



# 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 October 2023**

### 1. OPENING PRAYER AND WELCOME

The meeting commenced at 4:04pm 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)
Treasurer General	Ami Acharya (AA)
Head of Education	Miheer Joshi (MJ)
Head of Facilities Management	Vineet Rama (VR)
Admin Office	Rakesh Kara (RK)
Health, Welfare and Gender	Manisha Lakha (ML)
Head of Special Projects	Harshad Dajee Pema (HDP)

Amibhen joined via WhatsApp call. Miheerbhai also joined later via WhatsApp call.

### Apologies/Absent:

Chief Financial Officer	Nipun Jeeva (NJ)
Head of Religion & Culture	Nayanta Naran (NN)
Head of Youth Affairs (Navyug Mandal)	Yamini Bhima (YB)
Assistant Secretary	Minoti Bhatt (MB)

### 4. ANNOUNCEMENTS

None

## 5. PROPOSED AMENDMENTS TO MINUTES

None

## 6. APPROVAL OF AGENDA & MINUTES

Approved by Sanjaybhai and seconded by Manishabhen.

## 7. CORRESPONDENCE

	<b>INCOMING</b>
7.1.1	Emails from Vendors for booking of stalls for Navratri and the Diwali Festival.
7.1.2	Rameshbhai Chhagan emailed a Procurement of Good/Services Sheet that could be used should a procurement policy be drawn up.
7.1.3	Email requesting the distribution of TDF (Tshwane Diwali festival) advert.
7.1.4	Various emails received in preparation for the Diwali Festival (Pyro technician, SAPS, National Lotteries Commission, Security, TMPD, etc)
7.1.5	Email from Rameshbhai Chhagan requesting a list of information in order to authorise the forms for the change of office bearers.  Enquiry to be made with the Department of Social Development if the Minutes of the AGM can be used to confirm the change in office bearers, in order for the nominated director to be able to collect the PBO Certificate. (RK, NJ)
7.1.6	Jain Sangh requesting hire of Mini Hall at discounted rate. A motivation has been received.  A meeting will be held with the Jain Sangh to discuss their requirements. (SG, VR)
7.1.7	Email received from Miheerbhai on behalf of Essence of Hinduism appealing for the partnering and a contribution towards their Annual Diwali Hamper Appeal for Hindu Families.  Miheerbhai was not present for this discussion. It was decided that an amount of R10 001 will be donated to the Essence of Hinduism Annual Diwali Hamper Appeal.
7.1.8	Email from Rameshbhai Chhagan giving his inputs for the AGM minutes.  The AGM minutes will be approved by Sanjaybhai.
	<b>OUTGOING</b>
7.2.1	Emails sent to organisations and/or VIP guests for invitation to the Diwali Festival.
7.2.2	Various emails in preparation for the Diwali Festival (Pyro technician, SAPS, National Lotteries Commission, Security, etc)
7.2.3	Emails sent to the organisations that requested distribution of adverts and notifications
7.2.4	Email to Rameshbhai Chhagan requesting Rameshbhai to authorise forms for the change of office bearers in order to get the Certificate for the PBO (Public benefit Organisation), which had not been collected from the Department of Social Development by the previous Samaj officials.
7.2.5	Email to Rameshbhai Chhagan requesting review and approval of AGM minutes

<b>8.</b>	<b>MATTERS ARISING</b>	<b>RESPONSIBLE</b>
8.1	<b>Marketing of Samaj Facilities</b> Costing for NPO's: NPO's will be required to submit a motivation letter for the use of facilities.	VR
8.2	<b>Samaj Diwali Festival</b> Vineetbhai gave feedback on the following: <ul style="list-style-type: none"><li>• The program starts at 2pm. The show will commence at 4pm</li><li>• Joint Operations Committee requirements has been submitted.</li></ul>	

	<ul style="list-style-type: none"> <li>• There will be more than thirty stalls. The Kids zone has been arranged. Logistics has been organized.</li> <li>• Tshwane informed that there is no hire cost for the Laudium stadium.</li> <li>• A meeting has been scheduled for Tuesday with a representative from the Department of Arts and Culture.</li> <li>• <b>Security</b> has been arranged. No cooler boxes and hookah pipes are allowed.</li> <li>• Sanjaybhai to forward the list of VIPs to Rakeshbhai.</li> <li>• New Videos and advertisements will be sent out.</li> </ul> <p>A meeting will be held this Friday and next Wednesday.</p>	
8.3	<p><b>Summary of handover (from previous administration)</b></p> <p>All queries were addressed between Harshadbhai B Pema and Nipunbhai. We would like to thank Harshadbhai for his co-operation on our request to address identified financial queries.</p> <p>There is no change in the Ravi Paul matter.</p> <p>Regarding the Vijaybhai Naran matter; a letter of demand will be sent to him.</p> <p>The domes done by Jatinbhai Naran will be repaired by alternate contractors that have the necessary experience.</p>	
8.4	<p>New Years Program.</p> <p>This event will be in the Main Hall. Sanjaybhai to discuss with Minotibhen and Jaynikshabhen.</p>	SG, MB, JR
8.5	Closure of office in December – to be discussed.	SG

## 9. OFFICE ADMINISTRATORS REPORT

Time did not permit Rakeshbhai to present the Finance and Priest Bookings in the meeting.

## 10. FINANCIAL REPORT

Monthly financial report as at 30 September 2023.

