

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj
Date: 20 June 2017
Time: 19:45pm

OPENING PRAYER AND WELCOME

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

ATTENDANCE REGISTER AND APOLOGIES

EXCO: Pranaybhai Devchand (Chair), Manishaben Lakha, Harshadbhai Pema, Pavanbhai Gandhi, Deepikaben Bhana, Vineetbhai Rama, Urmilaben Kalyan, Jayeshbhai Gopal

Admin: Shahzaadee, Urviben Mehta

Apologies: Saileshbhai Bhagattjee, Jyotiben Joshi

Early Leave: Harshadbhai (21:30), Urmilaben (23:00) & Urviben (12:00)

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 16 May 2017 were approved by Pavanbhai and seconded by Urmilaben.

Adopted by: Pavanbhai, Seconded: Urmilaben

No.	Topic	Action Point
	Portfolio Committee Reports	
	Religion & Culture Committee	
	Shravan 2017 Planning	
	The planning for Shravan has commenced, and the RCC Team has finalised a Bhajan Mandal schedule for the celebration. Shravan will take place from 24 Jul – 21 Aug and a detailed programme will be made available in the upcoming weeks.	Urmilaben
	Staphna Repair	
	The Navratri Staphna repair is in progress, and will be ready by the end of June.	Urmilaben
	Nandi Placement for Shiv Mandir	
	RCC is in discussion with Shri Sunilbhai with regards to the Nandi as well as the Katchbo to be placed alongside the Shivling, feedback will be provided as soon as possible.	Urmilaben and Vineetbhai

Daily Aarti

The EXCO and RCC will extended an invitation to all community members to take part in the daily Aarti (7:00 AM and/or 7:30 PM) if they would like to do so, they are to please contact the admin office for information. We need to draft an email/SMS/WhatsApp to this effect and send out

**Urmilaben ,Sunilbhai and
admin office**

Sunday Bhajans

We would also like to encourage all community members to attend the Sunday Bhajan session, in future other Bhajan Mandal will be invited to participate and create a stronger passion for worship.

Woman's Group

Woman's Group Launch 3 June 2017

Manishaben Lakha

The Launch of the Shree Pretoria Hindu Seva Samaj Woman's group on Saturday 3 June 2017 was an inspiring success. The intention of the gathering was to develop an active ladies group that would empower women and carry the banner of the Shree Pretoria Hindu Seva Samaj with involvement of younger women in the community. The involvement of women is also expected to expand their support to needy causes within the greater Tshwane area. Ladies from all over the Tshwane community gathered to share an afternoon of motivational talks, spiritual upliftment and tasty treats.

We are thrilled to have launched the Woman's group in the form of an Afternoon High Tea, and were overwhelmed by the attendance and interest shown. This will assist us in planning the way forward to greater heights and creating a meaningful presence in the community of Tshwane.

We are grateful to the Sponsors for their generous donations towards the event.

The Exco committee praised the success of the event.

Mandela Day 18 July

The first Social Initiative that the Woman's Group will arrange is to distribute hygiene packs to girls in need. Further information will follow.

Manishaben

Correspondence

Correspondence:

Manishaben

Incoming:

- Maha Kumbhabhishekam Invitation
- Sistagirl Foundation : Toiletry Box Project
- Yugpurush at Johannesburg
- Knysna Tragedy & SATF Interfaith Prayer In Lenasia
- Marriage Officer Training – SAHMS
- Consulate General of India in Johannesburg IDY 2017
- Shree RameshwarMahadevMandir - 29th Anniversary Ceremony
- I Meditate Africa Parkrun

Outgoing:

- SPHSS Minutes of 2017 AGM
- International Day of Yoga celebration: 25 June 2017
- Cape Town/Knysna Relief: Collection Point
- SPHSS Project Barkat
- Gujarati School Newsletter 6
- Shiv Yog Forum Children's Special: Episode 93, June 4, 2017
- SPHSS Minutes of EXCO Meeting: 16 May 2017
- SPHSS Woman's Group Launch 3 Jun 2017 RSVP TODAY
- SPHSS AGM NOTICE: 28 MAY 2017(Final Notice)

Finance Report

CFO Report

The report was submitted. Some feedback was provided.

Financial Compliance

The CFO requested that each portfolio keeps the financial administration manual in mind when purchasing items for events, as 3 quotations are required for purchases over R3 000.00.

Outstanding Fees: Learners 2016

Fincom

The 2016 academic year has ended with 4 learners' fees in arrears. A list will be compiled and a recovery plan is being executed.

Current Plan for school fees**Pavanbhai & Deepikaben**

To avoid future outstanding fees, a fee agreement is to be signed by parent/guardian responsible for account. This will be submitted by the responsible party by no later than 24 June 2017.

Annual Budgets

The finalisation of annual budgets is complete and each portfolio has been provided with a copy of their budgets.

Harshadbhai

Upon approval of budgets by Exco, each portfolio will be presented with the amounts spent in the year already against their budget approved.

Marabastad Rentals

Statements are to be dispatched to EXCO members Jayeshbhai and Vineetbhai for hand delivery to each tenant with effect on the 23rd of each month. This will ensure that rental payments are collected, as agreed upon, by the 7 of each month. Late payments will not be accepted.

Fincom

After so discussion related to the delay of submissions on financial reports and rental statements at the last few month it was decided to convene a meeting to work towards a resolution and more clarity related to the management the rental account. A matter that also needed resolution was the outstanding deposits of the different shops.

