



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 25 July 2023

1. OPENING PRAYER AND WELCOME

The meeting commenced at 4:15pm with a prayer. A moment of silence was held in commemoration of the community members that have passed on. The Vice President welcomed all the attendees.

2. QUORUM

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

3. ATTENDANCE AND APOLOGIES

Deputy President	Himal Ramjee (HR)
General Secretary	Jayniksha Ramjee (JR)
Chief Financial Officer	Nipun Jeeva (NJ)
Treasurer General	Ami Acharya (AA)
Head of Education	Miheer Joshi (MJ)
Head of Religion & Culture	Nayanta Naran (NN)
Head of Youth Affairs (Navyug Mandal)	Yamini Bhima (YB)
Head of Facilities Management	Vineet Rama (VR)
Admin Office	Rakesh Kara (RK)

Apologies/Absent:

President	Sanjay Govind (SG)
Assistant Secretary	Minoti Bhatt (MB)
Health, Welfare and Gender	Manisha Lakha (ML)
Head of Special Projects	Harshad Dajee Pema (HDP)

4. ANNOUNCEMENTS

None

5. PROPOSED AMENDMENTS TO MINUTES

None.

6. APPROVAL OF AGENDA & MINUTES

Proposed by Miheerbhai and seconded by Yaminibhen.

7. CORRESPONDENCE

Request from the Hindi Shiksha Sangh of SA to advertise the Gauteng Bhajan Festival to be held on Saturday, 19th August 2023.

A letter was received from the Commissioner (CCMA) informing that the matter can be referred by Mr Ravi Paul's legal team to the Labour court for adjudication, as the CCMA lacks the jurisdiction to arbitrate this dispute.

Other correspondence to be discussed under the portfolio reports.

All correspondence must be sent through to the Secretariate. The duties of the Secretariate were read out.

Rakeshbhai to share the procedures relating to the distribution of messages.

In terms of a backup plan, the President, two Secretariats and the Head of Facilities Management must be added as administrators on the SPHSS WhatsApp.

8.	MATTERS ARISING	RESPONSIBLE
8.1	<p>Swap of Stands</p> <p>The swap has happened. Awaiting the title deed.</p> <p>The next step is to purchase the Grand Street portion and simultaneously rezone the land to business; and consolidate all into one stand. Optimistically, this process could take a year.</p> <p>A lease was signed in January 2023 by NAFAK for the other vacant portions. Rakeshbhai to share the recon of this lease. It needs to be determined exactly what he is renting and payments received and outstanding.</p> <p>The hawkers have not moved yet. A twelve to eighteen months lease was in place. It is now two and a half years later, so a lease agreement needs to be put in place.</p> <p>The payment/write-off for the rates and taxes needs is to be negotiated with Tshwane in lieu of the extended period they occupying our stands. For the RVA bill, the address is incorrect.</p> <p>Tshwane is responsible for the water bill. Sanjaybhai to address this.</p>	<p>RK</p> <p>SG, VR, NJ</p>
8.2	<p>Marketing of Samaj Facilities</p> <p>The hall hire rate need to be reviewed taking into account, the generator cost should there be loadshedding and use of Samaj staff. The basic rental includes sanitation. A workshop must be held to ascertain a fair value. The carpets are only for the use of Samaj functions.</p> <p>Finance to do an analysis of the total cost per year.</p> <p>An email must be sent to Ahmed for the return of Samaj draping.</p>	<p>VR</p> <p>RK</p>
8.3	<p>Policies and Procedures</p> <p>A workshop must be held to review and get an understanding of the all the policies and procedures.</p> <p>Rakesh to redistribute all the policies and procedures, so that this can be finalised.</p>	<p>All</p> <p>RK</p>
8.4	<p>Constitution</p> <p>The Minutes of the AGM is required; specifically, with the intention where we need to incorporate the changes of the constitution as adopted at the AGM.</p>	

	Rakesh to request from the ex-president the minutes of the AGM. The ex-president should be signing off the AGM minutes.	RK
8.5	<p>Tshwane Diwali Festival</p> <p>The Samaj is not considering any financial contribution towards this festival. Members of the community and from this committee, may contribute in their personal capacity.</p> <p>The promotional banner which is at the Samaj will be handed to the organisers of the TDF.</p> <p>Rakesh to gather information relating to the Deposits made previously for the use of the Laudium Stadium and request the council to refund the SAMAJ and not TDF.</p>	RK
8.6	<p>Health and Safety Compliance</p> <p>Discussed under the Education Report</p>	
8.7	<p>Installation of Solar/Inverter for Classrooms</p> <p>Discussed under the Facilities Report</p>	
8.8	<p>School registration with DOE</p> <p>Discussed under the Education Report</p>	
8.9	<p>Use of Mini Hall for Rudra Puja</p> <p>The Rudra Puja was performed on the 24th July 2023. The members of the Art of Living conveyed their gratitude for the support and successful function.</p>	

9. OFFICE ADMINISTRATORS REPORT

- Rakeshbhai reported his activities/achievements in terms of Administration Tasks, Finance and Priest Bookings.
- The schedule of collections will reflect the full previous calendar month and a summary table reflecting month to month totals from the beginning of the year. For the current month, it will reflect from the first to the fifteenth.
- A list of the seniors that had paid and were unable to attend the Gaushala trip, will be contacted to ascertain the refunds to be made.
- The Samachar will not be published. Pictures of the events that took place will be uploaded on Facebook and the link will be posted on WhatsApp.
- Miheerbhai to approach Manilalbhai regarding photography at the Samaj events.

10. FINANCIAL REPORT

Within the two months a considerable amount of work was done and accomplished by the finance team. The finance team has managed to get most of the accounts up to date and also trying to get as much onto the SAGE system. There is still a bit of work to be done to get all accounts reconciled and up to date.

