



# 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 IN THE SAMAJ BOARDROOM:

**DATE: Tuesday 24 January 2023**

**TIME: 6:30 PM**

### 1. OPENING PRAYER AND WELCOME

The meeting opened with a prayer. The President welcomed all those present and wished them a fruitful 2023.

### 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

Rameshbhai Chhagan, Nayantaben Naran, Ketanbhai Parmar, Jasminben Govind, Harshadbhai Pema, Vijaybhai Naran, Upendrabhai Parmar, Manishaben Lakha, Hiteshbhai Nandani, Mansiben Nandani, Khushiben Nandani and Vinaybhai Chagan. Rakeshbhai Kara and Ravibhai Paul attended in their capacities as office assistants.

*Apologies/Absent:* Jateenbhai Naran and Dhvinsiben Valand.

### 4. ANNOUNCEMENTS

Members of Exco congratulated Khushiben for her outstanding achievement on her Matric results. They also wished Rameshbhai well on his upcoming 70th birthday on 31 January.

### 5. PROPOSED AMENDMENTS TO MINUTES

None

### 6. APPROVAL OF AGENDA & MINUTES

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

7		CORRESPONDENCE
7.1	<b>INCOMING:</b>	
7.1.1	Received request and agreed to participate in the “Run for Religious Harmony” organised by Institute for Islamic Services.	
7.1.2	Received and circulated two editions of New India Samachar.	
7.1.3	Received quotes for the old generator which was eventually sold to Simply Gates.	
7.1.4	Received correct banking details from the Poopedi family for the payment of funds to our late employee.	
7.1.5	Received notice from Shivaji Patil of intention to vacate Samaj flat by end December.	
7.1.6	Received from Kalpanaben Kooverjee a letter of resignation as Financial Administrator	
7.1.7	Received mail from Jaynikshaben Ramjee expressing Bal Bhakta members gratitude for being nominated to receive a Samaj award whilst criticising the Samaj for not informing them they would be receiving one.	
7.1.8	Received various applications for advertised Samaj flat. An agreement was eventually entered into with Chiragkumar Bachubhai Patel.	
7.1.9	Received several applications for advertised Financial Administrator position. After interviews, Ravibhai Paul was appointed.	
7.2	<b>OUTGOING:</b>	
7.2.1	A letter of apology was sent to Kirti Jewellers for the communication failure during the 90 <sup>th</sup> Anniversary Celebrations.	
7.2.2	Minutes of meeting held on 10 November was circulated to the community.	
7.2.3	Circulated the internal audit report conducted by trustees to community.	
7.2.4	Letter sent by our attorney to tenant in Marabastad to vacate shop due to non-conformance with lease.	
7.2.5	The President sent out a letter to the Bal Bhakta group expressing his dissatisfaction with them for the distortion of facts in their letter to Samaj.	
7.2.6	Received and circulated to community the Scholarship Program for Indian Diaspora Children (SPDC) sent to us by HCOI.	
7.2.7	Circulated to the community, Mann Ki Baat newsletter received from HCOI.	
7.2.8	The President wrote an obituary on Jivanbhai Kalyan which was published in the Laudium Sun.	
7.2.9	Circulated to the community two editions of the New India Samajchar.	
8		RESPONSIBLE
8.1	<b>Migrate Marabastad Tenants to Debit Order system.</b> Ravibhai undertook to assist with the process of getting all tenants of the Samaj Marabastad Centre on a debit order system.	Harshadbhai and Ravibhai
8.2	<b>Shivling Mandir &amp; Mandir tiles</b> The Shivling mandir outside the main mandir needs repair. Vijaybhai reported that the repairs are still in process and will be completed before February meeting.	Vijaybhai
		.

