



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

MINUTES OF MEETING OF THE BOARD OF TRUSTEES (BOT) OF THE SHREE PRETORIA HINDU SEVA SAMAJ HELD IN THE SAMAJ BOARDROOM:

DATE: Tuesday 20 June 2023

Meeting no: 1

1. OPENING PRAYER AND WELCOME

The meeting commenced at 7:05 pm with a prayer and welcome by the Chairperson to all attendees.

2. QUORUM

The meeting was declared duly constituted by the Chairperson as the requisite quorum as prescribed by clause 17 of the Samaj Constitution had been met.

3. ATTENDANCE AND APOLOGIES

Chairperson	Mansukhbhai Chhiba (MC)
BOT Member	Girishbhai Daya (GD)
BOT Member	Yashvantbhai Jivan (YJ)
BOT Member	Jagdishbhai Makan (JM)
Exco President	Sanjay Govind (SG)
Exco General Secretary	Jayniksha Ramjee (JR)
Exco Chief Financial Officer	Nipun Jeeva (NJ)

Apologies/Absent:

No absentees

4. ANNOUNCEMENTS

At the AGM of 21 May 2023, the following community members were duly elected as Trustees: Girishbhai Daya, Jagdishbhai Makan, Mansukhbhai Chhiba and Yashvantbhai Jivan.

The Trustees thank the past officials for their contribution and effort.

5. PROPOSED AMENDMENTS TO MINUTES

This is the first formal meeting for the Board of Trustees since being elected on 21st May 2023.

6. APPROVAL OF AGENDA & MINUTES

The Board of Trustees to formulate an agenda for the next meeting.

7. CORRESPONDENCE

None.

8.	MATTERS ARISING	RESPONSIBLE
8.1	<p>Stand Development in Marabastad</p> <p>Sanjaybhai gave an overview of the Developed Property and Vacant Land.</p> <p>A few matters need to be discussed with Council; mainly the rates and water bill. A member of the BOT must be present at this meeting.</p> <p>The transfer of one of the stands is the delay.</p> <p>A file on the Marabastad properties has been requested by Sanjaybhai. This report will be forwarded to the BOT.</p>	SG

9. GENERAL / NEW MATTERS

- 9.1 Appointment of 5th member
Chetan Tanna had decided not to take up his position as a Trustee. Suitable members of the Community will be approached by Sanjaybhai and Jagdishbhai. The Trustee should ideally be in a finance or legal profession.
- 9.2 Constitution amendments
The Constitution amendments needs to be properly understood as it was done in a rushed manner at the AGM.
- 9.3 AGM Minutes of Meeting
The EXCO and BOT to review the minutes. A draft of the AGM Minutes can then be distributed to the Community. A disclaimer needs to be put in that any queries raised will then be addressed at the next AGM meeting. The final AGM Minutes will be distributed two weeks before the next AGM meeting.
- 9.4 EXCO minutes
The Exco Minutes of Meeting should be distributed to the BOT as well. So that members are aware of what was discussed. An open-door policy should exist between the EXCO and Trustee members.
- 9.5 The Community should be informed of the newly elected officials.
- 9.6 Financial Management and Administration Manual
The Financial Management and Administration Manual is to be revised and signed off. Nipunbhai to forward these documents to the BOT.
- The Procurement Policy in particular needs to be reviewed.
- The Asset Register needs to be updated by the CFO and signed off by the BOT.
- Sanjaybhai informed the BOT that information on the financial system was not updated and Payments were not done by the previous finance committee. The CFO to furnish the BOT with a list the errors and omissions.

The BOT has requested that an affidavit be signed by the previous BOT, as the current officials cannot be held liable for the previous officials' oversight. Himalbhai to discuss this with the Auditors.

An Auditor's check list to be made available, so that the BOT can carry out an Internal Audit.

9.7 CCMA

This matter relates to the financial administrator whose employment was terminated by the previous EXCO in March due to a breakdown in relationship with the Finance Committee. The Commissioner will inform within 14 days whether the matter is for her consideration or whether it is to be heard at the Labour Court. This will necessitate the assistance of a Labour Lawyer.

9.8 Resolution Book

Resolutions will be in writing. The Resolution book will be held under lock and key at the SAMAJ office.

10. NEXT MEETING

Next meeting date: September, January, April. BOT members to prearrange the dates.

11. CLOSING PRAYER

The meeting closed with a prayer at 8:20pm

**MANSUKH CHHIBA
CHAIRPERSON**