



# 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

**DATE:** Tuesday, 23 March 2021

**TIME:** 7:30 PM

**VENUE:** Samaj Boardroom

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

Apologies/Absent: Taraben Bhaga

### 4. ANNOUNCEMENTS

Members extended their best birthday wishes to Ileshbhai Gandhi and thanked him for providing a cake. He also took the opportunity to announce that he will be emigrating overseas in May/June of this year.

### 5. PROPOSED AMENDMENTS TO MINUTES

None

### 6. APPROVAL OF AGENDA & MINUTES

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

<b>7</b>	<b>CORRESPONDENCE</b>
<b>7.1</b>	<b><i>INCOMING:</i></b>
7.1.1	Received a request for deferred loan repayment from a graduate on the grounds that he has only started work. This was acceded to.
7.1.2	Received a fee waiver request from grandfather of Balmandir child. This was approved.
7.1.3	Received a request from HCOI to participate in Mataram programme.
7.1.4	Received and circulated an invitation from the World Hindu Foundation – Gauteng branch to participate in a mass virtual havan for health & safety from covid-19.
7.1.5	Received two applications from graduates for the academic achievement award.
7.1.6	Received email from Impact Meter Services for helping with repairs of meters. However, two still need attention.
7.1.7	Received applications from 8 community members for student study loans and bursaries.
7.1.8	Received a request from the Pretoria Legacy Foundation for sponsorship of videos. It was agreed that financial support will be rendered only when a list of donors has been supplied.
7.1.9	Received a letter from a parent of one of the bursary applicants withdrawing her application.
7.1.10	Received a mail from van Flyman, brokers for Old Mutual, that the Samaj is fully covered after having complied to all their requests.
7.1.11	Received a request from Rookhiben Soma to pay for the funeral costs of indigent family. This was agreed to. Invoice received from Bharatbhai Kooverjie and payment has been affected.
7.1.12	Received an email from Himalbhai Ramjee for a “Pre-Indaba Workshop programme”
7.1.13	Received letters of resignation from Mishkaben and Vitteshbhai Devchand. Resignation due to work commitments.
7.1.14	Received email from Department of Social Development acknowledging receipt of application for Balmandir registration.
7.1.15	Received request from City of Tshwane to utilise Samaj stands to temporarily house informal traders until September 2021.
7.1.16	Received request from Jaynaben Patel for archive material.
<b>7.2</b>	<b><i>OUTGOING</i></b>
7.2.1	Minutes of Trustee meeting held on Wednesday 10 February 2021 circulated to community
7.2.2	Various responses to Tayfin’s request for financial information for audit.
7.2.3	Circulated an invitation to graduates in the community to apply to receive an academic achievement award.
7.2.4	Received and responded to request to help the Pretoria Legacy Foundation in formulating a constitution.
7.2.5	Sent an email to Sanjaybhai thanking his team for volunteering to drive the Marabastad Stands Development project.
7.2.6	Received and circulated the New India Samachar to the community.
7.2.7	Circulated minutes of Exco meeting held on Tuesday 16 February 2021.

7.2.8	Circulated an invitation to graduates to apply for an academic achievement award.
7.2.9	Informed community of the introduction of the introduction of a mandir flag consecration ceremony and welcoming participation.
7.2.10	Informed Pretoria Legacy Foundation of in-principle support, subject to providing Samaj a list of donors of other community organisations.
7.2.11	Circulated Maha Shivratri programme to community.
7.2.12	Sent the letter from COT to Sanjaybhai and team for their recommendation with regards to Council's proposal. No reply received.

