



# 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 25 May 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 warm welcome to all newly elected officials and expressed the hope that more could be achieved in this term now that all portfolios have been filled. Rameshbhai had explained that he had co-opted Manishaben Lakha as head of Social Services as she had expressed an interest immediately after the AGM.

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

Apologies/Absent: Priyamben Singh, Ileshbhai Gandhi, Vinaybhai Chagan.

### 4. ANNOUNCEMENTS

Members extended their best wishes to Dhvinsiben on her birthday in May.

### 5. PROPOSED AMENDMENTS TO MINUTES

None

### 6. ADOPTION OF PREVIOUS MINUTES

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

7	CORRESPONDENCE	
7.1	<b>INCOMING:</b>	
7.1.1	Received and responded to a letter from Mansukhbhai Chhiba on behalf of the Marabastad Stands Development Committee.	
7.1.2	Received a letter from Priyamben Singh requesting permission to work from home for a few weeks due to personal reasons.	
7.1.3	Received AGM nomination forms by various members.	
7.1.4	Received and responded to an email from Jagdishbhai Makan offering to partner with Samaj on installing live streaming capability in the mandir.	
7.1.5	Received an invitation from the World Hindu Foundation and agreed to participate in an international havan #prayforIndia in response to Covid-19.	
7.1.6	Received a request from Mukeshbhai Veljee to hire classroom for tuition purposes.	
7.1.7	Received letter of thanks from World Hindu Pandit Organisation for participation in #prayerforIndia event.	
7.1.8	Received request from Arunbhai Madhavjee to hang a portrait of local passive resistance fighters in the auditorium.	
7.19	Received and responded to a request from the Pretoria Legacy Foundation the gratis use of auditorium.	
7.20	Received letter of thanks from Mukeshbhai of Rameshwar Mandir	
7.2	<b>OUTGOING</b>	
7.2.1	Sent out circular inviting community members to apply to receive a copy of the audited financial statements.	
7.2.2	Circulated Ram Navmi and Hanuman Jayanti poster	
7.2.3	Circulated on 21 April second reminder of AGM scheduled for 16 May 2021.	
7.2.4	Sent a letter of thanks to Rajniben Vanrajbhai Bhura for the donation of a brass bell for use in the mandir.	
7.2.5	Circulated minutes of Exco meeting held on 21 April 2021.	
7.2.5	Circulated the May edition of SamajChar to community.	
7.2.6	Invited and received a positive response from the Marabastad Stands Development Committee to make a presentation on progress at GM.	
7.2.7	Submitted a claim for damages to Mandir roof to our insurance company	
7.2.8	Circulated minutes of last years AGM to community on 10 May.	
7.2.9	Circulated minutes of AGM meeting held on 16 May 2021	
7.2.10	Received a request from Urviben Mehta to sponsor old computers to an NGO.	
7.2.11	Circulated May issue of New India Samachar	

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. This matter is still pending.	Priyamben

