



# 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 21 September 2021

**TIME:** 5:00 PM

**VENUE:** SPHSS BOARDROOM

### 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, Harshadbhai Pema, Jasminben Govind, Manishaben Lakha, Ketanbhai Parmar and Nayantaben Naran. Kalpanaben Kooverjie, Rakeshbhai Kara & Priyamben Singh attended in their capacities as office assistants.

**Apologies:** Vijaybhai Naran, Dhvinsiben Valand, Vinaybhai Chagan, Mansiben Nandani, Khushiben Nandani,

### 4. AMENDMENTS TO MINUTES

Nil.

### 5. APPROVAL OF AGENDA & MINUTES

The agenda and minutes were unanimously approved on the motions of Manishaben Lakha and Nayantaben Naran.

### 6. ANNOUNCEMENTS

- 6.1 The President conveyed everyone's best wishes to Nayantaben on her birthday.
- 6.2 A warm welcome was also extended to Rakeshbhai Kara, the newly appointed administrative assistant in place of Khushiben Dave.
- 6.3 Due to the short time available, the President suggested that the meeting only discuss the following matters:
  - \* Navratri Festival arrangements.
  - \* Diwali Festival arrangements
  - \* New Year Programme
  - \* Unity Day

It was agreed that all other non-urgent issues raised in these minutes will be dealt with at the next meeting.

<b>7</b>	<b>CORRESPONDENCE</b>
<b>7.1</b>	<b>INCOMING:</b>
7.1.1	Received mail from Department of Social Development that Samaj application for NPO status was incomplete.
7.1.2	Received a request from the Council to nominate a person to be kept informed of Marabastad land restitution matters.
7.1.3	Received and circulated New India Samachar newsletters
7.1.4	Received a request from Jivanbhai to circulate cruise information to community. It was subsequently agreed not to do so.
7.1.5	Received a request from Manilalbhai Rama to provide photographic services to the Samaj.
7.1.6	Received and approved the request to disseminate videos made by the Sunday Mandir Bhajan group.
7.1.7	Received an invitation from the HCOI to attend functions on 3 <sup>rd</sup> and 17 <sup>th</sup> September 2021.
7.1.8	Received a request to discuss providing Gujarati learning material to schoolchildren.
7.1.9	Received copies of follow-up emails between Dr Soobhoo and Council on Upgrading of Crematorium.
7.1.10	Received confirmation from the Dept of Social Development that our re-application for NPO status has been successful
7.1.11	Received invitation to attend the inauguration of the Sannyasa Spiritual Council of South Africa in Durban.
7.1.12	Received quote from Louis Swanepoel (architect) to obtain plans for Samaj Marabastad Centre.
<b>7.2</b>	<b>OUTGOING:</b>
7.2.1	Requested lawyer to send letters of demand to defaulting Balmandir parents & Marabastad tenants
7.2.2	Circulated a report received from Ramakrishna Centre (Phoenix) on how money donated by Samaj and others for riot relief was utilised.
7.2.3	Circulated minutes of Executive Committee held on 24 August 2021.
7.2.4	Circulated vacancy for position of administrative officer to community.
7.2.5	Sent a letter of demand to Mukesh Veljee for non-payment of classroom hire fees.
7.2.6	Sent a congratulatory letter to the Sannyasa Spiritual Council of South Africa in Durban on their inauguration.
7.2.7	Circulated an invite to the community for Navratri.
7.2.8	Circulated a notice to community re: Gujarati Calendars.

