



# Shree Pretoria Hindu Seva Samaj

Established in 1932

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“Satyameva Jayate” - Truth Alone Prevails

## Celebrating 82 Years of Selfless Service

### MINUTES OF ANNUAL GENERAL MEETING HELD AT THE SAMAJ AUDITORIUM ON SUNDAY 11 MAY 2014 AT 15:20

#### 1. PRAYER & WELCOME

The Secretary-General, Bhaavichbai Chhana, commenced proceedings with a prayer and one minutes silence in memory of all community members who passed away since the last AGM. He welcomed all members present and declared the AGM duly constituted as the requisite quorum as required by clause 12 of the constitution had been met.

In his opening remarks, Bhaavichbai explained the ground rules that would apply at the meeting and obtained unanimous approval for these from members present.

#### 2. ATTENDANCE & APOLOGIES

According to the attendance register a record total of 222 people attended. An apology for not being able to attend was received from Bhadrakanbhai Chiba & Kishorbhai Naran.

#### 3. MINUTES OF THE PREVIOUS AGM

Copies of the minutes of the previous AGM held on 26 May 2013 were distributed as part of a meeting pack to each member. These minutes were also available on the website since 2013. Whilst not reading the previous minutes, Bhaavichbai mentioned that the minutes captured the reports that were presented and amendments made to the constitution. The minutes were passed, without amendments, on the motions of Navnitbhai Bhima and Vinaybhai Chagan and accepted unanimously as accurate by the members.

#### 4. MATTERS ARISING

There were two matters arising from the previous minutes, namely Sanjaybhai Govind's query on whether the Samaj should be registered for VAT and Harshadbhai Keshav's questions related to the financials. Both these issues were addressed.

## 5. SECRETARIAL REPORT

The Secretary-General summarised his report and made reference to his detailed report that appeared in the meeting pack. In essence, his report detailed the following achievements in the last year:

1. The development of new policies such as the Samaj Complaints Policy, the Samaj Staff Disciplinary Policy; Samaj Community Service Awards Policy; Recognition of Academic Achievement Policy and a Bursary Fund Policy.
2. The implementation of an Electronic Funds Transfer (EFT) system for payments;
3. A process to better manage cash donations had been established;
4. An effective and improved Attendance and Time control system has been implemented on the Samaj premises;
5. The ongoing support and assistance to needy families in our community;
6. A vibrant senior citizens club;
7. The observance of all major Hindu religious festivals;
8. The hosting of a Diwali concert by our youth (new initiative);
9. The development of an integrated Youth Development Plan and the organisation of Friday evening programmes for the youth
10. The continuous upliftment & maintenance of Samaj premises, particularly the upgrade to the gardens in the past year;
11. Appointment of Urvibhen Mehta as an Administrator;
12. Updated Samaj premises hire tariffs for 2014;
13. The hosting of a successful fireworks display & Diwali Festival last year;
14. The successful completion & distribution of the Samaj directory, 80<sup>th</sup> anniversary brochures and DVD;
15. Creation of a Samaj Facebook page and revamping the Samaj website;
16. Creation and formation of a Samaj volunteers (brigade) database;
17. Appointment of Noel Chuma as a full-time guard.

## 6. PRESIDENTIAL REPORT

The President, Rameshbhai Chhagan, reported that the executive committee will be focussing on the following major initiatives over the next year, namely:

1. The ***development of the 11 erfs*** situated on DF Malan Drive that have been allocated to the Samaj. He saw this as an extremely important project as it held the potential of ensuring a good source of future income

for the Samaj. To this end, numerous meetings with Council officials and potential developers to facilitate this process was held;

2. The implementation of an ***internal auditing system*** by trustees. In his opinion the introduction of an internal auditing function would allow trustees to effectively fulfil their primary role as overseers of the administration of Samaj affairs. The outcome of this historic audit report has been published on the website. Work is currently been done to finalise an audit checklist as well as an Audit Protocol which will guide all future audits.
3. The establishment of a ***Tshwane School of Indian Arts***. He indicated that negotiations are currently taking place with the Indian High Commission to establish such a school under their auspices. The objective of such a school would be to ensure that as many as possible of the visual & performing arts in our culture are promoted in Pretoria;
4. The establishment of a ***Tshwane Diwali Festival***. Discussions have commenced with the Tshwane municipality to establish such a festival in the greater Pretoria area which would showcase Indian arts & culture to the residents of the greater Pretoria area.
5. The ***acquisition of a religious site*** in Centurion. With the movement of Gujarati people to Centurion, the executive felt it necessary to enter into negotiations with the City Council to acquire a religious site in Centurion with the view to providing religious & cultural support to members of our community who have moved out of Laudium.

