



# 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 SPHSS BOARDROOM:

**DATE: Tuesday 12 August 2025**

### 1. OPENING PRAYER AND WELCOME

The meeting commenced at 19h05 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	<b>ATTENDED</b>	Sanjay Govind (SG)
Deputy President	<b>ATTENDED</b>	Amrita Dave (AD)
General Secretary	<b>ATTENDED</b>	Vineet Rama (VR)
Assistant Secretary	<b>APOLOGIES</b>	Minoti Bhatt (MB)
Chief Financial Officer		
Treasurer General	<b>ATTENDED</b>	Nipun Jeeva (NJ)
Head of Facilities Management		
Admin Office	<b>APOLOGIES</b>	Rakesh Kara (RK)
Head of Special Projects	<b>ATTENDED</b>	Harshad Dajee Pema (HDP)
Head of Education	<b>ATTENDED</b>	Ketan Parmar (KP)
Finance Member	<b>ATTENDED</b>	Himal Ramjee (HR)
Head of Youth Affairs (Navyug Mandal)	<b>ATTENDED</b>	Deepika Bhana (DB)
Head of Health, Welfare and Gender	<b>ATTENDED</b>	Manisha Kalyan (MK)
Head of Religious and Cultural	<b>ATTENDED</b>	Miheer Joshi (MJ)
Ex Official	<b>ATTENDED</b>	Yamini Bhima (YB)
Ex Official	<b>ATTENDED</b>	Manisha Lakha

Subsequent to the AGM Amrita Dave accepted her nomination to stand as Deputy President. Neelam could not accept the position of Chief Financial Office due to conflict of interest as she is currently employed by Tayfin who were renominated as the SPHSS's auditor.

### 4. ANNOUNCEMENTS

None.

### 5. PROPOSED AMENDMENTS TO MINUTES

None

## 6. APPROVAL OF AGENDA & MINUTES

None

## 7. CORRESPONDENCE

7.1	INCOMING
7.1.1	Email received from Shiksha Sang – Invitation to Cultural Day and Launch of Hindi Shiksha Sang – Gauteng region to be held at Laudium Tamil Association on 30 August 2025 at 14h30 to 17h30.
7.2	OUTGOING
7.2.1	Email sent to Dharmesh Patel for Navratri artist visa application.
7.2.2	Email sent to Rameshbhai Chaggan of Pretoria Hindu Society in regards to the donation request.

8.	MATTERS ARISING	RESPONSIBLE
8.1	<b>Handover of portfolio from outgoing to incoming Executive/portfolio member:</b>  a) Education portfolio- Miheerbhai handed portfolio functionality to Ketanbhai Parma. Miheerbhai to oversee closure of Balmandhir, finalise staff exit packages and outstanding school fees. b) Youth Portfolio - Yaminibhen handed portfolio functionality to Deepikabhen Bhana. c) C.F.O- Position still vacant d) Himalbhai Ramjee was co-opted to the finance committee until the end of the year. Nominated by Miheerbhai Joshi and seconded by Nipunbhai Jeeva.	VR, SG
8.2	<b>Completion of Navgrah Sthapana Area</b>  Pending work: a) Domes to be completed b) Electrical c) Stainless steel cladding d) Waterproofing/gutters e) Sealing and grouting f) Drainage and plumbing g) Paving  Sanjaybhai to contact service providers.	SG,HP,MB
8.3	<b>Navgrah Payments and Thank You Letters</b>  a) Most payments have been done, Finance to verify outstanding payments. b) Admin office to send out Thank you letters.	NJ,HR,SG  RK
8.4	<b>Navyug Mandal Workshop / Meeting</b>  A committee to be formed to review and complete a draft constitution document to open for public comment. To be prepared before the next Exco meeting. Committee to consist of Deepikabhen Bhana, Miheerbhai Joshi, Amritabhen Dave, Vineetbhai Rama and Yaminibhen Bhima.	DB

