



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 24 NOVEMBER 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: Pavanbhai Gandhi, Vitteshbhai Devchand, Ileshbhai Gandhi, Vinaybhai Chagan, Jasminben Govind; Rameshbhai Chhagan, Harshadbhai Pema, Ketanbhai Parmar, and Priyamben Singh, Khushiben Dave and Kalpanaben Kooverjee attended in their capacities as office assistants.

Apologies/ Absent: Mishkaben Devchand, Nayantaben Naran, Vijaybhai Naran and Taraben Bhaga

4. ANNOUNCEMENTS

Members extended their congratulations to Sunilbhai, our resident priest, on his wife giving birth to a baby boy. Good wishes were also extended to Noel Choema, our caretaker, on his birthday.

5. APPROVAL OF AGENDA & MINUTES

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

6. PROPOSED AMENDMENTS TO MINUTES

None

| 7 | CORRESPONDENCE | |
|--------|---|--|
| 7.1 | INCOMING: | |
| 7.1.1 | Received a mail from Pranaybhai Devchand undertaking to collate risk workshop inputs | |
| 7.1.2 | Received mail from Essence of Hinduism for cooperation in hamper distribution. | |
| 7.1.3 | Received request from A Chhagan to update info on website | |
| 7.1.4 | Received request from several people for letters allowing them to take leave for Diwali & New Year. This was sent to them | |
| 7.1.5 | Received Admin & Finance audit reports from Trustees based on findings from audit inspection | |
| 7.1.6 | Received message from the Premier on good wishes to Hindu's over Diwali | |
| 7.1.7 | Received Diwali greetings from Samaj auditors | |
| 7.1.8 | Received mail from insurance brokers promising to confirm full cover before end December | |
| 7.1.9 | Received request from student loan recipient for partial waiver of interest owed | |
| 7.2 | OUTGOING | |
| 7.2.1 | Received & Distributed two editions of New India Samachar to community. | |
| 7.2.2 | Distributed circular offering 300 IT-related scholarships | |
| | Responded to Manishaben Lakha's mail expressing concern over number of people in mandir | |
| 7.2.3 | Responded positively to cooperate with Essence of Hinduism | |
| 7.2.4 | Distributed to community minutes of EXCO meeting held on 28 October 2020 | |
| 7.2.5 | Wrote mail on 8 Nov. to insurance brokers requesting confirmation that Samaj is fully covered | |
| 7.2.6 | Circulated notice to community that Samaj Gujarati calendars are available for pick up. | |
| 7.2.7 | Sent a letter of thanks to Rakeshbhai Chagan of Kyama Print for sponsoring this years Gujarati calendar | |
| 7.2.8 | Sent management response to Trustees on findings of audit inspection | |
| 7.2.9 | Sent a reminder on 18 Nov to insurance broker requesting a response. | |
| 7.2.10 | Diwali & New Year message sent to community by the President | |
| 7.2.11 | Circulated to community notice of closure of office during Diwali & New Year period | |
| 7.2.12 | Circulated Diwali programme to community | |
| 7.2.13 | Circulated request to community to consider supporting the Laudium & Raslow Retirement Homes | |

