



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: 18 July 2017
Time: 19:45 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.

2. **ATTENDANCE REGISTER AND APOLOGIES**

EXCO: Pranaybhai Devchand, Saileshbhai Bhagattjee, Manishaben Lakha, Harshadbhai Pema, Pavanbhai Gandhi, Deepikaben Bhana, Vineetbhai Rama, Urmilaben Kalyan, Jayeshbhai Gopal

Admin: Shahzaadee

Apologies: Jyotiben Joshi, Urviben Mehta

Early departure: Urmilaben Kalyan (11:00pm); Shahzaadee (10:20pm)

3. **QUORUM**

The meeting was declared duly constituted by the President as the requisite quorum as required by clause 12.1.3 of the constitution had been met.

APPROVAL OF MINUTES

The minutes for the Executive meeting held on 20 June 2017 were approved by Vineetbhai Rama and seconded by Deepikaben Bhana.

No.	Topic	Action Point
5	Matters Arising This is reported by the respective members , within their reports	

6	<p>EXCO</p> <p>Cabinet reshuffle Proposal- as per clause 8:24, page 10 of constitution</p> <p>The President of SPHSS proposed the following reshuffle</p> <p>(6.1) Manishaben Lakha from Assistant Secretary to Secretary General</p> <p>(6.2) Vineetbhai Rama from Facilities Management and Funerals to Assistant Secretary</p> <p>There were no objection for this proposal and was unanimously approved.</p> <p>However this still left the Samaj with various vacant positions to fulfil within the Portfolios. It was decided to make these vacancies available to the public.</p>	
7	<p>Secretaries Unity drive</p> <p>In the spirit of unity, ladies within the EXCO tied Rakhi's for all the male members of the EXCO. This was well received by all.</p>	
<p>8 Secretaries Report – Manishaben</p>		
8.1	<p>Correspondence In:</p> <ul style="list-style-type: none"> a) Love Where you Live: Tree planting Initiative b) Dr Pillay: Deepawali Fare 7 Oct 2017 c) Invitation to SAHMS Council Meeting d) Mr Bhatia: SantNirankari Mandal e) Arya Samaj: Hindi Khabar June f) Tridhara in Joburg g) Vandana Naran: RadheGovindGaavo h) SAHMS: Good Governance Workshop i) Arya Samaj: Priest Course Module j) Arya Samaj: Veda Jyoti June 2017 k) Cape Hindu Cultural Society: 70th Anniversary of Gandhi Memorial School l) SAHMS: Marriage Officer Training m) SAK: Blanket Clothing & Food Hamper Drive 	

8.2	<p>Correspondence Out:</p> <ul style="list-style-type: none"> a) SPHSS Minutes of EXCO meeting: June 2017 b) SPHSS Woman’s Group Mandela Day Project c) SPHSS RakshaBandhan Drive 29& 30 Jul d) SPHSS Mandela Day Drive e) SPHSS Nomination for a seat on the board of Trustees f) SPHSS Gujarati School newsletter 7 g) SPHSS minutes of a Special Meeting Held by the Board of Trustees h) Satsang Tour: The SantNirankari Mandal (RSA) Trust i) Know India Programme j) Bharatanatyam Performance 6 July k) External Vacancies 	
8.3 Administrator Report - Shahzaadee		
a)	<p>Ad Design Timeframe The regular events can have the advert designs done in advance. The proposal was to do these adverts when the office was not inundated with tasks to prevent administrative overload.</p>	
b)	<p>Monthly individual reports Reports to be presented a week prior to EXCO meeting.</p>	Secretariats to manage
c)	<p>Staff Leave Roster This matter is still pending. Management to finalise</p>	Pranaybhai & Saileshbhai to support this
d)	<p>Google Sheet Task List Update daily and to present weekly to EXCO. Items of priority to be moved to the top of the list. A reminder list to be sent to EXCO to go to the link.</p>	Shahzaadee
e)	<p>Update of contact lists on email data base The list of all groups on email data base is to be updated and a break down list to be presented to the President.</p>	Shahzaadee/Secretariats
f)	<p>Distribution of Mandela day email to Gender group The information is to be created as a separate group on email</p>	Shahzaadee & Manishaben

