



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 24 August 2021

TIME: 5:00 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, Jasminben Govind, Manishaben Lakha, Nayantaben Naran. Kalpanaben Kooverjie, Priyamben Singh and Khushiben Dave attended in their capacities as office assistants.

Apologies: Vijaybhai Naran, Mansiben Nandani, Harshadbhai Pema, Khushiben Nandani, Ketanbhai Parmar.

4. ANNOUNCEMENTS

Members wished Khushiben, who had earlier tendered her resignation, well in all her future endeavours.

5. AMENDMENTS TO MINUTES

Reference to “Sage Pay” in item 8.2 should be changed to “Netcash”.

6. APPROVAL OF AGENDA & MINUTES

The agenda and minutes were unanimously approved on the motions of Vinaybhai Chhagan and Jasminben Govind.

7	CORRESPONDENCE
7.1	INCOMING:
7.1.1	Received request from Murthi Sooboo to sign a petition to Council for upgrading of Rebecca Street crematorium facilities.

7.1.2	Received updated insurance policy from OUTsurance
7.1.3	Received letter of resignation from Khushiben Dave, Samaj Administrative Officer.
7.1.4	Received a request from Jagdishbhai Makan to flight a video
7.1.5	Received a proposal from Manilalbhai Jhina to provide photographic services.
7.2	OUTGOING:
7.2.1	Circulated August edition of SamajChar newsletter to community.
7.2.2	Sent a letter of thanks to Sanjeevbhai Bhatt for the donation of two oxygen concentrators.
7.2.3	Received and circulated August edition of New India Samachar.
7.2.4	Requested Samaj attorney to send out letters of demand to defaulting debtors.
7.2.5	Issued grocery vouchers to person in need

8	MATTERS ARISING	RESPONSIBLE
8.1	Renovation of Auditorium Jasminben reported that she had met with a few professionals and reported that she is awaiting a report from a quantity surveyor on what the renovation cost will be.	Jasminben
8.2	Photograph of new Committee It was agreed that Khushiben will arrange for a photographs session with Trustees to take place on Wednesday 8 September 2021 at a time suitable to all.	Khushiben Dave
8.3	Tshwane Diwali Festival Rameshbhai reported that he is in conversation with Wahab Jaffer, a director of the Swartzkop Raceway, for a meeting this coming weekend to examine the possibility of using Zwartkop as a possible Diwali Festival venue.	Jasminben/Priyamben/ Rameshbhai
8.4	Migrate Marabastad Tenants to Debit Order system. Kalpanaben reported that the Netcash system the Samaj has, does not allow for debit orders exceeding R1 600 because it is an NGO package. Harshadbhai was not present to report on a possible solution.	Harshadbhai
8.5	Meters at Samaj Marabastad Centre (SMC) Harshadbhai not present to report on progress made in installing prepaid meters as agreed upon.	Harshadbhai
8.6	Uploading of Social Services Policy Khushiben reported that she had uploaded the new Social Services policy on the website.	
8.7	Wi-Fi in Mandir Priyamben reported that she had a discussion with Ileshbhai, and he had agreed to send a member of his staff to install Wi-Fi in the mandir before end August. Priyamben to follow-up.	Priyamben

8.8	Amendment to Sick Leave Policy Rameshbhai had earlier circulated an amendment to the sick leave policy making provision for prolonged hospitalisation. This was unanimously approved by the members.	
8.9	Samaj Legal Status Rameshbhai reported that he, Harshadbhai and Kishore Ramharakh had met to discuss how to address the Samaj's legal status. It was agreed that Kishorebhai would capture our recommendations in a Power Point presentation which would then be presented jointly to executive & trustees and finally to the community for a decision.	Kishorebhai Rameshbhai
8.10	Covid-19 Donation to India At the previous meeting, Harshadbhai had reported that he was unable to process the transfer of donated funds to the PM Cares account in India. This was because the banks were only authorised to transfer money overseas from a private account and not an organisation. Rameshbhai informed members that he had requested Harshadbhai to use his personal account on behalf of the Samaj. The money has now been transferred.	
8.11	Revised Communication Policy Khushiben reported that she has removed the old communication Policy and replaced it with the revised version on the website.	
8.12	Nominations for Service Recognition Awards The following people were nominated to receive recognition awards: Lotus Award: Dr Devidasbhai Ramjee; Bharat Award: Jagdishbhai Makan; Sanskruti Award: Jaydevi Bhana; Milan Award: Laudium Disaster Management. Rameshbhai to confirm with awardees.	Rameshbhai
8.13	Updated Social Services Policy on Website Khushiben reported that she has uploaded the updated Social Services policy on Website.	
8.14	Registration of Samaj with Department of Social Development Priyamben reported that she had received an acknowledgement from the Department of Social Services that the Samaj's application for registration has been received and is being processed. Priyamben to follow up.	Priyamben
8.15	Registration of Commercial Assets as a Separate Entity Rameshbhai had suggested that an investigation be done on 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. This matter will now be addressed in the presentation being prepared.	
8.16	Updated Office Planner 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 assured	Priyamben

