



# 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 HELD ON:

**DATE:** Tuesday 20 July 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, Ileshbhai Gandhi, Priyamben Singh, Vijaybhai Naran, Jasminben Govind, Harshadbhai Pema, Manishaben Lakha. Kalpanaben Koooverjie, Priyamben Singh and Khushiben Dave attended in their capacities as office assistants.

**Apologies:** Mansiben Nandani, Dhvinsiben Valand, Khushiben Nandani, Nayantaben Naran, Ketanbhai Parmar.

**4. ANNOUNCEMENTS**

Members congratulated Priyamben on her pregnancy and wished her all the best.

**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.

<b>7</b>	<b>CORRESPONDENCE</b>
<b>7.1</b>	<b>INCOMING:</b>
7.1.1	Correspondence with Rameshwar mandir with respect to joint venture with calendar
7.1.2	Received copies of correspondence from Murthi Soobhoo re: Crematorium issue

7.1.3	Received settlement offer from Samaj insurers.
7.1.4	Received and circulated questionnaire from Dept. of Home Affairs re: proposed changes to marriage act.
7.1.5	Received and circulated July edition of New India Samachar
7.1.6	Received an offer from anonymous donor(s) for oxygen concentrators to loan free of charge to members of the community affected by Covid.
7.1.7	Received and responded to query from Priyeshbhai Rama on membership database.
7.1.8	Received notification from the Department of Social Development that the Balmandir has been registered with them as a pre-school.
<b>7.2</b>	<b>OUTGOING:</b>
7.2.1	Circulated minutes of Board of Trustees to community
7.2.2	Various correspondences to and from Insurance Company for claim for damages to mandir
7.2.3	Received and responded to request from Dept of Home Affairs for inputs into proposed changes to Marriage Act. Circulated questionnaire to community
7.2.4	Circulated minutes of June Executive Committee meeting
7.2.5	Deposited a sum of R67 462.00 to PM Cares account of Indian government to assist with Covid pandemic
7.2.6	Circulated letter to community in accordance with the POPI Act
7.2.7	Wrote a letter to Devi Sankar Govender asking her to initiate an investigation into possible corruption in the Tshwane Municipality as reason for non-availability of crematorium.
7.2.8	Circulated invitation to community to apply for Samhu lagan.
7.2.9	Received letter of thanks from Arunbhai Madhav for posting article and picture of passive resistance fighters on Samaj website.
7.2.10	Circulated a request to community to update their information on the Samaj membership database.
7.2.11	Circulated request for nominations from the community for Samaj Service Recognition Awards Ceremony.

<b>8</b>	<b>MATTERS ARISING</b>	<b>RESPONSIBLE</b>
8.1	<b>Registration of Balmandir</b> Priyamben reported that online registration of the Balmandir with Department of Social Development has been successfully completed.	
8.2	<b>Renovation of Auditorium</b> Jasminben reported that Kirtiben Kanak, the architect, is busy drawing up the renovation plan which should be ready by the next meeting.	Jasminben
8.3	<b>Balmandir Student Requiring Financial Assistance.</b> Priyamben reported that the family of the Balmandir student has settled the outstanding fees.	
8.4	<b>Photograph of new Committee</b> 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. This matter will only be dealt with when covid restrictions ease up.	Khushiben Dave