	Praynabhai Devchand and Harshabhen Dayal to be approached. Deadline for committee meeting 31 <sup>st</sup> August 2025.	
8.5	<b>Marabastad Building Plans</b>  Architect needed to draw up plans and consolidation of property, and to be submitted for approval. Sanjaybhai to contact service provider.	SG
8.6	<b>Krishna Jayanti Celebrations</b>  Detailed programme was provided by Miheerbhai Joshi. Programme to start at 5.30pm. Exco members to assist at the celebration function.	MJ
8.7	<b>Navratri Celebrations</b>  Visa applications submitted for 6 artists. Costs for the artist is \$4500.00. Plane tickets were R 8900.00 per person return. Total costs for troupe, accommodation, food and travel is +- R170 000.00. The above cost excludes deco and sound. Sunilbhai to provide the themes for each night during Navratri. Miheerbhai to submit budget and estimations Exco needs to identify ways to raise funds to offset some portion of this cost.	MJ
8.8	<b>Diwali Festival</b>  Separate meeting to be held in this regard to execute planning. Meeting to be held by 25 <sup>th</sup> August 2025.	SG
8.9	<b>2026 Portfolio Budget Plans</b>  Vineetbhai informed all portfolio heads to provide budget plans for 2026 by the 15 <sup>th</sup> November 2025, as per the SPHSS constitution.	EXCO

## 9. OFFICE ADMINISTRATORS REPORT

Rakeshbhai Kara reported as follows: Activities / Achievements in July

### 9.1) Administration Tasks

- a) Assisted in photocopying and printing for Balmandir.
- b) Created Raksha Bandhan Poster.
- c) Created Krishna Jayanti Poster
- d) Fixed internet issues.
- e) Uploading files on the server.
- f) Assisting Clients with Class Hire & Hall hire bookings.
- g) Submitting all suppliers' invoices for payment
- h) Updating Schedules, Accounts, Priest Bookings, Balmandir, Cash Receipts &
- i) Petty Cash.

### 9.2) Finance:

- a) Receipts have been captured.
- b) Petty cash balances.
- c) Cash Receipts Balances.
- d) Cash Deposit done.

### 9.3) Website Uploads / Social Media:

- a) Various Community Notices sent out on WhatsApp.
- b) Circulated Balmandir Newsletters on Balmandir WhatsApp.
- c) Circulated posters & video adverts.

### 9.4) Priest Booking:

- a) Sent out payment request & confirmation letters for Priest booking.
- b) Priest Daxina for July = R9,289.00

## 10. FINANCIAL REPORT

<b>Monthly Financial Report as at 31 July 2025</b>	
<b>Income &amp; Expenses</b>	
<i>Desc</i>	<i>Amount</i>
Monthly Income	621 459
Monthly Expenses	-362 274
Monthly Surplus	259 185
<b>Cash Position</b>	
<i>Desc</i>	
Cheque Account	331 701
Money On Call	100 191
Call	4 937 407
Petty Cash	1 891
Total	5 371 191

## 11. EDUCATION REPORT

No Report

## 12. RELIGION & CULTURE REPORT

No Report

## 13. FACILITIES MANAGEMENT AND FUNERALS

No Report

## 14. SOCIAL SERVICES REPORT

### Feedback on Meeting Held on 28 th June 2025

- a) A successful Mother's Day and Father's Day meeting was held.
- b) The committee received a sponsor to have live music for the event.
- c) Fun activities were held which was enjoyed by all.
- d) Blood pressure and sugar testing was done.
- e) The members received a full meal instead of snacks. Positive feedback was received from the members regarding the meal provided.
- f) The meeting ended at 5:30pm.

## Challenges

- a) There was a challenge with the medical equipment as it is outdated and not in proper working condition.
- b) We need to look into purchasing new blood pressure and sugar machines.
- c) Some of the members files were missing. The plan is to sit down with some of the committee members and update the files. We also need to have a list and contact numbers of all our members electronically for easy accessibility.

## Future Planning

- a) No meeting planned for July 2025 as we are into Shravan month and there are many activities planned such as Pran Pratishtha.
- b) A Navratri get together is planned for September 2025.
- c) October 2025 will be a normal meeting with activities done by committee members.
- d) November -year end function and closure. Details not provided.

## Activities for Following Months

Women's day – 9 August 2025

### 15. NAVYUG REPORT

No Report.

### 16. GENERAL / NEW MATTERS

- a) **Funeral Collections** – The committee was informed of a fundraising drive which was raised by individuals of the community on their own capacity. A meeting to be held by SPHSS committee members and social worker, together with the 2 individuals that raised money.
- b) **Website** – A follow-up meeting regarding training and redesigning of website with current service provider and settlement of outstanding payments due to service provider.
- c) **Meeting times** – Members felt that the meeting times at 7pm is late and it was suggested that virtual meetings be accommodated. A trail run to take place at the next exco meeting

### 17. NEXT MEETING

Next meeting dates: Tuesday, 23 September, 21 October, 18 November 2025 (time to be decided).

### 18. CLOSING PRAYER

The meeting closed with a prayer at 22h30.

  
**SANJAY GOVIND**  
**PRESIDENT**

  
**VINEET RAMA**  
**SECRETARY-GENERAL**