## 7. **CHAIRMAN OF TRUSTEES REPORT**

The Chairman of Trustees, Pravinbhai Daya, highlighted the following in his report:

- His satisfaction at the manner in which the executive committee are fulfilling their responsibilities;
- Chandrasenbhai's and his positive experience of having conducted the first ever internal audit of the executive committee's performance against its stated goals and objectives and its management of the financial and administrative matters of the Samaj;
- He appealed for a concerted and joint effort from all in the community to become involved in the planning and development of the 11 allocated stands as it will ensure a steady and sound financial position and independence for the Samaj.

## 8. **FINANCIAL REPORT**

The Chief Financial officer, Harshilabhen Kooverjee, presented the audited financial statements. In essence, the report was unqualified in all material aspects. She informed the house that she would appreciate it if all questions/concerns could be directed in writing to the Samaj office after the meeting so that a proper and detailed response could be given.

## 9. **MATTERS ARISING FROM REPORTS PRESENTED**

Members were given an opportunity to submit any questions or queries they might have on the reports. The following matters were raised:

- 9.1 Sanjaybhai Govind once again queried the VAT issue. Harshadbhai Keshav in his opinion, held that it was not in the Samaj's interest to register for VAT. Sanjaybhai sought clarity on whether the money received for the establishment of the Bursary Fund would be ring-fenced. He also wanted to know if the same had

been done with the money raised many years ago for starting a student loan fund. He was advised that the money for the Bursary fund had been placed in a separate fixed deposit account. As far as the loan fund money was concerned, he would be given a response at a later date from Bhadrakanbhai, who was not present.

- 9.2 Harshadbhai Keshav expressed concern that the auditor did not correctly reflect some items in the financial statements and was silent on others. After some discussion, it was agreed that Harshadbhai should send in his concerns in writing and that a meeting would be arranged with the auditor to address these concerns.
- 9.3 Prakashbhai Hira wanted to know who the family was that had donated funds towards the establishment of a Bursary Fund. He was informed that it was the family of the late Narsaibhai Manga and that this information was captured in the Bursary Fund policy that is on the website.
- 9.4 In light of the concerns raised aforesaid, the financials were not approved.
- 9.5 Mansukhbhai Chhiba wanted to know what the president had done to date with respect to the 11 erfs allocated to the Samaj. Rameshbhai explained that Vinaybhai Chagan, as the appointed Samaj representative, attends and reports back on all progress meetings of the Marabastad Land Restitution Forum established by the City Council. In addition, Rameshbhai and other executive committee members had raised the issue of the erfs with the Mayor on two occasions and had received the assurance that the matter would be fast-tracked. Rameshbhai had also met with Laura Lourens, the Council official in charge of the Marabastad land restitution process, to request that the matter be expedited and that whilst awaiting transfer, permission be granted for the stands to be consolidated and for infrastructure development to be allowed. A response from the Council to these requests is still being awaited.

## 10. **AMENDMENTS TO CONSTITUTION**

- 10.1 The following amendments were proposed and unanimously accepted by the members:

### 10.1.1 ***Amendment of clause 11.1 to read as follows:***

“BGM meetings will be held not later than five (5) months after the official financial year to consider the following matters”

### 10.1.2 ***Replacement of clause 9.3 to read as follows:***

9.3 Any communications received by the Samaj will be dealt with in the following manner:

9.3.1 The Samaj administrator is required to acknowledge receipt in writing, within two weeks of any written correspondence and to respond thereto within 30 (thirty) days.

9.3.2 Any complaint received must be submitted to the Samaj Administrator in writing clearly setting out the nature of the complaint. Such complaint will be dealt with in an open, constructive and procedurally fair manner and in accordance with the “Complaints Resolution Policy, Procedure and Guidelines”.

