



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 23 May 2023

1. OPENING PRAYER AND WELCOME

The meeting commenced at 4:03pm with a prayer and a warm welcome by the President to all attendees.

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

President	Sanjay Govind (SG)
Deputy President	Himal Ramjee (HR)
General Secretary	Jayniksha Ramjee (JR)
Assistant Secretary	Minoti Bhatt (MB)
Chief Financial Officer	Nipun Jeeva (NJ)
Treasurer General	Ami Acharya (AA)
Head of Religion & Culture	Nayanta Naran (NN)
Head of Youth Affairs (Navyug Mandal)	Yamini Bhima (YB)
Health, Welfare and Gender	Manisha Lakha (ML)
Head of Facilities Management	Vineet Rama (VR)
Head of Special Projects	Harshad Dajee Pema (HDP)
Admin Office	Rakesh Kara (RK)

Apologies/Absent:

Head of Education	Miheer Joshi
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Apologies must be done via email or WhatsApp.

4. ANNOUNCEMENTS

None

5. PROPOSED AMENDMENTS TO MINUTES

None

6. APPROVAL OF AGENDA & MINUTES

The current EXCO were not present at the previous meeting.

The minutes and previous agenda were used to steer the meeting.

7. CORRESPONDENCE

The new exco is not aware of incoming or outgoing correspondence at this stage. This is the first meeting since being elected on 21st May 2023.

However, emails, informing of the Executive changes and contact details, to be sent out to the different organisations, such as the Laudium Bhajanai Mandram, Pretoria Tamil League.

8.	MATTERS ARISING	RESPONSIBLE
8.1	<i>Migrate Marabastad Tenants to Debit Order system.</i> Finance Committee to discuss with Harshadbhai Pema (previous CFO) as well as hand over of other financial matters. The rental agreements will have to be looked at and updated. A schedule needs to be in place stipulating the following for each shop: PY rentals paid, rentals going forward, escalation, deposit, etc.	NJ, HR, AA
8.2	Shivling Mandir Vijaybhai has offered to do the repairs on a voluntary basis. Vineetbhai and Harshadbhai to discuss with Vijaybhai.	VR, HDP
8.3	Repairs to Samaj Marabastad Centre Vineetbhai, Sanjaybhai and Harshadbhai to discuss with Vijaybhai. This project needs to be re-examined.	SG, VR, HDP
8.4	Policies and Procedures All policies and procedures must be made available to the executives. Payments All invoices must be checked for accuracy, completeness, etc, and especially where VAT is charged. A schedule of all monthly payments must be made available to the finance team.	RK RK, NJ, HR, AA RK
8.5	FUND RAISING GALA DINNER It was decided not to pursue this event at this stage.	
8.6	Communication with Balmandir Parents A whatsapp group has been created for each class. Currently Rakeshbhai does all the communication on the groups. It is suggested that the teachers should be added as admin per their classroom group to be able to communicate homework or important events/information on this platform. Nayantabhen to do a handover to Miheerbhai..	RK & MJ
8.7	Hindi and Gujarati Classes Nayantabhen said classes are to commence on 3 rd June. There are four volunteer teachers. About 24 people will be attending on the respective days. It was suggested that students attending these classes can drop a R20 into a kitty for each class attended. This would then be given to the teachers.	MJ, NN, RK, Ketanbhai

	<p>Vineetbhai asked if a Gujarati class for adults can be arranged during the week.</p> <p>Sanjaybhai said that another survey should be sent out to the community regarding Gujarati classes. Nayantabhen said that perhaps online classes should be looked at as Jayshreebhen is now residing in Johannesburg.</p> <p>It was suggested that the Swami Narayan can also be consulted as it runs a Gujarati school as well.</p>	
8.8	<p>Filling of Finance Administers Position</p> <p>Mansiben Nandani has resigned as financial administrator. To take up with Harshad Bhikha regarding her employment terms.</p> <p>Ravi Paul will be approached to assist the finance team for a period of two months and thereafter the team to decide way forward. According to the admin office he has added considerable value to the finance function.</p> <p>Himalbhai said that an assessment must be done of the workload in order to determine what type of assistance is needed. The processes need to be defined.</p>	HR, NJ, AA, SG
8.9	<p>90th Anniversary Video</p> <p>Rakeshbhai is still in the process of creating a highlight's version of approximately five minutes of the 90th Anniversary Celebration as well as the loading of an edited version of the full video in three parts (1, 2 and 3) on various media platforms.</p>	RK
8.10	<p>Marketing of Samaj Facilities</p> <p>Rakeshbhai is still in the process of changing the voice-over on the short marketing video as well as his marketing plan.</p>	RK
8.11	<p>Insulation of dining hall</p> <p>The quotation will be looked into for the insulation. Sanjaybhai will discuss this with Avish Mistry. Manishabhen indicated that the kitchen in the dining hall needs to be renovated. Sanjaybhai said that together with Facilities committee, it needs to be decided what is to be prioritised in terms of projects.</p>	VR, HDP, SG
8.12	<p>Swap of Stands</p> <p>A visit to these stands is planned for 24th May. Rates and taxes are being paid for these stands. It was suggested that the councillors in Laudium could be approached to assist in this matter. The service of a conveyancer is needed to transfer the stand in the name of the Samaj.</p>	SG, VR, HR, HDP
8.13	<p>Information Systems</p> <p>Rakeshbhai mentioned that, currently Mayurbhai Akole is the service provider. He manages the websites, email etc and any other issues relating to IT. Ileshbhai Gandhi also assists with the IT. It is to be established if a contract/service agreement is in place and whether a fixed monthly fee is being paid for the services.</p> <p>Rakeshbhai to contact Mayurbhai for the email password changes.</p>	HR, RK, NJ RK

