



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

Celebrating 85 Years of Selfless Service

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj

Date: 8 February 2018

Time: 19:30 PM

1. OPENING PRAYER AND WELCOME

In the Chair: Pranaybhai Devchand

The meeting commenced with a prayer and a moment of silence for those who have passed on from the last meeting.

A special welcome was extended to Rameshbhai Chhagan, who was the only nominated person to serve as Secretary-General, Vinaybhai Chhagan who will manage the Facilities Management portfolio and Anilbhai Jivan who has joined the staff as Financial Administrator and Caretaker.

2. QUORUM

The meeting was declared duly constituted by the President as this was an adjourned meeting that initially sat on 30th January but was postponed to 8 February due to the lack of a quorum.

3. RESIGNATION OF OFFICIALS

The President formally tabled for acceptance the resignations of the following members that he had received since the last meeting: Jayeshbhai Gopal (Special Projects), Deepika Bhana (Education) and Saileshbhai Bhagattjee (Vice President).

4. ATTENDANCE REGISTER AND APOLOGIES

EXCO: Pranaybhai Devchand, Rameshbhai Chhagan, Vinaybhai Chhagan, Urmilaben Kalyan, Harshadbhai Pema, Pavanbhai Gandhi.

Admin: Priyamben Tanna, Anilbhai Jivan

Apologies: Joytiben Joshi

Early departure: Urmilaben Kalyan at 9h30pm, Priyamben Tanna at 10h30pm

5. **APPROVAL OF MINUTES**

The minutes for the Executive meeting held on 5 December 2017 were approved by Pranaybhai Devchand and seconded by Harshadbhai Pema.

No.	Topic	Action Point
6.	<u>MATTERS ARISING</u>	
	These matters are reported by the respective members, within their reports.	
7	<u>SECRETARIAT REPORT</u>	
7.1)	Incoming Correspondence: <ul style="list-style-type: none">a) High Commission of India - Advertisement for a vacancy of Marketing Executiveb) Vishwa Gujarati Samaj E-newsletter December 2017c) South African Hindu Maha Sabha - EdUSA Flyerd) HAWC Diary – December 2017e) South African Hindu Maha Sabha - Invitation to Pongal Festivalf) 2nd National Teachers Congress 2018g) South African Hindu Maha Sabha - Bursary Advertisement MKI 2018h) South African Hindu Maha Sabha - Presidents message 2017i) Arya Samaj South Africa – School of Vedic Studiesj) Arya Samaj South Africa – APS office closedk) Love where You Live Laudium - Roadmapl) Invitation: Indian Trade Networking Event 2018m) Shree Ayyappaa Kshetram – Ayyappaa Utsav 2018 remindern) Love where You Live Laudium – First Clean-up of 2018o) HAWC Diary – January 2018p) South African Hindu Maha Sabha – 2018 youth Conferenceq) Vishwa Gujarati Samaj – Award invitationr) Brits Yuvak Mandal – United Chalisa Invites) South African Hindu Maha Sabha – Invitation to SAHMS Council Meeting 2018	

	<ul style="list-style-type: none"> t) HAWC Invite – 108 Recitals of Mahamrityunjaya Mantra u) Arya Samaj South Africa – Shivratri Avoca Cultural Society v) Veda Dharma Sabha – Shivratri Celebration w) SSVDS Invitation for Hanuman Chalisa Recitals x) South African Hindu Maha Sabha – Golden Opportunity to learn Sanskrit y) HAWC Diary 2018 z) Aum Messages SABC 1 	
7.2)	<p>Outgoing Correspondence:</p> <ul style="list-style-type: none"> a) High Commission of India - Advertisement for a vacancy of Marketing Executive b) SPHSS: Year-end Communication c) Laloo Isu Chiba Condolences d) 2nd National Teachers Congress 2018 e) Bhai's Lounge New Year's Eve Party f) SPHSS Minutes of Exco Meeting December 2017 g) SPHSS Nomination for Secretary General and Assistant Secretary h) SPHSS Hanuman Chalisa Date Announcement i) Brits Yuvak Mandal – United Chalisa Invite letter of regret j) SSVDS Invitation for Hanuman Chalisa Recitals Letter of Regret k) SPHSS Executive Committee Vacancies l) Maha Shivratri Celebrations m) Aum Messages SABC 1 response 	
7.3)	<p>Communication Policy Review</p> <p>Communication Policy is in the process of being updated and reviewed.</p>	Rameshbhai
7.4)	<p>Document and Safe keys</p> <p>The administration staff requested keys to document and safe. Harshadbhai informed the house that the keys to the document safe are in the possession of Pavanbhai.</p> <p>Pavanbhai to hand over the keys to the admin staff and copies</p>	Pavanbhai