	members that this has been done and agreed to send an updated Office Planner to Rameshbhai.	
8.17	Friends of Samaj Association Four ex-Pretorians have indicated interest in being part of the Friends of Samaj Association. Rameshbhai reported that he had created a Friends of Samaj WhatsApp group as well as an email database. He intends brainstorming with them to determine what programme of activities to pursue.	Rameshbhai

09 OFFICE ADMINISTRATORS REPORT

Office Admin Report

Reporting Period: Aug 2021

A. Activities / Achievements for Month

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

Employee	DEP	Working Days	Present	July - Leave	Type of Leave	Actual Hours	Sick leave (from Jan 2019 to Jul 2021)
Beejal Chhagan	BAL	5	5			8am - 12:30pm	25 Days
Chetna Kalian	BAL	5	5			9am - 12:30pm	1 Day
Hemi Vallabh	BAL	5	5			9am - 12:30pm	-
Jashmeena Mithal	BAL	5	5			8am - 12:30pm	-
Mauwna Bhima	BAL	5	5			8am - 12:30pm	53 Days
Laxmi Ramjee	BAL	5	5			8am - 12:30pm	4 Days
Avni Vasa	BAL	5	5			8am - 12:30pm	5 Days
Priyam Tanna	ADM	22	22			8am - 4:00pm	4 Days
Khushi Dave	ADM	22	16	6	5 – Sick leave 1 – Annual leave	8am - 4:00pm	6 Day
Kalpana Kuverjee	ADM	22	22			8am - 4:00pm	9 Days
Noel Chuma	GRS	29	29			6am - 6pm	-
Wendy Njera	GRS	22	12	10	10 – Sick leave	7:30am - 4pm	26 Days
Jacob Poopedi	GRS	22	22			7:30am - 4pm	3 Days

- **Visitor Check-in (15th July 2021 – 18th August 2021):**

Number of Visitors	Visited	Protocols followed
21	Office	<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.
6	Dining hall	
8	Courtyard for Independence Day of India	
1	Sunilbhai	

➤ **Website uploads / Social media:**

- July minutes of the Exco meeting, updated communication policy and updated social services policy were uploaded on our 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 July 2021 was R916.10.

➤ **Complaint / Compliment:**

- No complaint / compliment received.

➤ **Others:**

- Final version of the Samaj calendar was sent to Kayama for printing.
- SAMHU LAGAN & FUNERALS ASSISTANCE circular was sent to the community, but no application received.
- Service Recognition Awards invite was sent to the community but no applications received.

B. Upcoming Activities for Next Month

- Samajchar 2021 Dec edition

10 TREASURER'S REPORT



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Monthly Financial Report to Executive Committee

Dated: 23 Aug '21

Current Assets

July '21

CASH Position for month

Bursary Fund - Fixed Deposits (74444067025)	364 640
Cheque Account	202 883
Fixed Deposits (74623139926)	3 510 255
Money on Call (62238051114)	997 238
Petty Cash	1 580
Sage Pay	23 787
ZipZap	8 789
	5 109 173

Other Assets

				Total				
Student Loans	590 678	Complex	3 582	Balmandhir	18 553	Other	24 380	637 193

Statement of Revenue & Expenditure

July '21

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Insurance Claim	Grand Total
Income	267 799	823 200	94 485	116 699	135 135	36 754		13453	1 487 525
Expense	4 596	48 650	352 705	2 484	825 189	8 927	-		1 242 551
NETT Revenue	263 203	774 550	(258 220)	114 215	(690 054)	27 827	-	13 453	244 974

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Insurance Claim	Grand Total
BUDGET									
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

July '20

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Insurance Claim	Grand Total
Income	360 784	677 992	124 161	179 541	192 050	56 100		0	1 590 628
Expense	42 999		311 023	31 260	729 275	13 286	1 000		1 128 843
NETT Revenue	317 785	677 992	(186 862)	148 281	(537 225)	42 814	(1 000)	-	461 785

REVIEW.

