



# Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

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## MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE SHREE PRETORIA HINDU SEVA SAMAJ

**DATE:** Tuesday, 16 February 2021

**TIME:** 7:30 PM

**VENUE:** 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. A special welcome was extended to Mansukhbhai Chhiba and Upendrabhai Parmar who have volunteered to serve on the Executive Committee.

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

Apologies/Absent: Mishkaben Devchand, Vitteshbhai Devchand, Pavanbhai Gandhi, Upendrabhai Parma and Taraben Bhaga

### 4. ANNOUNCEMENTS

Members extended their best birthday wishes to Rameshbhai Chhagan and Ketanbhai Parma.

## 5. **PROPOSED AMENDMENTS TO MINUTES**

None

## 6. **APPROVAL OF AGENDA & MINUTES**

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

<b>7</b>	<b>CORRESPONDENCE</b>
<b>7.1</b>	<b><i>INCOMING:</i></b>
7.1.1	Received request from and approval given to Jagdishbhai to use mandir photos for bhajan mela
7.1.2	Received and responded to mail from tenant requesting meeting to discuss terms of lease for Marabastad Centre.
7.1.3	Received and responded to mail from World Hindu Foundation-Jhb to conduct counselling training sessions for its members.
7.1.4	Received correspondence from Impact Meters requesting that Samaj fix the current meters which are in disrepair.
7.1.5	Received an invitation by a new organisation called "Indians in SA" to visit their website and consider affiliating with them after Covid-19.
7.1.6	Received applications from two staff members for receiving medical and retirement benefits offered to them by the Samaj.
7.1.7	Received and circulated a request by the South African Law Commission for the public to comment on the proposed changes to Marriage Act.
7.1.8	Received two applications for study loan and bursary.
7.1.9	Received from HCOI a fact sheet about the controversial farm laws being implemented in India.
7.1.10	Received and circulated to community India's 2021 budget as supplied by High Commission of India to SA.
7.1.11	Received an email from the Minority Front party offering the Samaj help with its Covid-19 support programme.
7.1.12	Received and responded to a request for financial assistance from a community member.
7.1.13	Received and responded to an email from Hershoben Kallan regarding hosting a virtual community meeting.
<b>7.2</b>	<b><i>OUTGOING</i></b>
7.2.1	Various correspondences to Tayfin to commence the audit process. Audit commenced on 8 February.
7.2.2	Various emails to insurers providing evidence of compliance to various issues raised by them and to receive confirmation that Samaj is fully covered.
7.2.3	Mail to Kyama Print for the printing of 18A certificates.
7.2.4	Circulated letter to community informing them of 10% hiring rebate negotiated by Samaj with S&A Hiring for funeral related equipment.
7.2.5	Circulated to community minutes of Executive Committee meeting held on 19 January 2021.

7.2.6	Sent an email to the SA Law Commission giving feedback on the proposed Marriage Act.
7.2.7	Sent out circular to community inviting them to a meeting to discuss development of Marabastad stands.
7.2.8	Circulated an invitation for community members to apply for a study loan and bursary.

8	MATTERS ARISING	RESPONSIBLE
8.1	<b>Registration of Balmandir</b> Priyamben to register Balmandir with Department of Social Development. This matter is still pending. It was agreed that Priyamben would meet with Rameshbhai to determine how this matter could be expedited.	Priyamben
8.2	<b>Renovation of Auditorium</b> 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. The team was requested to meet and thereafter submit a progress report at the next meeting.	Jasminben / Vinaybhai / Vijaybhai
8.3	<b>Samaj Insurance Policy</b> Rameshbhai reported that Samaj has now complied with all requirements requested by our insurance company to ensure full compliance.	
8.4	<b>New Insurance Quote</b> Priyamben agreed to obtain an alternative quote from another insurance company in case our current insurers are unwilling to meet our requests.	Priyamben
8.5	<b>Water Harvesting</b> Vinaybhai and Vijaybhai reported a quote has been received for the installation of two JoJo tanks. A further quote was required. It was requested that clarity be obtained that the JoJo tanks would be used only for the gardens and for flushing of toilets and not for drinking purposes.	Priyamben Vijaybhai
8.6	<b>Sage Training</b> Rameshbhai sought clarification from Kalpanaben on whether she needed formal training in the use of the Sage package. Kalpanaben felt that she would undertake the training offered on YouTube but would revert to the President if she felt this was inadequate.	
8.7	<b>Marabastad Stands</b>	

