



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: 19th September 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, Deepikaben Bhana, Vineetbhai Rama, Urmilaben Kalyan, Harshadbhai Pema, Pavanbhai Ghandi, Madhuben Modi

Admin: Priyamben Tanna

Apologies: Manishaben Lakha, Jayeshbhai Gopal, Girishbhai Daya, Harshadbhai Keshav, Harshilaben Kooverjee, Saileshbhai Bhagatjee

Early departure: Priyamben Tanna at 9h30pm

3. **QUORUM**

The meeting was declared duly constituted by the President as the requisite quorum as per clause 12.1.3 of the constitution had been met for an Executive Committee meeting, however this was a joint Trustee and Executive meeting. The trustees did not quorate; therefore an Exco Meeting would only take place.

4. **APPROVAL OF MINUTES**

The minutes for the Executive meeting held on 22 August 2017 were approved by Deepikaben Bhana and seconded by Urmilaben Kalyan.

No.	Topic	Action Point
5	Matters Arising These matters are reported by the respective members ,	

	within their reports	
6	Secretaries Report – Manishaben and Vineetbhai	
6.1	<p>Correspondence In:</p> <ul style="list-style-type: none"> a) Shree Rameshwar Mahadev Mandir sms for calendar sales b) Laudium Women’s Network I AM I book launch c) SA Hindu Maha Sabha invite to SAHMS AGM d) Invite Screening of An Inconvenient Truth e) Jeena Dance Production Diwali Ball 20107 f) Love Where You Live Letter of appreciation g) SA Hindu Seva Samithi Priest fee h) Telugu Movie SA Paisa Vasool premier i) Vishwa Gujarati Samaj E-newsletter issue 8 j) TUKS Hi9ndu Student Society BAPS talk Festival of Inspiration k) TUKS Hindu Student Society Campus conquest l) Government of India sponsored ITEC Program in partnership with RCF LTD Certificate course in Fertilizer Technology m) SA Hindu Maha sabha invite to SAHMS AGM n) Shree Ayyappaa Kshetram Ganesh Chaturthi TV broadcast o) Midrand Hindu Dharma Sabha MHDS new Exco p) Lenasia Yuvak Mandal United Hanuman Chalise 2019 q) Lenasia Yuvak Mandal Bring & Braai 2017 r) India Cares Diwali 2017 s) SA Hindu Maha Sabha EDUSA flyer t) Shree Ayyappaa Kshetram Puratthaasi, Navratri & Deepavali bhajan 	
6.2	<p>Correspondence Out:</p> <ul style="list-style-type: none"> a) Mr Kiat TDF2017 nvite b) Welcome letter Mr Neel Chal The Counselor to HC of India c) SPHSS Voter’s Roll d) SPHSS Shree Ganesh Chouth 25 August-5 September 2017 e) BAPS thank you letter Independence Day 2017 f) SPHSS Minutes of Executive meeting 22 August 2017 g) SPHSS Pitru Havan 17 september 2017 h) SPHSS Appointment of new admin staff i) SPHSS Open Day 16 September 2017 j) SPHSS Navratri 21-30 Se3ptemb k) er 2017 	

6.3	Voters Role – Feedback A letter was sent to the community in this regard and only 2 applications were received and one query to change details.	
6.4	Policy Review The Financial and administration policy together with the Samaj Complaints policy document is still awaiting approval. Pranaybhai to do follow up. A concern by Pavanbhai was raised as to why his changes were not added to the financial document, Vineetbhai to provide feedback in this regard.	Manishaben Pranaybhai Vineetbhai
6.5	Document and Safe keys Harshadbhai is to hand over keys and documents to Secretariats as this is a constitutional requirement and the keys to the document safe should be in the hands of the secretariat. Harshadbhai stated he was in the process of cutting a key as there was only 1 key to the safe and will hand over.	Harshadbhai
7 Administrator Report – Priyamben Tanna		
7.1)	Social Media YouTube - Videos of various functions and events to be up loaded, this can be done via link from Facebook. Instagram – Has been created and photos to be loaded.	Priyamben
7.2)	Design artwork Priyamben to take over all pending work in this regard as well as distribution of emails and media.	Priyamben
7.3)	Samaj 2018 Calendar To be finalised by Sunilbhai and Urmilaben.	Priyamben
7.4)	Directory distribution This task is to be finalised and completed and a follow up	Pranaybhai/Shazz