<b>8</b>	<b>MATTERS ARISING</b>	<b>RESPONSIBLE</b>
8.1	<b>Renovation of Auditorium</b> 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
8.3	<b>Tshwane Diwali Festival</b> 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 Swartzkop as a possible Diwali Festival venue.	Jasminben/Priyamben/ Rameshbhai
8.4	<b>Migrate Marabastad Tenants to Debit Order system.</b> 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	<b>Meters at Samaj Marabastad Centre (SMC)</b> Harshadbhai not present to report on progress made in installing prepaid meters as agreed upon.	Harshadbhai

8.6	<p><b>Progress Report by subcommittees of Risk Committee</b></p> <p>At the Risk Workshop held in July, the following risk areas were identified and some specific risks under these areas were highlighted. Heads of subcommittees to report on progress made.</p> <table border="1" data-bbox="191 275 1117 1234"> <thead> <tr> <th>NO</th> <th>NAME OF RISK</th> <th>PERSONS RESPONSIBLE</th> <th>DUE DATE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Succession Planning</td> <td>Ramesh, Vinay, Devidas, Ketan</td> <td>25-Aug</td> </tr> <tr> <td>2</td> <td>Policies &amp; Procedures</td> <td>Arvind, Hitesh, Ramesh, Harshad, Jasmin</td> <td>26-Aug</td> </tr> <tr> <td>3</td> <td>Improve Volunteerism</td> <td>Jasmin, Manisha</td> <td>31-Aug</td> </tr> <tr> <td>4</td> <td>Income Enhancement</td> <td>Pri, Jasmin, Harshad, Vijay,</td> <td>15-Sep</td> </tr> <tr> <td>5</td> <td>Improve financial controls</td> <td>Vinod, Hitesh, Harshad, Mansi</td> <td>15-Sep</td> </tr> <tr> <td>6</td> <td>Overcome general apathy</td> <td>RCC, Office, Social Services</td> <td>30-Aug</td> </tr> <tr> <td>7</td> <td>Protection of Samaj Assets</td> <td>Ramesh, Kishore, Harshad</td> <td>15-Aug</td> </tr> <tr> <td>8</td> <td>Legal Status of Samaj</td> <td>Ramesh, Kishore, Harshad</td> <td>15-Aug</td> </tr> <tr> <td>9</td> <td>Outreach Programme</td> <td>Ramesh, Jasmin, Manisha,</td> <td>30-Aug</td> </tr> <tr> <td>10</td> <td>Health, Safety, Environment</td> <td>Ramesh, Trustees, Office</td> <td>30-Aug</td> </tr> <tr> <td>11</td> <td>Maintenance of all premises</td> <td>Vijay, Vinay, Pri</td> <td>30-Aug</td> </tr> <tr> <td>12</td> <td>Optimum utilisation of social media platforms</td> <td>Pri, Ilesh</td> <td>30-Aug</td> </tr> <tr> <td>13</td> <td>Database maintenance</td> <td>Khushi, Pri</td> <td>30-Aug</td> </tr> </tbody> </table>	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	<p>Rameshbhai</p> <p>Rameshbhai Jasminben</p> <p>Harshadbhai</p> <p>Harshadbhai</p> <p>Manishaben</p> <p>Rameshbhai</p> <p>Rameshbhai</p> <p>Rameshbhai</p> <p>Manishaben</p> <p>Rameshbhai</p> <p>Vijaybhai</p> <p>Priyamben</p> <p>Khushiben</p>
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8.7	<p><b>Wi-Fi in Mandir</b></p> <p>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.</p>	<p>Priyamben</p>																																																								
8.8	<p><b>Farewell for Khushiben Dave</b></p> <p>Khushiben had submitted a letter of resignation to pursue a business venture. It was agreed that Priyamben and Jasminben will plan a farewell function.</p>	<p>Jasminben</p>																																																								
8.9	<p><b>Samaj Legal Status</b></p> <p>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 &amp; trustees and finally to the community for a decision.</p>	<p>Kishorebhai Rameshbhai</p>																																																								
8.10	<p><b>Samaj 90<sup>th</sup> Anniversary Celebrations</b></p> <p>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.</p>	<p>Priyamben</p>																																																								

