



# 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: 12 April 2017  
Time: 19:45pm

#### OPENING PRAYER AND WELCOME

The meeting commenced with a prayer and a moment of silence for those who have passed. The EXCO observed an extended minutes silence for the Late Mr Ahmed Kathrada.

#### ATTENDANCE REGISTER AND APOLOGIES

**EXCO:** Saileshbhai Bhagattjee (Chairperson), Manishaben Lakha (Time Keeper), Praynaybhai Devchand, Pavanbhai Gandhi, Deepikaben Bhana, Vineetbhai Rama, Jayeshbhai Gopal, Urmilaben Kaliyan, Ileshbhai Gandhi, Harshadbhai Pema  
**Admin:** Shahzaadee (Minute taker), Urviben Mehta  
**Apologies:** Jyotiben Joshi, Miheerbhai Joshi

#### QUORUM

As per section 12.1.3 of the SPHSS Constitution, quorum was met.

#### APPROVAL OF MINUTES

The minutes for the Executive meeting held on 14 March 2017 were approved by Pavanbhai and seconded by Vineetbhai with one correction: Harshadbhai Pema was in attendance.  
Adopted by: Pavanbhai, Seconded: Vineetbhai

No.	Topic	Action Point
1	<b>Secretaries Report &amp; Correspondence - Manishaben</b>	
	<b>Matters Arising</b>	
1.1	Manishaben noted that due to the update of format, 'Matters Arising' will henceforth form a part of each portfolio member's report to the Executive Committee.	
	<b>Interim Secretary General</b>	
1.2	Pranaybhai indicated that due to an increased work load in Miheerbhai's personal capacity, Manishaben will step to assist as interim Secretary General.	
1.3	<b>Meeting Days for 2017</b>	

EXCO meetings have moved to the third Tuesday of each month, to accommodate the various portfolios in submitting reports in time. This was requested so that the financial reports in particular are timeous and accurate and within 5 days of the next EXCO meeting.

## **Correspondence**

### **Incoming**

1. Invitation: Smt. Angoori Gupta: Shreemad Bhagwat Katha
  2. Invitation: Memorial Service: Ahmed Kathrada
  3. Invitation: BAPS Satsang Tour – Param Pujya Mahant Swami Maharaj
  4. Invitation: Tri AGM: Pretoria & District Child & Family Welfare Society
  5. Invitation: Ramakrishna Vendanta Society Trust: Shreemad Bhagavat Katha
  6. Press: Sunday Times: Request For Comment: Shreemad Bhagwat Katha
- 1.4 (1)
7. Community Correspondence: Shreemad Bhagavat Katha (1)

### **Outgoing**

1. Constitution 5 Yearly Review
2. Hanuman Chalisa Volunteer Meeting 22 Mar
3. Donations: Hanuman Chalisa
4. Hanuman Chalisa Invitation
5. Ram Navmi Invitation
6. Minutes Of The EXCO Meeting – Mar
7. Minutes of the Trustees Meeting – Mar
8. Notice: Shreemad Bhagavat Katha

## **Other Under Secretariat**

### **Administrator Report - Shahzaadee**

Events Hosted:

Ram Navmi, Hanuman Chalisa, Hanuman Jayanti

Facility Usage: to be noted under Finance Report in future

- 1.5
- 17 Mar: Full House
  - 18 Mar: Dining Hall, Kitchen & Utensils
  - 19 Mar: Dining Hall, Kitchen & Utensils

External Communique: to be submitted to the Samaj office via e-mail  
2 – 3 days prior to an event.

Samaj Memorabilia: To be catalogued for ease of reference, as there is a number of post-event items that remain for archive purposes.

**Update Memorabilia List –  
Pranaybhai**

Obituary list: We are in the process of updating the Obituary list on our website.

**Update Obituary List - Pavanbhai**

## **2 Finance Committee Report**

### **2.1 Treasurer General's Report - Pavanbhai**

In accordance with the protocol stipulated in the Financial Management and Admin Manual, random physical verification of financial data was successfully conducted.

Recoupment of Rentals & Deposits for Marabastad property: the process is underway to recoup outstanding fees. Vineetbhai and Jayeshbhai will assist in visiting each tenant to ensure that they are adequately notified of arrears.

Reconciliation of outstanding school fees for 2016: It was agreed that a final letter of demand will be tendered to the parties in question, failing of which the Samaj Executive Committee will write off the debt.