	report to be done and presented. Pranaybhai to finalise with Shazz and to oversee the completion of this project. He will also raise all concerns with regard to the agreement made by her to him and a way forward in fulfilling her obligations.	
7.5)	Staff Leave file/roster This matter is still pending. Management to finalise. It was also noted that the file was not presented in the meeting. Priyamben to follow up and present at all exco meetings.	Priyamben. Pranaybhai & Saileshbhai to support this
7.6)	Biometric finger print report This is done twice a month and presented to Vineetbhai, who then escalates various information to the line managers if there is any queries. Priyamben to investigate and do follow ups.	Priyamben
7.7)	Gender group The women's' group WhatsApp broadcast group is to be created.	Priyamben
8	Finance Administrator Report	
8.1)	Monthly Statements and Petty Cash Keeranben Bhima has volunteered to support and supervise the office administrator, she has offered her services as seva with no cost. She will assist in this regard until this position is filled. Harshadbhai and Pavanbhai are to set up a meeting and to get this process running.	Harshadbhai and Pavanbhai
8.2)	Communique for Tenants Shop no 1 tenant to still sign a letter related to his obligations on rental.	Harshadbhai
9	President's report - Pranaybhai	
9.1)	Murti Vagha Custodianship Agreement Still awaiting feedback from Sujataben. Pending issues with contract to be addressed, the exco felt that this matter is long overdue and has been carried from the previous administration under Rameshbhai. A decision to look into	Pranaybhai

	alternative vagma arrangements should there not be a resolution as previously discussed and to put this matter to rest.	
9.2)	<p>Commissioner of Oaths</p> <p>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>	Harshilaben Kooverjee
9.3)	<p>Welfare Fund</p> <p>After discussing the various parties regarding the duplicating of this function within the structures of the samaj, Pranaybhai made mention that it is the duty and obligation of the samaj to fulfil this need to the members of the community and samaj will however still render this service where necessary.</p>	
9.4)	<p>MMC Laptop Procurement</p> <p>Quotations have been received and to be finalised.</p>	Pranaybhai
9.5)	<p>Invitation to HCOI</p> <p>An invitation to meet the Exco and trustees and show the new High Commissioner of India our premises has been sent however we are still awaiting feedback, no response thus far.</p>	Pranaybhai
9.6)	<p>Trustees investigation into creation of Trust</p> <p>This matter is still pending as Harshilaben needs to setup date for meeting.</p>	Pranaybhai, Harshilaben and Harshadbhai
9.7)	<p>Marabastad Property Development</p> <p>2 Proposals have been received. Pranaybhai together with Jayeshbhai to look into development proposals, this will be ongoing as it is still to be concluded. Feedback to be given.</p>	Pranaybhai & Jayeshbhai
9.8)	<p>Internship programme</p>	

	A suggestion was made in this regard as we enter into the busiest period of samaj and with the back log within the admin office due to the new recruitment, staff shortage and short notice of Urviben's immediate resignation. The exco welcomed this decision and that we immediately look into this matter. Also we found that a lot of youth found it difficult to find employment due to a lack of experience thus Samaj could be creating the opportunity.	Pranaybhai
9.9)	Vacancies within Exco This has become a concern as various members of community have been approached, although a letter was sent to community and despite all attempts members were willing to assist but not get involved or serve at exco level.	
9.10)	Marabastad Land, Interim use Pranaybhai has mentioned to date that there is no progress in this regard and that a follow up meeting is to be held.	Jayeshbhai
9.11)	Meeting with Marabastad tenant A meeting to be held with tenant of shop 6&7	Pranaybhai & Saileshbhai
9.12)	Policy Reviews To be signed and finalised by 29 September 2017 and to be presented to secretariats.	Pranaybhai
9.13)	Caretakers Salary and package Pranaybhai requested fincom to finalise as Ms. Singh will be going into retirement by the 15 th November 2017 for final payment in December.	Harshadbhai & Pavanbhai
9.14)	R.C.C. expansion a) Youth religious Knowledge expansion b) Rotation of aarti per family	Urmilaben to look into. Urmilaben together with Sunilbhai