8.3	<b>Request for 18A Certificate from LDM</b> Ravibhai has spoken to Priteshbhai Bhana to supply the Samaj with an 18A certificate for the donation of R2000 given to them for the servicing of the vehicle Samaj had donated to them.	
8.4	<b>Repairs to Samaj Marabastad Centre</b> Rameshbhai requested Vijaybhai and Vinaybhai to meet and make a list of urgent repairs. It was agreed that this will be done in phases starting from the roof and ending with the floor.	Vinaybhai & Vijaybhai
8.5	<b>Marabastad- Fire Extinguishers and Hose Reels</b> Vijaybhai & Vinaybhai reported that they have inspected all the fire extinguishers and can verify that they have been serviced.	
8.6	<b>Ground Floodlights &amp; Solar Lights</b> Vijaybhai brought some ground floodlights to the meeting. It was agreed that he should arrange a demonstration for EXCO members. He also requested that about 10 solar lights be installed around the premises as the Samaj becomes very dark during load shedding. This was agreed to.	Vijaybhai

## 09 OFFICE ADMINISTRATORS REPORT

### Activities / Achievements for Month

#### ➤ Samajchar:

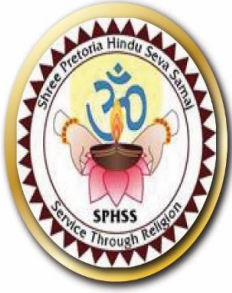
- Assisted in photocopying and printing for Balmandir.
- Cleaning Schedule was updated
- Aircon Services were done
- Booked Printer service
- Samaj Flat inspection was done
- Captured Balmandir fees.
- Created Balmandir Newsletters.
- Captured New Balmandir applications.
- Uploaded Minutes of the meeting on the website and sent out.
- Created Republic day of India's poster.
- Editing Mandir's 50<sup>th</sup> Anniversary, 90<sup>th</sup> Anniversary & Navratri Videos.
- Completing Dec Edition Samachar 2022.
- Follow up on the New generator service.
- Fixed internet issues.
- Edited 90<sup>th</sup> Anniversary Executive members picture
- Printed and framed 90<sup>th</sup> Anniversary Executive members picture
- Sorted out Internet issues
- Created Advert to advertise the Samaj Flat

- **Finance:**
  - Receipts have been captured.
  - Petty cash balances.
  - Cash deposit done
  
- **Website Uploads / Social Media:**
  - Various Community Notices sent out on WhatsApp.
  - Circulated Balmandir Newsletters on Balmandir WhatsApp.
  - Uploaded Minutes of meeting for 10 November 2022 on the Samaj website.
  - Circulated to the community minutes of executive committee meeting held on 10 November 2022.
  - Updated membership database.
  - Uploaded Adverts on Facebook, Instagram & Tik Tok.
  - Circulated New India Samajchar on WhatsApp.
  - Circulated Republic Day of India's poster
  - Samaj Flat Advert was sent out.
  
- **Priest Booking:**
  - Sent out payment request & confirmation letters for Priest booking.
  - Total Daxina received in the month of December 2022 = R4 500.00
  - Total Daxina received in the month of January 2023 = R8 913.00
  
- **Facility Bookings December 2022**  
None.
  
- **Facility Bookings January 2023**  
3 Organisations has booked the Auditorium.  
1 person as hired our Samaj classroom for tuitions.
  
- **Complaints / Compliments Received:**  
None

<b>A. Upcoming Activities for Next Month</b>
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- Marketing of Samaj Auditorium.
- Publish December edition Samachar
- Look for content for April Samachar 2023
- Follow up with the Generator King for Generator service
- Follow up with Samaj Maintenance schedule for February 2023

## 10 FINANCIAL REPORT



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### Monthly Financial Report to Executive Committee

09-Nov

#### Current Assets

Dec '2022

#### Other Assets

#### CASH Position for month

			Student Loans	487 797
Cheque Account		221 731	Complex	11 160
Fixed Deposits (74623139926)		4 449 269	Balmandir	- 6 333
Money on Call (62238051114)		738 091	Other	3 678
Petty Cash		6 228		
Sage Pay		4 726		
ZipZap		27 791		
		<b>5 447 836</b>	Total	<b>496 301</b>

