



Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue
Laudium, Pretoria 0037
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354
PBO Ref No.: 930014581

PO. Box 14368
Laudium, Pretoria 0037
Web: www.sphss108.co.za

“Satyameva Jayate” - Truth Alone Prevails

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

DATE: Tuesday 22 June 2021

TIME: 4:30 PM

VENUE: Virtual

1. OPENING PRAYER AND WELCOME

The meeting commenced with a prayer.

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: Rameshbhai Chhagan, Dhvinsiben Valand, Ileshbhai Gandhi, Priyamben Singh, Vijaybhai Naran, Jasminben Govind, Harshadbhai Pema, Manishaben Lakha. Kalpanaben Kooverjie and Khushiben Dave attended in their capacities as office assistants.

Apologies: Mansiben Nandani, Khushiben Nandani, Nayantaben Naran, Ketanbhai Parmar.

4. ANNOUNCEMENTS

None

5. PROPOSED AMENDMENTS TO MINUTES

None

6. APPROVAL OF AGENDA & MINUTES

The agenda and minutes were unanimously approved on the motions of Vijaybhai Naran and Jasminben Govind.

7	CORRESPONDENCE
7.1	INCOMING:
7.1.1	Received request from Uwais Ahmed for blinds in classroom
7.1.2	Received a request from Dimple Shashtry to assist community with Covid-19 vaccination
7.1.3	Received mail from Gerrie van der Merwe of water leak in Samaj Marabastad Centre

7.1.4	Received request from Mahindrabhai Sita for use of Samaj premises for scout function
7.1.5	Received and circulated Yoga certification course presented by HCI
7.1.6	Received and agreed to a request from Kirtiben Kanak for information with regards to stand development project as part of her studies towards a Master's degree in architecture
7.1.7	Received input on History of Samaj from Pravinbhai Daya.
7.1.8	Received a mail from Pretoria Legacy Foundation thanking Samaj for agreeing to make auditorium available to them but cancelling due to Covid-19 upsurge.
7.19	Received a request of blankets from the HCI
7.20	Received an invitation from the Department of Home Affairs to participate in a discussion on the proposed new Marriage Bill.
7.21	Received a request for financial assistance with school fees for a child receiving remedial education.
7.22	Received and circulated a mail from HCI for the launch of portal called 'Global Pravasi Rishta' which has been designed to facilitate communication between Indian South Africans and the Indian Ministry of External Affairs. The portal would enable communication between the Diaspora and HCI on real time basis and support the Diaspora issuing emergency alerts / advisories. It would also enable the Diaspora to reach the consular officers/ services in times of emergency.
7.23	Received a request from Miheerbhai Joshi on use of dining hall for hamper distribution project.
7.2	OUTGOING
7.2.1	Sent out letter to community offering advice and assistance with Covid-19 vaccination.
7.2.2	Circulated to community minutes of meeting held on 25 May 2021.
7.2.3	Sent a letter to HCI asking for advise on how to forward money collected for Covid assistance to India.
7.2.4	Circulated part 2 of the History of Samaj (1981-2021) to community for comment and input.
7.2.5	Sent a letter to Tayfin requesting that all communications be sent to Finance team.
7.2.5	Sent a letter to Rameshwar Mandir requesting a partnership in the selling of calendars.
7.2.6	Sent a letter to community informing them of the formation of the Friends of Samaj Association
7.2.7	Circulated an invitation to community to participate in International Yoga Day hosted by Samaj.

8	MATTERS ARISING	RESPONSIBLE
8.1	Registration of Balmandir Priyamben reported that online registration of the Balmandir with Department of Social Development has been completed and acknowledged. This matter is still pending. Priyamben amended the Balmandir constitution and resent it to the department of education.	Priyamben
8.2	Renovation of Auditorium 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. Kirtiben Kanak asked for little bit more time.	Jasminben
8.3	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.	