8.5	<b><i>Tshwane Diwali Festival</i></b> It was agreed that a virtual Diwali festival will be organised under the leadership of Jasminben. Priyamben & Jasminben reported that the JOC application process has commenced, and different venues are being considered. Some artists have already agreed to participate in the virtual Diwali festival.	Jasminben/Priyamben
8.6	<b><i>Proposed Amendments to Marriage Act</i></b> Rameshbhai reported that the questionnaire sent by the Department of Home Affairs was circulated to the community and that he had submitted his input into the proposed New Marriage Act as well.	
8.7	<b><i>Migrate Marabastad Tenants to Debit Order system.</i></b> Kalpanaben reported that the accounting package the Samaj has does not allow us to add debit orders. As this did not make any sense, she undertook to explain this to the officials by way of an email.	Kalpanaben
8.8	<b><i>Meters at Samaj Marabastad Centre (SMC)</i></b> Harshadbhai reported that no progress has been made in installing prepaid meters as agreed upon.	Harshadbhai
8.9	<b><i>Updating of Social Services Policy</i></b> Manishaben reported that a draft of changes made to the existing policy has been circulated. This was unanimously approved by the members. Khushiben to delete the current policy and load new policy on the website. It was agreed that Manishaben would arrange a meeting with Rameshbhai to discuss the implementation of the policy.	Khushiben Manishaben
8.10	<b><i>Wi-Fi in Mandir</i></b> Rameshbhai reported that Ileshbhai had met with Jagdishbhai, and they had agreed to the Wi-Fi solution that Ileshbhai had proposed. Priyamben agreed to follow up with Ileshbhai on the way forward.	Priyamben
8.11	<b><i>Amendment to Sick Leave Policy</i></b> 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.	Rameshbhai
8.12	<b><i>Manilalbhai Rama's Request</i></b> Rameshbhai reported that he had asked Manilalbhai to propose a fee for photographic services which would then be tabled for approval.	
8.13	<b><i>Partnership with Rameshwar Mandir</i></b> Rameshbhai reported that the officials of Rameshwar Mandir were not willing to enter a win-win arrangement with respect to the sale of their and Samaj calendars. Majority of members agreed that under the circumstances Rameshwar Mandir should make their own arrangements to sell calendars in Laudium.	Rameshbhai
8.14	<b><i>Senior Citizen's Club</i></b>	

	This matter is dealt with in the Social Services Report.	
8.15	<b>Registration with CIPC</b> Harshadbhai reported that Kishorebhai Ramharakh had advised that the Samaj needs to form another NPO company that can be registered with CIPC. It was agreed that this matter will need to be discussed further with Trustees and community members before going further.	Harshadbhai
8.16	<b>Covid-19 Donation to India</b> Rameshbhai reported that he had requested the finance team to process transfer of funds to the PM Cares account of India. Harshadbhai reported that the banks were not able to transfer the funds as only funds from a private account and not an organisation can send money overseas. It was agreed that Rameshbhai and Harshadbhai will find a solution to this problem.	Harshadbhai / Rameshbhai

## 09 OFFICE ADMINISTRATORS REPORT

### A. Activities / Achievements for Month

#### ➤ Samajchar:

- August edition is almost ready.
- Final version will be sent to the Exco by next week.

#### ➤ Finance:

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

#### ➤ Staff Attendance – June 2021:

Employee	DEP	Working Days	Present	June - Leave	Type of Leave	Actual Hours	Sick leave (from Jan 2019 to Jun 2021)
Beejal Chhagan	BAL	18	18	-		8am - 12:30pm	25 Days
Chetna Kalian	BAL	18	18	-		9am - 12:30pm	1 Day
Hemi Vallabh	BAL	18	17	1	Family Responsibility	9am - 12:30pm	-
Jashmeena Mithal	BAL	18	18	-		8am - 12:30pm	-
Mauwna Bhima	BAL	18	18	-		8am - 12:30pm	53 Days
Laxmi Ramjee	BAL	18	15	3	Sick leave	8am - 12:30pm	4 Days
Avni Vasa	BAL	18	18	-		8am - 12:30pm	5 Days
Priyam Singh	ADM	21	21	-		8am - 4:00pm	4 Days

Khushi Dave	ADM	21	20	1	Annual leave	8am - 4:00pm	1 Day
Kalpana Kuverjee	ADM	21	17	4	3 – Annual leave 1 – Sick leave	8am - 4:00pm	9 Days
Noel Chuma	GRS	28	28	-		6am - 6pm	-
Wendy Njera	GRS	21	19	2	1 – Family Responsibility 1 – Sick leave	7:30am - 4pm	16 Days
Jacob Poopedi	GRS	24	24	-		7:30am - 4pm	3 Days

➤ **Visitor Check-in (21<sup>st</sup> June 2021 – 14<sup>th</sup> July 2021):**

Number of Visitor	Visited	Protocols followed
3	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>
17	Office	
-	Dining hall	
-	Auditorium	

➤ **Social media management:**

- June minutes of the Exco meeting 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 June 2021 was R7,151.00.