presented by Pranaybhai

10.1)	Tshwane Diwali Festival 2017 More active involvement was requested of the entire exco and Trustees. It was suggested by Saileshbhai that the entire Exco Cabinet required for a successful event, thus all should volunteer their support without prompting.	Saileshbhai & Vineetbhai
10.2)	Telkom account change over Vinaykaka's details has been removed and transferred over to Saileshbhai's name.	
10.3)	Bookkeeping Appointment of Keeranben Bhima who will assist in this regard once a week or as often as possible. A brief background description on Keeranben was presented. However a full time junior bookkeeper still needs to be appointed.	Harshadbhai & Pavanbhai
10.4)	Rangoli It was suggested that a committee be setup to manage this event and that the event be moved to the 7 th and not the 14 th due to TDF2017 and the magnitude of the function. This was agreed to and Pranaybhai to support Deepikaben to organise a team to oversee this event.	Pranaybhai and Deepikaben
10.5)	New Year's day programme 20th October 2017 Event to be co-ordinate and overseen, including awards.	Manishaben & Urmilaben
11	C.F.O & Treasurers Report – Harshadbhai & Pavanbhai	
11.1)	Tax Returns For SARS Pending assessment which could take up to 15 days	Harshadbhai
11.2)	Student Loan Surety Process	Pavanbhai, Harshadbhai &

	This list to be presented to EXCO at next meeting	Deepikaben
11.3)	VAT Registration Application to be done in November 2017	Pavanbhai & Harshadbhai
11.4)	Financial & admin manual Pavanbhai stated that the changes he had submitted where for some reason not implemented and requested an explanation. The President was requested to look into the matter and a final draft to be sent to all.	Pranaybhai
11.5)	Recoupment of rentals and deposits Awaiting tenant's feedback with regards to general letter sent out. No feedback was presented.	Harshadbhai & Pavanbhai
11.6)	Procedure manual for Marabastad rentals Pranaybhai mentioned that this is merely a guideline document and is subject to change as and when and that the document be implemented for the Exco to use.	Fincom
11.7)	Sec 18A registration Still pending being assisted by TayFin	Pavanbhai
11.8)	Admin fee and Interest on late payments This is to be implemented on both Marabastad rental income as of 1 st September and as well as outstanding fees.	Harshadbhai, Pavanbhai
11.9)	Property valuation for 2017 AFS Still pending	Pavanbhai
11.10)	Final demand on outstanding School fees (2016 & 2017) Letter to be issued via registered post. Current year Students to be sent a final notice for outstanding fees before	Pavanbhai, Harshadbhai, & Deepikaben

	the new term begins informing parents.	
11.11)	PayFast This is now operational and will be linked to Navratri and TDF. Paypal option to be explored.	Pavanbhai & Shazz
11.12)	Marabastad Name change of Stand and rates amount is still pending. This matter needs to be given urgent priority.	Harshadbhai
11.13)	Sage Pay for Creditors ,Salary payments & Debit orders More details to be provided at next exco meeting	Pavanbhai
11.14)	Joint venture events It was agreed that Samaj be the Primary vehicle for payments and an invoice be made out to organisations partnering with SPHSS.	Fincom
11.15)	SARS E-filing profile for SPHSS It was agreed that a profile for SPHSS be developed	Pavanbhai
11.17)	Upcoming events To assist with stall planning at TDF2017	Pavanbhai
12	Education – Deepikaben	
12.1)	Gujarati School – possible merger with BAPS A meeting with parent to be held regarding a possible merger of the two schools and to get a buy in with the current parents. Deepikaben to convene this meeting with support from Pranaybhai.	Deepikaben & Pranaybhai
12.2)	2017 Balmandir fees A reminder was sent out to all parents for outstanding fee.	Pavanbhai & Deepikaben
12.3)	Furniture upgrade and refurbishment A meeting was held in this regard and was presented to exco	Deepikaben & Vineetbhai