	to document safe to secretariat and finance to other safe	
7.5)	<p>Year Planner</p> <p>A year planner of activities for 2018 was presented for approval. Once these activities have been allocated to various officials more detail planning can be done</p>	All Portfolio Heads
7.6)	<p>Social Media</p> <p>Priyamben reported that all social media platforms are being maintained and uploaded with relevant information relating to upcoming events.</p>	
7.7)	<p>Directory distribution</p> <p>Priyamben has undertaken to finalise the distribution of directories to various Hindu organisations.</p>	Priyamben
7.8)	<p>2018 Staff Leave</p> <p>Staff leave roster for 2018 to be completed by 23 February and presented to Exco for approval</p>	Priyamben & Anilbhai
7.9)	<p>Biometric Finger Print Report</p> <p>Reports for October and November are pending. These need to be completed by 23 February</p>	Priyamben
7.10)	<p>WhatsApp Women's group</p> <p>The women's WhatsApp broadcast group is to be created by end February.</p>	Priyamben
8 TREASURERS REPORT		
8.1)	<p>Seva Samaj Complex - Marabastad</p> <p>Harshadbhai reported that one tenants rental is outstanding and four tenants have not yet settled their outstanding balance on their rental deposits. A final letter of demand will be sent to them and legal action will be instituted should they fail to pay this month.</p> <p>The centre also has no signboard indicating its name. It was agreed that Vinaybhai will commission signage for the building to read as follows: "Seva Samaj Complex"</p>	<p>Harshadbhai</p> <p>Vinaybhai</p>

	It was agreed that an administration fee and interest on late payment should be levied from 1 September 2017. This should now be applied	Pavanbhai
8.2)	<p>Student Loan & Bursary</p> <p>The secretariat undertook to circulate a letter inviting community members to apply for the loan and the bursary offered to students.</p> <p>Two loan repayments are in arrears and there are some loans for which no surety has been obtained. The Treasury undertook to follow up.</p> <p>Harshadbhai was requested to send statements to graduates every six months</p>	<p>Rameshbhai</p> <p>Harshadbhai</p> <p>Harshadbhai</p>
8.3)	<p>VAT Registration</p> <p>In terms of SARS requirements, the Samaj needs to be registered for VAT. Tayfin was requested to assist with this process. Re-application was done in January 2018. Awaiting response</p>	Pavanbhai
8.4)	<p>Section 18A registration</p> <p>The Samaj does enjoy PBO status but somehow has no section 18A registration with SARS. Tayfin has been contracted to assist in obtaining the 18A certification. Tax clearance information of the President, CFO and Treasurer, has been sent to Tayfin. Rameshbhai to submit his particulars to Pavanbhai.</p>	<p>Rameshbhai</p> <p>Pavanbhai</p>
8.5)	<p>Property Valuation</p> <p>The last property valuation was done four years ago. It was agreed that the Samaj insurers should be approached to evaluate Samaj property.</p>	Vinaybhai
8.6)	<p>School Fees</p> <p>The few parents with outstanding fees for 2017 have been contacted via telephone, email, and letter. A final demand will be made. It was agreed that a debit order system should be instituted for the 2018 year.</p>	Pavanbhai
8.7)	<p>PayFast</p> <p>The Samaj has a PayFast account and this will be linked with fund raising requests in the future. PayPal option pending due to technical difficulties but the team felt that one such system would be sufficient.</p>	

8.8)	<p>Marabastad Stands Due to technical difficulties, the swop of one stand is still in process. Rates and taxes to Tshwane Metro City have been paid.</p>	
8.9)	<p>Finance & Administration Manual Pavanbhai reported that he has updated the manual and will forward same to Rameshbhai for his inputs and finalisation. A joint meeting with Exco members as well as trustees to be called in order to provide final approval.</p>	<p>Pavanbhai Pranaybhai</p>
8.10)	<p>Cloud based system for Accounting The Treasurers recommend that Samaj migrates from Quickbooks to a cloud-based system. This will enable the Treasurers to access Samaj financial records and to have oversight remotely. Members agreed to the adoption of such a system provided a proper due diligence of the system is done to verify its effectiveness and costing.</p>	<p>Pavanbhai & Harshadbhai</p>
8.11)	<p>Sage Pay for Creditors, Salary Payments & Debit Orders Fincom suggested registering Samaj to use Sage Pay system to pay Salaries & Creditors. It is cost effective in terms of bank charges. A proposal was also made to start using debit order system via Sage Pay for the school students. This will ease off the collection of fees and cash deposit fees. It was requested that a proper due diligence (including cost-benefit exercise) be conducted and presented in the next meeting for a decision.</p>	<p>Pavanbhai & Harshadbhai</p>
8.12)	<p>SARS E-filing profile for SPHSS SARS e-filing profile for SPHSS has been created; it is awaiting activation from SARS.</p>	<p>Pavanbhai</p>
<p>9 PRESIDENT'S REPORT</p>		
9.1)	<p>Commissioner of Oaths All documentation handed over to Harshilaben Kooverjee to pass over to the relevant department in Pretoria magistrate's court. This matter is still pending.</p>	<p>Pranaybhai</p>
9.2)	<p>MMC Laptop Procurement The matter is pending and will be looked into in the coming few months. There might be a possibility of getting a sponsorship.</p>	<p>Pranaybhai</p>