- The records shown above are for YTD July '21
- Revenue has dropped about 07%, expenses have been monitored. Nett Revenue has declined 47% as well.
- Surplus YTD 244 974
- Cash 5 109 173

All rentals have been received for July 2021 from the Samaj Maraba Complex.
Bank is balanced for July 2021.

Compiled By:

Harshad B Pema

11 EDUCATION REPORT

NAME OF PORTFOLIO: Education	
REPORTING MONTH: August 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>Balmandir</p> <ul style="list-style-type: none">➤ Debit orders loaded on the 20th of each month➤ Meetings held with teachers every 2 weeks:<ul style="list-style-type: none">▪ Editing reports for end of term▪ Sourcing gifts for year end▪ Preps for Term 4➤ Balmandir & Gujarati school adverts sent out once a month	

12 RELIGION & CULTURE PORTFOLIO REPORT

NAME OF PORTFOLIO: RELIGION AND CULTURAL COMMITTEE	
REPORTING MONTH: AUGUST 2021	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: Ketanbhai Parma & Nayantaben Naran	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES	
Upcoming events that will be observed: Shravan, Ganesh Chauth, Shraad, Navratri, Diwali & Gujarati New Year	
<p>PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)</p> <p>We are currently in the month of Shravan. The following programme is being followed: Shiv puja every Monday; SHIV Sahastranaam; Shiv yagna; Nori Naum; Krishna Jayanti. A circular providing details has been sent out and all events are being streamed live on Facebook and Zoom.</p>	

India Independence Day was celebrated on 15 August 2021 in the Samaj courtyard. Samaj Secretary, Dhvinsiben Valand addressed the attendees on behalf of the Samaj and Navyug Mandal. A word of thanks the Navyug members for attending and assisting in this event. It was also streamed live on Facebook with 4400 views.

13 SOCIAL SERVICES PORTFOLIO REPORT

NAME OF PORTFOLIO: SOCIAL SERVICES	
REPORTING MONTH: August 2021	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: Manisha Lakha, Jasmine Govind	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES No plan as yet.	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH) Manishaben Lakha reported that she had consulted with Jivanbhai Kalyan and it was agreed that Manishaben would represent the Senior Citizens Club on the Executive Committee and report on the Club's activities. Currently, all activities are on hold until Covid-19 subsides. Two food vouchers were handed to needy families in the month of August.	

14 FACILITIES & FUNERAL REPORT

NAME OF PORTFOLIO: Facilities	
REPORTING MONTH: August 2021	APPROVED BUDGET: R200,000
NAMES OF PORTFOLIO MEMBERS: Vijay Naran, Vinaybhai Chagan, Priyamben Singh	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES A comprehensive plan will be submitted at next meeting.	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)	

- Broken Mandir tiles replaced
- Mandir flagpole replaced
- Renewal of insurance Policy - Insurance with OUTsurance effective 1 August 2021.

MATTERS PENDING

Mandir	Kitchen basin gets blocked. Plumber suggested we purchase a system to assist with this.	To be replaced in September
	Mandir carpet cleaning	Quote received. TBC after internal painting is completed
	Painting of interior	To commence in September
	Broken skirting	TBC after internal painting is completed
	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 repaired in September free of charge by Cosmic Trading (Jatin Naran)
	Water damage on roof	
Gutters	Gutters around premises to replaced	Replacement to commence in September

15 NAVYUG MANDAL REPORT

No report submitted.

16 MULTI-MEDIA CENTRE REPORT

NAME OF PORTFOLIO: Multimedia Media Centre	
REPORTING MONTH: August 2021	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: Ileshbhai Gandhi, Rameshbhai Chhagan	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES No plan submitted	
<p>PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)</p> <ul style="list-style-type: none"> ➤ Virtual meeting held with Ilesh to discuss Optimum utilisation of social media platforms. Following ideas were discussed: ➤ Link Zoom to YouTube for live broadcasting of events ➤ Create a SMBG section on YouTube 	

- Pre-record talks on various religious topics with Sunilbhai to post on YouTube, FB & IG
- Preschedule content for FB & IG for various celebrations & events
- Add donation button to FB page & YouTube

MATTERS PENDING

- Virtual Facebook/IG live scheduled for 2021:
 - September – Investment advice/side hustle

17 TDF 2020 PROGRESS REPORT

This matter was dealt with under matters arising.