8.11	<p><b>MMC Cruise to Mozambique</b></p> <p>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.</p>	
8.12	<p><b>Nominations for Service Recognition Awards</b></p> <p>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.</p>	Rameshbhai
8.13	<p><b>Photography Proposal</b></p> <p>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.</p>	
8.14	<p><b>Registration of Samaj with Department of Social Development</b></p> <p>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.</p>	Priyamben
8.15	<p><b>Request by Jagdishbhai Makan</b></p> <p>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.</p>	
8.16	<p><b>Updated Office Planner</b></p> <p>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 members that this has been done and agreed to send an updated Office Planner to Rameshbhai.</p>	Priyamben
8.17	<p><b>Friends of Samaj Association</b></p> <p>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.</p>	Rameshbhai
8.18	<p><b>Feedback on SamajChar newsletter</b></p> <p>Members felt that feedback was needed from the community on whether they appreciated receiving the SamajChar newsletter. Rameshbhai undertook to craft a questionnaire.</p>	Rameshbhai
8.19	<p><b>Fat trap problem</b></p> <p>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.</p>	Priyamben

8.20	<b>Website Excess to Administrators</b> 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	Khushiben
8.21	<b>Appeal for Volunteers</b> 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.	Rameshbhai

## 09 OFFICE ADMINISTRATORS REPORT

Reporting Period: Sep 2021

### A. Activities / Achievements for Month

- **Samajchar:**
  - August edition published.
- **Finance:**
  - Receipts have been captured.
  - Petty cash balances.
  - Deposit done.

Employee	DEP	Working Days	Present	Aug - Leave	Type of Leave	Actual Hours	Sick leave (from Jan 2019 to Aug 2021)
Beejal Chhagan	BAL	20	20			8am - 12:30pm	25 Days
Chetna Kalia	BAL	20	20			9am - 12:30pm	1 Day
Hemi Vallabh	BAL	20	20			9am - 12:30pm	-
Jashmeena Mithal	BAL	20	20			8am - 12:30pm	-
Mauwna Bhima	BAL	20	20			8am - 12:30pm	53 Days
Laxmi Ramjee	BAL	20	20			8am - 12:30pm	4 Days
Avni Vasa	BAL	20	20			8am - 12:30pm	5 Days
Priyam Tanna	ADM	21	20	1	Family responsibility	8am - 4:00pm	4 Days
Khushi Dave	ADM	21	21			8am - 4:00pm	6 Day
Kalpna Kuverjee	ADM	21	19	2	Sick leave	8am - 4:00pm	11 Days
Noel Chuma	GRS	29	29			6am - 6pm	-
Wendy Njera	GRS	21	21			7:30am - 4pm	26 Days
Jacob Poopedi	GRS	21	21			7:30am - 4pm	3 Days

- **Staff Attendance – Aug 2021:**
- **Visitor Check-in (19<sup>th</sup> August 2021 to 15 September 2021):**

Number of Visitor	Visited	Protocols followed
25	Office	<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>
6	Dining hall	
±15 (Zumba classes)	Auditorium	
-	Sunilbhai	

➤ **Website uploads / Social Media:**

- August minutes of the Exco meeting and SPHSS history part 2 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 Aug 2021 was R6739.00.

➤ **Complaint / Compliment:**

- No complaint / compliment received.

➤ **Others:**

- Arranged for a photograph of the new Samaj Exco & Trustees.
- Meetings were arranged for the risk areas identified from the risk workshop.
- Administrative rights were given by the website creators to update policies, etc.
- 4 TB HDD was bought and given to Manilalkaka to transfer all the photos from past 10 years.
- Maintenance of Database: Database management is done regularly throughout the year. Communication for updating database was sent to the community 3 times already in this year and have received 41 membership forms to update their details. Membership database updated accordingly.
- Office keys and Samaj cell phone handed over to Pri.

