing his group to use the dining room in November for packing stationary for charity.
7.1.3	Various correspondence to and from SARS for Samaj application for 18A tax status.
7.1.4	Received email from Pranay Devchand congratulating the Samaj on a well-written SamajChar newsletter.
7.1.5	Received an offer of a portable aircon from Damyantiben Hansjee for use at the Laudium Retirement Home.
7.1.6	Received correspondence from our insurers informing Samaj on changes needed to ensure full coverage.
7.1.7	Received a request from Shivaji Patil to review decision to increase rental.
7.2	OUTGOING
7.2.1	Circulated bursary opportunities for studies in computer coding.
7.2.2	Circulated minutes of Exco meeting held on 24 November 2021
7.2.3	Circulated November, December and January editions of New India Samachar, published in India.
7.2.4	Circulated to community Samaj's December issue of SamajChar.
7.2.5	Circulated notice to community requesting applications for study loans and bursaries for 2021.
7.2.6	Letter of thanks sent to Kishorebhai Ramharakh and Vernonbhai Naidoo for facilitating the granting of 18A status by SARS.
7.2.7	Email to Kayama print for printing of 18A certificates.
7.2.8	Email thanking Pranaybhai Devchand for his words of encouragement and informing him that Khushiben Dave deserves much of the praise for the SamajChar newsletter.
7.2.9	Sent a mail to Trustees requesting that they schedule an internal audit for March / April 2021.
7.2.10	Circulated a request to community to update their information on the Samaj database.

8	MATTERS ARISING	RESPONSIBLE
8.1	Registration of Balmandir Priyamben to register Balmandir with Department of Social Development. This matter is still pending.	Priyamben
8.2	18A Status for Samaj Rameshbhai reported that SARS has finally granted 18A status to the Samaj, which means the Samaj will be able to issue certificates to donors, who in turn can use this to claim a rebate from SARS. Certificates have been printed.	

8.3	Renovation of Auditorium A detailed plan and budget for renovation of the Samaj Auditorium premises has been submitted by the renovation team. Jasminben and Vinaybhai indicated that in 2021, the focus will be on redoing the auditorium ceiling and installing glass doors on the side. A progress report to be submitted at the next meeting.	Jasminben / Vinaybhai / Vijaybhai
8.4	Samaj Insurance Policy Samaj's insurance company had requested that the Samaj install a sprinkler system in the auditorium and classrooms. This was found to be prohibitively expensive. Rameshbhai has asked the insurers to remove this provision. In addition, he has requested that the new policy also includes cover for loss of earning due to business interruption.	Rameshbhai
8.5	New Insurance Quote Priyamben agreed to obtain an alternative quote from another insurance company in case our current insurers are unwilling to meet our requests.	Priyamben
8.6	Water Harvesting On Vinaybhai's suggestion, it was agreed to secure two water harvesting tanks to be used for the toilets and gardens. Priyamben and Vijaybhai to obtain another quote for purchase of a water tank with installation, failing which the quote received is approved.	Priyamben Vijaybhai
8.7	Sage Training Harshadbhai reported that he did not think that the office staff needed formal training in SAGE and that they could use downloadable info from the internet instead. He was asked to confirm his view with Kalpanaben.	Harshadbhai
8.8	Marabastad Stands Harshadbhai reported that he had received in principle commitments from several community members to a developmental proposal approved by the Executive Committee. Rameshbhai agreed to arrange a meeting with Trustees to discuss this proposal for obtaining support before proceeding any further.	Harshadbhai / Rameshbhai
8.9	Creation of Parent Governing Bodies Priyamben reported that she will initiate the formation of Parent Governing Bodies for Balmandir and Gujarati Schools in February.	Priyamben
8.10	Migrate Marabastad Tenants to Debit Order system. Vinaybhai reported that a few tenants have migrated to a debit order system but that he and Kalpanaben will canvass a few more tenants before the next meeting in February.	Kalpanaben Vinaybhai

