



# Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

**Celebrating 84 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: 15 November 2016, Tuesday  
Time: 19:45pm

No.	Matters Discussed	Action Points	By Whom
1	<b>Opening Prayer and Welcome</b>  The meeting commenced with a prayer and a moment of silence was observed for those who have passed, heartfelt condolences were conveyed to the Joshi family.		
2	<b>Attendance Register &amp; Apologies</b>  In Attendance: EXCO - Pranaybhai Devchand, Saileshbhai Bhagattjee, Manishaben Lakha, Harshadbhai Pema, Deepikaben Bhana, Pavanbhai Gandhi, Vineetbhai Rama, Urmilaben Kaliyan Admin - Vinaybhai Chagan, Shazz Majothi  Apologies: Miheerbhai Joshi, Jyotiben Joshi, Navneetbhai Bhima		
3	<b>QUORUM</b>  8 EXCO members in attendance, quorum requirement as per section 12.1.3 of the constitution was met.		

<b>4</b>	<b>Approval of minutes</b>  The minutes for the meeting held 27 Sep 2016 were approved by Pavanbhai and Deepikaben, with no objections.		
<b>5</b>	<b>MATTERS DISCUSSED</b>		
<b>5.1</b>	<b>Tshwane Diwali Festival</b>  Saileshbhai noted that overall the festival was a huge success. Going forward, we can only improve on the minor details. A special 'thank you' was noted for Jasminben Magan-Govind and her programme direction. He also made mention to honour that the SPHSS had in the attendance of Honourable Minister Pravin Gordhan.  Pranaybhai noted the numerous compliments received from the community as a whole and conveyed his gratitude to Saileshbhai for successfully spearheading the management of the event.		
<b>5.2</b>	<b>Study Loan Defaulters</b>  This matter is ongoing, and progress has been made. A letter is in the process of being drafted.	<b>Finance Committee to finalise MOU and acknowledgement of debt.</b>	<b>Harshadbhai, Pavanbhai, Vinaybhai, Shazz</b>
<b>5.3</b>	<b>Revision: Interest calculation on Study Loan</b>  This matter is ongoing, and progress has been made. Statements have been drafted and will be communicated to relevant parties.	<b>To provide finance office with updated statements to dispatch.</b>	<b>Harshadbhai, Deepikaben, Pranaybhai and Vinaybhai/Shazz</b>
<b>5.4</b>	<b>Murals in play area</b>  This matter is ongoing, and progress has been made. Final work to be done by last week of school, term 4.	<b>Follow up with ISKON, Mr Kallian to collaborate on project, keeping the deadline in mind.</b>	<b>Saileshbhai/Harshadbhai</b>

5.5	<p><b>Murthi Vaghas</b></p> <p>Pranaybhai had noted the altercation that had taken against an official of the EXCO during Navratri based on this issue. At no time should any EXCO member subject to abuse by any member of the public matters should rather be raised in a civil manner.</p> <p>The EXCO felt that a final attempt to be made regarding the Vaghas and failure to reach a reasonable agreement the RCC was to look into procuring additional Vaghas.</p>	<p><b>Procurement of Vaghas over a period of time. Measurements to be taken.</b></p>	<p><b>Urmilaben/Vinaybhai and Shri Sunilbhai Bhatt</b></p>
5.6	<p><b>Marabastad Property Tenants</b></p> <p>Notice of outstanding rentals to be issued. Statements to be made available on a monthly basis.</p>	<p><b>Letters are to be drafted by the Finance Committee, and handed to tenants.</b></p>	<p><b>Harshadbhai/Vinaybhai/Shazz</b></p>
5.7	<p><b>Bhajan Mandal Year Plan</b></p> <p>A year plan is to be finalised by RCC to ensure integration of Bhajan Mandals. This will happen on a rotational manner every last Sunday of each month.</p>	<p><b>Year plan to be provided once follow ups have been done.</b></p>	<p><b>Urmilaben</b></p>
5.8	<p><b>Staff Leave/Contracts</b></p> <p>Review of existing leave/contracts to be conducted.</p>	<p><b>Updated system to be utilised to track staff matters in this regard. Meeting to be held to discuss progress.</b></p>	<p><b>Pavanbhai</b></p>
5.9	<p><b>Chennai Funds</b></p> <p>Funds have been transferred successfully.</p>	<p><b>Transfer of funds.</b></p>	<p><b>Harshadbhai/Pavanbhai</b></p>

