



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 22 August 2023

1. OPENING PRAYER AND WELCOME

The meeting commenced at 4:05pm with a prayer. The President welcomed all the 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)
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)
Assistant Secretary	Minoti Bhatt (MB)
Health, Welfare and Gender	Manisha Lakha (ML)
Head of Special Projects	Harshad Dajee Pema (HDP)

Apologies/Absent:

None

4. ANNOUNCEMENTS

None

5. PROPOSED AMENDMENTS TO MINUTES

None

6. APPROVAL OF AGENDA & MINUTES

These were approved in the EXCO WhatsApp group.

7. CORRESPONDENCE

INCOMING	
7.1.1	<p>A letter was received from Mr Ravi Paul's lawyer.</p> <p>This matter is now with the labour court. Tayfin auditors will have to give a view whether there was fraud. Tayfin had written numerous letters to Ravibhai requesting proof of the allegations. Ravibhai had not responded to these letters. A meeting with trustees will be held this Sunday 27th August. Members of the past administration have been requested to attend as they have insight on the matter. Constitutionally a full audit should have been done. The auditors only performed a review.</p>
7.1.2	<p>There has been a request from the Jain Community for a classroom for a place of worship.</p> <p>More information is required regarding the time a classroom will be needed. Sanjaybhai to enquire.</p>
7.1.3	<p>An invitation for the festival of Raksha Bandhan from the Vishva Hindu Parishad SA has been received.</p> <p>The Samaj will be having a Public Raksha Bandhan at our Mandir.</p>
OUTGOING	
7.2.1	<p>Several emails were sent to Vijaybhai Naran regarding fulfilling his obligations on the mandir dome (paint work done) and the flood lights (for which money has been paid upfront).</p> <p>To date no response has been forthcoming from Vijaybhai. Should Vijaybhai Naran not respond within the next seven days upon receipt of our legal representative's letter, Vijaybhai will be liable for the amount charged by the other service provider brought in to do the repairs.</p>

8.	MATTERS ARISING	RESPONSIBLE
8.1	<p>Swap of Stands The Samaj is in possession of the title deeds.</p>	
8.2	<p>Marketing of Samaj Facilities The costing is to be finalised with the Finance team. We should collaborate with other service providers as well.</p>	<p>VR 10/09/2023</p>
8.3	<p>Policies and Procedures The review has been put on hold.</p>	
8.4	<p>Constitution This matter of the constitution is pending as we await the minutes of the AGM.</p>	
8.5	<p>Samaj Diwali Festival The stadium has been provisionally booked for the 4th November. It was suggested that we partner with other organisations. Ideas were put forward but details will be shared in a separate meeting. A Steercom will be formed and a Blueprint developed.</p>	
8.6	<p>Summary of handover (from previous administration) Some portfolios are still finalising the summary.</p>	<p>All portfolio heads 5/9/2023</p>

9. OFFICE ADMINISTRATORS REPORT

- Rakeshbhai reported his activities/achievements in terms of Administration Tasks, Finance and Priest Bookings.

- The old WhatsApp group (SPHSS) will be closed on 31 August 2023. A reminder to use the link for the new broadcast group will be sent out on 31 August 2023. From 1st September broadcasts will only be sent out on the new broadcast group (SPHSS NOTICES).
- An Action Item List, of actions to be taken, coming out from the EXCO minutes must be kept.
- A list of all Incoming and Outgoing correspondence must be recorded.

10. FINANCIAL REPORT

Monthly financial report as at 31 July 2023.

Income and Expenses	
Description	Amount
Monthly Income	304 070
Monthly Expenses	(278 750)
Monthly Surplus	25 320
Cash Position	
Cheque Account	234 671
Fixed Deposit	10 000
Money on Call	5 411 511
Petty Cash	1 875
Total	5 658 057

Finance to arrange a meeting with Enbaya to reconcile Tshwane and tenant usage, and system training.

Where payments for school fees cannot be traced, proof of payments must be requested from those parents.