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

| | | |
|-----|---|--|
| | | |
| 8.2 | <p>18A Status for Samaj Rameshbhai reported that SARS had sent a PBO registration document, but this was still not granting the Samaj18A status. He is following up on this matter.</p> | Rameshbhai |
| 8.3 | <p>Renovation of Auditorium Due to Vijaybhai's absence, this matter will be dealt with at the next meeting.</p> | Jasminben / Vinaybhai / Vijaybhai |
| 8.4 | <p>Samaj Insurance Policy Rameshbhai reported that he had written to Samaj's insurance brokers asking them to confirm that the Samaj is fully covered, despite not installing a sprinkler system. Samaj brokers are yet to confirm this. In the interim, it was agreed that Pri should approach another insurance company for a quote.</p> <p>Harshadbhai undertook to enquire why the insurance company has requested an increase in premiums for "loss of earning" cover as this was included in the previous contract.</p> | Rameshbhai Priyamben Harshadbhai |
| 8.5 | <p>Water Harvesting Priyamben had sent a quote for purchase of a water tank. Rameshbhai requested that quotes with installation be obtained.</p> | Priyamben Vijaybhai |
| 8.6 | <p>Internal Trustee Audit Rameshbhai reported that the Trustees have concluded their audit and sent their findings. He and Harshadbhai had in turn sent them a management response which detailed how the executive would attend to their findings. Only two matters were identified that require further attention, namely the introduction of sexual assault & Aids policy and the training of staff on the use of the SAGE accounting system. Harshadbhai undertook to arrange for SAGE training and Rameshbhai to draft policy HR policy.</p> <p>Rameshbhai expressed his dissatisfaction with the numerous factually incorrect and irrelevant findings of the Trustees in the administration aspect of the internal audit report.</p> | Harshadbhai Rameshbhai |
| 8.7 | <p>Rameshwar Mandir Appeal Kalpanaben presented a report that indicated that the community had donated over R28 000 to the Rameshwar mandir for their calendar.</p> | |
| 8.8 | <p>Emergency Vehicle - Laudium Disaster Management The Chairman informed members that he had approached all the Hindu organisations to contribute towards a donation of an emergency vehicle to the Laudium Disaster Management.</p> | |

| | | |
|------|---|-------------------------|
| | Unfortunately, only the Pretoria Hindu Society and the Shree Pretoria Hindu Seva Samaj were willing to sponsor any money. The executive of both organisations decided to proceed with this venture and a sum of R200 000 (PHS R175 000 and Samaj R25 000 respectively) was donated which was used to purchase the emergency vehicle. A handover ceremony was held on Thursday 12 November 2020. Although an article and photos were given to the Laudium Sun, they decided not to publish it. | |
| 8.9 | <i>Samaj Gujarati Calendar</i> Khushiben reported that a sum of only R2 990 has been received from the community for the Samaj Gujarati calendar. | |
| 8.10 | <i>Marabastad Stands</i> Harshadbhai reported that he has held discussions with several people who have expressed an interest in developing the stands. Rameshbhai requested that Harshadbhai arrange a meeting as soon as possible. | Harshadbhai |
| 8.11 | <i>Year-End Function</i> Priyamben reported that she had arranged for the year-end function to be held at the Parrots Restaurant on 28 November. | |
| 8.12 | <i>Maintenance Procedure & Record Book for Laudium & Marabastad Centre</i> Rameshbhai reported that he had circulated a draft maintenance procedure to members based on inputs given to him by Priyamben. This was unanimously approved with one request for a change. | |
| 8.13 | <i>Register Samaj for 18A PBO Status</i> Rameshbhai reported that this matter is still receiving attention. SARS needs further documentation which he will provide. | Rameshbhai |
| 8.14 | <i>Complaints / Compliments Box</i> Khushiben reported that Mr Noel Choema, our supervisor, has requested that the community be informed that the Samaj will not be accepting any books as donation. This was agreed to. | |
| 8.15 | <i>Creation of Parent Governing Body</i> Priyamben reported that a Parent Governing Body for Balmandir and Gujarati Schools will be established in January 2021. | Priyamben |
| 8.16 | <i>Migrate Marabastad Tenants to Debit Order system.</i> Kalpanaben reported that thus far only one tenant has completed a debit order. She and Vinaybhai were asked to continue encouraging more tenants to do so. | Kalpanaben Vinaybhai |
| 8.17 | <i>Fixing Meters at Samaj Marabastad Centre (SMC)</i> | Kalpanaben |

| | | |
|------|---|---|
| | Vinaybhai reported that the meters at the SMC have been fixed. He requested that Kalpanaben give him a copy of the utilities so he can ascertain if the costs have come down. | |
| 8.18 | Diwali Hampers Khushiben and Jasminben reported that 24 substantial hampers were distributed to community members during Diwali. A further 6 hampers will be distributed before year-end. | Jasminben |
| 8.19 | All-Inclusive Funeral Service Khushiben reported that she has received a quote from S&A Hiring for tables, chairs and tents. Vinaybhai agreed to approach S & A for better prices. Once prices established, the community will be informed of this service. | Vinaybhai Rameshbhai |
| 8.20 | Maintenance - Sunilbhai's Flat Priyamben reported that she is awaiting a list of items needing repairs in Sunilbhai's flat. Rameshbhai requested Priyamben to arrange a meeting with Sunilbhai so that these matters could be finalised. | Rameshbhai, Vinaybhai & Priyamben |