8.2	<b>Renovation of Auditorium</b> Jasminben reported that the team had met and decided to approach an architect that would help in providing a professional blueprint of the proposed changes to the auditorium. Jasminben to set up meeting with Kirtiben Kanak.	Jasminben
8.3	<b>Report of the Marabastad Stands Development Project Committee.</b> Rameshbhai reported that he had written to the committee in response to their concerns.	Done
8.4	<b>Request by Teacher Aide to review salary.</b> Rameshbhai reported that he had met with the teacher aide concerned and she agreed to withdraw her request for a salary review.	Done
8.5	<b>Tshwane Diwali Festival</b> Rameshbhai reported that the Pretoria Hindu Society had agreed in principle to sponsor the fireworks display for Diwali but undertook to approach other Hindu organisations to also support financially. Jasminben agreed to be the convener of the Diwali Festival and will undertake the booking of the stadium and JOC application process with Council.	Jasminben
8.6	<b>Creation of Parent Governing Body</b> This matter is still in abeyance. Rameshbhai reported that he had met with the teachers to discuss any issues or concerns they might have. It was agreed that meetings should be scheduled every Monday at 12:15. He undertook to address the creation of a parent body with them. Nayantaben agreed to be present at the meetings.	Rameshbhai Nayantaben
8.7	<b>Migrate Marabastad Tenants to Debit Order system.</b> Kalpanaben reported that no further tenants had migrated to the debit order system. Kalpanaben agreed to send them reminders.	Kalpanaben
8.8	<b>Meters at Samaj Marabastad Centre (SMC)</b> Harshadbhai explained the advantage of installing prepaid meters through a supplier. It was agreed that prepaid meters should be installed.	Harshadbhai / Vijaybhai
8.9	<b>History of Samaj – Part 2</b> Rameshbhai reported that he had not received any feedback on the History of the Samaj – Part 2 that he had written and will circulate it once more. All members asked to provide input.	All
8.10	<b>Live Streaming Capability in the Mandir</b> Ileshbhai was not present to present a progress report. The matter is still pending.	Ileshbhai
8.12	<b>Financial Assistance to Community Member</b> Khushiben Dave reported that a local businessman had responded positively by offering a job to the community member in need. However, after several unsuccessful attempts by him to contact him, he has withdrawn his offer. It was agreed that this matter should be permanently dropped.	Done

8.13	<b>Navyug Programme</b> Khushiben Nandani, the newly elected head of the Navyug Mandal reported that the inaugural event organised by them took place successfully.	Done
8.14	<b>Donation of Mandir Bell</b> Rameshbhai reported that he had written a letter of thanks to Rajniben Vanrajbhai Bhura for the donation of a brass Mandir bell.	Done

## 09 OFFICE ADMINISTRATION REPORT

### A. Activities / Achievements for Month

- **Samajchar:**
  - April edition published.
- **Finance:**
  - Receipts have been captured.
  - Petty cash balances.
  - Deposit done.
- **Staff Attendance – April 2021:**

21-Apr

Employee	DEP	Working Days	Present	Leave Days	Type of Leave	Actual Hours
Bijal Chhagan	BAL	14	13	1	Sick leave	8am - 12:30pm
Chetna Kalian	BAL	14	14	-		9am - 12:30pm
Hemi Vallabh	BAL	14	14	-		9am - 12:30pm
Jashmeena Mithal	BAL	14	14	-		8am - 12:30pm
Mauwna Bhima	BAL	14	14	-		8am - 12:30pm
Laxmi Ramjee	BAL	14	14	-		8am - 12:30pm
Karishma Mahado	BAL	14	13	1	Normal leave	8am - 12:30pm
Priyam Tanna	ADM	19	16	3	Sick leave	8am - 4:00pm
Khushi Dave	ADM	19	18	1	Normal leave	8am - 4:00pm
Kalpana Kuverjee	ADM	19	18	1	Sick leave	8am - 4:00pm
Noel Chuma	GRS	29	29	-		6am - 6pm
Wendy Njera	GRS	19	16	3	Sick leave	7:30am - 4pm
Jacob Poopedi	GRS	21	21	-		7:30am - 4pm

- **Visitor Check-in (14<sup>th</sup> April 2021 – 19<sup>th</sup> May 2021):**

Number of Visitor	Visited	Protocols followed
16	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>
34	Office	
64	Dining hall	
70	Auditorium	
7	MMC	

- **Social media management:**
  - Website upload: April minutes of the Exco meeting and minutes of AGM
  
- **Facility Booking:**
  - A booking received from Pretoria Legacy Foundation for 16 June. Covid-19 indemnity and the hall hire forms were sent to them.
  
- **Priest Booking:**
  - Sent out payment request & confirmation letters for Priest booking.
  - Total Daxina received in the month of April 2021 was R5,932.00.
  
- **Complaint / Compliment:**
  - No complaint / compliment received.
  