#### REVIEW .

1 Financials are in progress of completion.

3 Cash 5 447 836

#### Compiled By:

Harshad B Pema

## 11 EDUCATION REPORT

### SHREE PRETORIA HINDU SEVA SAMAJ

#### PORTFOLIO COMMITTEE REPORT

NAME OF PORTFOLIO: EDUCATION COMMITTEE	
REPORTING MONTH: JANUARY 2023	APPROVED BUDGET: 30 000
NAMES OF PORTFOLIO MEMBERS:  NAYANTABHEN RAKESHBHAI RAVIBHAI	
<b>Balmandir School</b>  School opened – 11 January 2023 – 23 March 2023 12 April – 22 June  We have around 60 children.  The following events will take place in the Balmandir over the next two terms:  Walrus – 16 Feb Photos – TBC Sports Day – 16 March Excursion to Wag n Beitjie – TBC Fun day – 21 June  Gujarati School No report received from Jayshriben.	

## 12. RELIGION & CULTURE REPORT

REPORTING MONTH: JANUARY 2023	APPROVED BUDGET:
NAMES OF PORTFOLIO MEMBERS:  KETAN BHAI NAYANTA BHEN RAKESHBHAI RAVIBHAI	
These are the following religious functions the Samaj will observe in the coming six months:  26 January - Republic Day of India. A flag hoisting ceremony will take place. 18 February – Shivratri. 7 March - Holi 30 March - Ram Navmi 6 April - Hanuman Jayanti 16 April 2023 - Hanuman Chalisa. Preparations have started.  Meeting to be held with bhajan groups for all mandir functions still to be held.	

## 13. FACILITIES & FUNERAL REPORT

- Samaj Flat renovations were done:  
(Paint for the wall, New Light Fittings & Switches, Shower Head & Shower mixer, Welding the gates, Kitchen Basin Top & Stove Plates).
- Room No: 1, 2 & 5 Door locks were installed.
- Mandir Leaks were reported and sorted out.
- 2 x Urinals were fixed.

### **Matters Pending**

- Tiles by the Kitchen needs to be replaced.
- Shivling Roof outside the mandir needs attention.
- Grass growing on top of the Auditorium.

## 14. SOCIAL SERVICES REPORT

<b>NAME OF PORTFOLIO:</b> SOCIAL SERVICES	
<b>REPORTING MONTH:</b> November/December 2022	<b>APPROVED BUDGET:</b> R2,000
<b>NAMES OF PORTFOLIO MEMBERS:</b> Manisha Lakha, Jasmine Govind	
<b>Last meeting for the year was held on 19 November 2022.</b> <ol style="list-style-type: none"><li>1. Motivational talk given by Dr Suchrita Chavda.</li><li>2. Dr Lalla and Dr Naran assisted with the BP &amp; Sugar testing along with Kuki Rampersad.</li><li>3. There was a very poor turnout from the community, despite our efforts of advertising on several platforms. Approximately, 25 members attended the meeting.</li><li>4. A question was posed to those that attended as to the poor turnout. The response was “people are not interested in attending such, and many have moved out of the area”.</li><li>5. Looking at the turnout from the years events. Bhajan Mela, Mandhir anniversary &amp; 90<sup>th</sup> anniversary celebrations, it is quite clear that the public are not interested in such events.</li></ol>	
<b>GENERAL</b> <ol style="list-style-type: none"><li>1. First meeting for the year to be held on 28 January 2023. Dr Hema Kalan &amp; Manoj Dayal to deliver motivational talks.</li><li>2. Meeting with the executive committee of the seniors’ group to be held on 25 January 2023 to plan and discuss events for the year ahead.</li><li>3. Events for the rest of the year to be presented in the next meeting.</li></ol>	

