

MINUTES OF BOARD OF TRUSTEES (BOT) MEETING NO. 7

MINUTES NO. 7	
PLACE SPHSS Boardroom	TIME 19h00 DATE 13 April 2022

NAME	E-MAIL	POSITION	TEL. NO.	PRESENT
Dr Devidas Ramjee (DR)	drdramjee@yahoo.com	Chairman BOT	072 464 9826	√
Arvind Chhagan (AC)	Achhagan208@gmail.com	Secretary BOT	082 376 6441	√
Venod Mistry (VM)	jmagan@telkomsa.net	Member BOT	082 415 4100	√
Jasmin Govind (JG)	Naresh.kallan@siemens.com	Exco Deputy President	082 464 0359	Abs
Upendra Parmar (UP)	Par3263@gmail.com	Member BOT	082 534 4080	Ap
Hitesh Nandani (HN)	cfo@sphss108.co.za	Exco SPHSS CFO	062 093 5361	Ap
Mansi Nandani (MN)	Hdn.mkt2010@gmail.com	Member BOT	084 876 0654	Ap
Dhvinsi Valand	dhvinsiv@gmail.com	Member BOT	061 272 6295	Abs
Ramesh Chhagan (RC)	president@sphss108.co.za	Exco SPHSS President	083 609 1446	√
Rakesh Kara (RK)	admin@sphss108.co.za	SPHSS Admin	074 178 5772	√

ITEM	ACTION	DATE
1 Opening Prayer		
Meeting was opened with a prayer. A minute's silence was observed for the recently deceased.		
2 Matters Arising		
2.1 Stand Development in Marabastad		
Dr D Ramjee to approach Sanjaybhai Govind re status of stand development, with reference to <ul style="list-style-type: none"> • Progress on swop of a stand with another stand owner to make the whole block viable • Progress on convincing Council to donate portion of Grand Street that is straddled by the Samaj property to the Samaj • Complete a 'needs' analyses to determine what will be housed on the property, e.g., retail, service station, warehouse, etc. 	DR	27/04/2022
3 BOT Audit of Samaj Affairs		
3.1 Office administration will be audited on 12 October 2022 at 10h00. The checklist will be used to carry out the audit	BOT	12/10/2022
3.2 Financial audit will be carried out by Venodbhai. He will arrange with Kalpanaben in arranging an audit during October 2022.	BOT	Last week in October
3.3 The next formal audit/BOT meeting will take place on 9 November 2022 at 19h00	BOT	9/11/2022
4 Risk Analysis		

4.1	Rameshbhai made a presentation that indicated that the Samaj could lose its PBO and NPO status as the income from business activities exceeded R1,000,000 p.a. It was agreed that he would arrange a meeting with Mr Mahier Tayob to ascertain how the finances could be arranged to obviate this risk. Report back 25 May 2022 where a special meeting would be arranged.	BOT/Exco	25/05/2022
4.2	There are various policy documents on the Samaj websites. The biggest problem is that the policy documents are not being adhered to. BOT to also peruse through these documents to ascertain what risks are being posed by non-adherence of policy documents	Exco BOT	25/05/2022
5	Financial Statements		
5.1	The audited financial statements for the year ended 31/12/2021 as prepared by the auditors were approved by the Trustees at the meeting and signed off by Venodbhai, Devidasbhai, Harshadbhai and Rameshbhai.	Note	
6	Asset Register		
	Rameshbhai advised that the Asset register is incomplete as no values are attached, especially as some of the listed items are way beyond the knowledge of the present administration and do not have original purchase price. BOT to do a valuation of all items listed together with Exco. Rameshbhai forwarded the Asset Management Policy to all Trustees to use as a guide in making valuations.	Exco BOT/Exco	25/05/22
7	Strategic Planning		
	The Trustees decided to investigate progress made by EXCO on the implementation of the outcomes of the Strategic workshop held in 2021. Rameshbhai undertook to resend the Strat document to all trustees.	BOT	25/05/2022
8	Next AGM		
	With the approval of the financial document, AGM (non-elective) to be convened on Sunday 8 May 2022.	Exco	08/05/2022
9	Next Meeting		
	Next audit/BOT meeting will be held at the Samaj on 9 November 2022 at 19h00	BOT/Exco	9/11/2022