



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

Celebrating 86 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: 20 March 2018

Time: 19:30 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. A special welcome was extended to Nareshbhai Kalan who was seconded to serve as Assistant Secretary.

2. **QUORUM**

The meeting was declared duly constituted by the Secretary General as the requisite quorum as prescribed by clause 17 of the Samaj Constitution had been met.

3. **ATTENDANCE REGISTER AND APOLOGIES**

EXCO: Pranaybhai Devchand, Rameshbhai Chhagan, Vinaybhai Chagan, Harshadbhai Pema, Joytiben Joshi, Pavanbhai Gandhi, Nareshbhai Kalan.

Apologies: Urmilaben Kalyan, Priyamben Tanna (Admin) & Anilbhai Jivan (Admin)

Early departure: Nareshbhai Kalan and Joytiben Joshi.

4. **APPROVAL OF MINUTES**

The minutes for the Executive meeting held on 8 February 2018 were approved by Vinaybhai Chagan & Harshadbhai Pema.

No.	Topic	Action Point
6.	<u>MATTERS ARISING</u>	
	All matters arising from the previous minutes as well as incoming and outgoing correspondence are reported on by the respective members within their reports.	
7 SECRETARIAT REPORT		
7.1	Incoming Correspondence: <ul style="list-style-type: none"> a) South Africa Hindu Maha Sabha – Maha Shivratri Greetings b) Tuks Hindu Society – Meeting request to discuss continued partnership c) South Africa Hindu Maha Sabha – Good Governance Workshop 2018 invite d) LNM – Hanuman Chalisa 2018 participation invite e) HAWC Diary – March 2018 highlighting upcoming events f) SAHSS – Bus Yatra to 110th chariot festival celebration in Durban on 31 March 2018 g) South Africa Hindu Maha Sabha – Festival greetings for upcoming events h) Arya Samaj South Africa – Rama Navmi celebrations invite 	
7.2	Outgoing Correspondence: <ul style="list-style-type: none"> a) SPHSS Significance of Nandi and Kurma b) SPHSS Request for proposal for external auditing services c) SPHSS Holi celebration 2018 d) SPHSS Minutes of Exco meeting January 2018 e) SPHSS Holi celebration 2018 reminder f) SPHSS Minutes of special joint meeting 6 February 2018 g) SPHSS Minutes of Trustee meeting 20 February 2018 h) SPHSS updating of membership database i) SPHSS Ram Navmi 25 March 2018 j) Paid advert – Jeena Dance production 2018 auditions k) SPHSS Hanuman Jayanti 31 March 2018 	
7.3	Communication Policy Review	

	The Communication Policy has been reviewed and amended and was unanimously adopted for acceptance on the proposal of Nareshbhai and Vinaybhai.	
7.4	Document and Safe keys Pavanbhai has agreed to give copies of the document and safe keys to the respective administrators and Rameshbhai.	Pavanbhai
7.5	Updating of Financial & Administration Manual An EXCO review has been completed. However, due to a late submission by Girishbhai, it was agreed to defer the tabling of this Manual until his inputs have been debated and incorporated.	Rameshbhai
7.6	Directory distribution Priyamben has sent copies of the directories to various Hindu religious and cultural organisations throughout South Africa. This matter is now concluded.	
7.7	2018 Staff Leave Staff leave roster for 2018 was completed but not discussed by Exco. Priyamben to circulate a composite schedule of leave requests until January 2019 for approval by EXCO.	Priyamben
7.8	Biometric Finger Print Report The outstanding biometric finger reports have been completed and are now fully operational and up to date.	
7.9	WhatsApp Women's group The women's WhatsApp broadcast group is to be created by Priyamben. This matter is still pending	Priyamben
7.10	Marabastad Property Development Rameshbhai reported that he had held discussion with Mr Mistry, an architect, to develop a concept plan but had been advised to conclude negotiation with a fast food service provider to determine their needs first. He is currently in negotiation with a representative of fast food company in this regard.	Rameshbhai