	and SMS data base.	
g)	<p>Biometric analysis report</p> <p>This analysis report is due monthly and to be presented at monthly EXCO meetings. Shahzaadee to obtain the original template to present from Urviben and present to secretariats for presentation.</p> <p>Shahzaadee asked to be excused from meeting at 10h20pm</p>	
9	Finance Report	
9.1	Finance Administrator Report - Urviben (Presented by Pranaybhai on her behalf)	
a)	<p>Thank You Letter to Gujarati School Parents IRO Curriculum Assistance</p> <p>Pending, will be done together with Raksha Bandhan drive once schools open.</p>	Urviben
b)	<p>Directory Distribution</p> <p>To assist Saileshbhai on the mandate and directives from the EXCO to complete task</p>	Urviben & Sailehsbhai
c)	<p>Statements for Tenants</p> <p>All statements were hand delivered to Marabastad tenants by Jayeshbhai and Vineetbhai as well as emailed by office.</p>	Jayeshbhai, Vineetbhai & Urviben
d)	<p>Communique for Tenants</p> <p>A general notice for deposits and rentals was hand delivered by Vineetbhai and Jayeshbhai</p>	
e)	<p>Actual donation received for Mandela Day (See Gender report)</p>	Pavanbhai & Harshadbhai
9.2	Treasurers Report - Pavanbhai	
a)	<p>Payroll Quotations</p> <p>Quotations was presented, however this is to be finalised by next meeting and investigated against the cost for quick-books payroll licence.</p>	
b)	<p>Student Loan Surety Process</p> <p>This list to be presented to EXCO at next meeting</p>	Pavanbhai, Harshadbhai & Deepikaben

c)	VAT Registration In the process and ongoing	Pavanbhai & Harshadbhai
d)	Cost centre allocations Ongoing	
e)	Recoupment of rentals and deposits This process has started a general notice was sent out to all tenants.	FINCOM together with Jayeshbhai & Vineetbhai
f)	Procedure manual for Marabastad rentals To circulate to EXCO	Vineetbhai
g)	Quickbooks implementation for schools This is now Live	Pavanbhai & Urviben
h)	Amendments to Finance and admin manual Submissions to be done by 1 st August 2017	Pavanbhai & Harshadbhai
i)	Sec 18A registration Still pending being assisted by TayFin	Pavanbhai
j)	Tax returns for 2015 & 2016 This has been submitted for 2015. 2016 matter being finalised.	
k)	Property valuation for 2017 AFS To procure valuation costs	Pavanbhai
l)	Final demand on outstanding School fees (2016 & 2017) Feedback to be provided by next EXCO meeting	FINCOM
m)	Annual insurance renewal CFO to proceed in the best interest of the Samaj	Pavanbhai
9.3 Chief Financial Officer Report – Harshadbhai		
a)	Fix deposit Investment had been reinvested at a rate of 8.05% for a 12month period dated 7 th July 2017 to July 2018. The good news is that the investment has been extended from 3 to 3.5 million.	Harshadbhai
b)	Quickbooks live SPHSS is now live with its accounting package, which is managed in house.	

c)	Rental collection Shop no3 and warehouse11 has been handed over to Mr B Daya to mediate with tenant. This needs to be followed up to check on progress.	Harshadbhai
d)	Staff reporting structures All staff to report as per contractual agreement. Although both admin staff are answerable to the entire EXCO. Both President and Deputy President have full management powers over all Staff. When it comes to leave agreements the final authorisation is both President and Deputy President. It was also clearly indicated that operation lines for the Admin staff member was the secretariat and the Finance Admin member was the FINCOM.	Pranaybhai to resolve all issues within two weeks
e)	Conflict of interest, supplier and their authorization This was discussed and a way forward is a joint meeting to rectify issues on the interpretation and clarity of the policy.	Pranaybhai to manage
f)	Quickbooks licences/manuals/multi-user status / Outside Practitioner To be debated further	Harshadbhai & Pavan
g)	Staff Multi task A plan needs to be in place for both admin officers to be back support for each other as per job description and contractual agreement.	Pranaybhai & Harshad
10	Education - Deepikaben	
a)	Gujarati School – meeting with BAPS This meeting is scheduled for Thursday 20 th July with Divyeshbhai Joshi	Deepikaben
b)	2018 Balmandir forms and fee policy The forms are finalised and uploaded on website	Pavan & Deepikaben
c)	Fee agreement document 2017 To be presented via email to EXCO as to what percentage was received back and the follow ups that need to be made.	Deepikaben
d)	Furniture upgrade and refurbishment A follow up to do when school reopens and will advise Vineetbhai accordingly related to shortfalls and progress on	Deepikaben