09 OFFICE ADMINISTRATION REPORT

Office Admin Report

Reporting Period: Nov 2020

A. Activities / Achievements for Month

➤ **Samajchar:**

- December edition is almost ready.
- Draft will be sent to Exco and Trustees by 30th November 2020.

➤ **Finance:**

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

➤ **Staff Attendance:**

Biometric Summary

20-Oct

| Employee | DEP | Working Days | Present | Leave Days | Type of Leave | Actual Hours |
|----------|-----|--------------|---------|------------|---------------|--------------|
|----------|-----|--------------|---------|------------|---------------|--------------|

| | | | | | | |
|------------------|-----|----|----|----|-------------------------|---------------|
| Bijal Chhagan | BAL | 22 | 22 | | | 8am - 12:30pm |
| Chetna Kalian | BAL | 22 | 22 | | | 9am - 12:30pm |
| Hemi Vallabh | BAL | 22 | 21 | 1 | Family Responsibility | 9am - 12:30pm |
| Jashmeena Mithal | BAL | 22 | 22 | | | 8am - 12:30pm |
| Mauwna Bhima | BAL | 22 | 10 | 12 | Long leave for Injuries | 8am - 12:30pm |
| Laxmi Ramjee | BAL | 22 | 22 | | | 8am - 12:30pm |
| Karishma Mahado | BAL | 22 | 22 | | | 8am - 12:30pm |
| Priyam Tanna | ADM | 22 | 22 | | | 8am - 4:00pm |
| Khushi Dave | ADM | 22 | 22 | | | 8am - 4:00pm |
| Kalpana Kuverjee | ADM | 22 | 21 | 1 | Annual leave | 8am - 4:00pm |
| Noel Chuma | GRS | 29 | 29 | | | 6am - 6pm |
| Wendy Njera | GRS | 22 | 22 | | | 7:30am - 4pm |
| Jacob Poopedi | GRS | 22 | 22 | | | 7:30am - 4pm |

➤ **Visitor Check-in (16th October – 20th November):**

| Number of Visitor | Visited | Protocols followed |
|-------------------|--------------------|--|
| 280 | Mandir | ➤ Hands were sanitised and temperature measured before they came in. ➤ 1.5m distance were maintained by people in the premises. |
| 90 | School | |
| 32 | Office | |
| 1 | Sunilbhai (Priest) | |
| 41 | Hall | |

➤ **Social media management:**

- Email Database: 1414 Members
- WhatsApp Database (1576 Members):
 - Paresh Tavdia and Anita Sita were added to the Samaj WhatsApp broadcast list.
- Facebook: increase of 56 followers. Total followers 2798.
- Website:
 - Latest minutes of meeting uploaded.

➤ **Samaj Calendar:**

- Total calendar donation received R2990

➤ **Priest Booking:**

- Sent out payment request & confirmation letters for Priest booking.
- Total Daxina received R9059.00 in month of October.

➤ **Hall Hire Booking:**

- Confirmed a booking for December. Deposit & Full payment received.

➤ **Complaint / Compliment:**

- Complaint received from Noel Chuma requesting no more donations of Gujarati and religious book from the community.

➤ **Others:**

- Assisted in planning for the official handover ceremony of an emergency vehicle to LDM.
- Assisted in distributing Diwali hampers to indigent families.
- Assisted in distributing Rameshwar calendars.