- **Others:**
  - Mandir Flag Consecration ceremony letter was resent to the community. No new booking received.
  - AGM preparations

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

10. TREASURER'S REPORT



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**Monthly Financial Report to Executive Committee**

Dated: 20th April 2021

<u>Current Assets</u>	<u>April'21</u>
<b>CASH Position for month</b>	
Bursary Fund - Fixed Deposits (74444067025)	360 266
Cheque Account	100 676
Fixed Deposits (74623139926)	3 500 000
Money on Call (62238051114)	992 430
Petty Cash	1 806
Sage Pay	30 273
Zipzap	8 777
	4 994 228

**Other Assets**

Student Loans -

<u>Statement of Revenue &amp; Expenditure</u>		<u>April'21</u>						
	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	181 536	473 200	37 480	8 500	73 338	24 009		818 063
Expense	1 287		163 240	1 693	554 301	7 609	-	728 130
<b>NETT Revenue</b>	<b>180 249</b>	<b>473 200</b>	<b>(105 760)</b>	<b>6 807</b>	<b>(480 963)</b>	<b>16 400</b>	<b>-</b>	<b>89 933</b>

<u>Statement of Revenue &amp; Expenditure</u>		<u>April'20</u>						
	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	311 242	435 635	98 411	47 740	15 083	148 610		1 056 723
Expense	43 999		193 811	15 025	382 034	9 311		644 180
<b>NETT Revenue</b>	<b>267 243</b>	<b>435 635</b>	<b>(95 400)</b>	<b>32 715</b>	<b>(366 949)</b>	<b>139 299</b>	<b>-</b>	<b>412 543</b>

**REVIEW.**

- 1 The records shown above are for YTD April'21
- 2 Revenue has dropped about 23%, expenses have been monitored. Nett Revenue has declined 78% as well.
- 3 Surplus YTD 89 933
- 4 Cash 4 994 228

Compiled By:

Harshad B Pema

## **11. REPORTS**

No reports were submitted by the various portfolio heads as they had just recently been elected. Rameshbhai presented a new report format to be used for all subsequent meetings.

## **12. GENERAL / NEW MATTERS**

### **12.1 *Duties of Deputy President***

Rameshbhai reported that Jasminben had agreed to the following responsibilities as the incoming Deputy President: Head of Tshwane Diwali Festival; Head of Samaj Auditorium Renovation Project; Head of Discipline & Grievance Committee; Portfolio member of Social Services Committee; and Outside Liaison Officer.

### **12.2 *Photograph of new Committee***

It was agreed that a photograph of the new Samaj Exco & Trustees would take place on 22 June 2021 at 6:30pm. Khushiben Dave to arrange with photographer.

### **12.3 *New Hosting Service***

Rameshbhai expressed his unhappiness with the service received from the current internet service provider. It was agreed that he would discuss the matter with Ileshbhai.

### **12.4 *Request from Arunbhai Madhavjee***

Members debated the request from Arunbhai to have a photograph of passive resisters put up in the Samaj Auditorium. Whilst members felt it was important for the Samaj to honour such people, the concern of most members was that it would set a bad precedent as other families could make similar requests. It was finally decided to upload the photograph on the Samaj website.

### **12.5 *Request from Urviben Mehta***

The request by Urviben Mehta for Samaj to donate old computers to a township NGO was discussed. It was agreed that the Samaj would donate the old ones it has stored. Vijaybhai also offered a range of equipment that he had in his possession.

### **12.6 *Role of Portfolio Committees***

Rameshbhai handed out a new reporting template. He requested the heads of the various portfolios to gather a team of 3-5 members that would support them in determining focus areas and in implementing programmes. The reporting template provided for these goals to be set out and progress made in achieving them to be recorded every month.

### **12.7 *Budget Allocations***

It was agreed that Kalpanaben would forward a budget to each portfolio head as communicated to her by Harshadbhai.