**Soft and hard copy statement for rentals to be dispatched to Vineetbhai/Jayeshbhai by end of each month to be available by 1st of each month – Pavanbhai**

**Demand Letters –Pavanbhai/Deepikaben**

**Chief Financial Officer’s Report - Harshadbhai**

The financials may be ready for the public to view by 21 April 2017, the Annual General Meeting will be held on 22 May 2017. Details will be published in the Laudium Sun effective 21 April 2017.

Fee agreement for 2017 Academic year: The fee agreements for all Balmandir and Gujarati school learners will be finalised and dispatched. This will serve as a contractual agreement to ensure that fees are up to date at all times.

**Fee Agreement Finalisation – Harshadbhai/Deepikaben**

External Auditor Selection was made: TayFin will conduct the external audit, in alignment with the Audit Protocol. The Audit has commenced effective 6 April 2017.

2.2

<b>Monthly Financial Report to Executive Committee</b>		
Dated: 31st March 2017		
<u>Current Assets</u>	<u>Mar'17</u>	<u>Mar'16</u>
<b>CASH Position for month</b>		
Current Acc	104,282	31,672
Money Market Acc	765,860	812,722
Fixed Deposit	3,000,000	2,500,000
Bursary Fixed Deposit	262,000	259,903
Petty Cash	11,695	10,685
	<u>4,143,837</u>	<u>3,341,465</u>
<b>Other Assets</b>		
Student Loans	464,363	449,544
Rentals Outstanding	110,652	51,040
	Dep O/S	

**Finance Administrator Report**

2.3

QuickBooks Training: The training session held off-site under QuickBooks itself was fruitful, we are efficiently utilising the accounting program.

**Consolidation of Organisation Database – Urviben**

Directory Distribution is underway; we will provide directories to

other organisations to increase awareness about the Samaj. An update of the relevant pages will be made in respect of the current Executive Committee and an updated letter from the Samaj. These will be boxed, labelled and packaged for courier to all Mandals around South Africa. Expected completion is 25 April 2017

Filing system to be updated: For ease of reference, Vineetbhai and Jayeshbhai will receive a monthly update to all tenant files which will ensure that the information is current when the current months invoices are hand delivered to the tenants. This will be submitted in hardcopy to the said members on the last day of each month. Confirmation of receipt will be done in person by means of a register that each tenant will sign.

### 3 **Portfolio Committee Records**

#### **President's Report - Pranaybhai**

Murti Vagha - custodianship agreement: The agreement has been sent to Sujataben to sign.

**Pranaybhai to follow up on signed copy**

Trustees to create task to investigate the creation of trust: This matter is ongoing, and Harshilaben is assisting.

**Pranaybhai report on progress**

Welfare Fund: A request has been sent to Kishorbhai to assist with the development of such a fund.

**Pranaybhai to report on progress**

Feedback from Trustees audit: The audit went well. All members of the EXCO were emailed with the feedback to the Audit. There were no major concerns raised.

3.1

Commissioner of oaths - Chandrasen Bhana has been nominated to be accredited as Commissioner of Oaths; we are in the process of meeting with him to finalise this application.

**Commissioner of oaths process - Pranaybhai**

The Gupta related Shreemad Bhagavat Khata: we have released a statement with regards to the Katha, and urge the community to make an informed decisions.

Swami Narayan Function was attended and represented by two EXCO members (Pavanbhai and Pranaybhai) for their brick laying ceremony in Randburg on 11<sup>th</sup> March 2017

High Commissioners office- Pranaybhai attended a farewell celebration of Ruchiben Ghanashyam on 5 April 2017, the Deputy High Commissioner will be acting in her capacity.

The Memorial of the late Ahmed Kathrada was attended by

Navyuga Members and took place on the 5 April 2017.

SPHSS Constitution Review Panel met and have completed their recommendations (panel consisted of Pranaybhai, Saileshbhai, Girishbhai, Hashilabhen and Rameshbhai)

### **Deputy President's Report – Saileshbhai**

SPHSS Tshwane Diwali Festival preparations are underway. We look forward to an even bigger Festival, all in celebration of Diwali. The Date has been set for 14 Oct 2017.

**#SPHSSTDF2017 Planning Session TBC – Saileshbhai**

Krishna Jayanti will be observed on 15 Aug 2017, and we are in the process of partnering with ISKCON for another successful celebration.

3.2 The Navratri Staphna repair is in progress, and will be ready for Navratri which will be observed from 21 Sep – 29 Sep 2017.

**Follow-up on Staphna repair – Saileshbhai**

Staff Contract Review: The staff contracts review process is underway. Once finalised, the contracts will be signed by staff in the presence of respective portfolio heads.