18 GENERAL / NEW MATTERS

18.1 Progress Report by subcommittees of Risk Committee

At the Risk Workshop held in July, the following risk areas were identified and some specific risks under these areas were highlighted. It was decided that subcommittees be formed to come up with mitigating actions. Khushiben reported that she had scheduled meetings as follows:

NO	NAME OF RISK	PERSONS RESPONSIBLE	DUE DATE
1	Succession Planning	Ramesh, Vinay, Devidas, Ketan	25-Aug
2	Policies & Procedures	Arvind, Hitesh, Ramesh, Harshad, Jasmin	26-Aug
3	Improve Volunteerism	Jasmin, Manisha	31-Aug
4	Income Enhancement	Pri, Jasmin, Harshad, Vijay,	15-Sep
5	Improve financial controls	Vinod, Hitesh, Harshad, Mansi	15-Sep
6	Overcome general apathy	RCC, Office, Social Services	30-Aug
7	Protection of Samaj Assets	Ramesh, Kishore, Harshad	15-Aug
8	Legal Status of Samaj	Ramesh, Kishore, Harshad	15-Aug
9	Outreach Programme	Ramesh, Jasmin, Manisha,	30-Aug
10	Health, Safety, Environment	Ramesh, Trustees, Office	30-Aug
11	Maintenance of all premises	Vijay, Vinay, Pri	30-Aug
12	Optimum utilisation of social media platforms	Pri, Ilesh	30-Aug
13	Database maintenance	Khushi, Pri	30-Aug

As these committees meet and produce their reports, their recommendations will be tabled for approval.

18.2 Farewell for Khushiben Dave

Khushiben had submitted a letter of resignation to pursue a business venture. It was agreed that Priyamben and Jasminben will plan a farewell function.

18.3 Samaj 90th Anniversary Celebrations

Rameshbhai reported that Ketanbhai had reminded him that the Samaj will be turning 90 next year. It was agreed that the Executive should meet on 10 November (after Diwali) to plan a function.

18.4 MMC Cruise to Mozambique

Jivanbhai had sent a message to Manishaben and Rameshbhai to consider organising a cruise for the community in January next year as prices were quite cheap. The members felt that because cruises were especially dangerous for contracting the corona virus, the suggestion should not be supported. Instead, Jasminben suggested that a local small gathering should be arranged which could be done safely. Rameshbhai agreed to discuss this decision with Jivanbhai.

18.5 Photography Proposal

Manilalbhai Jina submitted a proposal to the Samaj to provide photographic services to the Samaj during cultural events. Members discussed his proposal and agreed that Rameshbhai should negotiate a rate with him.

18.6 Request by Jagdishbhai Makan

The request by Jagdishbhai to have videos of the Sunday Mandir Bhajan Group, who are part of the Samaj, to be flighted. This was agreed to.

18.7 Feedback on SamajChar newsletter

Members felt that feedback was needed from the community on whether they appreciated receiving the SamajChar newsletter. Rameshbhai undertook to craft a questionnaire.

18.8 Fat trap problem

In the maintenance report, mention was made about the difficulty of obtaining a fat trap to prevent the basins getting clogged with gee, etc. It was suggested that the office buy a Garage Roll and use that to thoroughly wipe utensils before attempting to wash them. Priyamben agreed to procure same.

18.9 Website Excess to Administrators

In her report, Khushiben had highlighted that the administrators have not been given administrative rights by the website creators to update policies, etc. It was agreed that Khushiben should request immediate access. Rameshbhai agreed to follow up with service providers if this was not granted.

18.10 Appeal for Volunteers

Subsequent to the executive meeting, Rameshbhai met with the Succession Planning Committee and it was agreed that one of the actions needed was to request volunteers for the different portfolios. Rameshbhai to make appeal.

19 NEXT MEETING

The next meeting will take place on 21 September 2021 at 5pm.

20 CLOSING PRAYER

With no further business, the meeting ended at 7pm with a silent prayer.

DHVINSI VALAND
SECRETARY GENERAL

RAMESH CHHAGAN
PRESIDENT