Nipunbhai submitted a monthly financial report as at 30 June 2023.

All rentals are up to date.

Rakeshbhai to prepare a list of the suppliers that is not in the Samaj's or current officials' name.

11. EDUCATION REPORT

- To agree on the proposed increase in School Fees of five percent.
- The Hindi classes are running.

- The First Aid training took place last week. The first aid kits will be reconciled to ensure the kits are have all the items.
- The Fire drills took place yesterday. Awaiting the report.
- A meeting with Pranay Devchand has been arranged for next week. The original registration has been found.
- The PBO/legal entity document needs to be updated with the new executives' details.
- The Bal Mandir is in need of an Optometrist, an Occupational Therapist and a Speech and Hearing Therapist. Anyone knowing any of these therapists to provide them with Miheerbhai's contact details.

12. RELIGION & CULTURE REPORT

Krishna Jayanti

Nayantabhen to get a quote for the decor.

Priteshbhai to be contacted for the sound.

It was suggested that ISKON be involved. They should be invited to render one/two items.

Chalisa and Prathna

There was a request that the Hanuman Chalisa be played over the loudspeaker. A unanimous decision was taken to decline this request; as the aarti being played currently, is the universal prayer. And therefore, nothing else will be entertained over the loudspeaker.

Community members are reminded that aarti is held daily at 7am and 7:30pm. After the aarti slokas/prathnas are recited for the different deities on the respective days in the Mandir. For example, Shiv prathna is sung on a Monday, the Hanuman Chalisa is recited on a Saturday, etc. Community members are welcome to attend the Mandir in person every day to join in with these prayers.

Calendar

It was suggested that the design of the calendar be revised to make it more user friendly for the elderly. Quotations must be obtained and a sponsor is needed for the calendars.

13. FACILITIES MANAGEMENT

- A letter was received from Vijaybhai Naran's attorney, BB Plaitjies Attorneys. With Various inputs and with recommendations from the Trustees, Shirishbhai Kalyan was appointed as legal representative. Shirishbhai wrote a counter letter to BB Plaitjies Attorneys. Nothing further has come forth from Vijaybhai's lawyer to date.
- A Quantity surveyor must be called in to review what work was done compared to what was requested/quoted at the Marabastad property. This will give an independent view that will be for the Samaj's records and that can be shared with the community. Vijaybhai is not willing to fulfil his guarantee obligations until the Marabastad issue has been resolved.
- It was suggested that Vineetbhai together with Rakeshbhai give Vijaybhai the opportunity to rectify the cracked mandir dome, and the pillars at the school. Thereafter, alternative measures to be taken, to prevent further damage to the structures.
- There was a request that a railing be installed at the steps from the Mandir side door; in order to make it easier for the elderly to visit the bathroom.
Vineetbhai to urgently obtain quotations for the railings.
- Quotes are to be obtained for the refurbishing of desks.
- Quotations must be obtained for new chairs for the school classrooms.
- Vineetbhai to go ahead with replacing the globes for the hall.

- Gas burners for the dining hall can be serviced. It was recommended that the supplier providing a Certificate of Compliance come out to inspect the work of the current service provider and issue a Certificate of Compliance based on this.
- Solar lights: A technician will come out to measure each phase to determine the inverter requirements. The generator will then only be used for the hall, dining hall and kitchen.
- Quotations must be obtained to renovate Sunilbhai's flat.
- Manisha to be reminded to get the quotations from Jasminabhen regarding the revamp of the dining hall.
- To consider changing the stove in Sunilbhai's flat and the tenant's stove to a gas stove.
- A garden service will be used as it is more cost effective.
- Crematorium:
At first it was said that there wasn't gas at the crematorium.
A letter was emailed to the Mayor of Tshwane on the 14th of July, regarding the non-functioning of the crematorium.
The matter has not been resolved. The reason then was that it's under maintenance; now it is because the levels of emissions released from the crematorium is too high.
The Samaj is now engaging with all religious organisations to get a workable solution.
- The Navagrah stapna is in the design stage and the construction of the stapna will be fully sponsored.

14. SOCIAL SERVICES REPORT

- Saturday 22 July - Senior Citizens visit to Gaushala in Brits. This event was a huge success. Himalbhai thanked everyone for their effort. There was brilliant feedback and has created much excitement among the elderly.
- More events, specifically for the elderly needs to be looked at.
- The Navyug should be included for these events and other events.

15. NAVYUG REPORT

The Navyug policy document must be reshared for review.
Quotes have been obtained for the Rangoli boards.

16. GENERAL / NEW MATTERS

1. Vijay Naran
Discussed under Facilities management report
2. Marabastad
Discussed under Matters Arising
3. Samaj Diwali Festival
A working committee must be formed.
4. Finance - where are we currently and road ahead
Discussed under Finance Report
5. Bal Mandir Digital Marketing Proposal
Postponed to next meeting
6. Purchase of monitors for CCTV
Vineetbhai to obtain quotations for two monitors.
7. Tshwane Crematorium
Discussed under Facilities management report
8. Summary of Hand Over

For all portfolios, as we took over from the previous administration, a list of all the completed tasks must be compiled. A comprehensive document must be compiled summarising the hand over and what was subsequently found; that is, what were all the concerns and issues for each portfolio. This must then be consolidated into one document for distribution to the Trustees and the community. This is to be transparent as to what was inherited. This document must be tabled at next meeting.

17. NEXT MEETING

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

18. CLOSING PRAYER

The meeting closed with a prayer at 6:25pm

HIMAL RAMJEE
DEPUTY PRESIDENT

JAYNIKSHA RAMJEE
SECRETARY-GENERAL