5.10	<p><b>Navratri Staphna Repair</b></p> <p>The EXCO was unanimous with regards to refurbishment of the Staphna. A tender to all Artisans in the community will be dispatched ensuring that the integrity of The Staphna is maintained. The Staphna is an intricate religious antique and we would benefit more from repairing it than replacing it.</p>	Put out tender to artisans	Urmilaben/Vineetbhai
5.11	<p><b>Donations for events</b></p> <p>It was proposed that all future donations are requested in a uniform manner. A list of items required will be made public, and donations will be received therefrom. The RCC will facilitate the lists in conjunction with Shri Sunilbhai Bhatt. This will ensure that all are reminded that they are free to contribute.</p>	Create List for upcoming events on a calendar.	Urmilaben/Shri Sunilbhai Bhatt
5.12	<p><b>Crematorium Survey and way forward</b></p> <p>This matter is ongoing, and progress has been made.</p> <p>The results of the survey:</p> <ul style="list-style-type: none"> <li>) 60% of the respondents of the survey had a view that the crematorium must be restored.</li> <li>) 53% viewed that it should be made a heritage site/museum.</li> <li>) 87% viewed that we should leave it as is.</li> <li>) 87% were in favour of the SPHSS partnering with other Hindu Organisations to work on this project.</li> </ul> <p>All results can be viewed on:  <a href="https://www.surveymonkey.com/results/SM-WSRL82TN/">https://www.surveymonkey.com/results/SM-WSRL82TN/</a></p> <p>A meeting will be held with Mayor Solly Msimanga to discuss the current state of the property and a feasible way forward. The responsibility lies with the SPHSS to facilitate the restoration, as custodians of the Crematorium. There is a definite legacy to maintain.</p>	Meeting with Mayor.	Vineetbhai/Vinaybhai
5.13	<p><b>Balmandir/Gujarati School</b></p> <p>Deepikaben noted that the enrolment period</p>		

	for the schools was successful. The Balmandir has filled their classes for the 2017 academic year and a waiting list system is in place which works on a first-come/first-serve basis.		
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<b>5.14</b>	<b>Flooding of the 13<sup>th</sup> Ave campus</b>  This matter is ongoing, and progress has been made. The recent torrential rain has highlighted a possible solution to the flooding which occurs in the area in front of the classrooms. The classrooms and mini hall were subsequently flooded. Increasing the size of the gulley's should allow for sufficient drainage.	<b>Construction of large gulley's - quotations to be obtained.</b>	<b>Vineetbhai/Vinaybhai</b>
<b>5.15</b>	<b>Minor Redesign of Marabastad Mandir</b>  A Poojan will be held to bless the Mandir by Shri Sunilbhai Bhatt. The renovation will be finalised in December.	<b>Facilitate Poojan once renovation is complete.</b>	<b>Vineetbhai</b>
<b>5.19</b>	<b>Bore Hole/Water Project</b>  After a preliminary survey was conducted, and that survey was further investigated by a geologist we were advised that there are dolomite pockets under the 13th Ave Campus. This means that if we are to dig a borehole - there is a slight chance that a sink hole will form if the borehole shaft has a leak. Naturally, we will not pursue the borehole as it may cause irreversible damage to the property.		
<b>5.20</b>	<b>Constitution Review</b>  The review of the Samaj Constitution will be tabled at the next Trustee meeting.	<b>Table review at next Trustee Meeting.</b>	<b>Saileshbhai</b>

<b>5.21</b>	<b>Navratri/Event planning</b>  The EXCO requested that RCC is more transparent with the planning of events so that their assistance can be offered. The RCC handled Navratri well, but the EXCO would like to be more supportive in future events.	<b>Plan of events and what is required to be drawn up in good time in a management plan format.</b>	<b>Urmilaben</b>
<b>5.22</b>	<b>NAD Termination of services</b>  It was noted that the termination of NAD services was finalised.	<b>Manishaben will follow up with relevant proof of termination.</b>	<b>Manishaben</b>
<b>5.23</b>	<b>Finger Print/Biometric System</b>  The Biometric system on the 13th Ave	<b>Follow up on monthly reporting.</b>	<b>Shazz/Vineetbhai</b>

