



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 22 MARCH 2022

TIME: 5:00 PM

VENUE: SEVA SAMAJ BOARDROOM

1. OPENING PRAYER AND WELCOME

Vinaybhai Chagan conducted the opening prayer and Rameshbhai welcomed all present.

2. QUORUM

3. ATTENDANCE AND APOLOGIES

Attendees: Rameshbhai Chhagan, Mansiben Nandani, Jasminben Govind; Vinaybhai Chagan, Vijaybhai Naran, Manishaben Lakha, Nayantaben Naran, Harshadbhai Pema, Upendrabhai Parmar, and

Rakesh Kara and Kalpanaben Kuverjee attended in their capacities as office assistants.

Apologies /Absent: Khushibhen Nandani, Dhvinsibhen Valand

4. ANNOUNCEMENTS

None

5. PROPOSED AMENDMENTS TO MINUTES

None

6. APPROVAL OF AGENDA & MINUTES

The minutes and agenda were approved on the motions of Vijaybhai & Vinaybhai.

7	CORRESPONDENCE
7.1	INCOMING:
7.1.1	Request received from Pretoria Legacy Foundation to use Auditorium for function.
7.1.2	Received five applications for study loans
7.1.3	Various correspondences from the High Commission thanking Samaj for its participation in HCOI activities.
7.1.4	Received request from Prajapati Association for discount rates for hire of facilities.
7.1.5	Received request from Swaminarayan Pretoria for hall hire at discounted rates.
7.1.6	Received letter from the Land Claims commission for confirmation of current Samaj officials.
7.1.7	Invitation to 6 th Annual Commemoration of Declaration of Peace and Cessation of War.
7.2	OUTGOING:
7.2.1	Circulated allocated amounts to applicants for bursary & study loans.
7.2.2	Circulated applications for Samaj Academic Achievement Awards
7.2.3	Sent a request to Mihier Tayob for free accounting services from Tayfin Accounting – this was not acceded to.
7.2.4	Circulated to the community minutes of executive committee meeting held on 22 February 2022

8	MATTERS ARISING	RESPONSIBLE
8.1	<i>Renovation of Auditorium</i> Preparations for a fundraising dinner in November is in progress.	Jasminben
8.2	<i>Migrate Marabastad Tenants to Debit Order system.</i> Still in progress	Harshadbhai
8.3	<i>Samaj's 90th & Mandir's 50th Anniversary Celebrations</i> Preparations for celebrations of 50 TH anniversary of Mandir making good progress. Program will include Havan in courtyard performed by Sunilbhai followed by 3hour Bhajan Kirten. Parsad will be served to the attendees thereafter. Invitations to local Bhajan groups to be distributed by end of week. Vandana Naran will also be rendering bhajans on the day.	Jasminben
8.4	<i>Samaj Legal Status</i> Kishorebhai is working on the presentation as agreed upon.	Rameshbhai

8	MATTERS ARISING	RESPONSIBLE
8.5	<p>Photography Proposal Rameshbhai, Nayantaben and Rakeshbhai met with Manilalbhai Jina to discuss his proposal for providing a photography service.</p> <p>Rameshbhai reported that he has requested that he receives R1 000 per event. After some discussion, members agreed that in order to keep costs down, Nayantaben should only engage him to cover events that are 3 hours or longer and that the Samaj should take photos themselves for other events. Rameshbhai undertook to draft a formal memo of agreement that would be circulated to exco before finalisation.</p>	Nayantaben Rameshbhai
8.6	<p>India's Liberation Heroes The President raised the issue of the Samaj not honouring all the liberation heroes of India. Harshadbhai reported that he has begun this process and will present about 10 potential candidates for Exco's consideration by the next meeting.</p>	Harshadbhai
8.7	<p>Maintenance Issues Vinaybhai reported that after several attempts he has received only one quote (Capital Roofing) thus far, for the renovation of the mandir dome and related damage. Vijaybhai stated that he is in the process of getting OUTsurance to pay for the expenses. They will be on site on Thursday for a decision.</p> <p>It was resolved by exco, that in the light of urgency of the matter, the requirement for two quotes is waived by the executive. Vinaybhai is authorised to proceed with repairs by Monday 28 March should the insurance claim be denied.</p>	Vinaybhai
8.8	<p>Contract with Designer Weddings Rameshbhai reported that he had drawn up a new contract with Designer Weddings. This contract has been forwarded and awaiting finalisation. Rakeshbhai to follow up</p>	Rakeshbhai

09 OFFICE ADMINISTRATORS REPORT

A. Activities / Achievements for Month

➤ Samajchar:

- Holi poster created.
- Senior Citizen Poster created.
- Bollywood night Poster Created.
- Updated and loaded new banking details for the Balmandir.
- Assisted in photocopying and printing for Balmandir.
- Collected Balmandir school fees.
- Fixed internet connections.
- Captured Balmandir fees.
- Uploaded Minutes of the meeting on the website and sent out.
- Planning on 90th anniversary.
- Bursary and Student forms circulated.
- Circulated New India Samachar on WhatsApp.