## 15. MULTI-MEDIA CENTRE REPORT

None



## 16. Navyug Mandal Report

<b>REPORTING MONTH:</b> January 2023	<b>APPROVED BUDGET:</b> R1 500,00
<b>NAMES OF PORTFOLIO MEMBERS:</b> Khushi Nandani, Nayanta Naran, Rakesh Kara	
<b>CURRENT YEAR PLAN:</b>  January- Gold Reef City Excursion. February- Cricket Match Outing. March- No activity planned due to school tests/ exams. April- Family Fun-Day as a fundraising event at the Samaj. May include various activities for Navyug members and their parents. May- Sports Day for Navyug members to play at the field. We may look for a mentor to educate about various sports. June- No activity planned due to school tests/ exams. July- Movie Day at the Samaj. August & September- Career Day to educate about career choices in high school/ after matric. October- Volunteering for Navratri. November- No activity planned due to school tests/ exams. December- Outing similar to Gold Reef City, venue to be decided.	
<b>PROGRESS REPORT (ACHIEVEMENTS FOR THIS MONTH):</b> A trip to Gold Reef City was made where 16 of the Navyug members, including 3 executive members attended. It was a spontaneous event where the youth group got a stronger bond. The entire group who joined for this excursion were declared as the “first-in-line” to assist with future Navyug Events/ Samaj programs.	
<b>MATTERS REQUIRING EXECUTIVE APPROVAL:</b> A budget of approximately R2 000,00 to purchase tickets for a cricket match in Centurion on the 4th of February 2023.	

## 17. GENERAL / NEW MATTERS

### 17.1 Budgets

Rameshbhai proposed the following operational budget for the various portfolios for 2023: Education – R30 000; Religion & Culture – R60 000; Social Services – R40 000; Facilities – R100 000; Navyug Mandal – R20 000. Total: R250 000. This budget was unanimously approved. Members were free to approach the President for additional sums should they run short.

### 17.2 Preparations for External Audit

Rameshbhai requested Ravibhai, Hiteshbhai and Harshadbhai to begin preparation for the external audit which needs to be completed latest end March. This would then give the executive sufficient time to prepare for the AGM which must take place before end May.

### 17.3 Proposed Meeting dates for 2023.

Rameshbhai proposed the following Exco meeting dates for 2023: 24 Jan; 21 Feb; 21 March; 25 April; 23 May; 20 June; 25 July; 22 Aug; 26 Sept; 24 October; 21 Nov. Members of Exco accepted the proposed meeting dates but it was agreed that a date could change if circumstances required it.

**17.4 Matters arising from Trustee audit report.**

Rameshbhai undertook to circulate the trustee report to all members as there were a few recommendations that needed attention. Rameshbhai will circulate the proposed changes for approval.

**17.5 Appointment of new tenant at Samaj Marabastad Centre.**

Harshadbhai reported that the current sub-tenant, Liyu, has requested that he be appointed as the new tenant for shop no. 6 & 7 vacated by Omies TV. Harshadbhai undertook to have the lease signed.

**17.6 Tshwane Diwali Festival**

Rameshbhai informed members that he had meetings with Priyamben Singh to manage and organise the TDF festival for this year. Members felt that what was also needed was someone with fundraising experience. It was agreed that if sponsors over and above the Pretoria Hindu Society and Samaj was not obtained then we might have to revert to having the event split with the show at the Samaj and fireworks display at the stadium.

**17.7 FUND RAISING GALA DINNER**

Vijaybhai proposed that the Samaj hosts a fund-raising gala dinner to raise funds for the upgrading of the Samaj auditorium. It was agreed that each Exco member and Trustee will be asked to sell a table (amount to be confirmed). Ravibhai was requested to schedule an Exco meeting to have a project plan drawn up.

**18 NEXT MEETING**

Next meeting dates:

21 Feb; 21 March; 25 April; 23 May; 20 June; 25 July; 22 Aug; 26 Sept; 24 October; 21 Nov.

**19 CLOSING PRAYER**

The meeting ended at 9:00 pm with a prayer, followed by a surprise birthday party for the President.

**RAMESH CHHAGAN  
PRESIDENT**