	repair.	
e)	Raksha Bandhan drive Scheduled for 29 th and 30 th July. 2000 Rakhis to be purchased. 2 quotes were received. Flyers have been redesigned and approved for dispatch. Leave behind notes to be finalized by the end of the week. Volunteer emails have been sent out. A follow up on volunteer list to be done.	Deepikaben, Urviben & Shahzaadee
f)	Krishna Jayanti Practices are taking place. 1 dance and 1 drama item is being prepared by Gujarati School and 1 dance item by Balmandir	Deepikaben & Teachers
g)	Upcoming events Open day proposed dates 2nd September 2017 or 16 th September 2017. Dates have been proposed to teachers awaiting their response.	
h)	Completion and safekeeping of all teachers Contracts This has been done and handed over to be locked in safe.	
11	RCC – Urmilaben	
a)	Staphna Repair Update This process is in completion. Members of the RCC were happy with the outcome of the new Stapna.	Urviben & Shahzaadee
b)	Shravan Feedback As discussed the programme is on track. A full page advert will be placed in the Laudium Sun.	Urmilaben & RCC Team
c)	Nandi / Tortoise feedback This is in the making, Urmilaben to provide clarity with regards to payments.	Urmilaben
d)	Hindola To be repainted by 24 th July	Vineetbhai & Urmilaben
e)	Upcoming events Navratri preparations Urmilaben ask to be excused from meeting at 10h20pm	Urmilaben & RCC Team
12	President's report - Pranaybhai	

a)	Murthi Vagha Custodianship Agreement This process is pending clarity on agreement.	Pranaybhai & Admin office
b)	Commissioner of Oaths Application Update Pranaybhai awaiting document from admin office	Admin Office
c)	Create Welfare fund Kishorbhai Dajee Naran is working on this. The 3 social workers met on 12 th July to discuss this matter. FINCOM to look into creating a separate bank account for this purpose; however it was suggested that this requirement can be done by merely ring-fencing the money received.	Pranaybhai
d)	Part time admin assistant Samaj is to embark on a skills development programme in enabling those members in the community to gain experience. Through this program SPHSS is to look into a part time administrator.	
e)	Voter's role feedback The Secretariats have been tasked to updating the current voters' role and a letter to be sent out to the community in order to prepare for next years' BGM.	Manishaben & Vineetbhai
f)	MMC Laptop procurement All quotations to be submitted to the President by no later than the 1 st of August 2017. Specs will be sent out beforehand.	All EXCO Members
g)	Policy reviews Policy review update to be finalised by the two secretaries but must have core teams input e.g. finance and admin doc must have input from FINCOM.	Manishaben & Vineetbhai
h)	Upcoming activities To look into inviting the new High Commissioner of India to our SPHSS campus for an orientation tour and dinner.	Pranaybhai & Manishaben
i)	International Day of Yoga (IDY 2017) A successful yoga day took place in conjunction with the High Commission (HC) of India Pretoria. A team had supper at the 2 nd Secretary of the HC and Head of Chancery Mrs Nita Ghai and her husband Mr. Neel Ghai who is head of economic policy at the HC on Sunday 2 nd July. The invite was to say thanks to the IYD teams across Gauteng.	