7.11	<p>Tshwane Diwali Festival</p> <p>Rameshbhai confirmed that the stadium has been booked for the Diwali Festival to be held on Saturday 3 November 2018.</p> <p>Rameshbhai agreed to coordinate an organising task team.</p>	Rameshbhai
7.12	<p>Biennial General Meeting</p> <p>It was confirmed that the BGM (elective AGM) will be held on Sunday 6 May 2018. Tayfin has commenced the auditing process and have undertaken to have it completed before 6 April. This would provide sufficient time to circulate the audit findings to members before the BGM.</p> <p>Rameshbhai had earlier circulated the BGM docs he had drawn up, including the election process to be followed. This was unanimously approved. Circulars will now be sent to the community.</p> <p>It was also agreed that a lucky draw for a mini-iPad be held.</p>	Rameshbhai
8	TREASURERS REPORT	
8.1	<p>Seva Samaj Complex - Marabastad</p> <p>Harshadbhai reported that one tenant's rental is outstanding, and two tenants have not yet settled their outstanding balance on their rental deposits. It was decided on humanitarian grounds not to evict the tenant whose historical rental is in arrears because his circumstances are dire, and he is up-to-date with his current rental payments. This decision would be constantly reviewed.</p> <p>Pavanbhai confirmed that the agreement to levy an administration fee and interest on overdue payment is being applied.</p> <p>Harshadbhai confirmed that tenants have been informed of rental escalation of 6% for 2018.</p>	

8.2	<p>Student Loan & Bursary</p> <p>Rameshbhai confirmed that a letter was circulated to community members inviting them to apply for a student loan or bursary. No applications have been received but Pranaybhai informed members that he is aware of one potential applicant. Harshadbhai confirmed that statements are being regularly sent to those loan recipients who are in arrears.</p>	
8.3	<p>PBO & VAT Registration</p> <p>Pavanbhai reported that SARS needs Samaj's original NPO certificate from the Social Welfare Department and a few other documents to update Samaj details on its (SARS) Database. Efforts are underway to obtain it with assistance from Tayfin. This matter has to be sorted out before proceeding with Section 18a & Vat registration.</p>	Pavanbhai
8.4	<p>Property Valuation</p> <p>Vinaybhai reported that a second quote to conduct a valuation of all Samaj property was being obtained. The valuation should be completed in time for the Tayfin audit.</p>	Vinaybhai
8.5	<p>School Fees</p> <p>Harshadbhai confirmed that letters of demand have been sent to the parents of 10 learners. The admin staff will be requested to circulate to EXCO the spreadsheet detailing payments for term 1 of 2018.</p>	Priyamben
8.6	<p>PayFast</p> <p>The Samaj has a PayFast account and potential donors can now make donations via the Samaj website using PayFast. The PayPal option will fall away.</p>	Pavanbhai
8.7	<p>Marabastad Stands</p> <p>Due to technical difficulties, the swop of one stand is still in process. Vinaybhai has agreed to contact the conveyancers for progress feedback.</p>	Vinaybhai

8.8	<p>Cloud based system for Accounting</p> <p>The Treasurers' recommend that Samaj migrates from Quickbooks to a cloud-based system. This will enable the Treasurers to access Samaj financial records and to make inputs remotely. Members agreed to the adoption of such a system provided a proper due diligence of the system is done to verify its effectiveness. This matter is still receiving attention</p>	Pavanbhai
8.9	<p>Sage Pay for Creditors, Salary Payments & Debit Orders</p> <p>Fincom suggested registering Samaj to use the Sage Pay system to pay Salaries & Creditors. It is cost effective in terms of bank charges. A proposal was also made to start using a debit order system via Sage Pay for the school students. This will simplify the collection of fees. It was requested that a proper due diligence (including cost-benefit exercise) be conducted and presented in the next meeting for a decision. This matter is still receiving attention.</p>	Pavanbhai & Harshadbhai
8.10	<p>SARS E-filing profile for SPHSS</p> <p>SARS e-filing profile for SPHSS has been created; it will be activated once the PBO and VAT issues have been resolved with SARS.</p>	Pavanbhai
8.11	<p>Budget for 2018</p> <p>Harshadbhai informed members that the budget for each portfolio for 2018 was ready but he still needed to clear it with Pavanbhai.</p>	Harshadbhai
9	PRESIDENT'S REPORT	
9.1	<p>Commissioner of Oaths</p> <p>Pranaybhai reported that Chandrasenbhai Bhana has been informed that with Harshilaben's assistance, he needs to process his application to become a Commissioner of Oaths in person.</p>	