8.4	Photograph of new Committee Khushiben to arrange for a photograph of the new Samaj Exco & Trustees to take place on 22 June 2021 at 6:30pm. Due to Covid-19, photograph of the exec & trustees to be rescheduled for another date.	Khushiben Dave
8.5	Tshwane Diwali Festival 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. Other venues to be taken into consideration.	Jasminben / Priyamben
8.6	Creation of Parent Governing Body Priyamben reported that a meeting was held on 1 June. A committee was created and Communication was sent out to all parents.	
8.7	Migrate Marabastad Tenants to Debit Order system. Kalpanaben reported that no further tenants had migrated to the debit order system. Kalpanaben agreed to send them reminders. Rameshbhai to speak to tenant for unpaid bills.	Kalpanaben Rameshbhai
8.8	Meters at Samaj Marabastad Centre (SMC) Harshadbhai explained the advantage of installing prepaid meters through a supplier. It was agreed that prepaid meters should be installed. Matter is still ongoing.	Harshadbhai / Vijaybhai
8.9	Request from Arunbhai Madhavjee Arunbhai had agreed that a photograph of resistance fighters that he had be placed on the Samaj website. Khushiben reported that the photograph has been uploaded on the website.	
8.10	IT Matters Illeshbhai reported that he had attended to the following: <ul style="list-style-type: none"> ▪ Migration of the Samaj internet system to a bigger server. ▪ Setting up emails for Deputy President, Social Services, Navyug, Maintenance, Special Projects, Secretary & Assistant Secretary. ▪ Upgrading Khushiben's computer capacity to deal with increased traffic. ▪ Create online back-ups for administrators, backups are running live. ▪ Fibre has been installed. Illeshbhai still to meet with Jagdishbhai to finalise Sunday Mandir Bhajan Groups live streaming requirements.	Illeshbhai
8.11	Donations to Township NGO Khushiben reported that Urviben Mehta had collected two old Samaj computers and printer to donate to a township NGO. Vijaybhai also confirmed that he had donated some items.	
8.12	New Reporting Template Rameshbhai circulated the new reporting template to all members.	

8.13	Budget Allocations Kalpanaben to forward a budget to each portfolio head as communicated to her by Harshadbhai.	Kalpanaben
8.14	Manilalbhai Rama's Request Rameshbhai to liaise with Manilalbhai on his request for payment for photographic services.	Rameshbhai
8.15	Overseeing of Financial Matters Rameshbhai met with Mansiben and Harshadbhai and a financial template was agreed upon. Mansiben given responsibility to complete template monthly.	Mansiben
8.16	Partnership with Rameshwar Mandir Rameshbhai to report on progress made in negotiating a partnership with respect to calendar distribution with Rameshwar mandir.	Rameshbhai
8.17	Senior Citizen's Club Manishaben reported that she has not as yet discussed the revival of the Senior Citizen's Club with Taraben and Jivanbhai.	Manishaben
8.18	Registration with CIPC Mansiben and Harshadbhai to report on progress made in registering the Samaj as an NPO with CIPC. Harshadbhai reported that he had spoken to SAPFIN to assist with this.	Harshadbhai
8.19	Formation of "Friends of Samaj" Association Rameshbhai reported that he had written a letter to community inviting ex-Pretorians to form a "Friends of Samaj Association". Khushiben reported that thus far two responses had been received.	
8.20	Sick Leave Reporting Khushiben reported that she had amended sick leave reporting to include record of last three years.	
8.21	Covid-19 Donation to India Rameshbhai reported that he had requested the finance team to process transfer of funds to the PM Cares account of India. Harshadbhai undertook to do so.	Harshadbhai

09 OFFICE ADMINISTRATORS REPORT

A. Activities / Achievements for Month

➤ Samajchar:

- Liaising with people for articles for August edition.
- Confirmed list of topics will be sent to Exco by beginning of July.

➤ **Finance:**

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

➤ **Staff Attendance – May 2021:**

Employee	DEP	Working Days	Present	May - Leave	Type of Leave	Actual Hours	Sick leave (from Jan 2019 to May 2021)
Beejal Chhagan	BAL	21	21	-		8am - 12:30pm	25 Days
Chetna Kalian	BAL	21	21	-		9am - 12:30pm	1 Day
Hemi Vallabh	BAL	21	21	-		9am - 12:30pm	-
Jashmeena Mithal	BAL	21	21	-		8am - 12:30pm	-
Mauwna Bhima	BAL	21	21	-		8am - 12:30pm	53 Days
Laxmi Ramjee	BAL	21	21	-		8am - 12:30pm	1 Day
Avni Vasa	BAL	21	20	1	Family Responsibility	8am - 12:30pm	5 Days
Priyam Tanna	ADM	21	21	-		8am - 4:00pm	4 Days
Khushi Dave	ADM	21	21	-		8am - 4:00pm	1 Day
Kalpana Kuverjee	ADM	21	21	-		8am - 4:00pm	8 Days
Noel Chuma	GRS	29	29	-		6am - 6pm	-
Wendy Njera	GRS	21	21	-		7:30am - 4pm	15 Days
Jacob Poopedi	GRS	24	21	3	Sick leave	7:30am - 4pm	3 Days

➤ **Visitor Check-in (20th May 2021 – 20th June 2021):**

Number of Visitor	Visited	Protocols followed
4	Mandir	<ul style="list-style-type: none"> ➤ Hands were sanitised and temperature measured before they came in. ➤ 1.5m distance were maintained by people on the premises.
15	Office	
31	Dining hall	
8	Auditorium	

➤ **Social media management:**

- May minutes of the Exco meeting and Passive resistance fighters 1946 photo with description from Arunbhai Madhavji uploaded on website.