**Staff Contract Review – Saileshbhai**

Hanuman Chalisa Annual 108 Recital 2017 Volunteers: a HUGE 'Thank You' and 'Well Done' go out to all of the youth who gave their time and energy to ensure the success of this celebration. We look forward to working with vibrant members of the Pretoria Navyuga Mandal in future.

**Volunteer Database – Ileshbhai and Yashu /Pavanbhai to liaise and compile**

### **Facilities Management & Funeral Report**

Storm water Drainage: A suitable contractor will be contacted to assist in re-aligning the gully's which may be the solution to the persistent flooding of the 13<sup>th</sup> Avenue campus.

Funeral undertaking and formulation of agreement: A meeting will take place once all parties are available. This is an ongoing task to ensure that an agreement is reached between the Samaj and funeral undertakers.

**Meeting with Undertaker to be set – Vineetbhai**

3.3 Mandir roof leak: We are in the process of repairing the breaks in the sealant on the Mandir domes which causes leakage into the Mandir. It is a priority to ensure that this matter is resolved as urgently as possible.

Repair of floor outside admin office: After the tremor, the tiles at the top of the staircase leading to the Samaj office cracked. We will repair these tiles. No other damage occurred.

Paving for the Mandir area and around Shiv Mandir: We are in the process of paving the area around the Shiv Mandir to assist in

making the new area easily accessible to all members of the community.

Placing of Shivling Plaque: The memorial plaque will be mounted to commemorate the Shiv Mandir in the correct manner.

Rental files and arrears: As stated in the Financial reports, the recoupment of Rentals is on-going. The CFO will collect the Deposits, whilst Vineetbhai/Jayeshbhai collect rentals.

### **Education Report**

First Aid course for Staff members: The Balmandir teachers have valid first Aid accreditation, additional staff members will be sent on the First Aid course to ensure that the Samaj is well-equipped for any emergency.

**First Aid course – Deepikaben**

3.4 3 Student Loan agreements have been received to date. We are in the process of reviewing these applications, and setting up interviews with the candidates.

The Gujarati School recited the Hanuman Chalisa with pride and energy at the Hanuman Chalisa Annual 108 recital. We would like to thank the educators, parents and the little ones for their dedication to preserving our culture.

Meetings will be setup with Swami Narayan and Jayshreebhen to see where we can fully utilise all of our Gujarati classrooms

### **Woman's Group (Gender)**

3.5 Manishaben has been tasked with spearheading a team of energetic ladies to form the SPHSS Woman's group. More information will follow in the upcoming weeks. Expected date is before Shravan month which starts on 24<sup>th</sup> July 2017

**Woman's Indaba Brainstorming session – Manishaben**

### **Marketing and Public Relations**

3.6 #SPHSSTeamMedia – a team of youth members will be recruited to form a dynamic unit that will run the social media platforms of the Samaj, to keep the demographic informed and uplifted.

**Formulation of #SPHSSTeamMedia – Ileshbhai**

Communications Policy is to be updated and submitted for review to the EXCO.

A 12 month marketing plan is to be formulated before the next EXCO meeting.

### **Religion & Culture Committee – Urmilaben**

3.7 Bhajan Mandal Planners are to be circulated for two months' worth of events. This will ensure that each Bhajan Mandal can prepare for

**Bhajan Mandal Roster -**

	the events accordingly.	<b>Urmilaben</b>
	Nandi placement – Jerambhai is in the process of making a new mould and complete in April. RCC is to follow up with him on this project	
	The Shravan Programme will take place from 24 Jul – 21 Aug 2017. We are in the process of planning this auspicious celebration and look forward to the attendance of the community.	
	<b>Special Projects - Jayeshbhai</b>	
3.8	The formal handover of the portfolio will take place within the month. A report will be submitted on the progress made at the next EXCO meeting.	<b>Set date for handover – Saileshbhai/Jayeshbhai</b>
4	<b>General &amp; New Matters</b>	
	<b>High Commissioner of India</b>	<b>Dispatch Letter To The High Commissioners Office To Congratulate Her. Manishaben</b>
4.1	Heartfelt congratulations are conveyed to Ruchiben Ghanashyam on her promotion to Secretary (West) in the Ministry of External Affairs, in India. We would like to wish her prosperity on her new journey.	

**The meeting adjourned at 00:45am with a prayer. The next SPHSS Executive Committee meeting will be held on Tuesday 16 May 2017, at 19:45pm at the Samaj Boardroom.**

**Prem Namaste**

**Manisha Lakha  
SPHSS Secretariat**