### **12.8 *Request for Payment by Manilal Jina Rama***

At the AGM, Manilalbhai Rama had approached Rameshbhai for the Samaj to consider providing financial support to him (Manilalbhai) to defray expenses he incurs when recording Samaj events. It was agreed that Rameshbhai would ask him to specify the amount he wishes to charge for each event before a final decision could be taken.

### **12.9 *Monthly Financial Reporting Template***

In terms of the Samaj Constitution and the Financial Manual, the CFO and treasurer are required to oversee the work of the financial administrator, to determine if all matters specified in the Manual have

been completed as required. Rameshbhai asked the new CFO to study these documents and include her findings in the monthly financial report.

**12.10 Rameshwar Mandir Partnership**

Due to the Wuhan Virus pandemic, Rameshwar Mandir has once again requested the Samaj to assist them in the sale of calendars as was done the previous year. While not opposed to the idea of supporting them, some members expressed concern that the sale of Samaj calendars were being negatively affected by this support. It was finally agreed that Rameshbhai would propose a partnership to Rameshwar Mandir whereby the two organisations would jointly offer the public in Laudium and Lenasia both calendars and share the proceeds in a manner to be negotiated by the parties. Ketanbhai was to immediately commence with the finalisation of the Samaj calendar.

**12.11 Senior Citizens Club**

The issue of who should revive and manage the Senior Citizens Club was raised. It was agreed that the club should revert under the management of the Social Services Portfolio where it was originally housed. Manishaben agreed to liaise with Taraben and Jivanbhai on its revival.

**12.12 Registration with CIPC**

The President expressed his unease that the Samaj was not a registered non-profit organisation. It was agreed that Mansiben and Harshadbhai would apply for registration.

**12.13 Loan & Bursary Committee**

Rameshbhai pointed out that in terms of SARS regulations, the Samaj is required to form a bursary committee made up of three non-related officials. It was agreed that Rameshbhai, Mansiben and Harshadbhai will serve on this Committee.

**12.14 Formation of "Friends of Samaj" Association**

The Samaj Constitution makes provision for the formation of a "Friends of Samaj Association" but this has not been done. It was agreed that Rameshbhai would craft a letter inviting ex-Pretorians to serve on such a body.

**12.15 Formation of Discipline & Grievance Committee**

In terms of the Samaj Discipline and Grievance Policy an office administrator should serve as the Grievance Officer and the Deputy President as Manager. Khushiben and Jasminben agreed to assume these positions.

**12.16 Sick Leave Reporting**

Rameshbhai requested that Khushiben Dave makes a change to the format of reporting sick leave by including details of sick leave taken over a three period. This would then allow members to determine if leave is being taken as per labour law regulations. This was agreed to.

**12.17 Meeting with Ileshbhai Gandhi**

The Chairman met Ileshbhai a few days after the meeting and the following was discussed:

- The old printer that was to be removed by Ileshbhai could also be donated to an NGO;
- The difficulties with the internet service provider should be resolved within the next week as the Samaj network would be migrated to a bigger server.
- Setting up emails for Deputy President, Social Services, Navyug, Maintenance, Special Projects, Secretary & Assistant Secretary.
- Get quotes for Mandir live streaming as per requirements of Sunday Mandir Bhajan Group.
- Upgrade Khushiben's computer capacity to deal with increased traffic.
- Create online back-ups.



**12.18 COVID-19 India Donation**

Harshadbhai reported that a sum of R50 000 has been collected to assist India with the Covid-19 pandemic. It was agreed that Harshadbhai would investigate whether it would still be viable to give the funds to Gift of the Givers, whilst Rameshbhai, Manishaben and Jasminben would explore other avenues.

**13. NEXT MEETING**

It was agreed that the next meeting will be held on Tuesday 22 June 2021 at 4:30pm in Samaj Boardroom.

**14. CLOSING PRAYER**

The meeting ended with a prayer at 6:30pm.

**DHVINSI VALAND  
GENERAL SECRETARY**

**RAMESH CHHAGAN  
PRESIDENT**