



# 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:** Wednesday, 21 April 2021

**TIME:** 4:30 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 special welcome to Khushiben Nandani and Dhvinsiben Valand who have agreed to be co-opted onto the Executive Committee as Navyug Mandal representatives.

### 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, Pavanbhai Gandhi, Vinaybhai Chagan, Jasminben Govind; Rameshbhai Chhagan, Nayantaben Naran, Harshadbhai Pema, Khushiben Nandani, Dhvinsiben Valand Ketanbhai Parmar and Upendrabhai Parma. Khushiben Dave and Kalpanaben Kooverjee attended in their capacities as office assistants.

Apologies/Absent: Taraben Bhaga; Priyamben Singh

### 4. **ANNOUNCEMENTS**

Rameshbhai announced that he had been introduced to Khushiben Nandani and Dhvinsiben Valand by Nayantaben. They had expressed an interest in reviving the Navyug Mandal and he had invited them to join the Executive Committee meeting.

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

None

## 6. ADOPTION OF PREVIOUS MINUTES

The minutes of the previous meeting were accepted on the motions of Ileshbhai and Nayantaben.

7	CORRESPONDENCE
7.1	<b>INCOMING:</b>
7.1.1	Received from HCOI an invitation to an international blog contest
7.1.2	Received and circulated New India Samachar to community
7.1.3	Received and responded to a mail from Kantilal Chhagan of Dallas, Texas, suggesting that the Academic Achievement awards should include Technical graduates. He was assured this was the case.
7.1.4	Received five applications from graduates to receive the Samaj Academic Achievement Awards at the AGM on 16 May 2021.
7.1.5	Received and responded to various correspondences from auditors for information relating to Samaj audits.
7.1.6	Received drafts and final audited statements from Tayfin.
7.1.7	Received a formal letter of resignation from Karishma, a teacher aide who is leaving Laudium.
7.1.8	Received correspondence from the Dept. of Social Development confirming that the registration of the Balmandir is in process.
7.1.9	Received correspondence from the WHF-Gauteng branch vis-à-vis their disagreements with the SAHMS.
7.2.0	Received a letter of resignation from Mansukhbhai Chhiba from the Executive Committee for work pressure and time-related reasons.
7.2	<b>OUTGOING</b>
7.2.1	Email sent to Trustees requesting Trustee internal audit report
7.2.2	Sent a mail to Sanjaybhai Govind informing him that the executive has approved a spend of R75 000 for the Stands Development project.
7.2.3	Resent invitation to community to apply for the Academic Achievement Award
7.2.4	Sent a copy of the agreement with the City of Tshwane to host informal traders on Samaj stands until June 2021 to Council officials.
7.2.5	Circulated a notice to the community requesting that they submit their names for updating the Samaj database
7.2.5	Circulated the first notice informing community of the AGM to be held on 16 May 2021.
7.2.6	Sent a letter to the Mayor, Mr Williams, thanking him on behalf of the community, for raising rates and taxes for 2021 by only 2%.
7.2.7	Informed community of Ram Navmi and Hanuman Jayanti Celebrations
7.2.8	Informed community via WhatsApp of teacher aide vacancy

8	MATTERS ARISING	RESPONSIBLE
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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. This matter is still pending.	Priyamben
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. Khushiben to arrange a meeting of the procurement committee to address the renovation plan, water harvesting and other maintenance matters. Arvindbhai Chhagan to be invited to be part of this meeting.	Khushiben
8.3	<b>Water Harvesting</b> See 8.2	
8.4	<b>Academic Achievement Awards Ceremony</b> Ileshbhai reported that his team had agreed to present a trophy and R1 000 cash award to each of the five graduates to be honoured at the ceremony. This was approved.	
8.5	<b>Request by Pretoria City Council</b> As per the decision taken by the Executive Committee at the previous meeting, a team comprising Harshadbhai, Vinaybhai, Vijaybhai and Rameshbhai met with Council officials to discuss their request for the vacant Samaj stands be used to temporarily house informal traders until June 2021. Rameshbhai had also invited Sanjaybhai Govind to the meeting but had inadvertently given him the incorrect time and for which he had apologised to him when he arrived late. At the meeting, Council gave an undertaking that the traders would be returned to their original site once it had been upgraded to provide traders with formal stalls and ablution facilities. In return the Council will erect a fence around Samaj property which would help in preventing squatting. Despite some misgivings, members agreed to this request in the light of the importance of fostering good relations with the Council. Council members also agreed to assist in facilitating the stands development project.	
8.6	<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 reported that this matter is still receiving attention.	Priyamben
8.7	<b>Migrate Marabastad Tenants to Debit Order system.</b>	Kalpanaben Vinaybhai