8.11	Meters at Samaj Marabastad Centre (SMC) Vinaybhai & Harshadbhai undertook to sort out the incorrect water metering readings at the SMC.	Vinaybhai & Harshadbhai
8.12	Diwali Hampers Jasminben undertook to distribute the last few remaining hampers by end January.	Jasminben
8.13	All-Inclusive Funeral Service Vinaybhai reported that he had managed to negotiate a 10% discount with S&A Hiring for hiring of funeral related items. Rameshbhai agreed to inform community via an email.	Rameshbhai
8.14	Telephone & Maintenance - Sunilbhai's Flat Rameshbhai reported that he had met with Sunilbhai on resolving maintenance and telephone issues. While some historical maintenance matters will be attended to by the Samaj, it was agreed that henceforth Sunilbhai will attend to internal maintenance matters. Also, it was agreed that the seldom used land line will be discontinued.	
8.15	Employees Benefits Policy At its previous meeting, the executive committee had agreed to offer subsidies to employees who wished to participate in a medical insurance scheme and/or obtain a retirement annuity. Kalpanaben to report on applications received from employees wishing to participate in this scheme at the next meeting.	Kalpanaben
8.16	Interest Waiver Request Rameshbhai reported that he had met with a student loan recipient to discuss her request for a postponement of repayment. The matter has now been resolved.	
8.17	2021 Increases Harshadbhai, Priyamben and Rameshbhai reported that all affected parties have been informed of the new rates for facilities hire, rentals and Balmandir fees as well as staff salary increases for 2021.	
8.18	Management of Maintenance Issues See Facilities report	
8.19	TDF 2021 See TDF report	
8.20	Multi-Media Projects See MMC report	
8.21	Youth Report	Vitteshbhai

	Mishkaben & Vitteshbhai reported that due to Covid-19, their original plan to arrange a social for the youth has been postponed. Instead, they proposed a feeding scheme for those affected by Covid-19 and for the unemployed. It was agreed that, together with Jasminben, they would prepare a detailed proposal and circulate to Exco for approval.	
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9. **OFFICE ADMINISTRATION REPORT**

Reporting Period: Jan 2021

A. Activities / Achievements for Month

➤ **Samajchar:**

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

➤ **Finance:**

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

➤ **Staff Attendance:**

- For the period 20 October to 20 November 2020, two staff members took leave for 2 days each.
- For the period 20 November to 20 December 2020, 3 staff members took 7 days annual leave, 1 took one day leave and 1 took sick leave.

➤ **Visitor Check-in (21st November 2020 – 14th January 2021):**

Number of Visitor	Visited	Protocols followed
3	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.
±95	School	
61	Office	
1	Sunilbhai (Priest)	
26	Dining hall	
45	Auditorium	

➤ **Social Media Management**

- Paresh Tavdia, Anita Sita, Vibha Bhula, Manoj Thakor, Pushpa Bhatt, Rajeeashree Mistry, Hitesh Nandani, Deepak Kara and Paresh Devchand were added on WhatsApp broadcast list.

➤ **Samaj Calendar**

- Total calendar donation received R5 101.
- **Priest Booking**
 - Sent out payment request & confirmation letters for Priest booking.
 - Total “daxina” received in the months of November and December was R7 968.61.
- **Complaints / Compliments:**
 - Received a compliment from Pranaybhai Devchand congratulating the team on informative edition of the Samajchar.
- **Updating database.** Communication for updating database was sent out to the community – 16 forms received thus far.
- **Study loans & bursary.** Application invitations for SPHSS student loan and bursary reminder sent to community. No applications received thus far.
- **Internal audit.** Requested Trustees to provide date(s) for internal audit to be held in March/April.

10 TREASURER’S REPORT

No report submitted.

11 EDUCATION REPORT

- Balmandir school to open on 15 February 2021.
- Teachers to report for duty on 1 February.
- Teachers to send work packs to learners for the first 2 weeks of February.
- Balmandir Enrolment for 2021
 - Grade R – 41
 - Grade RR - 11
 - Grade RRR - 12
- All learners on monthly payment option loaded on the system.
- Parents evening scheduled for 26 January.

