



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: 22 August 2017
Time: 19:45 PM

1. **OPENING PRAYER AND WELCOME**

In the Chair :Saileshbhai Bhagattjee

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, Deepikaben Bhana, Vineetbhai Rama, Urmilaben Kalyan, Jyotiben Joshi

Admin: Shahzaadee

Apologies: Manishaben Lakha, Harshadbhai Pema, Pavanbhai Gandhi, Jayeshbhai Gopal, Urviben Mehta.

Early departure: Urmilaben Kalyan and Jyotiben Joshi at 9h20pm

3. **QUORUM**

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

4. **APPROVAL OF MINUTES**

The minutes for the Executive meeting held on 18 July2017 were approved by Urmilaben Kalyan and seconded by Deepikaben Bhana.

| No. | Topic | Action Point |
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| 5 | Matters Arising All matters arising from the last meeting have been included in the reported by the respective members, within their reports as per of the secretariat system of tracking these | |

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| | matters via a tracking grid to improve the efficiencies of the meetings. | |
| 6 | Secretaries Report – Manishaben and Vineetbhai | |
| 6.1 | <p>Correspondence In:</p> <ul style="list-style-type: none"> a) Samar Samachar – Arya Samaj b) How Did Sri Krishna Janmastami go? – Quicket c) Funeral of Pandit GurudeyiSukhnundan – Arya Samaj d) SAHSS Project Ganesha – SAHSS e) SAHSS Distribution of free Ganesha Idols – SAHSS f) Use of the Mandir – RISHI g) Reminder: Ganesh Murthi Collection – ShreeAyyappaKshetram h) RE: Shravan Bhajan Mela – Sur Sangam Yuvak Mandal i) RE: National No Week of Confidence – Rajen Ghasi j) HC 2017 Invitation to PNM – Vijay Rajguru k) Request from Community member about Diwali l) Krishna Janmastami 2017 – Anish Parekh m) Rakshabandhan – SAHMS n) Invitation: Premiere screening of Al Gore – African Climate Reality Project o) Oddissi Group – HCOI Second Secretary p) Woman’s day invite – Shirley Naran q) Tree Planting initiative – Dhruv Sodha r) Attention Mr Pranaybhai Devchand – Omar Osman s) Navratri Store – Bintaben J Patel t) Beauty Workshop – DreamFusion u) WHEF Kenya – Chandresen Bhana v) Nomination: HarshudKeshav w) RE: Invitation: Sri Krishna Janmastami – HCOI Second Secretary | |
| 6.2 | <p>Correspondence Out:</p> <ul style="list-style-type: none"> a) The Essence of Hinduism Kiddies: GANESH Chouth b) SPHSS Gujarati School Newsletter - 8 c) Recall of e-mail: SPHSS VOTERS’ ROLL 2017 d) India’s Independence Day – 15 August 2017 e) SPHSS VOTERS’ ROLL 2017 | |

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| | <ul style="list-style-type: none"> f) SPHSS Women's Group: HAPPY WOMEN'S DAY g) National week of No Confidence h) SPHSS: Wishing Happy Rakshabandhan Paarva: 7 August i) SPHSS Information Update Request j) SPHSS Women's Group Mandela Day Project Letter of Gratitude k) SPHSS EXECUTIVE COMMITTEE CABINET RESHUFFLE l) SPHSS Minutes of EXCO Meeting: 2017July m) LoveWhereYouLive Laudium Tree-Planting Initiative n) Sri Krishna Janmastami 15 Aug 2017 o) SPHSS NOMINATION FOR A SEAT ON THE BOARD OF TRUSTEES – EXTENSION p) SPHSS Shravan Maas 2017 q) Letter of resignation by Mrs Singh | |
| 6.3 | <p>Voter Role – Feedback</p> <p>A new letter needed to be sent out to community, the old letter was sent out in error this will be done by 24 August 2017. The application form has been loaded to the SPHSS web page.</p> | Vineetbhai |
| 6.4 | <p>Policy Review</p> <p>The Financial and administration policy together with the Samaj Complaints policy doc to be presented to Trustees for approval.</p> | Manishaben |
| 7 Administrator Report – Shahzaadee | | |
| 7.1) | <p>Social Media</p> <p>YouTube - Videos of various functions and events to be uploaded, this can be done via link from Facebook.</p> <p>Instagram – Has been created and photos to be loaded.</p> | Shazz together with Sunilbhai |
| 7.2) | <p>Design artwork</p> <p>Pitru Havan and Navratri designs and adverts to be done for distribution of emails and media.</p> | Shazz |

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| 7.3) | Samaj 2018 Calendar To be finalised by Sunilbhai and Urmilaben. | Shazz , Urmilaben & Sunilbhai |
| 7.4) | Directory distribution This task is to be finalised and completed by 25 August 2017 and a follow up report to be done and presented to Pranaybhai and Saileshbhai. | Shazz & Urviben |
| 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. | Pranaybhai & Saileshbhai to support admin in this matter |
| 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. | Vineetbhai and Shazz |
| 7.7) | Gender group The women's group whatsapp broadcast group to be created. | Shazz |
| 8 | Finance Administrator Report - Urviben not present (written report submitted) | |
| 8.1) | Directory Distribution This task is to be completed by 25 August 2017. | Urviben & Shazz |
| 8.2) | Communique for Tenants Shop no 1 tenant to still sign letter. Vineetbhai to call him to come to the office to sign. | Urvi & Harshadbhai |
| 9 | President's report - Pranaybhai | |
| 9.1) | Murti Vagha Custodianship Agreement Feedback regarding amendments to this document was | Pranaybhai |

