



Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue
Laudium, Pretoria 0037
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354
PBO Ref No.: 930014581

P.O. Box 14368
Laudium, Pretoria 0037
Web: www.sphss108.co.za

"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: 16 May 2017
Time: 19:45pm

OPENING PRAYER AND WELCOME

The meeting commenced with a prayer and a moment of silence for those who have passed away.

ATTENDANCE REGISTER AND APOLOGIES

EXCO: Saileshbhai Bhagattjee (Chairperson), Pranaybhai Devchand, Manishaben Lakha, , Harshadbhai Pema, Deepikaben Bhana, Vineetbhai Rama, Urmilaben Kaliyan, Jayeshbhai Gopal

Admin: Shahzaadee Majothi, Urviben Mehta

Apologies: Jyotiben Joshi, Pavanbhai Gandhi, Miheerbhai Joshi; Illeshbhai Gandhi

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 11 April 2017 were approved by Deepikaben and seconded by Pranaybhai.

Adopted by: Deepikaben, Seconded: Pranaybhai

No.	Topic	Action Point
1	Matters Arising From Previous Minutes	
	Saileshbhai noted that there were no matters arising from the previous minutes, as all matters were included in the Portfolio Committee reports.	
2	Secretaries Report & Correspondence	
	Incoming	
2.1	<ul style="list-style-type: none">• Art of Living- request for use of carpets• Invitation from SAHMS• Shiv Yog- Upcoming Program• Email from Chetan Soma RE: Bhagavad Gita Katha	

- Community Query: Harshadbhai Keshav
- Community Query: Pankajbhai Joshi
- PHS invitation to opening of Retirement home & AGM

Outgoing

- SPHSS Woman's Group Launch 3 Jun 2017
- SPHSS AGM NOTICE: 28 MAY 2017(Second Notice)
- Gujarati School Newsletter - 5 [Krishna Jayanti]
- SPHSS AGM NOTICE: 28 MAY 2017(First Notice)
- Financials on SPHSS Website
- Birthday Celebrations: Gurudev Sri Sri Ravi Shankar
- SPHSS: Constitutional 5 yearly review
- SPHSS Minutes of EXCO Meeting: April 2017
- SHAMBAVI Virtual Shivir in PRETORIA
- Gujarati School Newsletter - 4
- BAPS Talk - "One God Many Gods"
- GNSA Message: Gujarati Network South
- Thank you letters: Hanuman Chalisa (donors/participants)
- Invitations to Guest Speakers for Womans Indaba (AOL, Dr Namrata, Dr Hema, Ajita, Dr Ramjee, Hanita, Keith, Essence, Revlon)

Admin Report Under Secretariat

Admin Staff to be trained to upload onto the website to ensure that the pages are always up-to-date. A virtual and hard-copy user guide will be kept for all future relevant parties.

Raksha Bandhan: the 2017 Raksha Bandhan drive was briefly discussed; the drive will take place on 29 – 30 July. Further planning will be done in the upcoming weeks for all upcoming events during Shravan month.

2.2

Dakshina Tins: The community members are urged to remember that if their SPHSS Dakshina Tins are full, to arrange with the Samaj office to collect, or to drop it off at the office at their earliest convenience. We will provide an empty Tin, should a member require one.

Computer Hard Drive back-ups: Currently the Samaj Admin Computers are backed up daily, and stored in a secure place. A second External Hard Drive will be purchased to cover the backup for the accounting computer.

Training on Website – Manishaben to follow-up Raksha Bandhan Drive Planning Session – Deepikaben to follow-up. Shravan planning details at next meeting by Urmilaben

Admin office

Update of Obituary list to be uploaded on website – Shahzaadee

Update to obituary list: The update to the Community Obituary list is underway, and can be viewed on our website by Friday, 19 May 2017.

Urviben finalise this matter before the next meeting.

Organisation Directory Gift: Saileshbhai is spearheading the project to send Samaj Directories to the different Hindu organisations in South Africa. This will build our relationships with them, and create awareness of the SPHSS.

3 **Financial Report**

Financial Administrator Report

3.1 Debtor Statements: The statements for the Schools have been dispatched, this is proving to be efficient at ensuring school fees are paid to date. The Marabastad tenant statements have also been dispatched as agreed upon with Jayeshbhai and Vineetbhai and the admin accounting officer.