	Campus is in working order and is fully utilised. Regular printouts will be supplied to the Exco as part of the monthly admin report.		
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<b>6</b>	<b>Correspondence</b>		
<b>6.1</b>	<b>Incoming</b>		
<b>6.1.1</b>	Resignation of the interim PNM EXCO  Members of EXCO felt that this matter should be dealt with further. A meeting is to be facilitated to resolve concerns raised and to encourage the withdrawal of resignations	<b>Meeting with PNM</b>	<b>Pranaybhai/Pavanbhai</b>
<b>6.2</b>	<b>Outgoing</b>		
<b>6.2.1</b>	Thank you Letters – Krishna Jayanti		
<b>6.2.2</b>	TDF 2016 Invitations		
<b>6.2.3</b>	Letter of thanks to HM Pravin Gordhan		
<b>6.2.4</b>	Thank you Letters – TDF		
<b>7</b>	<b>Portfolio Report Summary</b>		
<b>7.1</b>	<b>Financial Report: Harshadbhai</b>  <b>September:</b> Cash Position: R3 603 529 Other Assets: Student Loans: R4 95 899.00 Rentals O/S: R45 106.00 Deposit O/S: R115 002.00  <b>October:</b>  YTD Surplus income: R 438 127 Cash Position: R3 523 246.00 Other Assets: Student Loans: R4 95 899.00 Rentals O/S: R45 106.00 Deposit O/S: R115 002.00		
<b>7.2</b>	<b>Facilities Management and Funerals: Vineetbhai</b>  Classroom renovations have been successfully completed. Overall it has a positive impact on our image.  Signage at the Marabastad property has been made. Currently we are pending erection.  The redesigning of Marabastad Mandir		

	<p>property is in progress and work has begun.</p> <p>There were no funerals in the month of October.</p>		
<b>7.3</b>	<p><b>Admin Report</b></p> <p>13 Pujari Services were conducted in October.</p> <p>The facilities were utilised at a total of 11 times in October.</p> <p>JOC Application was a success, and TDF went well.</p> <p>R3000.00 was generated from sales of directories during and after Navratri.</p>		
<b>7.4</b>	<p><b>RCC Report</b></p> <p>All programmes went off well.</p>		
<b>7.5</b>	<p><b>Education report: Deepikaben</b></p> <p>Open day was held on 15 October 2016, event was a success</p> <p>Bal Mandir closed on Monday 31st October and Tuesday 01st November 2016 for Diwali and New Year.</p> <p>Gujarati School was closed on Saturday 29th October 2016</p> <p>Bal Mandir Concert/Awards to be held on 19th November 2016 at 15:00</p> <p>Gifts for teachers have been approved. Gujarati School Awards to be held on 27th November 2016 at 15:00</p> <p>Shantibhen is leaving this year, will need a replacement for her.</p> <p>Mayuribhen requested leave: 8 Dec 2016 – 19 Jan 2016, going to India.</p> <p>Outstanding Bal Mandir Fees – noted. Admin personnel to follow up with letters to defaulters.</p> <p>The school is exploring the idea of recycling. Sent a request for bins to</p>	<p><b>Admin personnel send letters to parents and call them.</b></p>	<p><b>Vinaybhai / Shazz</b></p>

	National Recycling Forum, NAMPAK, Sappi and ABI, awaiting a reply.		
<b>7.6</b>	<b>Public Relations: Ileshbhai</b>  Plan for marketing was highlighted.  Support to be rendered to the plan	<b>Support the good plan</b>	<b>Saileshbhai</b>

<b>7.7</b>	<b>Health, Welfare and Gender: Rookiben</b>  Rookiben presented the soft-copy report as Jyotiben was unavailable.  The report highlighted the Senior Citizens day. The guest speaker was Dr Shailen Nana. He emphasized the importance of a healthy lifestyle. Spine health was the theme.  The Diwali Hamper drive was a success.. A total of 50 hampers were distributed of which 15 large hampers were donated to Gujarati families. The remaining hampers were donated to other families in Laudium. With the help of other organisations a total of 200 hampers were distributed in Laudium, and Lotus Gardens.		
<b>7.8</b>	<b>Special Projects: Navneetbhai and Saileshbhai</b>  7.8.1 Advertising Billboard proposals  These are being investigated with relevant agencies like Prime Media and feedback will follow shortly.  We have informed Jackeysonbhai Hira Ramjee on our progress as this was an idea shared by him to Exco.  7.8.2 A draft architects plan is imminent on a building proposal with quantified analysis on the 12 erfs  7.8.3 Will draft community questionnaire using survey monkey in the new year for further collaboration and feedback from the public		<b>Saileshbhai</b>  <b>Saileshbhai</b>  <b>Saileshbhai</b>