<p>9.2</p>	<p>MMC Laptop Procurement Pavanbhai reported that the SA Welcomes Modi Committee had sent out a request to its finance committee members to submit a proposal for the utilisation of surplus funds. In response, Pavanbhai submitted the Samaj’s Multi-Media Project for consideration and this was approved by the Committee. A sum of R99 800 has been received. It was agreed that a proper business plan should now be developed to ensure the funds are used in a sustainable manner. A committee to do this must now be formed.</p>	<p>Pavanbhai</p>
<p>9.3</p>	<p>Invitation to HCOI A response from the HCOI to the invitation to meet with the Samaj executive is still pending. Rameshbhai to follow-up.</p>	<p>Rameshbhai</p>
<p>9.4</p>	<p>Creation of Trust This matter is being dealt with by the Trustees.</p>	
<p>9.5</p>	<p>Daily Aarti Prayers The President reported that he had been assured by Sunilbhai that he (Sunilbhai) has started a process of inviting different families to perform aarti. An invitation list is still being awaited.</p>	<p>Urmilaben</p>
<p>9.6</p>	<p>Basics of Hinduism for Youth Urmilaben was not present to report on progress being made in launching a project that will expose the youth to the basics of Hinduism.</p>	<p>Urmilaben</p>
<p>9.7</p>	<p>Kideo Comp Pranaybhai reported that he had held discussions with three of the four parents involved in the Kideo Camp programme. All three had agreed not to pursue the matter further. A discussion with the fourth affected parent is still outstanding.</p>	<p>Pranaybhai</p>
<p>10 EDUCATION REPORT</p>		
<p>10.1</p>	<p>Gujarati School Pranaybhai reported that due to insufficient numbers, the</p>	

	Gujarati school now only operates on Saturdays. Unfortunately, attempts made to merge the schools being run by Jayshreeben and the Swaminarayan group with that of the Samaj were unsuccessful. Consequently, only two full-time Gujarati and two part-time music and art teachers have been retained to teach 8 children.	
10.2	Balmandir The Balmandir School enjoys good enrolment. The fee collecting system is working well and no concerns have been flagged.	
11	RCC REPORT	
11.1	Progress on Holi, Ram Navmi, Hanuman Jayanti and Hanuman Chalisa Preparations Pranaybhai reported that thus far Priyamben has shouldered most of the burden in organising all the above events. The Holi event was successfully concluded. Jyotiben offered the assistance of the Bharatiya Bhajan Mandal with Hanuman Chalisa preparations on 6 and 7 April. This was gratefully accepted.	Priyamben
12	GENDER/WOMAN'S GROUP	
12.1	Indaba planning Plans afoot for 2018. As progress unfolds, reports will be presented.	Priyamben
13	HEALTH, WELFARE & SENIOR CITIZENS	
13.1	Jyotiben reported a senior citizen's meeting was held on 17 February where BP and glucose testing was done. Members are planning a trip to Simla, Manali, Dhramshala, Dalhousie, Khajjar, Mussourie and Nainital in August-September 2018. A talk on government pension pay-outs was also made by	

	Rookhiben. Harshulaben delivered a talk on healthy lifestyle for seniors.	
14 FACILITIES & FUNERAL MANAGEMENT		
14.1	Security Fencing It was agreed that security fencing needed to be upgraded near the front of the auditorium. Vinaybhai has approached Harshadbhai (Simply Gates) who undertook to attend to it in April.	Vinaybhai
14.2	SPHSS Crematorium site clean-up After some discussion, it was agreed that the Samaj should not spend any money on cleaning up the crematorium site until such time that a decision is taken to build a private crematorium. As the Council facility now appears to be operating efficiently and the cost of a single furnace with renovations would be around R1.5 million, it was decided to shelve this project.	
14.3	Branding/Signage for premises Vinaybhai was given the go-ahead to obtain the services of any service provider who could complete the signage for the Samaj Marabastad Complex.	Vinaybhai
15 GENERAL/NEW MATTERS		
15.1	After Hours Pathology Service Pranaybhai reported that the lack of an after-hours pathology service had recently created delays to the funeral arrangements of the Siva Padayachy family. Vineetbhai had contacted Pranaybhai and offered to form a team with Bharatbhai to assist in finding a solution. It was agreed that Vinaybhai should ask Vineetbhai to be included in this team.	Vinaybhai
15.2	Meeting with HCOI Pranaybhai reported that he had been invited to a meeting with the High commissioner of India who had indicated at the meeting that she wanted to foster a collaborative relationship	Harshadbhai

	<p>between the HCOI and the wider community. To this end, she proposed that a united Hindu Diwali Festival and a Indian Food Festival be held under the auspices of the HCOI. She also mentioned that the HCOI intended to host a Business Summit Further details are still to follow.</p>	
15.3	<p>HCOI Partnership Offer Ramesh enquired if the HCOI had responded to the proposal the Samaj had submitted to them (at their own request) to partner in the Tshwane Diwali Festival. No such response had been received. Rameshbhai to follow up.</p>	Rameshbhai
15.4	<p>International Yoga Day The secretary had written to the HCOI to partner this year with International Yoga Day. To date, no response has been received. Rameshbhai to follow up.</p>	Rameshbhai
16	<p>NEXT MEETING The next meeting will be held on Tuesday 17 April 2018</p>	

With no further business, the meeting ended at 11:00 with a prayer.

SECRETARY GENERAL