9.3)	<p>Invitation to High Commission of India (HCOI) A response from the HCOI to the invitation to meet with Samaj executive is still pending. Pranaybhai to follow-up. Pavanbhai reported that he has been informed that the HCOI is planning a community meeting in Laudium within the next few months.</p>	Pranaybhai
9.4)	<p>Creation of Trust This matter is being dealt with by the Trustees and is still pending as Harshilaben needs to set up a date for a meeting.</p>	Pranaybhai, Harshilaben and Harshadbhai
9.5)	<p>Marabastad Property Development Pranaybhai reported that a request to rent the land temporarily had been received, but it was decided not to agree to this due to the high risks involved.</p> <p>After some discussion it was agreed that the development of the Marabastad stands should include a fast food outlet as well as outlets for shops. The following steps were agreed upon:</p> <ul style="list-style-type: none"> • Appoint an architect to draw up concept plan; • Finalise business model for development; • Obtain approval for plan from the community; • Appointment of a town planner to implement all government requirements; • Commence negotiations with potential fast food businessmen; 	Pranaybhai, Rameshbhai, Harshadbhai
9.6)	<p>Appointment of new caretaker A new caretaker, Mr Anilbhai Jivan, has been appointed in place of Mrs Singh.</p>	
9.7)	<p>Daily Aarti Prayers The President requested that Urmilaben, with the assistance of Sunilbhai, draw up a roster for daily aarti giving all families an opportunity to do so. Sunilbhai to contact families telephonically with Urmilaben playing an oversight role. A list of those members contacted must be presented at the next meeting.</p>	Urmilaben
9.8)	<p>Basics of Hinduism for Youth Urmilaben agreed to consult with Prof Joshi and other organisations if needs be to launch a project that will expose the youth to the basics of Hinduism.</p>	Urmilaben

10	EDUCATION REPORT	
10.1)	<p>Gujarati School Concern was expressed at the low Gujarati School enrolment (5 for 2018 to date). It was agreed that a meeting with parents should be held regarding a possible merger of the school with the one run by BAPS and/or Jayshreeben.</p>	Pranaybhai
10.2)	<p>Balmandir fees Majority of the fees for 2017 are now up to date and strict controls are in place for 2018.</p>	
	<p>Furniture upgrade and refurbishment Vinaybhai undertook to present a proposal at the next meeting for the refurbishment/ replacement of furniture in consultation with Anilbhai</p>	Vinaybhai
10.3)	<p>Kideo Comp Due to unforeseen circumstances, the Kideo Comp programme was stopped by the service provider. It was agreed that a meeting of parents should be held at which the situation would be explained to them. Although the moneys were paid over to the service provider, the Samaj would reimburse those who wished it.</p>	Pranaybhai
11	RCC REPORT	
11.1)	<p>Upcoming events</p> <p>Maha Shivaratri 13 February 2018</p> <p>Holi 1 March 2018</p> <p>Ram Navmi 25 March 2018</p> <p>Hanuman Jayanti 31 March 2018</p> <p>Hanuman Chalisa 8 April 2018</p> <p>The Office Administrator is providing logistical support to Urmilaben who is responsible for all the above events.</p>	<p>Urmilaben</p> <p>Priyamben</p>
12	Gender/Woman's Group	

12.1)	Indaba planning Plans afoot for 2018. As progress unfolds, reports will be presented	Priyamben
13 HEALTH, WELFARE & SENIOR CITIZENS		
13.1)	A report with no progress for this period was reported.	
14 Facilities & Funeral Management		
14.1)	Security Fencing It was agreed that security fencing needed to be upgraded near the front of the auditorium. Vinaybhai to submit proposal	Vinaybhai
14.2)	SPHSS Crematorium site clean-up EXCO has approved a budget of R10K to clean, paint and do basic repair to structure. This is still pending.	Vinaybhai
14.3)	Advertising signage for new Marabastad premises Marabastad signage still has not been done. Vinaybhai to obtain services of Jackeysonbhai	Vinaybhai
15 General/New Matters		
15.1)	Rental escalations Letter has been drafted to inform tenants of a 6% percent rental escalation as well as making them aware of the 14% vat once the Samaj is vat registered.	Admin Office
15.2)	Budget for 2018 Harshadbhai was requested to provide a budget to each portfolio for 2018	Harshadbhai
15.3)	Standing Meeting Dates It was agreed that meetings would be held on the third Tuesday of every month.	
15.4)	Tshwane Diwali Festival It was agreed that the Diwali Festival will be held on Saturday 3 November 2018. Priyamben to book the venue. A task team to manage the festival will be appointed at the next meeting.	Priamben Pranaybhai
15.5)	Biennial General Meeting	

	It was agreed that the BGM (elective AGM) will tentatively be held on Sunday 20 May 2018, subject to internal processes having been completed. Rameshbhai to commence preparations	Rameshbhai
16	NEXT MEETING The next meeting will be held on 20 March 2018	

With no further business, the meeting ended at 11:15 with a prayer.

SECRETARY GENERAL