12 RELIGION & CULTURE PORTFOLIO REPORT

No report submitted. Rameshbhai agreed to meet the team to discuss possible programme of activity taking Covid-19 protocols into account.

13 SENIOR CITIZEN’S CLUB REPORT

No report submitted.

14 SOCIAL SERVICES PORTFOLIO REPORT

No report submitted.

15 FACILITIES & FUNERAL REPORT

Repairs completed:

- Cupboard & desk installed in the newly cleaned and prepared Samaj Sound Room in the auditorium.
- Kitchen cupboard repaired in caretaker Noel's flat.
- Sunilbhai flat cupboard door and shelf repaired.
- Wooden clock from Mandir repaired.
- 2 ACs replaced – one in the office and one in Sunilbhai's flat.
- All ACs serviced.
- Mandir basin drainage unclogged.

Matters Pending/For Executive Approval

- Mandir outside lights to be installed.
- AC in boardroom needs to be replaced – compressor damaged.
- Grease trap needs to be purchased for Mandir basin to prevent clogging.
- Replacement of taps in Balmandir basins
- Renting out of classrooms/halls?

16 NAVYUG MANDAL REPORT

No report submitted.

17 MULTI-MEDIA CENTRE REPORT

Matters Pending/For Executive Approval

- Virtual Facebook/IG live scheduled for 2021:
 - January - Talk with a community member who runs a successful fashion brand.
 - February – How to be money wise.
 - March – Talk with a local member who owns their own business.
 - April – Benefits of yoga
 - May – How to adapt Gujarati meals to healthy alternatives.
 - June – What it is to be a young Gujarati in today's society.
 - July – How to start a side hustle.

18 TDF 2021 PROGRESS REPORT

Matters Pending/For Executive Approval

- The Tshwane Diwali Festival is tentatively scheduled for Saturday 23 October 2021
- The following will serve on the initial Steering Committee:
 - Pri
 - Kishorebhai
 - Vittesh

- Ilesh
- Possible venues:
 - Laudium Sports Grounds
 - Swartzkop Raceway
 - Centurion Cricket Stadium
- Plan B – Virtual Live Streamed Event
- Budget will be completed by end of the month.

19 GENERAL / NEW MATTERS

19.1 ***Samaj Renovation Project File***

Rameshbhai requested that a proper Samaj Renovation Project file be opened and maintained because the renovation project was likely to span 5 or more years. He wanted to ensure that when a new Exco administration takes over, they will have all the planning details available.

19.2 ***Marabastad Stands Development Project***

In the light of Harshadbhai's report that there are potential interested investors for the Marabastad Stands Development project, Rameshbhai undertook to call up a trustee meeting to obtain in principle approval for the project. Harshadbhai was requested to arrange an investors' meeting shortly thereafter.

19.3 ***Facilities Maintenance Report***

The Facilities maintenance team were granted approval to attend to all matters raised by them in the maintenance report. A progress report to be given at the next meeting. It was also agreed that classroom and auditorium hire should resume as per government regulations pertaining to covid-19.

19.4 ***Budget Approvals - 2021***

Based on the activities plan of the various portfolios, the following budget was approved for 2021:

Facilities	R200 000
Balmandir School	R100 000
Gujarati School	R30 000
Youth	R50 000
Samaj Renovation Project	R800 000
Social Support	R100 000
Office	R120 000
Total for 2021	R1 400 000

19.5 ***Use of Mandir Images***

Members discussed and approved the use of Samaj images by the Sunday Mandir Bhajan Mandal for a planned publication. They have agreed to furnish the Samaj with a copy of the publication before distribution.

19.6 ***MMC Programme***

Priyamben Virtual Facebook/IG live programme for 2021 was discussed and approved. She was requested to present a progress report at the next meeting.

19.7. **TDF Programme**

The Tshwane Diwali Festival programme submitted by Priyamben was approved.

20. NEXT MEETING

The next meeting will be held on 16 February 2021.

21. CLOSING PRAYER

The meeting terminated at 21:00 with a closing prayer.

SPHSS SECRETARIAT

SPHSS PRESIDENT