9.3.3 Anonymous and/or third party written correspondence or complaints or grievances will not be dealt with.

9.3.4 Any correspondence or complaint not relating to Samaj affairs will not be dealt with.

**10.1.3 Replace Clause 17 with the following:**

*17 Grievances / Complaints Policy*

*In the event a grievance or complaint by a member of the public is brought to the attention of the Board of Trustees, Executive Committee or Portfolio Committee, the complainant must be advised to lodge their complaint in writing with the Samaj Complaints Official (Samaj Administrator). The Samaj Administrator will inform the complainant that the complaint lodged will be dealt with in accordance with the provisions provided for in the Samaj Complaints Policy, Procedure & Guidelines (as amended).*

**10.1.4 Insertion of a new clause, Clause 16.3, to read as follows:**

*16.3 In the event of a complaint against a staff member of the Samaj, irrespective of whether the complaint emanates from the Officials, Trustees or community at large, the complaint will be dealt with in terms of the provisions of the Samaj Staff Disciplinary Policy (as amended from time to time).*

**10.1.5 Amend clause 15.2.6 to read as follows:**

*15.2.6 He/she becomes disqualified in terms of clause 16 relating to the decision of the Samaj Disciplinary Committee, which decision is final and conclusive in terms of clause 16.2.4.*

**10.1.6 Insert a new clause, clause 9.6 to read as follows:**

*All formal communication to the community by any official or staff member (with the exception of communication by the Gujarati & Balmandir Schools) must be sanctioned by the President and/or full executive committee.*

**10.1.7 Replacement of Clause 7.7.5 to read as follows:**

*7.7.5 Samaj accounts can be operated by any TWO (2) of the following FOUR (4) officials: President; Deputy President; Chief Financial Officer; Treasurer General.*

**10.1.8 Insertion of new clause, clause 10.6, to read as follows:**

*10.6 An employee of the Samaj is ineligible to concurrently stand for election as an official or trustee*

**10.1.9 The amendment of clause 22.1 to read as follows:**

*22.1 The Executive Committee shall be responsible for drawing up the conditions of employment for the resident priest as well as a guideline setting out the minimum “dharshan” (tariff) that the community can give the priest when engaging his services for the performance of the various ceremonies. These “dharshan” guidelines shall be reviewed at least once every year.*

**11. AMENDMENTS WHICH WERE WITHDRAWN**

**11.1** Vineetbhai Rama had withdrawn the amendment before it could be proposed at the meeting. However members felt the need to nevertheless voice their opinion. Vineetbhai expressed that he was the author of the proposed amendment requiring office bearers to be South African. He explained that his motivation for doing so was his desire to ensure that proper checks were made on the all potential officials to determine their suitability to hold public office as prescribed by clause 10.4 of the Samaj Constitution. If a person was a non-South African then such background checks became difficult, if not impossible. Viralbhai Patel

expressed strong views that such amendment could not be accepted as it would discriminate against members of Indian origin and who were not South African citizens. Vineetbhai, in acknowledging this opinion, duly apologised as it was never his intention to discriminate against any members.

- 11.2 Prakashbhai Hira withdrew all the amendments which he had proposed before it could be dealt with, after having considered the written comments thereto made by Harshilaben.

## 12. **CORRESPONDENCE**

Only one correspondence was received (from Prakashbhai Hira) and it was agreed that this would be discussed under "General".

## 13. **APPOINTMENT OF AN AUDITOR**

Harshilaben Kooverjie advised the house that the services of Hilversonne Inc. for the 2014 financial year has been retained. There was no objection in that regard.

## 14. **GENERAL**

Prakashbhai referred to a mail he had sent a week ago in which he complained that an issue raised by him on the constitutionality of the BGM held last year was not addressed adequately by the Trustees. In his reply, Pravinbhai highlighted the following:

1. No letter of complaint was actually received from any community member about the alleged breach of clause 11.1. What was received was an email from Mr. Mahier Tayob, a non-member, informing the Trustees about an anonymous complaint forwarded to him by Prakashbhai. As trustees are only obligated to entertain complaints from members of the community, an investigation was not required;
2. Despite this, the trustees had met (as reflected in the trustee minutes of 17 July 2013) and had ruled that as the failure by the previous administration to hold the election within the four month period did not materially affect the outcome of the election and did not unduly prejudice the community in the exercising of their constitutional rights as afforded to them in the Samaj Constitution. They had thus unanimously decided not to take the matter further.

This explanation was accepted by the members present.