**B. Upcoming Activities for Next Month**

- Samajchar 2021 Dec edition

**10 TREASURER'S REPORT**

**Monthly Financial Report to Executive Committee**

20-Sep

**Current Assets**

**Aug'21**

**CASH Position for month**

Bursary Fund - Fixed Deposits (74444067025)	366,142
Cheque Account	131,738
Fixed Deposits (74623139926)	3,500,000
Money on Call (62238051114)	998,847
Petty Cash	434
Sage Pay	25,449
ZipZap	8,789
	<hr/>
	5,031,399
	<hr/>

**Other Assets**

								<b>Total</b>
Student Loans	590,678	Complex	3,582	Balmandir	18,553	Other	24,380	637,193

**Statement of Revenue & Expenditure**

Aug'21

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Insurance Claim	Grand Total
Income	297,549	940,800	105,705	52,679	153,060	42,149		13,453	1,605,395
Expense	9,249	-	405,706	3,583	987,975	12,710	-		1,419,223
NETT Revenue	288,300	940,800	(300,001)	49,096	(834,915)	29,439	-	13,453	186,172
<b>BUDGET</b>	<b>Balmandhir</b>	<b>Complex Rentals</b>	<b>Facilities</b>	<b>HWG</b>	<b>Seva Samaj</b>	<b>RCC</b>	<b>TDF</b>	<b>Insurance Claim</b>	<b>Grand Total</b>
Income	277,167	834,333	86,667		235,200	62,666			1,496,033

Expense	26,333		356,933	16,833	1,050,267	29,667			1,480,033
NETT Revenue	250,834	834,333	(270,266)	(16,833)	(815,067)	32,999	-	-	16,000

**Statement of Revenue & Expenditure**

Aug'20

	Balmandhir	Complex Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Insurance Claim	Grand Total
Income	380,044	786,901	132,774	77,112	210,260	9	164,69	-	1,751,790
Expense	42,999		371,009	31,260	823,645	18,967	1,000		1,288,880
NETT Revenue	337,045	786,901	(238,235)	45,852	(613,385)	145,732	(1,000)	-	462,910

**REVIEW**

The records shown above are

- for YTD Aug'21  
Revenue has dropped about 06%, expenses have been monitored. Nett
- Revenue has declined 60% as well.  
Prior year Covid collected amount R104K  
Surplus
- YTD 186,172
- Cash 5,031,399

**11 EDUCATION REPORT**

NAME OF PORTFOLIO: Education	
REPORTING MONTH: September 2021	APPROVED BUDGET: R100,000
NAMES OF PORTFOLIO MEMBERS: Nayanta Naran	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES	



**PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)**

**Balmandir**

- Debit orders loaded on the 20<sup>th</sup> of each month
- Meetings held with teachers every 2 weeks:
  - Preparation for Term 4
  - End of year gifts purchased
  - Treat packs with crisps, juice & lollipop to be given to learners for Diwali
  - School closes 30 September & reopens 11 October for term 4
- Balmandir & Gujarati school adverts sent out once a month

**Gujarati School**

- Learners celebrated Rakshabandan
- Learners learned about the importance of Shravan
- Learners had a small Shravan pooja in the mandir

**12 RELIGION & CULTURE PORTFOLIO REPORT**

NAME OF PORTFOLIO: RELIGION AND CULTURAL COMMITTEE

REPORTING MONTH: SEPTEMBER 2021

APPROVED BUDGET:

NAMES OF PORTFOLIO MEMBERS:

KETAN BHAI  
NAYANTA BHEN

TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES

Upcoming events: Shravan

Ganesh Chauth

Shraad

Navratri

Diwali

New year

**PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)**

We are currently in the month of Shravan.

Shiv puja every Monday

SHIV sahastranaam

Shiv yagna

Nori naum

Krishna jayanti

All events are streaming live on facebook and Zoom..

India Independence day was celebrated on 15 August 2021 in the Samaj courtyard.

Dhvinsi from Navyug said a few words. We thank the Navyug members for attending and assisting in this event. It was also streamed live on Facebook with 4400 views.

Ganesh Chaturthi puja, havan and aarti was streamed live on Facebook on Sunday 12 September 2021.