8	MATTERS ARISING	RESPONSIBLE
8.1	<b>Registration of Balmandir</b> Priyamben reported that online registration of the Balmandir with Department of Social Development has been completed and acknowledged. Rameshbhai undertook contact the officials concerned to expedite the process.	Rameshbhai
8.2	<b>Renovation of Auditorium</b> Jasminben reported on her team's renovation plans, having received several quotes. It was agreed that the windows section, including blowers, should be renovated before the ceiling was attempted. Mansukhbhai undertook to obtain sponsorship to assist with the total renovation costs which is expected to exceed R250 000.	Jasminben Mansukhbhai
8.3	<b>Water Harvesting</b> Priyamben had circulated the quotes received. It was agreed that the Procurement Team will meet with Rameshbhai on Thursday 25 March to discuss the way forward.	Priyamben, Vijaybhai, Harshadbhai, Vinaybhai
8.4	<b>Academic Achievement Awards Ceremony</b> 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. Thus far, only two applications were received. Members agreed to continue with the Ceremony. Ileshbhai and office staff to decide on award.	Ileshbhai
8.5	<b>Marabastad Stands</b> Rameshbhai read out a report sent by the Marabastad Stands Development Steering Committee which highlighted the need to consolidate the stands as a priority. It was requested that the Samaj approve the spend of R75 000 towards this consolidation process. This was approved. However, a request was made for the Committee to present a fuller picture of the financial commitments required from the Samaj for budgetary planning. In the interim, a request has been received from the City of Tshwane to allow informal traders to be temporarily relocated to Samaj stands while the Council renovates the traders current trading area. After some	Rameshbhai

	discussion, it was agreed that Rameshbhai and team would meet with the Council to discuss their request, attempt to obtain some concessions while ensuring there is a watertight legal agreement in place.	
8.6	<b><i>Creation of Parent Governing Bodies</i></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 reported that this matter is still receiving attention.	Priyamben
8.7	<b><i>Migrate Marabastad Tenants to Debit Order system.</i></b> Vinaybhai reported that he had given the debit order forms to the tenants, but all had not completed them. Kalpanaben and Vinaybhai to follow up.	Kalpanaben Vinaybhai
8.8	<b><i>Meters at Samaj Marabastad Centre (SMC)</i></b> Vinaybhai & Harshadbhai reported that the matter of the water leaks is still being sorted out. Harshadbhai reported on a proposal he had received for a pre-paid system, the installation cost of which the Samaj could recoup over time. It was agreed that Harshadbhai would forward the proposal to members and that Rameshbhai would meet with the service provider to discuss details.	Harshadbhai / Vinaybhai
8.9	<b><i>Consecration of Mandir Flag Ceremony</i></b> Khushiben reported that she had twice circulated the notice informing the community of the flag consecration ceremony that EXCO had decided to introduce. Thus far, two families had volunteered to participate in the ceremony. It was agreed that this ceremony will take place after the renovation to the mandir dome and flagpole has been carried out. In the interim, Khushiben to recirculate the notice and create a waiting list.	Khushiben
8.10	<b><i>Employees Benefits Policy</i></b> Kalpanaben reported that only two employees had applied for medical and/or retirement annuity benefits. Harshadbhai to process their applications.	Harshadbhai
8.11	<b><i>Live Streaming Capability in the Mandir</i></b> Ileshbhai reported that he is still awaiting quotes for the implementation of a live streaming system in the mandir. Ileshbhai to consult with Priyamben to drive this process forward.	Ileshbhai / Priyamben
8.12	<b><i>Maintenance Issues</i></b> Priyamben reported as follows with respect to the following maintenance matters: a. Still awaiting quote for a grease trap for Mandir basin to prevent clogging. b. Replacement of Balmandir basin taps has been done.	Priyamben

	<p>c. A few quotes for the replacement of gutters have been received.</p> <p>d. Installation of water tanks.</p> <p>e. Mr Kevin Kandasamy to service the gas stoves on Friday 26 March.</p> <p>f. Vijaybhai is attending to the fixing of mandir roof. A claim to insurance company is being prepared.</p>	
8.13	<p><b><i>Student Study Loan &amp; Bursary</i></b>  Rameshbhai reported that he, Harshadbhai and Kalpanaben had interviewed 8 applicants for bursary and/or study loans. One candidate subsequently withdrew her application. All 7 candidates were assisted. Kalpanaben was requested to inform them of the outcome and to request them to sign the acknowledgement of debt and surety forms.</p>	Kalpanaben
8.14	<p><b><i>Financial Assistance to Community Member</i></b>  Khushiben reported that the applicant is currently receiving a food voucher for the next three months. Jasminben reported that she is composing a letter to the community to determine if the person being assisted can and get a job.</p>	Jasminben

## 09 OFFICE ADMINISTRATION REPORT

### A. Activities / Achievements for Month

➤ **Samajchar:**

- Content gathered, creation of newsletter in progress.