	Sanjaybhai requested that the President's email be forwarded to his personal email address for ease of access.	HR
8.14	Receipts A schedule of all rates charged must be provided to the executives. Organisations providing seva to the community should be charged a nominal rate to cover fixed costs. To make it affordable for everyone, it should not be a must, for a minimum rate payable to the priest.	RK
8.15	Navyug Mandal Yaminibhen enquired whether anyone has a copy of a Navyug constitution. Rakeshbhai and Sanjaybhai to have a look in their files if they have a copy.	RK, SG
8.16	Auditors Himalbhai has spoken to Tayfin Auditors regarding a no charge or reduced charge. Himalbhai awaits the email from Tayfin Auditors regarding a write off for the current fee and fee going forward.	HR
8.17	Solar The installation has been done. The invoice will have to be paid.	

9. OFFICE ADMINISTRATORS REPORT

Rakeshbhai Kara reported as follows:

Activities / Achievements in May

Administration Tasks

Samajchar:

- Assisted in photocopying and printing for Balmandir.
- Created Balmandir Newsletters.
- Uploaded Minutes of the meeting on the website and sent out.
- Created Senior Citizens meeting poster.
- Editing Mandir's 50th Anniversary, 90th Anniversary Video.
- Completing Dec Edition Samajchar 2022.
- Fixed internet issues.
- Uploading files on the Server
- Plan AGM Meeting
- Created AGM poster

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 25 April 2023 on the Samaj website.

- Circulated to the community minutes of executive committee meeting held on 25 April 2023.
- Uploaded Adverts on Facebook, Instagram & Tik Tok.
- Circulated New India Samachar on WhatsApp.
- Circulated AGM Final Notice.

Priest Booking:

- Sent out payment request & confirmation letters for Priest booking.
- Priest Daxina for the Month of May. Rakesh must get the relevant information, do the reconciliation as soon as possible. This must be sent to the finance team. A report can then be provided at the next Exco meeting.

Complaints / Compliments Received:

None.

A. Upcoming Activities for Next Month
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- Marketing of Samaj Auditorium.
- Publish December edition Samajchar 2022
- Look for content for April Samajchar 2023

10. FINANCIAL REPORT

Discussed under matters arising.

11. EDUCATION REPORT

Nayantabhen to obtain quotations for the Robotics equipment and hand over to Miheerbhai.

12. RELIGION & CULTURE REPORT

Nayantabhen will provide a detailed plan in due course. This will be reported on at the next meeting.

ACTIVITIES IN MAY / JUNE

There were no activities in May.

Yoga day is scheduled for June.

The RCC team have started planning for the following religious functions for 2023:

- Adhik Mass: sahastranaam and yagna
- Shravan: Monday puja, Sahastranaam, Bhajan mela, India Independence Day, Krishna jayanti, Nori nem
- Ganesh Chouth
- Shraadh yagna
- Navratri
- Sharad poonam
- New year
- Jalaram Jayanti
- Tulsi vivah
- Drafting of new calender

13. FACILITIES & FUNERAL REPORT

Bereaved families requiring assistance should be identified. Even in the instance where the body has to be transported to India.

All current projects that had been approved by previous committee will be re-examined. Sanjaybhai, Vineetbhai and Harshadbhai to discuss with Vijaybhai, the previous maintenance portfolio committee member.

See Matters Arising for other matters discussed for this Committee.

14. SOCIAL SERVICES REPORT

- Manishabhen reported on the Samaj's Senior Citizens Club. The meeting held on 20 May, where an audiologist conducted hearing tests. It was a successful event with a huge turnout.
- Sponsors should be sought for sugar testing machines, blood pressure cuffs, etc. from doctors and pharmacies.
- An open day should be held, where the Indian Community is informed of the various services provided.

A. Upcoming Activities for Next Month
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- 24 June 2023: Mother's Day & Father's Day – Interactive session
- July 2023- Visit to the Goshala (Date to be determined)
- August 2023 Visit to the Hare Krishna Temple & Gurudwara (Date to be determined)
- September- Eye tests- (Rukhibhen Soma will arrange)

15. NAVYUG REPORT

- A Navyug exco will be formed.
- A Junior Navyug will also be formed. This is for the Under 15's.
- Rangoli will be reintroduced. Boards will be sold at the Navratri. Pricing to be sort for the boards.
- Other events to include a Mother/Daughter High-tea, Fathers/Son Day and Sports.

16. GENERAL / NEW MATTERS

16.1 Committees should get the community, as well as members from the previous committees, involved in their activities. For future events the assistance of community members must be sought, which may bring the community together as in the past and to make them feel more at home.

By the next meeting members should have names under their committees, year planners, etc. Having activities that people will enjoy and a plan as to how the various bhajan groups and other organisations can be integrated into the activities. Swami Narayan have indicated their willingness to be involved.

16.2 Mandir Aarti

Incorrect speakers were installed. Quotations to be sought for appropriate speakers and a surge protector.

16.3 TDF Venue Change

The High Commission of India (HCOI) and Priyambhen Singh suggested that this year's Tshwane Diwali Festival take place in Groenkloof. Priyambhen will be charging a fee to coordinate the event. It needs to be investigated whether an events planner is required. As members from the community has indicated that they wish to be more involved with the Samaj, it's suggested that volunteers from the community be brought in to assist with the event.

17. NEXT MEETING

Next meeting dates: 20 June; 25 July; 22 Aug; 26 Sept; 24 October; 21 Nov, at 4pm.

18. CLOSING PRAYER

The meeting closed with a prayer at 6:10pm

**SANJAY GOVIND
PRESIDENT**