➤ **Complaint / Compliment:**

- No complaint / compliment received.

➤ **Others:**

- Letter of formation of Friends of Samaj Association was sent to the community. Details received from four ex-Pretorians to join the association.
- Letter inviting community to participate in SAMHU LAGAN & FUNERALS ASSISTANCE was sent to the community. No application received.
- Communication for updating database was sent out to the community. Few forms received. More responses expected.
- Letter for Nominations for Service Recognition Awards sent to the community. No application received.
- Kayama Print has agreed to be a co-sponsor with Retirement Home for the Samaj 2022 calendar.

**10. TREASURERS REPORT**



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## Monthly Financial Report to Executive Committee

Dated: 17th July 2021

### Current Assets

June '21

#### CASH Position for month

Bursary Fund - Fixed Deposits (74444067025)	363 192
Cheque Account	95 706
Fixed Deposits (74623139926)	3 500 000
Money on Call (62238051114)	1 045 620
Petty Cash	608
Sage Pay	25 572
ZipZap	8 789
	<b>5 039 488</b>

#### Other Assets

				Total				
Student Loans	545 003	Complex	105 867	Balmandir	52 370	Other	25 858	729 098

#### Statement of Revenue & Expenditure

June '21

	Balmandhir	Complex Rental	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	237 219	705 600	84 890	72 568	117 797	36 298	-	1 254 372
Expense	4 587		290 144	1 693	702 597	8 835	-	1 007 856
NETT Revenue	232 632	705 600	(205 254)	70 875	(584 800)	27 463	-	246 516

#### BUDGET

	Balmandhir	Complex Rental	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	207 875	625 750	65 000	-	176 400	47 000	-	1 122 025
Expense	19 750		267 700	12 625	787 700	22 250	-	1 110 025
NETT Revenue	188 125	625 750	(202 700)	(12 625)	(611 300)	24 750	-	12 000

#### Statement of Revenue & Expenditure

June '20

	Balmandhir	Complex Rental	Facilities	HWG	Seva Samaj	RCC	TDF	Grand Total
Income	325 332	438 244	102 911	107 047	145 201	46 402	-	1 165 137
Expense	43 999		229 784	25 917	476 036	11 272	-	787 008
NETT Revenue	281 333	438 244	(126 873)	81 130	(330 835)	35 130	-	378 129

#### REVIEW.

- The records shown above are for YTD June '21
- Revenue has dropped about 07%, expenses have been monitored. Nett Revenue has declined 35% as well.
- Surplus YTD 246 516
- Cash 5 039 488
- Drs Nafek R18.5K

Compiled By:

Harshad B Pema

## 11 EDUCATION REPORT

NAME OF PORTFOLIO: Education	
REPORTING MONTH: July 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> <p><b>Balmandir</b></p> <ul style="list-style-type: none"><li>➤ Debit orders loaded on the 20<sup>th</sup> of each month</li><li>➤ Meetings held with teachers every 2 weeks</li><li>➤ Balmandir &amp; Gujarati school adverts sent out once a month</li><li>❖ Balmandir officially registered as an NPO with DSD</li><li>❖ School closed on 29 June &amp; will reopen on 26 July</li></ul> <p><b>Gujarati School</b></p> <p>The Gujarati school closed 25 June &amp; will reopen 30 July</p>	
MATTERS REQUIRING EXECUTIVE APPROVAL Nil	

## 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: July 2021	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: Manisha Lakha, Jasmine Govind	

<p><b>TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS &amp; OBJECTIVES</b></p> <p>Spoke with Jivanbhai Kalyan. He advised that all plans to be put on hold until the summer. It's too risky at this stage to have any form of get-together. Probable activities:</p> <p><b>Summer 2021:</b> Games days for Seniors at the Samaj Hall (monopoly, scrabble, carom board &amp; cards)</p> <p><b>2021/2022 Plan</b> Seniors trip to India</p>
<p><b>PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)</b></p> <p>None</p>
<p><b>GENERAL</b></p> <p>WhatsApp message received by Jasminben to aid a family in Lotus Gardens. Contact made with her, and grocery request form sent to her for completion.</p>