Navratri – plan emailed

New year program – havan in the garden

### 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**

##### **Summer 2021:**

Havan/bhajan/get together for the Senior Citizens in the Open area (Behind the Mandhir) after Diwali.

##### **2021/2022 Plan**

#### **PROGR ESS REPORT (ACHIEVEMENTS FOR THIS MONTH)**

None

#### **GENERAL**

1. Grocery voucher requested from a person in the community. Previous vouchers were issued in July 2020. The person claims that he unable to find employment, and does not want to do anything untoward in obtaining funds to feed his family.
2. Grocery voucher requested from a Lady and her daughter- first time applicants.
3. Grocery voucher application by a Lady, who would like to change to change it from her sister to herself. It was previously approved, just recipient is now changing.
4. Updating of Policy with the number of vouchers to be issued per family per year.

### 14 FACILITIES & FUNERAL REPORT

**NAME OF PORTFOLIO:** Facilities

**REPORTING MONTH:** September 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)

- Damaged putty replaced by windows
- Broken glass panels by dining hall windows replaced
- Metal frame built and place by tank on roof
- Bent light fixture by entrance repaired
- Update of asset register complete

MATTERS PENDING

Mandir	Mandir carpet cleaning	Vijaybhai to provide full plan to exco
	Painting of interior	
	Broken skirting	
	Entrance mosaic wall cracked at the bottom	
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

MATTERS REQUIRING EXECUTIVE APPROVAL

**15 NAVYUG MANDAL REPORT**

No report

**16 MULTI-MEDIA CENTRE REPORT**

No report.

**17 TDF 2020 PROGRESS REPORT**

NAME OF PORTFOLIO: Tshwane Diwali Festival

REPORTING MONTH: September 2021

APPROVED BUDGET:

NAMES OF PORTFOLIO MEMBERS: Jasmin Magan

TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES

PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)

**Artist/Performances:**

- Show will be from 6pm – 7:30pm
- Artists need to be at the venue 30min before performance
- Artists who are performing twice will be allocated a classroom upstairs for changing purposes

- Only 2 groups will be kept in the dining hall before performances
- Entrance for artists via dining hall, exit via office door backstage
- Sanitizers to be placed in dining hall and back stage
- Stage to be sprayed with sanitizer after each performance
- Artists must vacate the classrooms after their second performance
- Artist confirmations to be sent. This will include covid protocols to be followed as names of 2 family members that will be attending

**Seating area:**

- Chairs to be placed 1m apart and accommodate 200 people from the public, 50 for artist and their parents
- Extra security/volunteers required for crowd control on the hall
- Signage to be placed in foyer and hall for strict covid protocol
- Sanitizers to be placed at various points in the hall and at entrance
- Temperature checks to be done for audience without recording

**Stalls area:**

- Timing from 2:30pm to 7:30pm
- Only 8 stalls to be on premises (4 behind mandir, 4 in front) (Possibility of 2 vendors sharing a stall)
- Stalls to be placed 3.5m apart
- Stall holders to bring their own table, chairs, gazebos, extension cords, etc. We will only provide access to electricity
- All stall holders must ensure they follow all Covid protocols
- Sanitizers to be placed at various points around the area

**MATTERS REQUIRING EXECUTIVE APPROVAL**

- Budget; R50,000
  - JYM - R2,500
  - Sanitizer stands (x 10) - R6,000
  - Additional security (x 8)-awaiting quote

**18 MARABASTAD STANDS DEVELOPMENT REPORT**

No report received.

**19 GENERAL / NEW MATTERS**

**18.1** Tabling for approval the updated financial procedure manual.

**18.2** Updating of Balmandir admission form to take into account Constitutional Court ruling that service providers are accountable for all injuries suffered by school children.

**20 NEXT MEETING**

The next meeting will take place on Tuesday 19 October at 5pm in the Samaj Boardroom.

**21 CLOSING PRAYER**

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

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

**RAMESH CHHAGAN**  
**PRESIDENT**