➤ **Finance:**

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

➤ **Staff Attendance:**

There was full attendance for the month, except for one employee being ill for 3 days and one employee taking family responsibility leave.

➤ **Visitor Check-in (11<sup>th</sup> February 2021 – 19<sup>th</sup> March 2021 ):**

Number of Visitor	Visited	Protocols followed
9	Mandir	<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>
51	Office	
6	Sunilbhai (Priest)	
11	MMC	

- **Social media management:**
  - Website upload: February minutes of the Exco meeting
  - Maha Shivratri advert was posted on Facebook and WhatsApp.
- **Facility Booking:**
  - Full payment received for the April booking.
- **Priest Booking:**
  - Sent out payment request & confirmation letters for Priest booking.
  - Total Daxina received in the month of February 2021 was R4683.00
- **Complaint / Compliment:**
  - No complaints / compliments received.
- **Others:**
  - Student loan and bursary reminders sent to community. Received 8 applications in total. Interviews were arranged with all the applicants.
  - Academic Achievement Awards ceremony letter was sent to the community. One application received.
  - Mandir Flag Consecration ceremony letter was sent to the community. Two bookings received.

## B. Upcoming Activities for Next Month

- Samajchar 2021 April edition
- AGM preparations

## 10 **TREASURER'S REPORT**

No report submitted.

## 11 **EDUCATION REPORT**

### C. Achievements for Month

- Balmandir registered on the NPO-DSD website

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

- ❖ Walrus Production educational show – 25 March 2021
- ❖ School Photos – 29 March 2021
- ❖ Schools closes for term 1 on 23 April 2021.

## 12 **RELIGION & CULTURE PORTFOLIO REPORT**

### **A. *Previous Activities***

- Indian Republic Day Celebrations were held on 26 January 2021 in the Samaj courtyard. It was streamed live on Facebook and attracted 1800 views.
- Shivratri was celebrated on 11 March 2021. Sunilbhai conducted all pujas live on ZOOM (first live zoom for SPHSS) which was streamed live on Facebook as well. About 1600 people viewed the puja on Facebook. Our thanks go to Sunilbhai for doing the puja and Ileshbhai for the technical support provided.

**B. *Upcoming Activities for first half of the year are as follows:***

- > ***March 28 - Holi*** – Our plan is to have the Holi puja live on Facebook. Options are: devotees can come to the Samaj between 9am – 4pm to leave their coconut at the spot where the lighting of the Holi will take place. Alternatively invite the community to come of the Holi Celebrations. Concerns are lack of volunteers to assist with crowd control and covid regulations.
- > ***April 21 - Ram Navmi*** – TBC
- > ***April 26 - Hanuman Jayanti*** – Laudium Mandir Bajan Mandal will recite 7 Hanuman Chalisas in the Mandir. This will be streamed live on Zoom and Facebook. Members of the community will be given the Zoom link for Hanuman Jayanti. No members of the public will be invited to the Mandir.
- ***Changing of Mandir Flag*** – communications has gone out to the community . Many people are enquiring and two names has been booked and confirmed .

**13 SENIOR CITIZEN'S CLUB REPORT**

No report submitted.

**14 SOCIAL SERVICES PORTFOLIO REPORT**

No report submitted.

**15 FACILITIES & FUNERAL REPORT**

<b>Achievements for Month</b>
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- Repairs completed:
  - Balmandir basin taps replaced along with pipe fittings.
  - Jojo tank installation quotes sent to Exco.