	Rameshbhai reported that a meeting with Trustees and community members was held on 10 <sup>th</sup> and 13 <sup>th</sup> February respectively, to discuss a business plan for the developments of the stands in Marabastad. At the public meeting, it was agreed that a steering committee would be formed under the chairmanship of Sanjaybhai Govind to drive the project further. Sanjaybhai to provide monthly feedback reports to Exco.	
8.8	<b>Creation of Parent Governing Bodies</b> Rameshbhai requested Priyamben to liaise with him in setting a date for a Parents meeting, which would include, inter alia, the formation of a Parents Committee.	Priyamben
8.9	<b>Migrate Marabastad Tenants to Debit Order system.</b> Vinaybhai reported that he had given the debit order forms to some tenants, but he was not sure who had completed them. Kalpanaben was asked to forward a list of tenants on the debit order system so that Vinaybhai can follow up.	Kalpanaben Vinaybhai
8.10	<b>Meters at Samaj Marabastad Centre (SMC)</b> Vinaybhai & Harshadbhai reported that the matter of the water leaks is still being sorted out and that prepaid meters are being planned.	Vinaybhai & Harshadbhai
8.11	<b>Diwali Hampers</b> Jasminben reported that all the outstanding hampers have been distributed.	
8.12	<b>Employees Benefits Policy</b> 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 reported on receiving only two applications but was unable to report on whether their applications have been processed. It was agreed that this should be done promptly and that Khushiben should send out a reminder to staff to indicate if any more persons are interested.	Kalpanaben Khushiben

## 09 OFFICE ADMINISTRATION REPORT

### A. Activities / Achievements for Month

#### ➤ Samajchar:

- Gathering content for April edition.

#### ➤ Finance:

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

➤ **Staff Attendance:**

Employee	DEP	Working Days	Present	Leave Days	Type of Leave	Actual Hours
Bijal Chhagan	BAL	School closed for January 2021.				8am - 12:30pm
Chetna Kalian	BAL					9am - 12:30pm
Hemi Vallabh	BAL					9am - 12:30pm
Jashmeena Mithal	BAL					8am - 12:30pm
Mauwna Bhima	BAL					8am - 12:30pm
Laxmi Ramjee	BAL					8am - 12:30pm
Karishma Mahado	BAL					8am - 12:30pm
Priyam Tanna	ADM	18	17	1	Sick leave	8am - 4:00pm
Khushi Dave	ADM	18	16	2	Special leave	8am - 4:00pm
Kalpana Kuverjee	ADM	18	14	4	Sick leave	8am - 4:00pm
Noel Chuma	GRS	28	25	3	Annual leave	6am - 6pm
Wendy Njera	GRS	20	18	2	Annual leave	7:30am - 4pm
Jacob Poopedi	GRS	20	15	5	Annual leave	7:30am - 4pm

➤ **Visitor Check-in (14<sup>th</sup> January 2021 – 10<sup>th</sup> February 2021):**

Number of Visitor	Visited	Protocols followed
1	Shivling	<ul style="list-style-type: none"> <li>➤ Hands were sanitised and temperature measured before they came in.</li> <li>➤ 1.5m distance were maintained by people in the premises.</li> </ul>
71	School	
31	Office	
6	Sunilbhai (Priest)	
13	MMC	
7	Mini hall	
16	Auditorium	

➤ **Social media management:**

- Deepthi Patel, Tarla Gowrie Sodha and Ravi Patel were added on WhatsApp broadcast list.

➤ **Samaj Calendar:**

- Total calendar donation received to date is R5201.

➤ **Facility Booking 2021:**

- Two bookings were confirmed last year for April 2021.

- One booking confirmed for May 2021.
- One booking confirmed last month for November 2021.
- **Priest Booking:**
  - Sent out payment request & confirmation letters for Priest booking.
  - Total daxina received in the month of January 2021 was R3 546.00.
- **Complaint / Compliment:**
  - No complaints / compliments received.
- **Others:**
  - Updating database. Communication for updating database was sent out to the community – 29 forms received. In process of updating database accordingly.
  - SPHSS student loan and bursary reminder sent to community. Two applications received thus far.

<b>B. For Executive Approval</b>
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<b>C. Upcoming Activities for Next Month</b>
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- Samajchar 2021 edition 1 (newsletter)
- Update database

**Khushi Dave**

**10 TREASURER’S REPORT**

No treasurer’s report received.

**11 EDUCATION REPORT**

<b>A. Achievements for Month</b>
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- Balmandir school opened on 15 February
- Balmandir learners for 2021
  - Grade R – 43
  - Grade RR - 7
  - Grade RRR – 8
  - Total - 58
- All learners on monthly payment option loaded on the system.
- Parents evening to be rescheduled.

**Pri Singh**

**12. RELIGION & CULTURE PORTFOLIO REPORT**

### **Previous Month's Activities**

Indian Republic Day Celebrations held on 26 January 2021 in the Samaj courtyard. It was streamed live on Facebook. We had 1800 views.

### **Planned Activities**

Upcoming activities for first half of the year are as follows:

11 March – Shivaratri

28 March – Holi

April 21 – Ram Navmi

26 April – Hanuman Jayanti

Plan for Shivratri – one hour puja, sahastranaam, aarti – live on zoom and Facebook. Timing will be confirmed on 17 February with Sunilbhai.

Bhajans – awaiting confirmation.

Plan for Holi – live Holi puja on Facebook.

Ram Navmi and Hanuman Jayanti still in planning phase, will share details in next meeting.

Changing of Mandir flag – spoke to Sunilbhai. Can change flag once in 3 months (4 times a year). Family to sponsor/donate money towards the changing of flag. Family to buy material. One lady will sew the flag as Seva towards the mandir. Sunilbhai will do small puja for the family who has sponsored the flag.