	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.	
8.8	<b><i>Meters at Samaj Marabastad Centre (SMC)</i></b> Vinaybhai & Harshadbhai agreed to approach the electricity department to determine if they would agree to instal meters at the Samaj Marabastad Centre free of charge.	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 be postponed until the mandir dome and flagpole have been repaired.	
8.10	<b><i>Employees Benefits Policy</i></b> Kalpanaben reported that only two employees had applied for medical and/or retirement annuity benefits and Harshadbhai has processed their applications.	
8.11	<b><i>Live Streaming Capability in the Mandir</i></b> Ileshbhai reported that he is still awaiting a further quote for the implementation of a live streaming system in the mandir. Ileshbhai to submit quotes to Procurement Committee for adjudicating.	Ileshbhai / Priyamben
8.12	<b><i>Student Study Loan &amp; Bursary</i></b> Kalpanaben was requested to finalise process of getting all loan recipients to sign the acknowledgement of debt and surety forms and to transfer money to the institutions concerned.	Kalpanaben
8.13	<b><i>Financial Assistance to Community Member</i></b> Khushiben reported that the applicant is currently receiving a food voucher. Jasminben reported that she had sent out an appeal to the community to offer the person concerned a job. Khushiben reported that one such offer was received and that she would follow up on the matter.	Khushiben
8.14	<b><i>Applications for waiver / reduction of Balmandir fees</i></b> Priyamben agreed to obtain further motivation from family as to why their request should be considered. Priyamben did not report on this matter.	
8.15	<b><i>Streamlining Procurement Process</i></b> Rameshbhai reported that a meeting was held and a streamlined procurement process has been agreed to and the necessary forms drafted.	

8.16	<b><i>Samajchar Newsletter</i></b> 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. The newsletter will be published by end April 2021.	All Khushiben
8.17	<b><i>Maintenance Matters</i></b> See report from Facilities Management Portfolio.	

## 9 OFFICE ADMINISTRATION REPORT

### A. Activities / Achievements for Month

➤ **Samajchar:**

- In process of finalising April edition.

➤ **Finance:**

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

➤ **Staff Attendance:**

There was 100% attendance for the March/April period.

➤ **Visitor Check-in (19<sup>th</sup> March 2021 – 13<sup>th</sup> April 2021):**

Number of Visitor	Visited	Protocols followed
7	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 on the premises.</li> </ul>
5	Office	
-	Sunilbhai (Priest)	
9	MMC	

➤ **Social media management:**

- Website upload: February and March minutes of the Exco meeting
- Holi advert was posted on Facebook and WhatsApp.

➤ **Facility Booking:**

- Full payment received for April bookings.
- Deposit received for May booking.

- **Priest Booking:**
  - Sent out payment request & confirmation letters for Priest booking.
  - Total Daxina received in the month of March 2021 was R1,606.93.
- **Complaint / Compliment:**
  - No complaints / compliments received.
- **Others:**
  - Academic Achievement Awards ceremony letter was sent to the community. Received 5 applications in total. In process of ordering the trophies.
  - Mandir Flag Consecration ceremony letter was resent to the community. No new booking received.

<b>B. Upcoming Activities for Next Month</b>
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- Samajchar 2021 August edition
- AGM preparations

## 10 TREASURER'S REPORT

### Monthly Financial Report to Executive Committee

Dated: 20th April 2021

#### Current Assets

#### CASH Position for month

	Mar'21
Bursary Fund - Fixed Deposits (74444067025)	358 789
Cheque Account	1 607
Fixed Deposits (74623139926)	52 446
Money on Call (62238051114)	3 485 732
Petty Cash	990 780
Sage Pay	2 584
ZipZap	23 897
4 915 834	

#### Other Assets

Student Loans

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#### Statement of Revenue & Expenditure

	Balmandir	Complex Rentals	Facilities	HWG	Mar'21 Seva Samaj	RCC	TDF	Grand Total
Income	147 123		352 800	54 670	2 400	36 135	18 177	611 305
Expense	1 075		121 056	1 550	361 190	5 264	-	490 135
NETT	146 048		352 800	(66 386) 850	(325 055)	12 913	-	121
Revenue								170

#### Statement of Revenue & Expenditure

	Balmandir	Complex Rentals	Facilities	HWG	Mar'20 Seva Samaj	RCC	TDF	Grand Total
Income	280 222		326 726	92 311	5 850	91 995	43 494	840 598
Expense	38 649		145 788	3 034	280 305		9 311	477 087
NETT	241 573		326 726	(53 477) 2 816	(188 310)	34 183	-	363
Revenue								511

#### REVIEW.

1

The records shown above are for YTD

Mar'21

2		Revenue has dropped about 27%, expenses have been monitored. Nett Revenue has declined 67% as well.
3	Surplus YTD	121 170
4	Cash	4 915 834

## 11 EDUCATION REPORT

### A. Achievements for Month

- Balmandir registered on the NPO-DSD website – Follow up sent. Awaiting feedback.
- Walrus Production educational show held on 25 March 2021.
- School Photos taken on 29 March 2021.
- Resignation received from Karishma, teacher-aide.
- Advert sent out for Teach Aide vacancy – 30 applications received.