<b>8</b>	<b>General/New Matters</b>		
<b>8.1</b>	<p><b>Nomination of a Commissioner of Oaths/Marriage official</b></p> <p>To be able to assist the community, we are in the process of nominating an individual to act as official Commissioner of Oaths and a Marriage Officer for the Samaj.</p>	<b>To deliberate at separate meeting</b>	<b>EXCO</b>
<b>8.2</b>	<p><b>Happy Folks: Swami Anubhavanada</b></p> <p>Mon 21 Nov to Thurs 24 Nov, Swami Anubhavanad will present a discourse at the Mandir. All are invited to attend. Invitations will be sent out to the heads of various organisations in the community.</p>	<b>Invites to Organisations to be drafted.</b>	<b>Urmilaben/Pranaybhai/Shazz</b>
<b>8.3</b>	<p><b>Leave: Teachers</b></p> <p>It was once again noted that teachers of the Balmandir/Gujarati school are entitled to leave during the School holiday periods. Any additional leave taken is unpaid.</p>		
<b>8.4</b>	<p><b>Management plan: unpaid School Fees</b></p> <p>A report will be done every second month on the status of school fees per learner. Parents with fees outstanding from June will be requested to make payment. If payment is not received, after the correct process is followed by finance, measures will be put into place – no admission may be granted if fees for 3 – 6 months are not received. Harshadbhai will assist by implementing QuickBooks system for admin office. This will ensure that monthly statements can be sent to parents to avoid any miscommunication.</p>	<b>Implement QuickBooks, send out letters or statements</b>	<b>Harshadbhai/Vinaybhai/Shazz</b>
<b>8.5</b>	<p><b>WhatsApp Group</b></p> <p>The Samaj will facilitate a WhatsApp broadcast group. This will assist in speedy community updates. The community will be asked to send a message to a particular number once this is functional.</p>	<b>Meeting with admin team to facilitate WhatsApp group to be held.</b>	<b>Pavanbhai/Ileshbhai/Shazz</b>
<b>8.6</b>	<p><b>Welfare Fund</b></p> <p>A welfare fund will be setup by the Samaj. Pranaybhai will be responsible for recruitment of assistance in this regard.</p>	<b>Follow up with Kishorbhai</b>	<b>Pranaybhai</b>

<b>8.7</b>	<b>Going Green</b> Deepikaben is in the process of procuring recycling bins for the 13th Ave Campus. This is a responsible way to ensure that our green footprint is increased.	<b>Obtaining options/quotes.</b>	<b>Deepikaben</b>
<b>8.8</b>	<b>Split of Health, Welfare and Gender Portfolio</b> In order to facilitate talks about a Woman's division of the Samaj, a Woman's Indaba was proposed. The Existing – Bharataya Shree Mandal is the benchmark for a new generation of strong woman.	<b>Planning Indaba.</b>	<b>Jyotiben/Manishabhen/Saileshbhai</b>
<b>8.9</b>	<b>Pursue the possibility of donations from Lotto and DTI</b>	<b>FINCOM</b>	<b>Pavanbhai, Harshadbhai</b>
<b>8.10</b>	<b>There may be a need for adult Gujarati classes. This needs to be surveyed from the community</b>	<b>Education to conduct a feasibility study</b>	<b>Deepikaben &amp; Pranaybhai</b>
<b>8.11</b>	<b>The matter of the Samaj having a BEE status needs to be pursued</b>	<b>Fincom</b>	<b>Pavanbhai, Harshadbhai</b>
<b>8.12</b>	<b>Next meeting- 10 January 2017</b>		
<b>8.13</b>	<b>Meeting ended at 1am with a Prayer</b>		

SPHSS SECRETARIAT