➤ **Facility Booking:**

- No new booking received.

➤ **Priest Booking:**

- Sent out payment request & confirmation letters for Priest booking.
- Total Daxina received in the month of May 2021 was R4,438.00.

➤ **Complaint / Compliment:**

- No complaint / compliment received.

➤ **Others:**

- Assistance for Covid-19 vaccine registration was sent to the community. No request for assistance received.
- Letter of formation of Friends of Samaj association was send to the community. Details received from two ex-Pretorians to join the association.
- Advert for the Auditorium placed on Laudium Sun WhatsApp group.

B. Upcoming Activities for Next Month
--

- Samajchar 2021 August edition

10 **TREASURER'S REPORT**



Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue
Laudium, Pretoria 0037
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354
PBO Ref No.: 930014581

P.O. Box 14368
Laudium, Pretoria 0037
Web: www.sphss108.co.za

"Satyameva Jayate" - Truth Alone Prevails

Monthly Financial Report to Executive Committee

Dated: 18th June 2021

Current Assets

May '21

CASH Position for month

Bursary Fund - Fixed Deposits (74444067025)	361 703
Cheque Account	56 041
Fixed Deposits (74623139926)	3 500 000
Money on Call (62238051114)	1 043 980
Petty Cash	1 645
Sage Pay	24 490
ZipZap	8 777
	4 996 636

Other Assets

Total

Student Loans	454 315	Complex	56 335	Balmandir	43 040	Other	16 230	569 919
---------------	---------	---------	--------	-----------	--------	-------	--------	---------

Statement of Revenue & Expenditure

May '21

	Balmandhir	Complex Rental	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	218 386	588 000	68 925	55 768	90 807	27 447		1 049 333
Expense	1 287		211 351	1 693	634 894	8 735	-	857 960
NETT Revenue	217 099	588 000	(142 426)	54 075	(544 087)	18 712	-	191 373

	Balmandhir	Complex Rental	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	173 229	521 458	54 167	-	147 000	39 167		935 021
Expense	16 458		223 083	10 521	656 417	18 542	-	925 021
NETT Revenue	156 771	521 458	(168 917)	(10 521)	(509 417)	20 625	-	10 000

Statement of Revenue & Expenditure

May '20

	Balmandhir	Complex Rental	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	325 332	438 244	102 911	109 147	145 201	46 402		1 167 237
Expense	43 999		229 289	26 411	476 036	11 272		787 007
NETT Revenue	281 333	438 244	(126 378)	82 736	(330 835)	35 130	-	380 230

REVIEW.

- 1 The records shown above are for YTD May '21
- 2 Revenue has dropped about 11%, expenses have been monitored. Nett Revenue has declined 78% as well.
- 3 Surplus YTD 191 373
- 4 Cash 4 996 636
- 5 Interest Revenue is 82K a drop of 50K to Prior year
- 6 Salaries 542K increased by 120K
- 7 Drs Nafek R17K

Compiled By:

Harshad B Pema

NAME OF PORTFOLIO: Education	
REPORTING MONTH: June 2021	APPROVED BUDGET: R100,000
NAMES OF PORTFOLIO MEMBERS: Nayanta Naran	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES	
<p>PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)</p> <ul style="list-style-type: none"> ❖ Balmandir registered on the NPO-DSD website – Follow up sent. Awaiting feedback ❖ Parent evening held to create Parent committee. Following parents chosen to represent each class: <ul style="list-style-type: none"> ▪ Mauwnaben’s class – Brijeshkumar Patel ▪ Jasmeenaben’s class – Shireen Marimuthu ▪ Luxmiben’s class – Narina Nankumar ▪ Hemiben’s class – Raviraj Rever ▪ Chetnaben’s class – Nirav Panchal 	
<p>MATTERS REQUIRING EXECUTIVE APPROVAL</p> <ul style="list-style-type: none"> ➤ Schools closes for Term 2 on 8 July 2021. Request to close earlier due to upsurge of Covid-19. 	

12 RELIGION & CULTURE PORTFOLIO REPORT

No report submitted.

13 SENIOR CITIZEN’S CLUB REPORT

No report submitted.

14 SOCIAL SERVICES PORTFOLIO REPORT

NAME OF PORTFOLIO: SOCIAL SERVICES	
REPORTING MONTH: June 2021	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: Manisha Lakha, Jasmine Govind	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES	

None to be reported at this stage, awaiting vaccination roll out for the majority of the population before any plans can be made.
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH) None
MATTERS REQUIRING EXECUTIVE APPROVAL 1) Email from Ankesh Govind regarding Financial Assistance for School fees. 2) WhatsApp message from Rookhimasi regarding financial assistance to a lady from Lotus Gardens. Both matters to be discussed with Exco to discuss how these individuals can be assisted or referred to Charity organizations.