Fincom**Fincom, Jayeshbhai,
Vineetbhai****Treasurers Report****Section 18 A Tax Certificates****Pavanbhai**

The Finance team is in the process of applying for Section 18A accreditation so that we may issue the tax certificates when necessary.

Financial Administrator Report**QuickBooks**

The implementation of the use of the accounting system,

Pavanbhai and Urviben

QuickBooks, is on-going and will be live for all accounts by 18 July 2017. This measure is in compliance with the qualifications presented by the external audit that was conducted.

Directories

Samaj Directories will be for sale for any donation. These directories contain the information of the Members of the Samaj Community. Please note that they will be available whilst stock lasts.

Saileshbhai and Admin office to Email/SMS/WhatsApp to the community

Presidents Report

Murthi Vagha Custodianship Agreement

The agreement tabled by Sujataben is to be deliberated by the EXCO. Further feedback will be duly provided.

Pranaybhai

Senior Citizens Welfare

Pranaybhai will work with the Health & Welfare portfolio to discuss a fund specifically aimed at providing financial support to the members of the community who may be destitute. Kishorbhai has agreed to help with the development of this fund.

Pranaybhai

Review of SPHSS Policies

In light of the review of the Constitution, the EXCO will request Mr Rameshbhai Chhagan to assist in reviewing the policies that the Samaj holds so that they are valid.

Pranaybhai

Deputy President Report

Krishna Jayanti 2017

The planning for this year's celebration is underway in partnership with ISKCON Pretoria.

#TDF2017

The 2017 Tshwane Diwali Festival planning has commenced, more details will follow.

Facilities & Funeral Management

PNM Revival Plan

<p>Vineetbhai is working on a plan to revive the youth wing of the Samaj. More information will follow.</p>	<p>Vineetbhai</p>
<p>Shiv Mandir</p> <p>Paving and the placement of the memorial plaque is pending, once it is complete it will make access to the Shiv Mandir easier.</p>	<p>Vineetbhai</p>
<p>Crematorium Upgrade</p> <p>The upgrade of the gas crematorium in Rebecca Street is pending; once information is available it will be provided to the community. There is a need for this crematorium to be upgraded. A site visit was conducted by Jayeshbhai and Vineetbhai</p>	<p>Vineetbhai and Jayeshbhai</p>
<p>Water Drainage/Gulley repair</p> <p>We are currently seeking alternate contractors to assist with this upgrade, in line with the requirements of the Financial manual. A quote and recommendations were provided. The ideas need to be consolidated and finalised.</p>	<p>Vineetbhai</p>
<p>Barbed Wire on 13th Avenue Campus</p> <p>The installation of the barbed wire will be completed by the end of June. It is an important security upgrade that was approved.</p>	<p>Vineetbhai</p>
<p>Tile Repair</p> <p>The tiles outside the Samaj office are being repaired, after the tremor damage.</p>	<p>Vineetbhai</p>
<p>Further Feedback</p> <ol style="list-style-type: none"> 1. SPHSS hall foyer revamp - Awaiting budget approval 2. Krishna Jayanti 15 August - Joint project with ISKON driven by Saileshbhai 3. Ganesh Chouth 25 August to 5 September 2017 – Planning together with Sunilbhai, Essence of Hinduism and Nileshbhai 4. TDF 2017 14 October- Planning is ongoing 	<p>Vineetbhai</p>

<p>First Aid Accreditation</p> <p>The First aid course was successful, we now have the following accredited in first aid: Shri Sunilbhai, Mr Noel Chuma and Mayuriben Kevat adding to the Balmandir teachers. .</p>	<p>Deepikaben</p>
<p>Integration of Gujarati Schools</p> <p>Divyeshbhai Joshi was approached for a meeting with BAPS, once the meeting has taken place, feedback will be provided.</p>	<p>Deepikaben</p>
<p>Balmandir Parents Meeting</p> <p>The parents meeting will take place on 24 June; this will provide necessary feedback to the parents and guardians.</p>	<p>Deepikaben</p>
<p>Furniture Refurbishment</p> <p>The wooden desk and chairs will be refurbished as they have been worn out after years of use. They are still sturdy, but Deepikaben is looking into options to refurbish them.</p>	<p>Deepikaben to advice Vineetbhai</p>
<p>Guru Purnima 30 June 2017</p> <p>The annual Guru Purnima celebration preparations are underway at the Gujarati School. It is an important event to all the learners as it allows them to participate in an age-old tradition of respecting your Gurus.</p>	<p>Deepikaben</p>
<p>Raksha Bandhan Drive</p> <p>The drive will take place on 29 July 2017, further information will follow.</p>	<p>Deepikaben</p>
<p>Special Projects</p>	
<p>Project Barkat</p> <p>Jayeshbhai will follow up on the idea of utilising the land for a temporary parking lot to generate passive income. Feedback will be provided.</p>	<p>Jayeshbhai</p>
<p>General/New Matters</p>	
<p>The meetings seem to conclude very late and ideas where shared on how to manage the time or to hold 2 meetings per month if needs be. The team was to apply their minds related to this matter.</p>	<p>Pranaybhai</p>

Next meeting & Closure

The meeting adjourned at 2:10 am, with a prayer. The next Executive Committee Meeting will be held on the 18 July, at 7:30 pm in the Samaj Boardroom.

Prem Namaste

SPHSS Secretariat