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| B. For Executive Approval |
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| C. Upcoming Activities for Next Month |
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- Facility hire rates 2021
- Samajchar 2021 edition 1 (newsletter)

Khushi Dave

10 TREASURER'S REPORT

Monthly Financial Report to Executive Committee

Dated: 24th November 2020

Current Assets

Oct'20

CASH Position for month

| | |
|---|-----------|
| Bursary Fund - Fixed Deposits (74444067025) | 350 129 |
| Cheque Account | 166 452 |
| Fixed Deposits (74623139926) | 3 500 000 |
| Money on Call (62238051114) | 923 179 |
| Petty Cash | 2 541 |
| Sage Pay | 19 186 |
| ZipZap | 8 077 |
| | <hr/> |
| | 4 969 564 |

Other Assets

Statement of Revenue & Expenditure

Oct'20

| | Balmandhir | Complex Rentals | Facilities | HWG | Seva Samaj | RCC | TDF | Grand Total |
|---------------------|----------------|------------------|------------------|----------------|------------------|---------------|----------------|----------------|
| Income | 485 157 | 1 006 718 | 181 651 | 178 341 | 229 710 | 84 871 | | 2 166 448 |
| Expense | 49 762 | | 487 057 | 47 797 | 1 125 976 | 25 718 | 1 000 | 1 737 310 |
| NETT Revenue | 435 395 | 1 006 718 | (305 406) | 130 544 | (896 266) | 59 153 | (1 000) | 429 138 |

Statement of Revenue & Expenditure

Oct'20

| | Balmandhir | Complex Rentals | Facilities | HWG | Seva Samaj | RCC | TDF | Grand Total |
|---------------------|----------------|------------------|------------------|--------------|------------------|---------------|-----------------|----------------|
| Income | 647 434 | 1 002 944 | 158 846 | 40 319 | 279 744 | 197 964 | 47 958 | 2 375 209 |
| Expense | 50 154 | | 519 762 | 41 082 | 1 065 345 | 144 876 | 69 861 | 1 891 080 |
| NETT Revenue | 597 280 | 1 002 944 | (360 916) | (763) | (785 601) | 53 088 | (21 903) | 484 129 |

REVIEW.

The records shown above are for YTD

Oct'20

Revenue has dropped about 10%, expenses have been monitored. Nett Revenue has declined 10% as well.

| | | |
|--------------|----------------|-------------------------------------|
| Surplus YTD | 429 138 | |
| Cash | 4 969 564 | (R3 000 000 ringfenced for bursary) |
| Debtors | | |
| Balmandhir | 94 500 | Increase |
| Complex | 482 068 | |
| Bursary | 77 969 | |
| Other | 17 678 | |
| Total | 672 215 | |

11 EDUCATION REPORT

Reporting Period: Nov 2020

A. Achievements for Month

- Balmandir school opened beginning of September – 51 learners back in school
- Application for Balmandir registration resubmitted – awaiting feedback
- Preparation for 2021 underway – possibility of creating a rotational roster
- 2021 Applications – 52 learners

12 RELIGION & CULTURE PORTFOLIO REPORT

No report submitted

13 SENIOR CITIZEN'S CLUB REPORT

No report submitted

14 SOCIAL SERVICES PORTFOLIO REPORT

No report submitted

15 FACILITIES & FUNERAL REPORT

Reporting Period: Nov 2020

B. Achievements for Month

- Gutter replacement to commence week of 23 November
- Parts for Mandir outside lights received
- Sound room painted and electrical points installed
- Quotes for desk and cupboards for sound room requested from Dharmeshbhai
- Wooden clock in mandir fell and was slightly damaged. This was given to Dharmesh to mend.
- Mandir curtains have been cleaned
- All hall draping has been sent for cleaning

2 Matters Pending/For Executive Approval

- Mandir outside lights to be installed
- Noel reported mild water damage in his kitchen cupboard. Dharmesh was requested to assess and provide a quote
- Sunilbhai reported a minor damage to one of the cupboards in his flat. Dharmesh was requested to assess and provide a quote
- Sunilbhai reported additional items require attention I his flat. List of items to be emailed to Rameshbhai.