15 FACILITIES & FUNERAL REPORT

NAME OF PORTFOLIO: Facilities		
REPORTING MONTH: June 2021	APPROVED BUDGET: R200,000	
NAMES OF PORTFOLIO MEMBERS: Vijay Naran		
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES		
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH) ➤ Geyser by caretaker flat repaired & piping diverted. ➤ Fallen curtain cover in mandir repaired. ➤ Cracked window in classroom 6 replaced. ➤ Ceiling in classroom 6 repaired ➤ Gutter & Ceiling replaced behind Classroom 11 & 8. ➤ Gate by sound room replaced with a sturdier one. ➤ Matoc supplies appointed to instal blinds in all the classrooms upstairs – order sent to factory. ➤ Gas stoves serviced.		
MATTERS REQUIRING 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)	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	
	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	To be attended to during Mandir repairs
	Water damage on roof	
Servicing/ Cleaning	Stage curtains	Booked for July
	Auditorium draping	Booked for July
	Mandir curtains	Booked for July
	Sound system	Booked for July
	Air conditioners	Replacement & service completed in February. Next service due Feb 2022
Insurance Policy	Renewal of insurance Policy	2 quotes obtained from VKN Financial services. Awaiting quote from OUTsurance. Awaiting quote from Van Flymen.

16 NAVYUG MANDAL REPORT

No report submitted.

17 MULTI-MEDIA CENTRE REPORT

NAME OF PORTFOLIO: Multimedia Media Centre	
REPORTING MONTH: June 2021	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS:	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH) ➤ Facebook Live 9 July – Benefits of yoga	
UPCOMING MATTERS ➤ Virtual Facebook/IG live scheduled for rest of 2021:	

- July – Investment advice
- August – the modern Gujarati women
- September – how to start a side hustle

18 TDF 2020 PROGRESS REPORT

NAME OF PORTFOLIO: Tshwane Diwali Festival	
REPORTING MONTH: June 2021	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: Jasmin Magan	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH) <ul style="list-style-type: none"> ➤ TDF event to be pre-recorded: <ul style="list-style-type: none"> ▪ Performances to be recorded at the Samaj Hall on 9 October ▪ Fireworks display to be recorded on 16 October – venue to be decided. ➤ JYM booked for recording for both days. ➤ Booking of artist for programme started ➤ Fireworks display sponsored by PHS 	
MATTERS REQUIRING EXECUTIVE APPROVAL <ul style="list-style-type: none"> ➤ Budget; R50,000 	

19 GENERAL / NEW MATTERS

19.1 ***Balmandir Student Requiring Financial Assistance.***

Kalpanaben raised the issue of a parent requesting waiver of fees for Balmandir child. Rameshbhai requested that this request must be made formally and that all documentation required as per policy to be submitted before the request could be considered. Priyamben agreed to deal with the matter.

19.2 ***Proposed Amendments to Marriage Act***

Rameshbhai reported that he had asked Jasminben to attend a virtual meeting to which the Samaj had been invited by the Department of Home Affairs to discuss the Green Paper on the new Marriage Bill. Jasminben reported a questionnaire would be sent shortly and that this should be sent to the community to give them the opportunity to give feedback on the proposed changes before 30 June 2021.

19.3 ***Requests for Financial Assistance***

Manishaben reported that as several requests for assistance had been received, she and Jasminben would draw up a policy and procedure for meeting such requests and submit to EXCO for approval. This was agreed to.

19.4 ***Amendment to Sick Leave Policy***

Members agreed that provision should be made in the Sick Leave policy to allow people to exceed the statutory days without penalties in the case of hospitalisation. Rameshbhai agreed to make such amendment for approval.

19.5 ***TDF Budget***

Priyamben's request for a budget of R50 000 for the Tshwane Diwali Festival was approved.

19.6 ***Early Closure of Balmandir***

Subsequent to the meeting, Priyamben requested the early closure of Balmandir due to the rising Covid-19 situation. She was advised to obtain the opinion of the parents. Because the majority felt the school should close, it was agreed to close school on Tuesday 29 June.

20 NEXT MEETING

The next virtual meeting will take place on Tuesday 20 July 2021 at 5pm.

21 CLOSING PRAYER

The meeting closed with a prayer at 6:30pm

**DHVINSI VALAND
SECRETARY GENERAL**

**RAMESH CHHAGAN
PRESIDENT**