### 2 Upcoming Activities for Next Month

- ❖ Schools closes for Term 1 on 22 April 2021.
- ❖ Report evening 21 April 2021.
- ❖ School reopens for Term 2 on 3 May 2021.
- ❖ Interviews for Teacher Aide to be held on 22 April 2021.

## 12 RELIGION & CULTURE PORTFOLIO REPORT

### A. Previous Months Activities

- Shivratri was celebrated on 11 March 2021. Sunilbhai conducted all the 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. The Shiv Abhishek puja was held at 9am, the Shiv Yagna at 3pm and the Shiv Sahastranaam at 6pm. Thank you to Sunilbhai for doing the puja and thank you Ileshbhai for all the technical support. In total there were 40 devotees that joined in the live puja. Members from the community visited the mandir and the Shivling outside for Shivratri Darshan and Abhishek.
- ◆ Holi was celebrated on Sunday, 28 March 2021. As per request, many people brought coconuts to the Holi Stapna and then left. There were approximately 300 coconuts. Sunilbhai then conducted the Holi with a few officials and members of the public. The ceremony was streamed live on Facebook and had over 3100 views.

### B. Upcoming Festivities

- On April 21 Ram Navmi will be observed with an aarti at 12 pm in the mandir.
- On 26 April, Hanuman Jayanti celebrations will take place in the mandir. The Laudium Mandir Bajan group will recite 7 Hanuman Chalisas in the Mandir which

will be streamed live on Zoom and Facebook. Members of the community will be given the Zoom link. For hanuman Jayanti, no one will be invited to the Mandir.

- Consecration of Mandir flag. Communications has gone out to the community. Many people are enquiring, and two names have been booked and confirmed.

### 13 SENIOR CITIZEN'S CLUB REPORT

No report submitted.

### 14 SOCIAL SERVICES PORTFOLIO REPORT

No report submitted.

### 15 FACILITIES MANAGEMENT REPORT

#### B. Achievements for Month

##### ➤ Repairs completed:

- JoJo tank installation quotes requested as per Exco requirements.
- 2 x leaking urinals in the boys' toilet – repair completed.
- Broken tiles in Balmandir passage – repair completed.
- Sliding door in classroom 3 + 4 not locking – repair completed.
- Classroom 2 main door lock not working – repair completed.
- Classroom 4 & 5 locks replaced.
- Valve cover to be replaced near kitchen entrance – completed.
- 3 x valve covers to be replaced – completed.
- Valve cover to be replaced by back gate – completed.
- 2 x damaged pillars at Shivling – repair completed.

#### 3 Matters Pending

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)	Repair plan has been put in place. Vijaybhai is heading this.
	Flagpole broken off due to heavy winds, as a result some roof tiles were damaged	
	Broken skirting	
	Entrance mosaic wall cracked at the bottom	Schique style attending to the matter
	Fallen curtain cover	
Main entrance	Missing bricks by wall next to small gate	To be attended to during Mandir repairs
	Bent light fixture	
	Missing bricks by pole opp small gate	
Shivling	Broken tiles to be replaced	



	Water damage on roof	Harshadbhai contacted to attend to the remaining matters urgently
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## 16 NAVYUG MANDAL REPORT

Khushiben Nandani and Dhvinsiben Valand presented their plans to revive Navyug. In their report they highlighted the need to host a fun event that would attract the youth to attend. Proposed activities include a Netflix movie followed various game activities in the auditorium on Sunday 4 or 11 May. A budget of R1 500 was requested. Rameshbhai, Vijaybhai and Harshadbhai agreed to sponsor the event by contributing R500 each instead.

## 17 MULTI-MEDIA CENTRE REPORT

### C. Achievements for Month

- Virtual Instagram (IG) live with Janishta Gagjee aired on 8 April at 7:30pm

### 2 Upcoming Events

- Virtual Facebook/IG live scheduled for 2021:
  - May – how to start a side hustle.
  - June – benefits of yoga.
  - July – Investment advice.
  - August – the modern Gujarati women.