QuickBooks Training: Urviben was sent on QuickBooks training. The 3-day course was fruitful, and was for basic and advance QuickBooks skills.

3.2 **No CFO report was submitted however progress on the matters arising were discussed.**

3.3 **No Treasurers report was submitted, due to the personal responsibilities as per Pavanbhai.**

President's Report

Murti Vagha Custodianship: We are awaiting the signed agreement from Dr Sujata Garach in order to formalise the custodianship agreement.

Pranaybhai will approach the Health & Welfare portfolio to assist with the formation of a Welfare Fund.

4 Commissioner of Oaths: Mr Chandresen Bhana has agreed to act as Commissioner of Oaths for the community, and we are in the process of formalising this accreditation.

Balmandir Computer Project: Purchase of 12 laptops for assistance in computer studies has been approved. These laptops will supplement the academic curriculum.

AGM Reports: The Annual general meeting will be held on the 28 May, we once again urge all eligible members to attend. Pranaybhai and the team are in the process of finalising their

reports. A joint Exco and trustees meeting was planned for Friday 19th May to discuss operational matters for the AGM.

Deputy President's Report

Staff Contracts: The updated staff contracts have been signed by our employees, and will be securely kept.

SPHSS #TDF2017: The 2017 SPHSS Tshwane Diwali Festival will be held on 14 October 2017. The venue is secured – Laudium Sports Grounds. Please save this date. Vineetbhai and Saileshbhai will share more information with the entire exco in the upcoming months on the sponsorship drive and event planning that will cover all duties and logistics. All fresh ideas and suggestions are welcome from the public.

- 5 Krishna Jayanti 2017: Saileshbhai has approached ISKCON to partner once again with the Samaj for the Krishna Jayanti programme. Vineetbhai and Saileshbhai will forward a draft plan after liaising with all relevant parties.

Resignation: Ileshbhai Gandhi has tendered his resignation as head of the Marketing/Public Relations Portfolio. The EXCO has accepted his resignation and a team will be formed to assist in the interim.

Special Projects: Saileshbhai has offered to assist Jayeshbhai with the Special Projects portfolio and continue with all the tasks initiated thus far.

6 Portfolio Committee Reports

Facilities & Funeral Management

Funeral Undertakings: Vineetbhai approached the Centurion Undertaker on 3 May 2017 to address issues pertaining to the pricing and service, a detailed amount regarding the rates charged was submitted to the exco in the portfolio report.

- 6.1 Burial orders will soon become a problem, as The Department of Home affairs may change the legislation behind issuing a burial order. The staff members at the Rebecca Street crematorium were becoming problematic as some are also unwilling to work on weekends and public holidays. These issues will need to be addressed jointly with other Hindu organisations.

Mandir Roof Leak: The repair of the leaking roof is underway.

Shiv Mandir Plaque: The Memorial Plaque will be placed on a podium at the Shiv Mandir.

Storm Water Drainage: Quotations for the upgrade of the storm water drainage system have been requested, and we are working to correct the on-going issue of flooding. Thus far only one quotation was received.

Security upgrade: Barbed Wire installation will take place in the month, to ensure that the kitchen driveway area is secure. Quotations are being obtained for the necessary upgrade. A new protocol for entry to the premises during school hours is being drafted for EXCO approval, further details will be communicated once finalised.

SPHSS Auditorium foyer upgrade: The updating of the foyer is an upcoming project, pending budget approval.

Education

First Aid Course: Quotations have been requested to provide First Aid Accreditation to Noel Chuma, Shri Sunilbhai and Mayuriben. The Balmandir teachers have valid First Aid accreditation, broadening this to the other staff members will assist in being well-equipped for emergencies.

2017 Balmandir Fee Agreement: The Fee Agreement has been approved in conjunction with the Exco and will be dispatched to the parents in due course. These agreements will assist in ensuring that all fees are paid.

6.2 Student Loans/Bursaries: 3 applicants have been granted student loans for the amount of R61 390.00, as well as one bursary for the amount of R10 000.00

2018 School Fees: The 10% annual fee increase has been tabled, and was approved at the meeting. Thus the now finalised updated 2018 application forms will be made available to the public.