## 15. **ACADEMIC ACHIEVEMENT AWARD CEREMONY**

- 15.1 After the formalities of the AGM, Pranaybhai Devchand and members of his portfolio committee, hosted the first ever Samaj Academic Achievement Award ceremony. A total of 16 students (8 matriculants & 8 graduates) of the class of 2013 were honoured by means of a trophy and a special edition silver proof coin for their achievements.

15.2 The following students were honoured:

### Matriculates

	Student Name	Name of the Institute	Name of Qualification Achieved	BIO
1	Karishma Jetha	Pretoria High School for Girls	Matric	Karishma Jetha, daughter of Mr. Hamendra Jetha and Ms. Meera Govind has passed her <b>Matric Exams with Meritorious achievement from Pretoria High School for Girls</b> . She achieved 74.5% aggregate from her 7 papers. She also wrote an extra paper in Mathematics which included Probability and data handling and secured distinction in Accounting paper. She has always offered a helping hand and took time out of her busy schedule for others. She is one of the motivated and well-disciplined young ladies of our youth and sets a role model for everyone. She is currently pursuing a B.Com degree in accounting Science at the University of Witwatersrand and has been excelling meritoriously in this short period of time. We congratulate this inspiring young lady with her outstanding achievement and wish her the best for her future endeavours.
2	Khilona Natha	Lyttelton Manor High School	Matric	Khilona Natha daughter of Mr. Jeantiebhai Natha has passed her <b>Matric Exam from Lyttelton Manor High School</b> with Outstanding Achievement acquiring 8 distinctions. She was conferred 2nd place and was successful in achieving 91% aggregate in 8 subjects. She went ahead and wrote an extra paper in Mathematics which included Probability and data handling. Currently she is pursuing further studies in BSc in Genetics at University of Pretoria. We congratulate her for her achievement and wish her the best for her future endeavours.
3	Vivek Raga	Alexander Road High School	Matric	Vivek Raga son of Mr. Vinod Raga passed <b>Matric Exams from Alexander Road High School with outstanding achievement</b> . He was able to secure 80% from his 7 papers. He also wrote extra paper of Mathematics which included Probability and Data handling. We congratulate him for his achievement and wish him the best for his future endeavours.

4	Rohan Chhipa	Lyttelton Manor High School	Matric	Rohan Chhipa son of Mr. Hemanshu Chhipa passed Matric Exam from Lyttelton Manor High School. He was able to secure 76% from his 7 papers. He also wrote extra paper of Mathematics which included Probability and Data handling. We congratulate him for his achievement and wish him the best for his future endeavours.
5	Kirti Mistry	Lyttelton Manor High School	Matric	Kirti Mistry daughter of Mr. Kanak Mistry and Anitabhen Mistry passed her National Senior Certificate Exam from Lyttelton Manor High School. She was able to secure 70% aggregate from her 7 papers. She achieved two distinctions in Engineering Graphics and Design with 80% and Afrikaans with 81%. She is currently furthering her education at the Tshwane University of Technology in the field of Architecture. Her other accolade includes successfully completing and passing the Advanced level in Bharatanatyam with the Nritya Rupam Academy of Dance. We congratulate her for her achievement and wish her the best for her future endeavours.
6	Harshan Vallabh	Lyttelton Manor High School	Matric	Harshan Vallabh son of Mr. Vasudev Vallabh passed his Matric with excellent performance from Lyttelton Manor High School. He 94% aggregate in his 7 papers and 87% in his extra paper of Mathematics which included Probability and data handling. He was the Head boy in Matric, won a DUX award in Matric and was awarded TOP 20 MATRIC SCHOLAR in Gauteng. We congratulate him for his achievement and wish him the best for his future endeavours.
7	Reyna Devchand	Pretoria Hindu School (Amity International)	Matric	Reyna Devchand daughter of Mr. Anoop and Mrs. Dinesha Devchand has passed her Matric Exams with Meritorious Achievement. She achieved 77% aggregate from her 7 papers. She was able to secure outstanding achievement in Business Studies, English, Afrikaans and History. We congratulate her for her achievement and wish her the best for her future endeavours.

### Graduates & Diploma Holders

	Student Name	Name of the Institute	Name of Qualification Achieved	BIO
1	Sherika Vithal	University of Pretoria	Cert. in Fraud Examination	Sherika Vithal daughter of Mr. Jayantilal Ramjee Vithal has passed the Certificate in Fraud Examination with distinction. She has been awarded Certificate on November 2013 of the Programme in Fraud Examination from University of Pretoria. Currently she is working with Special investigation and Prosecution Committee with South African Reserve Service. We wish her all the best for her future endeavours.