## 15 FACILITIES & FUNERAL REPORT

NAME OF PORTFOLIO: Facilities	
REPORTING MONTH: July 2021	APPROVED BUDGET: R200,000
NAMES OF PORTFOLIO MEMBERS: Vijay Naran	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES	
<p><b>PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)</b></p> <ul style="list-style-type: none"> <li>➤ Blind installation completed in all upstairs classrooms</li> <li>➤ Putty replaced on windows where required</li> <li>➤ Geyser switch in caretaker flat lowered for ease of access</li> <li>➤ Window panel by office painted for rust spots</li> <li>➤ Mandir ceiling leak. Dome to be repaired (main source of water leak) – Harshadbhai (Simply Gates) to commence repairs next week</li> <li>➤ Flagpole broken off due to heavy winds, as a result some roof tiles were damaged – Harshadbhai (Simply Gates) to commence repairs next week.</li> <li>➤ Renewal of insurance Policy - Insurance with Outsurance effective 1 August 2021</li> </ul> <p>MATTERS PENDING</p>	



Mandir	Kitchen basin gets blocked. Plumber suggested we purchase a system to assist with this.	Quote for grease trap requested from Vijaybhai
	Mandir carpet cleaning	Quote requested
	Broken skirting	
	Entrance mosaic wall cracked at the bottom	
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	
Gutters	Gutters around premises to replaced	Awaiting approval from exco on quote

**16 NAVYUG MANDAL REPORT**

No report submitted

**17 MULTI-MEDIA CENTRE REPORT**

NAME OF PORTFOLIO: Multimedia Media Centre	
REPORTING MONTH: July 2021	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: Priyamben Singh	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH) ➤ Facebook Live 9 July – Benefits of yoga – postponed to end of July	
MATTERS REQUIRING EXECUTIVE APPROVAL ➤ Virtual Facebook/IG live scheduled for 2021: ➤ August – the modern Gujarati women ➤ September – Investment advice/side hustle	

**18 TDF 2020 PROGRESS REPORT**

Progress reported under Matters Arising.

**19 GENERAL / NEW MATTERS**

**19.1 Approval of Communication Policy**

The revised Communication Policy was tabled for acceptance and adopted unanimously.

**19.2 Nominations for Service Recognition Awards**

Rameshbhai suggested that Laudium Disaster Management be considered for Milan Award. Other suggestions made was Jagdishbhai Makan, Seemaben Lalla, ? Bhana, ???

**19.3 Approval of Updated Social Services Policy**

The updated Social Services Policy was tabled for acceptance and unanimously approved by members.

**19.4 Registration of Samaj with Department of Social Development**

Rameshbhai requested Priyamben to pursue the registration of the Seva Samaj as a non-profit organisation with the Department of Social Development.

**19.5 Registration of Commercial Assets as a Separate Entity**

Rameshbhai suggested that an investigation be done whether Samaj's commercial interest should not be housed in a separate entity as the rental income currently being earned is threatening the PBO status of the Samaj.

**19.6 Maintenance of Roofs**

In the light of the report of the insurers that the Mandir roof was not adequately maintained, Rameshbhai requested that the roofs of all Samaj premises be physically inspected every two months. Priyamben agreed to schedule it in the Office Planner.

**19.7 Friends of Samaj Association**

Four ex-Pretorians have indicated interest in being part of the Friends of Samaj Association. Rameshbhai undertook to brainstorm with them to determine what programme of activities to pursue.

**20 NEXT MEETING**

The next meeting will be held on Tuesday 24 August 2022.

**21 CLOSING PRAYER**

There being no further business, the meeting ended with a prayer at 6:30pm

**DHVINSI VALAND**  
**SECRETARY GENERAL**

**RAMESH CHHAGAN**  
**PRESIDENT**