11. EDUCATION REPORT

- There will not be an increase in the school fees.
- All the teachers' contracts need to be accounted for.
- A first aid box will be kept in the office, which will include a defibrillator and a BP cuff.
- A stock take will be performed weekly by Rakeshbhai and monthly by an Exec member, on the first aid boxes kept in the Bal Mandir classrooms.
- Emergency contact boards to be placed around the premises, that is, outside the school and inside each classroom and upstairs, mini hall, mandir, main hall and guard house.
- The Childrens play area flooring needs to be professionally cleaned
- A budget is required for the Christmas party on 30th November.
- Finance to analyse the Education fund and its recoupment. Education will assess the applications with the assistance of a social worker.

12. RELIGION & CULTURE REPORT

Krishna Jayanti - 6 September

Swami Anubhavanandaji – 13 & 14 September

Calendar

Fine Art Printers to look into the design of the calendar. Vineetbhai to approach sponsors for the calendars.

13. FACILITIES MANAGEMENT

- There is still no response from Vijaybhai's lawyer to date. A request will be made to Shirishbhai to send another letter to Vijaybhai's lawyer and to Vijaybhai in his personal capacity.
For the Laudium property, Vijaybhai is required to refund the upfront payment made for the Solar lights that were not installed.
- A Quantity surveyor will be contacted by Sanjaybhai to review what work was done compared to what was requested/quoted at the Marabastad property.
- Vineetbhai is sourcing alternate lighting for the hall.
- Gas burners for the dining hall has been serviced and a Certificate of Compliance has been provided.
- Solar lights: the technician is delayed in coming out to measure each phase to determine the inverter requirements.
- Quotations are still being sourced to renovate Sunilbhai's flat.
- Crematorium:
A meeting will be attended on the 1st September.
- Sunilbhai is still awaiting quotations on the Navagrah stapna murtis.
- A place for divos at the Shiv stapna will be built.
- The replacement of tables, chairs and utensils will be looked at in 2024.

14. SOCIAL SERVICES REPORT

- Women's day talk and India Independence Day celebrations - 26th August
- The **Maha puja** for Shraad will be done in conjunction with Swami Narayan at the Swami Narayan premises. Maha prasad will be served.
- 21st October, 3pm – 5pm: **Garba** for seniors. Snacks will be provided.
- 25th November, **closing dinner** in the hall. It was suggested that this be an outing, which the committee will look into. Should there be a formal dinner, all seniors (60 years and over) should be invited.

15. NAVYUG REPORT

The administrative team has been chosen.

There was a suggestion to look at having activities every Fridays. This way it can be determined where the youth's interests are.

9th September, **Decorating Matlas** in celebration of Krishna Jayanti and **Colour fest** in light of Spring.

28th October, **Rangoli**. Boards will be on sale.

Navyug will assist at the Diwali Festival. There will be a karaoke or bhangra after the fireworks display.

16. GENERAL / NEW MATTERS

1. Security fee increase
The new rate has been paid.
2. SPHSS Community WhatsApp Group 25th and 31st
3. Service provider for draping

The current service provider contract has been terminated. For future events other quotations will be sought.

4. Change in evening aarti time

A meeting will be held with Sunilbhai and the members of the community that attend the Mandir consistently.

5. Money count for Navratri

Tamper proof money bags will be obtained.

6. Closure of office for Diwali & New year 13 & 14 November

7. New Years Program

Ideas/suggestions must be brought at the next week.

8. Closure of office in December.

It was suggested that the office close between 15th December to the 5th January 2024. Exco will discuss this.

9. Special Projects – there was a request to install a Paddle tennis court.

17. NEXT MEETING

The date of the next meeting has been changed from the 26th to 27th of September.

Next meeting dates: 27 September; 24 October; 21 November, at 4pm.

18. CLOSING PRAYER

The meeting closed with a prayer at 7:25pm

SANJAY GOVIND
PRESIDENT

JAYNIKSHA RAMJEE
SECRETARY-GENERAL