j)	The programme of collaborative effort between the South African Tamil Association (SATA), Tamil Federation of Gauteng (TFG), Indian Consulate General and SPHSS went well. The partnership brought a great Bharatanatyam Show to the Samaj hall.	
k)	The matter related to the management of the safe and the funds are to be reviewed with the FINCOM team	FINCOM & Pranaybhai
13	Woman's Group – Manishaben	
a)	Mandela day Project This drive has been well received. Thus far the project was a great success. A full report to be presented at next EXCO meeting. Items to be purchased and packed into bags/boxes on the 22 July and to be distributed in Atteridgeville schools together with Sistagirl Foundation when schools re-open. This will be done by the SPHSS women's group.	
b)	Next Indaba / Future Charity event schedule To be planned later in the year	
14	Health, Welfare & Senior Citizens – Jyotimasi	
a)	No report due to a funeral of a community member on the day the meeting was scheduled thus the meeting did not take place.	
15	Deputy President's Report – Saileshbhai	
a)	#TDF2017 Planning Session Ongoing, venue is booked for 14 th October 2017. Book your stall advert has been designed and broadcast on social media. A brainstorming meeting to be setup in preparation for the event. A meeting to be setup with Suchita who is an events coordinator, more details to follow	Vineetbhai & Saileshbhai
b)	Krishna Jayanti Planning Session Update KJ2017 plans are in progress in partnership with ISKCON Hatfield, the budget for the function is R60k to which both	Saileshbhai

	parties are to raise R30k each Harshadbhai to rollout fundraising plan and solicit professionals and businesses to raise donations towards the costs.	Harshadbhai
c)	Staff leave The staff leave file to be presented at all EXCO meetings for the approval of both President and Deputy President. Also to ensure the upkeep of staff leave forms. The forms will be signed by the relevant immediate supervisor and finalised by the President. These forms are to be presented at every meeting.	Admin Office, Pranaybhai & Saileshbhai
d)	Directory Distribution Saileshbhai presented a plan with regards to the distribution of directories and it was agreed that this process is followed through together with Urviben and members of EXCO.	Saileshbhai & Urviben
16	Facilities & Funeral Management – Vineetbhai	
a)	Revival Plan for PNM – feedback from Hanuman Chalisa Post Mortem A successful post mortem meeting was held with various members, a detailed report was submitted. With regard to the revival of PNM a meeting has been scheduled for the 11 th of August.	Vineetbhai, Yaminiben & Yashubhai
b)	Ganesh Chauth Feedback A meeting was held with Essence of Hinduism, Neeleshbhai Parak of RV foods and it has been agreed to host a 10day joint partnership programme .A report of this meeting was submitted and a more detailed programme will be circulated.	Vineetbhai
c)	Storm Water Drainage This project has been approved.	
d)	Stage refurbishment Quotations have been presented awaiting EXCO approval as the existing infrastructure projects will be managed first.	
e)	Shiv Mandhir Paving and plaque to be installed. This will be done once the Nandi is ready.	Vineetbhai

f)	Multimedia furniture Some of the furniture has been finalised but the matters is ongoing.	Vineetbhai
g)	SPHSS Crematorium site clean-up EXCO has approved a budget of R10K to clean, paint and do basic repair to structure.	Vineetbhai
h)	Branding/Signage for premises This is ongoing, however Marabastad signage still has not done.	Vineetbhai
17 Special Projects – Jayeshbhai		
a)	Marabastad stands, Response from letter, site visit and pending land swop transfer. The site visit has been done. So far no response from community in regard to suggestions to vacant land. Committee to look into other ways to generate income in the interim. A meeting was held with official representatives from Tshwane council as the delay with regards to the title deeds on the erf to be swopped was from the attorneys, the officials will try and intervene in trying to speed up the process.	Jayeshbhai & Saileshbhai
b)	Meeting with Jackeysonbhai IRO signage This meeting is still pending	Jayeshbhai
c)	SPHSS Crematorium Site clean-up Working in conjunction with facilities management	Vineetbhai & Vineetbhai
18 General/New Matters		
18.1	SPHSS EXCO/Trustees Vacancies A letter to be sent out to the community for the various portfolio positions available on the EXCO.	Admin Office & Manishaben
18.2	Invitation for the SRMM 29th Anniversary Ceremony Pranaybhai to try and establish links and to see if this and similar kind of events be held in Gauteng	Pranaybhai
18.3	YouTube Channel for SPHSS EXCO to look into creating video clips on the various religious days and to be uploaded for viewing	Shahzaadee & Urmilaben

18.4	PayPal system FINCOM explore and present at next EXCO meeting	Pavanbhai
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The meeting adjourned at 1:05 AM, with a prayer. The next Executive Committee Meeting will be held on the 22August, at 7:30 PM in the Samaj Boardroom.

Prem Namaste

Vineet Rama - SPHSS Assistant Secretary