<b>Matters Pending/For Executive Approval</b>
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The following maintenance matters need attention:

Mandir	Kitchen basin gets blocked. Plumber suggested we purchase a system to assist with this.	Quote for grease trap requested from Vijaybhai
	Mandir ceiling leak. Dome to be repaired (main source of water leak)	
Boys Toilet	2 x leaking urinals	Plumber called to inspect. Flush components to be purchased. Quote requested from Vijaybhai
Balmandir Passage	broken tiles	Reported to Vijaybhai to request replacement of tiles
Mandir	Flagpole broken off due to heavy winds, as a result some roof tiles were damaged	Reported to Vinaybhai who advise we request the insurance people to come and assess the damage
Main entrance	Missing bricks by wall next to small gate	
	Bent light fixture	
	Missing bricks by pole opposite small gate	
Shivling	Broken tiles to be replaces	
	Water damage on roof	
	2 x damaged pillars	
Mandir	Fallen curtain cover	
	Broken skirting	
	Entrance to mosaic wall cracked at the bottom	
Classroom	Sliding door in classroom 3 + 4 not locking	
Dining Hall	Valve cover to be replaced near kitchen entrance	
	3 x valve covers to be replaced	
	Hole next to pipe to be covered	
Auditorium	Valve cover at back gate to be replaced	

**16 NAVYUG MANDAL REPORT**

No report submitted.

**17 MULTI-MEDIA CENTRE REPORT**

No report submitted.

**18 TDF 2020 PROGRESS REPORT**

No report submitted.

**19 MARABASTAD STANDS DEVELOPMENT PROJECT**

The committee met on 20 February 2021 and the following was discussed.

- Erven were identified as per the title deeds which has been registered in the Samaj name.
- The swap proposal (erf 37 NOT in the Samaj Names but in-principal agreement tabled) was discussed.



- Swop proposal to be facilitated by COT failing which lawyers would need to be briefed.
- Swop proposal FIRST PRIORITY as consolidation and road closure of Grand Street cannot be affected without these.
- Value of land would be substantial if road closure, swop proposal and consolidation of erven is affected.
- Committees established to look at feasibility of tenant mix and COT interaction
- Samaj to approve a budget of +/- R75 000.00 for road closure, land swap and consolidation process.

## **20 GENERAL / NEW MATTERS**

### **20.1 *Resignation of Mishkaben and Vitteshbhai Devchand***

The resignation of Mishkaben and Vitteshbhai was tabled for acceptance. Members thanked them for the services rendered. Rameshbhai asked Upendrabhai to draw up a tentative programme for 2021.

### **20.2 *Applications for waiver / reduction of Balmandir fees***

The application for waiver / reduction of Balmandir fees received from a parent was discussed. Concern was expressed that if many such applications are received, the Samaj's income will be compromised. Priyamben agreed to obtain further motivation from family as to why their request should be considered.

### **20.3 *Samaj Elections***

It was agreed that elections will be held on 16 May 2021 in the auditorium at 3pm, subject to prevailing Covid-19 regulations. In preparation, members were asked to identify and persuade potential candidates to stand for elections and to persuade at least 5 persons each to attend the AGM.

### **20.4 *Streamlining Procurement Process***

Rameshbhai requested that a meeting between him, the finance team and Facilities Management be held on Wednesday at 10:00 to streamline the procurement process.

### **20.5 *Samajchar Newsletter***

Khushiben had circulated a draft version of the Samajchar newsletter scheduled for publication in April. The President requested that members provide Khushiben with inputs and suggestions for improvement.

### **20.6 *Academic Achievement Award***

Members agreed to advertise the event one more time but, in any case, to go ahead even if only one application has been received. It was agreed that the person concerned should receive an item of value. Ileshbhai and office to finalise the matter.

### **20.7 *Maintenance Matters***

The Exec Committee approved expenditure on all maintenance matters submitted in the Facilities Management report.

### **20.8 *Religious & Cultural Programme***

The proposed programme for the first half of 2021 was approved.

20.9 ***Meeting Time***

Due to the security risk posed to those travelling to meetings at night, it was agreed to schedule meeting to commence at 4:30pm.

**21 NEXT MEETING**

The next meeting is scheduled for Tuesday 20 April 2021 at 4:30pm. in the Samaj Boardroom.

**22 CLOSING PRAYER**

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

**SPHSS SECRETARIAT**

**SPHSS PRESIDENT**