## 18 TDF 2020 PROGRESS REPORT

### Tshwane Diwali Festival 2021

#### PLANS FOR TDF 2021

In light of the pandemic (Covid 19) the TDF Committee has opted to host a virtual event, to be streamed a week before Diwali.

The virtual show will be pre-recorded two weeks before it will be streamed. The show will consist of a mixture of dance and vocal items, with the possibility of a comedic MC. The show will be shot over a period of 2 days in the auditorium, which will be setup with cameras, monitors, motion lights and a Led screen background. A 3hr show will be recorded and edited to 2, 1hour 30min segments, released over 2 days.

## 19 MARABASTAD STANDS DEVELOPMENT PROJECT REPORT

### 1. The Current Situation

The meeting was called up to assess the relevance of the committee in successfully driving the project of consolidation of the Samaj stands in Marabastad. The following points were made by the chairperson as well as members present. The points made below were unanimously agreed on by committee members present. The members present stressed upon their need to know what the future relevance of the committee is...

The points made were as follows:

1. There is a distinct impression prevailing amongst the committee members that the committee no longer commands any respect nor has it been afforded the autonomy as discussed at the first meeting held at the Auditorium.
2. The COT meeting held with members of the council on Monday 29<sup>th</sup> March was not arranged by the Committee nor was the process discussed in detail. This point caused great uneasiness amongst members because it was felt that the committee was completely sidelined and its future relevance reduced to nothingness. The chairperson of the committee was not even informed of the time of the meeting with the result he joined the meeting 50 minutes late when the meeting with COT was virtually over.

It was suggested at the meeting that a written apology is due and any future point or decision that the EC wishes to make, will have to go through the chairperson of the committee thus ensuring the relevance and autonomy of the committee.

3. The role of the committee needs to be defined in writing whereby it would carry out the tasks on hand with minimum interference thus empowering it to carry out the task for which it has been mandated. As requested by the Samaj EC, regular reports will and has been forwarded.
4. Members present emphasized on the point that the Samaj EC is not here to micro manage the consolidation process and as such this task should be left to the committee for which they are mandated
5. By sidelining and reducing the relevance of the committee, the Samaj is unwittingly reducing the circle of community involvement both in terms of participation and financial contribution.
6. A clear mandate must be drawn up for the committee to minimise future conflict and enhance the importance of this committee. The mandate will be drawn up by the committee and ratified by the EC.
7. It must always be remembered by all individuals in the community including the EC and the committee that the sole and ultimate benefactor of the success of the project will be the Samaj and its members.
8. The autonomy of this committee must be confirmed and all future work and decisions made will be done under the auspices of the committee and its chairperson.

9. And finally, it was unanimously agreed at the committee that even though the committee hit a major stumbling block, the 'show' will go on; it is instances like these that ultimately make an organisation strong and more relevant. Failure to learn from this 'mishap' and reducing the relevance of the committee will signal a major slowdown in our endeavours to grow the Samaj.

## **20 GENERAL / NEW MATTERS**

### **20.1 *Report of the Marabastad Stands Development Project Committee.***

The report of the Marabastad Stands Development Project Committee was discussed. Rameshbhai agreed to respond to their concerns in writing.

### **20.2 *AGM Preparations***

Rameshbhai presented a draft AGM action sheet and requested that members provide input. It was agreed that a planning committee be formed to prepare for the AGM. The committee will comprise of Rameshbhai, the three office personnel, Ileshbhai, Nayantaben, Khushiben Nandani and Dhvinsiben Valand.

### **20.3 *Request by Teacher Aide to review salary.***

The request by a teacher aide to have her salary reviewed was tabled. It was agreed that Rameshbhai and Nayantaben will meet with Priyamben and the teacher aide concerned to arrive at a decision.

### **20.4 *Tshwane Diwali Festival***

The proposed plan to celebrate a virtual Diwali Festival was approved by the Executive Committee. Rameshbhai proposed that a live firework display still take place to which admission will be controlled to ensure Covid 19 protocols are observed. He also undertook to obtain a sponsor.

### **20.5 *History of Samaj – Part 2***

Rameshbhai circulated a draft article he had written on part 2 of the History of the Samaj. He requested that members give input before it was uploaded onto the Samaj website.

### **20.6 *Donation of Mandir Bell***

Ketanbhai presented a beautiful brass bell that was donated to the Samaj by Rajniben Vanrajbhai Bhura. Members expressed their thanks and requested that a letter of thanks be sent to Rajniben.

## **21 NEXT MEETING**

The next meeting will be held by the new officials after the AGM. A tentative date of 18 May 2021 has been set.

## **22 CLOSING PRAYER**

The meeting ended at 6:50pm after the closing prayer.