2	Nikita Mistry	CTI Education Group (Midrand Graduate Institute)	Bcom Travel & Tourism Management	<p>Nikita Mistry daughter of Mr. Mr. Kanakbhai and Mrs. Anitabhen Mistry has passed her Bachelors of Commerce: Tourism Management from the Midrand Graduate Institute. She was able to achieve 6 distinctions in the following subjects: 98% in Global Distribution systems and 90% in Tourism Hospitality, 96% for airfares and ticketing, 82% for Research projects, 82% in Special interest tourism and 78% in Marketing for services. Her accolades include successfully completing and passing the advanced level in Bharatanatyam with Nritya Rupam Academy of Dance. We congratulate her for her achievement and wish her the best for her future endeavours.</p>
3	Nikhil Bhana	University of Pretoria	BSc Actuarial Science and Financial Mathematics	<p>Nikhil Bhana son of Mr. Virendra Bhana has passed his Bachelor of Science in Actuarial Science and Financial Mathematics from University of Pretoria. He was able to achieve an aggregate of 71.24% in his degree and highest distinction in Actuarial Modeling, Actuarial Mathematics and Time Series analysis. Matriculated from Pretoria Hindu School and went on to perform his best in the field he choose. We congratulate him for his achievement and wish him the best for his future endeavours.</p>
4	Bhavik Mistry	University of Pretoria	Honours in Computer Science	<p>Bhavik Mistry son of Mr. Kamlash Mistry has passed his Honours in Computer Science from University of Pretoria. Matriculated 2007 at Pretoria Boys High. Thereafter completed undergraduate degree in BSc Computer Science at Midrand Graduate Institute in 2012 (Magna Cum Laude). Also completed a number of short courses such as: - Computer Architecture (Varsity College) - Network Architecture (Varsity College) - Microsoft Certified Professional Developer (CTU). Currently part of a training programme conducted by UK Company, FDM Group. Completed initial training held in South Africa, and going on to complete the rest of the training in their London Office soon. Thereafter would go on to work at one of their client investment bank companies, in South Africa.</p>

5	Sarisha Daya	Tshwane University of Technology	National Diploma: Conversation Management	Sarisha Daya, daughter of Mr. Girish Daya has passed her National Diploma in Conservation Management from Tshwane University of Technology. A unique career for an Indian female with experience of working at Kruger National Park and achieving 9 distinctions during this 3 year study. We congratulate her for her achievement and wish her the best for her future endeavours.
6	Jignasha Hira	University of Pretoria	Bachelor of Laws (LLB)	Jignasha Hira daughter of Mr. Virendra Hira has passed her Bachelors of Law (LLB) from University of Pretoria. She was not only able to complete her Bachelors with ease but was able to secure a job in Durban. We congratulate her for her achievement and wish her the best for her future endeavours.
7	Swarupa Vallabh	University of Pretoria	Bachelor of Commerce in Law	Swarupa Vallabh daughter of Mr. Vasudev Vallabh passed her Bachelor of Commerce in Law from University of Pretoria. Swarupa Vallabh has also excelled in her extra curricular activities. In 2010 she graduated from the Nritya Academy of Dance with a Diploma in Bharatnatyam with Nritya Rupam Academy of Dance. She is appointed in the Executive Committee of Tax@Tuks(Sponsored by Ernst and Young) as the Academic Head. She has successfully completed her Bachelor of Commerce in Law, majoring in taxation and accounting. She is currently studying further wishing to complete her LLB Degree. We congratulate her for her achievement and wish her the best for her future endeavours.
8	Milan Rohit Bhana	University of Pretoria	BSc Quantity Surveying	Milan Bhana son of Rohitbhai Bhana passed his Bsc Quantity Surveying from University of Pretoria. Quantity Surveyors are mainly involved in the construction industry preparing cost estimates and analysing tenders for building and structural projects. They are also involved in the management and procurement of building contracts and any other related construction projects.

16. **CONCLUDING REMARKS, PRAYERS & REFRESHMENTS**

After a few concluding remarks from the Secretary, the AGM closed with a prayer, led by the resident priest, Mukeshbhai Joshi at 6:30pm. Refreshments were served.