Combined Gujarati School: Deepikaben will setup a meeting with prospective partners to increase the usage of the Gujarati School facility as well as enrich the learners.

Balmandir Excursion: The termly Balmandir Excursion will take place on 18 May 2017. The learners will visit the Rooihuiskraal Terrain, and look forward to their educational

day out.

Furniture: The Balmandir Furniture is in need of refurbishment/replacement. Deepikaben will provide options to the EXCO for approval.

Gujarati School: the learners and educators have begun preparation for Krishna Jayanti and Guru Purnima. The team have an exciting play lined up for Krishna Jayanti, which the learners will participate in.

Special Projects

Marabastad Property: The vacant land will be visited by Vineetbhai and Jayeshbhai. Jayeshbhai will also request ideas and suggestions for the premises from members of the community at the AGM.

Rebecca Street Gas Crematorium: The Crematorium will undergo a revamp; more info will follow once the pending budget is approved. A site visit with some members will be arranged.

6.3 Jayeshbhai will meet with Jackeysonbhai Ramjee to obtain advice on aspects of generating income for project Barkat land.

Project Barkat: We are currently awaiting feedback from Laura Lourens with regards to the Erf Swop.

West Capital Project: We are awaiting feedback from the member of the Mayoral Management Committee (MMC) for economic development with regards to this application, and more info will follow.

Centurion land Claim: This application will take some time, Saileshbhai will assist with the completion of the relevant documentation.

Religion & Cultural Committee

6.4 Staphna Repair – The repair of the Staphna has begun, with the budget approved. The tender process was successful. We would like to thank all the artisans who submitted tenders.

Flags for the Mandir – Shri Sunilbhai is in the process of

putting up new flags on the Mandir roof.

Shravan Bhajan Lists – A meeting was held and e-mails will soon be sent to each group for participation.

Mandir – The Hindola will be re-varnished, in preparation for Krishna Jayanti.

Quarter 3 events: Shravan, Krishna Jayanti, Raksha Bandhan, Ganesh Chouth, Shraadh, Navratri, Diwali, SPHSS #TDF2017 – other events outlined by MPR.

Shravan (24 Jul to 21 Aug)

Rakshabandhan (7 Aug) (Drive: 29 Jul for Gujarati school, Community volunteers: 29 Jul and 30 Jul)

Krishna Jayanti (15 Aug)

Ganesh Chouth (25 Aug – 5 Sep)

Woman's group

6.5 The Launch of the Woman's group will be held on 3 June 2017, from 3:30pm – 5:30pm. The ladies will be treated to an array of guest speakers, tea-time treats and goody bags. SPHSS female members can contact the office or Manishabhen for more details.

7 General/New matters

Library Revival

7.1 A Request from Maniben Sita to donate Gujarati books to the Samaj was made. We will store these books in the Multimedia Centre, as a part of the Multimedia Centre Project.

Admin office to contact her to arrange date for drop off and organise cleaning of MMC cupboard.

Pretoria Navyuga Revival

7.2 Vineetbhai proposed a plan be in place to encourage the youth of the in order to revive PNM membership. He has volunteered to work on this task to get this going.

Secretary General

7.3 Miheerbhai has tendered his resignation from the SPHSS Executive Committee and stay on until the AGM. In the interim, Manishaben will act as interim Secretary General until the post is filled.

Policy review

7.4 In light of the constitution review, the Executive Committee will schedule a meeting to revise the policies of the Samaj. A date for this will be set at the exco meeting after the AGM. More info will follow.

Pretoria Hindu Society Retirement Homes

7.5 The Samaj has donated a Garden bench to the retirement home. Saileshbhai could not attend due to a funeral in the family and proxies were given to Pranaybhai and other EXCO members who attended the AGM on their personal capacity. We wish the Pretoria Hindu Society all the best for their new retirement Home.

The meeting adjourned at 12:45am, with a prayer. The next Executive Committee Meeting will be held on the 20 June, at 7:30pm in the Samaj Boardroom.

Prem Namaste

SPHSS Secretariat