16 NAVYUG MANDAL REPORT

No report submitted

17 MULTI-MEDIA CENTRE REPORT

Reporting Period: Nov 2020

2 Matters Pending/For Executive Approval

- Virtual Facebook/IG live on the following topics in 2021:
 - Money saving/investments (How to be money wise)
 - Starting a side hustle
 - Taking the leap and building the life of your dreams
 - Modern relationships
 - Future careers
 - Mental Health
 - Interview with 3 successful Gujarati entrepreneurs

- Healthy Lifestyle
- Healthy vegan recipes
- What is it like being a young modern Gujarati in today's society?

3 Upcoming Activities for Next Month

18 TDF 2020 PROGRESS REPORT

Reporting Period: Nov 2020

4 Matters Pending/For Executive Approval

- TDF 2021 – 23 October
- Main committee:
 - Pri
 - Kishorebhai Ramharrakh
 - Vittesh
- Possible venues:
 - Laudium Sports Grounds
 - Zwartkops Raceway
 - Centurion Cricket Stadium

19 GENERAL / NEW MATTERS

19.1 *Readiness of books for auditors*

Rameshbhai enquired about the readiness of the books for the external audit process. Harshadbhai gave the assurance that the books will be ready by end January 2021.

19.2 *Samaj Employees Benefits Policy*

Rameshbhai reported that he had evaluated the terms of employment of all Samaj employees and had felt that they should be updated. Consequently, he had drafted a new policy called the Samaj Employee Benefits Policy. This policy included clauses that provided for subsidies for medical aid (insurance) and a retirement annuity, benefits that were not offered before. At a meeting of staff held on Thursday 19 November, this draft policy was discussed with them. They were given until the Exco meeting to submit any concerns or changes. As no concerns were received, the policy was tabled and approved unanimously. As there is a tax implication, employees are free to decide whether to apply for the new benefits or not. Those who are interested are to send their requests to Kalpanaben for forwarding to Harshadbhai.

19.3 *Interest Waiver Request*

A request from a study loan recipient for Samaj to waive interest on study loan interest due to her circumstances, was tabled. It was agreed that the finance team should meet with her to discuss the matter.

19.4 *2021 Rates*

A request was received for a review of the facilities hire rates. An increase of 5% was agreed to. Subsequent to the meeting, Rameshbhai circulated a request that Samaj Marabastad Centre rentals, Balmandir fees as well as employee salaries all be increased by 5%.

19.5 ***Management of Maintenance Issues***

Vinaybhai was granted permission to go ahead with the gutter replacement despite not getting a further quote. Vinaybhai raised a concern that he is not always in the loop on maintenance issues. Priyamben was requested to ensure that a proper record of all maintenance requests be kept and that these be forwarded to Vinaybhai as head of Facilities Management within 24 hours. This list and the progress made must also be included in the Facilities Management Monthly report. Priyamben was asked to create a maintenance request form.

19.6 ***Telephone Account***

Vinaybhai reported that Telkom informed him that there is an unpaid account. Upon investigation, it was discovered that the account belonged to our resident priest, Sunilbhai. Rameshbhai agreed to meet with Sunilbhai to discuss this and other maintenance related issues.

19.7 ***TDF 2021***

Priyamben reported that she, Kishorebhai from the PHS and Vitteshbhai would confirm prices for three possible venues. This was agreed to. Rameshbhai requested that others be invited on to the committee once planning commenced. Priyamben agreed to send a master sponsorship letter to executive for approval.

19.8 ***Multi-Media Projects***

In her report, Priyamben informed members of various initiatives she intended implementing. This was approved. She was requested to ensure that an implementation plan be produced.

19.9 ***Youth Apathy***

Vitteshbhai expressed concern that he had been unable to harness the youth to participate in religious activities. Rameshbhai suggested that he focuses on social, fun activities instead that would be popular with the youth. Vitteshbhai agreed to host a social function for the youth early in the new year.

20 **NEXT MEETING**

The next meeting will be held on Tuesday 19 January 2020 at 7:30pm at the Samaj premises.

21 **CLOSURE**

With no further business, the meeting ended with a closing prayer at 10:05.

SPHSS SECRETARIAT

SPHSS PRESIDENT