➤ Finance:

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

➤ Visitor Check-in (March 2022):

Number of Visitors	Visited	Protocols followed
12	Office	➤ Hands were sanitised and temperature measured before they came in.
14	Dining hall	➤ 1.5m distance were maintained by people in the premises.
0	Auditorium	
0	Sunilbhai	

➤ Website uploads / Social media:

- Notices sent out on WhatsApp
- Uploaded Notice of meeting for Feb 2022 on the Samaj website.
- Circulated to the community minutes of executive committee meeting held on 22 February 2022.
- Updated membership database.
- Uploaded ADS on Facebook, Instagram.
- Holi poster created, sent and uploaded.
- Facebook live done for Holi.
- Senior Citizen poster created, sent and uploaded.
- Circulated Bursary & student loans application forms.
- Circulated applications for Samaj Academic Achievement Awards

- Circulated New India Samajchar on WhatsApp.
- **Facility Booking:**
 - Pretoria Rajput Mandal booking received for dining hall for 20th March 2022
 - Swaminarayan Baps booking received for Auditorium and Dining hall 1st April 2022.
- **Priest Booking:**
 - Sent out payment request & confirmation letters for Priest booking.
 - Total Daxina received in the month of February 2022 = R4587.00.
- **Complaint / Compliment:**
 - No complaint / compliment received.

B. Upcoming Activities for Next Month

- Put all the content together / design for April 2022 Samachar
- Planning for 90th Anniversary.
- Marketing of Samaj Auditorium
- Create Ram Navmi and Hanuman Jayanti poster

Rakesh Kara

10. TREASURER'S REPORT



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Monthly Financial Report to Executive Committee

22-Mar

Current Assets	Feb '2022	Other Assets
		Debtors
CASH Position for month		
Bursary Fund - Fixed Deposits (74444067025)	374 773	Student Loans 463 988
Cheque Account	242 315	Complex 72 847
Fixed Deposits (74623139926)	3 500 000	Balmandir 24 916
Money on Call (62238051114)	1 109 583	Other 10 048
Petty Cash	2 233	
Sage Pay	-	
ZipZap	12 614	
	5 241 517	Total 571 799

Statement of Revenue & Expenditure	Feb '2022									
		Complex						Insurance		
		Balmandir	Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Claim	Grand Total
Income	149 474	246 878		72 490	5 040	43 888	11 484		8 340	537 594
Expense	1 101	-		108 009	-	239 188	2 238		-	350 536
NETT Revenue	148 373	246 878		(35 519)	5 040	(195 300)	9 246		8 340	187 058

Statement of Revenue & Expenditure	Prior Period									
		Complex						Insurance		
		Balmandir	Rentals	Facilities	HWG	Seva Samaj	RCC	TDF	Claim	Grand Total
Income	101 828	235 200		31 268	1 400	38 200	10 241		-	418 137
Expense	-			75 813	3 162	214 793	205		-	293 973
NETT Revenue	101 828	235 200		(44 545)	(1 762)	(176 593)	10 036		-	124 164

REVIEW.

1 The records shown above are for YTD Feb '2022

2 Balmandir has commenced picking up revenue

3 Surplus YTD 187 058

4 Cash 5 241 517

Compiled By:

Harshad B Pema

11 EDUCATION REPORT

NAME OF PORTFOLIO: EDUCATION COMMITTEE	
REPORTING MONTH: MARCH 2022	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS: NAYANTA BHEN RAKESH BHAI	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES Introductory meeting with teachers and parents on Thursday 27/01/22 – 6pm Reports evening was on Tuesday. There are 63 children in Balmandir for 2022	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH) Introductory meeting with teachers and parents on Thursday 27/01/22 – 6pm – Went very well. School photos in term 2 – 11 April 2022 Walrus – 10 March - was successful School closed 16 March 2022 Re-opens 5 April 2022 Teachers planning to have a fun day / mini sports day event.	
MATTERS PENDING: COMPUTER CLASSES PAY SLIP EMIS NO.	
MATTERS REQUIRING EXECUTIVE APPROVAL COMPUTER CLASSES SHOULD FORM PART OF THE SCHOOL CURRICULUM	