<b>Income and Expenses</b>	
<b>Description</b>	<b>Amount</b>
Monthly Income	293 858
Monthly Expenses	(208 972)
<b>Monthly Surplus</b>	<b>84 885</b>
<b>Cash Position</b>	
Cheque Account	285 429
Fixed Deposit	10 000
Money on Call	5 478 886
Petty Cash	2 297
<b>Total</b>	<b>5 766 611</b>

- Enbaya (prepaid electricity service provider): provide updated contact details and minutes indicating new office bearers to update on their side and setup meeting to reconcile

Tshwane and tenant usage, and system training. The form will be submitted once the signed minutes are available. Sanjaybhai to sign off the Annual General Meeting minutes.

- Rakesh is following up payments with the parents. Fees are being recovered and statements provided where required.
- SARS – the auditors have advised that the public officer has to be updated with SARS so that access can be transferred.
- 18A certificate – The proof has been approved and changes was sent by the printers.
- Details of **finance queries** was discussed with Harshadbhai B Pema (previous Treasurer). Five out of the twelve queries raised; the current CFO needs to complete what the previous officials did not get to do. On the other queries Harshadbhai explained the processes that was done and on one query recommended that the auditors be consulted.

## 11. EDUCATION REPORT

- A budget of R30 000 has been approved for the following:
  - Requirements for the robotics class,
  - The Bal Mandir year end function,
  - Approval for Laudium Sun quarter page advertisement for Bal Mandir, and also for weekly Laudium Today advertisements for ten weeks until January.
- The Childrens play area flooring needs to be professionally cleaned – Facilities to agree approach and costs
- The Chalk boards need replacement/recoating - to discuss with Facilities
- A Strategy and Planning Workshop is planned for the 8<sup>th</sup> December 2024. The teachers will be present and from the Exco, the President or Deputy; the Secretary; Finance and Facilities are required to attend.

## 12. RELIGION & CULTURE REPORT

### Navratri

A separate meeting will be held to discuss Navratri.

### Upcoming Events

#### New Year's Day celebration.

Ankot will be highlighted for the Tuesday. To be discussed further separately.

### Calendar

The calendar has been proof-read in consultation with Sunilbhai and was resubmitted to the printers.

### Vastra/Vagha

Sanjaybhai and Miheerbhai met with Sujatabhen Garach to obtain clarity regarding the vastra. It was explained that in the same manner in which prasad is brought and offered, the vagha is also brought to the Mandir. Rameshbhai Chhagan had given permission for this tradition.

The Seva Samaj appreciates what is being done in terms of the dressing of the Samaj Mandir murtis; however, the procurement processes, amount spent and participation from the entire community needs transparency and clarification.

It is a community responsibility and therefore, needs to be made known via a broadcast message. The Seva Samaj is to have a policy in place for the dressing of the murtis.

The same with Garlands for Seva; an Invitation must be sent out to the community to encourage involvement from those interested.

This will be left in an abeyance for now.

### 13. FACILITIES MANAGEMENT

- Marabastad property – All the plots are in the Seva Samaj’s name. A proposed paved parking lot was suggested for the interim in order to generate rental income from the land before any building project is being considered.
- The forty-five desks have been refurbished with new veneered wood desk tops.
- Crematorium:  
A workshop meeting was held on 14<sup>th</sup> October 2023, to develop a proposal for the Rebecca Street Crematorium. Three organizations were represented at the meeting. Mr Chhiba from the Johannesburg crematorium will be approached for his input. Ashwinbhai Trikamjee is also willing to assist.
- Sanjaybhai met with the suppliers in India for the Navagrah stapna murtis. Arrangement has been made to bring the murtis to South Africa at a minimum cost of clearing. Sunilbhai is happy with the murtis.

### 14. SOCIAL SERVICES REPORT

- 21<sup>st</sup> October: **Garba** in the hall for seniors – an overwhelming response of over 100 seniors attended, many of them have not been to Navratri for a few years.
- 10 December, Outing- **Rietvlei Dam**, has been booked and paid for. This event will be open to all Gujarati seniors. A data base of seniors is to be developed from these functions. An amount will be charged to cover costs. Sanjaybhai will work on the catering for this function. The poster will be sent out after Diwali
- Contributions to other organisations regarding assistance to needy families was discussed extensively. It was decided that the Seva Samaj will start its **drive to assist Hindu Families** from January 2024 going forward. Anyone from the Laudium Gujarati Community and surrounds in need, should contact the Social Workers. Himalbhai to discuss this with Nipunbhai and Amibhen. An annual budget needs to be determined. The amount will be announced on New Years Day.  
A discussion is to be held with the Social Workers.

### 15. NAVYUG REPORT

#### Upcoming Events:

- **Rangoli** – 28 October 2023

Gifts for the Rangoli participants have been ordered from the printers. Snacks will be provided.

- **Diwali Festival** - 4 November 2023

Kids and sport activities has been finalized for the festival. The stage program has also been finalized. Weekly meetings are held with the Diwali festival committee and feedback is given in those meetings.

### 16. GENERAL / NEW MATTERS

1. A question was posed by a community member as to why only one bhajan group is allowed to render bhajans on a Sunday and not any of the other bhajan groups.  
Discussions will be held with the bhajan mandals.

#### **17. NEXT MEETING**

Next meeting dates: 21 November, at 4pm.

#### **18. CLOSING PRAYER**

The meeting closed with a prayer at 6:50pm

**SANJAY GOVIND  
PRESIDENT**

**JAYNIKSHA RAMJEE  
SECRETARY-GENERAL**