	on the urgency of the replacement of furniture. The exco had approved this expense and to be done in stages.	
12.4)	Raksha Bandhan drive file corrections This is still pending	Deepikaben, Urviben & Shahzaadee
12.5)	Grandparents Day Was held on 15 th September 2017 and was well attended.	
12.6)	Kideo Comp Letters in this regard was sent still awaiting response.	Deepikaben & Vineetbhai
12.7	Upcoming events Bal Mandhir concert on the 25 th November 2017.	Deepikaben
13	RCC - Urmilaben	
13.1)	Staphna Repair Update This was done and the committee had viewed it and were happy with the outcome.	
13.2)	Shravan Feedback Was a great success, people enjoyed the bhajan mandals and the event was well attended.	
13.3)	Nandi / Tortoise feedback This is in the making, Urmilaben to provide feedback.	Urmilaben
13.4)	Navratri Starts 21 September to 29 September, all preparations are on schedule. Urmilaben to provide a detailed list of donations secured.	Urmilaben
13.5)	Upcoming events Diwali and New year 19 th October and 20 th October 2017	

		Urmilaben & Manishaben
14	Gender/Woman's Group – Manishaben	
14.1)	Indaba planning Still to be finalised.	
15	Health, Welfare & Senior Citizens – Jyotimasi (not present) report presented by Pranaybhai	
15.1)	Senior Citizens Visited the Margarita Ackerman Old Age Home on the 16 th of September 2017. This was planned to coincide with the observation of Shradh period. The committee members served 160 Seniors with tea and snacks as well as 60 staff members and appreciated by all as well as the experience. Groceries that were requested by the home were bought, including toiletries that were donated by Amca Products was distributed at this home. Various contributions were made by members of the seniors group and community members..	
15.2)	Welfare The committee requested an email and SMS be sent out to community requesting donations for Diwali hamper drive after Navaratri celebrations.	
15.3)	Upcoming events a) Diwali hamper distribution b) Meeting of Seniors on 28 th October 2017. c) 3 Day outing to Emerald Resort in November 2017 d) Year-end outing in November-Movies & pizza	
16	Facilities & Funeral Management – Vineetbhai	
16.2)	Storm Water Drainage This project has been approved. Work to commence on the 30 th September 2017 and to be completed by the 07 October 2017.	Vineetbhai

16.3)	Shiv Mandhir Paving and plaque to be installed. This will be done once the Nandi is ready.	Vineetbhai
16.4)	Multimedia furniture The balance of table and chairs to be delivered, this is delayed due to shortage of material.	Vineetbhai
16.5)	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.	Jayeshbhai & Vineetbhai
16.6)	Branding/Signage for premises This is ongoing, however Marabastad signage still has not done.	Vineetbhai
17	Special Projects – Jayeshbhai (not present no report)	
17.1)	Meeting with Jackeysonbhai IRO signage This meeting is still pending	Jayeshbhai
17.2)	SPHSS Crematorium Site clean-up Working in conjunction with facilities management	Vineetbhai & Jayeshbhai
18	General/New Matters	
18.1	Rental escalations The exco declined the request of no escalations for 2018 Marabastad tenants but would consider a reduction in the percentage of rental escalations; this is subject to future discussions.	Admin Office & Manishaben

The meeting adjourned at 10h55 PM, with a prayer. The next Executive Committee Meeting will be held on the 21st November, at 7:30 PM in the Samaj Boardroom.

Prem Namaste

Vineet Rama – SPHSS Assistant Secretary