12. RELIGION & CULTURE PORTFOLIO REPORT

NAME OF PORTFOLIO: RELIGION AND CULTURAL COMMITTEE	
REPORTING MONTH: MARCH 2022	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS:	
KETAN BHAI NAYANTA BHEN	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES Upcoming events: India Republic day – 26 January 2022 Shivratri – 28 February 2022 Holi – 17 March 2022 Ram Navmi – 10 April 2022 Hanuman Jayanti – 16 April 2022	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH) 73 rd India Republic day celebrations took place on Wednesday 26 January 2022 in Samaj courtyard. This was streamed live on Facebook. SHIVRATRI was celebrated in the mandir: two Abhishek pujas conducted in the morning, Shiv Sahastranaam in the afternoon and bhajans in the evening. Live streaming on FB. Good attendance throughout the day and around 50 devotees attended the bhajan session. Morning puja – 1550 fb views Sahastranaam – 1778 fb views Bhajan – 680 FB views Holi was celebrated on 17 March 2022. It was very successful. The spiritual energy was very positive. We could see that people were happy to attend the celebration. Around 150 devotees attended. Live streaming on FB – 2000 views. Ram Navmi – 10 April – Aarti in mandir at 12 pm and Laudium Bajan Mandal will render bhajans from 6pm to 7pm Hanuman Jayanti – 16 April – to be confirmed Other functions for second half of the year will be tabled at next meeting.	

13. SOCIAL SERVICES PORTFOLIO REPORT

NAME OF PORTFOLIO: SOCIAL SERVICES	
REPORTING MONTH: March 2022	APPROVED BUDGET: R5,000
NAMES OF PORTFOLIO MEMBERS: Manisha Lakha, Jasmin Govind	
TWO YEAR PLAN (2021/2022) / FOCUS AREAS / AIMS & OBJECTIVES	
March 2022 After a break of two years, the First Seniors Meeting to be held on 26 March 2022. BP & Blood sugar level testing to be done. Motivational talks will be presented by Namrata Ranchod and Suchita Chavda. Refreshments will be provided.	
PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH)	
None	
GENERAL	
1. Meeting held on Thursday 10 March 2022 with the Executive Members of the Seniors Group. Very fruitful in sharing of information, and the way forward. 2. Next Seniors Meeting to be held on Saturday 30 April 2022 in the auditorium. Movie and popcorn afternoon.	

14. FACILITIES & FUNERAL REPORT

No report presented

15. NAVYUG MANDAL REPORT

No report presented.

16. MULTI-MEDIA CENTRE REPORT

Rakeshbhai undertook to provide a proposal on the functioning of the MMC at the next meeting.

17. GENERAL / NEW MATTERS**17.1 REFUND YOGA CLASSES MONEY TO PARENTS OF BALMANDIR**

The office reported that all monies collected for yoga classes have been returned to parents.

17.2 BALMANDIR COMPUTER CLASSES

Nayantaben requested clarification on how the Balmandir children will receive computer classes and if fees will be charged. It was agreed that each teacher would conduct their own computer classes with training from Rakesh if needed. No fees will be charged or tuition. However, from next year a small surcharge will be added to Balmandir fees to help defray computer maintenance costs.

17.3 TEACHER PAYSLIP & EMIS NUMBER

Although not discussed at the meeting, Nayantaben informed me afterwards that the two Balmandir teachers registered with the department are no longer receiving payslips. Also, the department provides computer-based learning material for pre-schools that have an "Emis" number. She will report on progress on both matters at the next meeting.

17.4 ONLINE GUJARATI CLASSES BY JAYSHRIBEN

Jayshriben to report on progress on providing online Gujarati classes when she returns from India.

17.5 ACADEMIC ACHIEVEMENT AWARDS FUNCTION

Rakeshbhai reported that no one had applied to receive an Academic Achievement Award. This will not be an item in the upcoming AGM.

17.6 REPORT – 90TH & 50TH ANNIVERSARY CELEBRATIONS

Jasminben reported that the team had met several times to plan both events and matters are progressing accordingly. A full report on both events will be presented at the next meeting.

17.7 CAMERA EQUIPMENT NEEDED

Rakeshbhai requested that an HD 1040p Webcam with zooming facilities be purchased at a cost of R1 500. This would be used by the Sunday Mandir bhajan Group and for all other events streamed live from the mandir. Kalpanaben stated that the Samaj has already purchased such a Webcam. This was however not working properly and did not have zooming facility. After some discussion it was agreed that Harshadbhai would investigate and provide recommendations on this matter.

17.8 UPGRADING OF WI-FI

Rakeshbhai reported that there is a need to increase the uploading speed as the current one is too low. He was asked to discuss the issue with Ileshbhai and implement his recommendations.

18 NEXT MEETING

The next meeting will take place on Monday 25 April 2022.

19. CLOSING PRAYER

The formal meeting ended at 18:15. Thereafter Jasminben held a meeting to discuss the planning of the two anniversary events.

DHVINSI VALAND
SECRETARY GENERAL

RAMESH CHHAGAN
PRESIDENT