### **Executive Committee Approval Required**

Wi-Fi availability & zoom account for live streaming.

KETAN S PARMAR

#### **13. SENIOR CITIZEN'S CLUB REPORT**

No report submitted.

#### **14. SOCIAL SERVICES PORTFOLIO REPORT**

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<b>Achievements for Month</b>
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- Remaining four Diwali Hampers were distributed.
- Received one requests for assistance (financial/grocery vouchers). Decision taken to assist with grocery vouchers to the value of R500.00 for the following 3 months.

### **J. Magan Govind**

#### **15. FACILITIES & FUNERAL REPORT**

### **Achievements for Month**

- Repairs completed:
  - Mandir lights replaced
  - Boardroom Ac to be replaced in the coming week
  - Evacuation plan created and placed in main areas on premises
  - Fire Hydrant & Extinguishers serviced and new certificate obtained

### **Matters Pending/For Executive Approval**

- Grease trap needs to be purchased for Mandir basin to prevent clogging.
- Replacement of taps by Balmandir basins
- Gutters to be replaced.
- Awaiting quote from Vijaybhai for water tanks and installation
- Finalising date for gas stove service
- Mandir roof to be fixed.

**Pri Singh**

#### **16. NAVYUG MANDAL REPORT**

No report submitted.

#### **17. MULTI-MEDIA CENTRE REPORT**

### **Achievements for Month**

- Virtual Facebook/IG live scheduled for 2021:
  - i. February- Talk with Ekta Kalan went live on 4 February. Video available on FB & IG

### **Matters Pending/For Executive Approval**

- Virtual Facebook/IG live scheduled for 2021:
  - February- Talk with Ekta Kalan went live on 4 February. Video available on FB & IG
  - March – How to adapt Gujarati meals to healthy alternatives (Date to be confirmed)
  - April – Talk with a local member who owns their own business
  - May – Benefits of yoga
  - June – What it is to be a young Gujarati in today's society
  - July – How to start a side hustle

**Pri Singh**

#### **18. TDF 2020 PROGRESS REPORT**



## **Matters Pending/For Executive Approval**

- The Tshwane Diwali Festival is scheduled to take place on 23 October 2021
- Steering Committee:
  - Pri
  - Kishorebhai
  - Vittesh
  - Ilesh
- Possible venues:
  - Laudium Sports Grounds – no response
  - Swartzkop Raceway – R80 000 – R100 000 (Awaiting official quote)
  - Centurion Cricket Stadium – no response
- Plan B – Virtual Live Streamed Event
- Awaiting quote from JYM for digital live streaming equipment

### **19. GENERAL / NEW MATTERS**

#### **19.1 Academic Achievement Awards**

It was agreed that the Samaj will honour all graduates of registered Universities and/or University of Technologies for the period 2015 to 2020 at the AGM scheduled to take place in May 2021. Rameshbhai to send out circular.

#### **19.2 Regular Changing of Mandir Flag**

Ketanbhai expressed concern about the current practice of only changing the two flags fluttering above the mandir after they have become worn-out and dirty. After discussing the matter with Sunilbhai, he proposed that the flag be changed every 3 months and that this be done after following a proper ceremony conducted by the priest. This was agreed to. Rameshbhai to meet with Religious Committee to discuss modalities.

#### **19.3 Live Streaming Capability in the Mandir**

As a result of Covid-19 virus, many of Samaj's functions are now being relayed to the community via the internet. However, Sunilbhai informed the President that he was unable to livestream ceremonies taking place in the mandir due to a lack of WIFI availability as well as a livestreaming platform (e.g. zoom). After some discussion, it was agreed that Ileshbhai would investigate and implement a solution for the mandir that would not negatively impact the system used in the office.

#### **19.4 Maintenance Issues**

Approval was granted for the following maintenance matters to be addressed:

- a. Purchase of grease trap for Mandir basin to prevent clogging.
- b. Replacement of Balmandir basin taps.
- c. Replacement of Gutters.
- d. Installation of water tanks.
- e. Servicing of gas stove. Rameshbhai to provide contact details of Kevin Kandasamy.
- f. Fixing of Mandir roof. Vijaybhai to liaise with Jerambhai on how best to do this.

**19.5 *Student Study loan & Bursary***

Khushiben reported that only two applications for study loans and bursaries were received. She was asked to resend notice.

**19.6 *Financial Assistance to Community Member***

Currently, the Samaj is providing a food hamper to a member of the community. All Board members were asked to find her a job. Khushiben agreed to get a CV from her.

**19.7 *18A Tax Certificate***

Now that the Samaj has obtained 18a tax status with SARS, it was decided that the implications of this should be formally communicated to the community.

**20. NEXT MEETING**

The next Exco meeting will take place on Tuesday 23 March 2021 at 7:30pm. A decision on whether this meeting will be virtual or not will be taken closer to the time.

**21 CLOSING PRAYER**

The meeting ended at 9:30pm

**SPHSS SECRETARIAT**

**SPHSS PRESIDENT**