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| | done, Sujataben to finalise and to be presented at next exco meeting | |
| 9.2) | <p>Commissioner of Oaths</p> <p>All documentation handed over to Hashillaben Kooverjee to pass over to the relevant department in Pretoria magistrate's court.</p> | |
| 9.3) | <p>Welfare Fund</p> <p>Kishorbhai Dajee was to work with a team to generate funds and have this structure set up as a separate fund. Pranaybhai was approached by another team of community members thinking of developing their own fund for this purpose but working autonomous to the Samaj. The team felt that this would split the community and that the Samaj should continue with its plans to develop this fund for indigent families of the community managed as per policy and constitution of the Samaj to control fund allocation in a legitimate and controlled manner. .</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>Still awaiting feedback. Invitation to be resent if needs be</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>Two 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 |
| 10 | Deputy President's Report – Saileshbhai | |
| 10.1 | Tshwane Diwali Festival 2017 | |

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| | A meeting has been scheduled on 26 th August 2017 with various members and organisation in order to create a working committee for the event. It was also mentioned that all exco members take active rolls towards the function. | Saileshbhai & Vineetbhai |
| 10.2 | Staff leave file and management Admin staff to update and present in all meetings. | Saileshbhai & Shazz and Urviben |
| 10.3 | Krishna Jayanti 2017 A detailed post mortem report was presented by Saileshbhai. Various points were noted and needs to be implemented not only for Krishna Jayanti but for all future functions. This report is to be attached to the future planning document. Overall once again the event was a great success and well received by community members. | |
| 11 | C.F.O&Treasurers Report –Harshadbhai & Pavanbhai (written report was presented not present) | |
| 11.1) | Payroll Quotations This is to be done via QuickBooks and to be managed in house by the admin office. | Harshadbhai |
| 11.2) | Student Loan Surety Process This list to be presented to EXCO at next meeting | Pavanbhai, Harshadbhai & Deepikaben |
| 11.3) | VAT Registration In the process and ongoing | Pavanbhai & Harshadbhai |
| 11.4) | Cost centre allocations Ongoing | Pavanbhai |
| 11.5) | Recoupment of rentals and deposits Awaiting tenant’s feedback with regards to general letter sent out. No feedback was presented. | Harshadbhai & Pavanbhai |

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| 11.6) | <p>Procedure manual for Marabastad rentals</p> <p>A draft document has been presented to the exco. This is to be finalised by exco and presented to Trustees for approval.</p> | Vineetbhai |
| 11.7) | <p>Sec 18A registration</p> <p>Still pending being assisted by TayFin</p> | Pavanbhai |
| 11.8) | <p>Tax returns for 2015 & 2016</p> <p>This has been submitted for 2015. 2016 matter being finalised.</p> | Harshadbhai |
| 11.9) | <p>Property valuation for 2017 AFS</p> <p>To procure valuation costs</p> | Pavanbhai |
| 11.10) | <p>Final demand on outstanding School fees (2016 & 2017)</p> <p>Letter to be issued via registered post.</p> | Pavanbhai & Harshadbhai |
| 11.12) | <p>Penalty on late payments</p> <p>In was decided that we exercise our interest and admin charge penalty clause with all tenants in regard to late payment of rentals. This is also to be carried out with regards to late payment of fees as per agreements.</p> | Pavanbhai & Harshadbhai |
| 11.13) | <p>PayFast</p> <p>This is to be linked to SPHSS website as well as future emails and events. Shazz to contact Dhruvbhai to assist in getting this link done. Pavanbhai to register account.</p> | Pavanbhai & Shazz |
| 11.14) | <p>Marabastad</p> <p>Name change of Stand and rates amount is still pending. This matter needs to be given urgent priority.</p> | Harshadbhai |
| 11.15) | <p>Staff Multi task</p> <p>A plan needs to be in place for both admin officers to be back</p> | Harshadbhai |

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| | support for each other as per job description and contractual agreement. | |
| 12 | Education – Deepikaben | |
| 12.1) | <p>Gujarati School – meeting with BAPS</p> <p>This meeting was held Thursday 20th July with Divyeshbhai Joshi, still awaiting feedback.</p> <p>BAPS and SPHSS celebrated jointly India’s Independence day on the 15 August 2017. In attendance were about 70 people.</p> <p>Krishna Jayanti was well received this year. Iskon and SPHSS are to look into a possibility of including BAPS into next year’s collaboration.</p> | <p>Deepikaben</p> <p>Saileshbhai & Deepikaben</p> |
| 12.2) | <p>2017 Balmandir forms and fee policy</p> <p>A reminder was sent out to all parents for outstanding fee policies.</p> | Pavan & Deepikaben |
| 12.3) | <p>Furniture upgrade and refurbishment</p> <p>Still pending.</p> | Deepikaben |
| 12.4) | <p>Rakshabandhan drive</p> <p>Gujarati school drive took place on the 29th of July 2017. However due to lack of volunteer participation 16 files were not completed. This drive needs to be revisited for next year as it is becoming more and more difficult. The total donations collected this year were R21 478.50.</p> | Deepikaben, Urviben & Shahzaadee |
| 12.5) | <p>Open Day for schools</p> <p>Proposed date is scheduled for 16th September 2017.</p> | Deepikaben ,Shazz &Urviben |
| 12.6) | <p>Kideo Comp</p> <p>The issues relating to this matter is to be communicated to all parents and to be assisted by exco to try resolving this issue. Harshadbhai to assist with regard to demand letter.</p> | Deepikaben & Vineetbhai |

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| | The company has collected funds and is not able to render the service. | |
| 12.7 | Upcoming events Balmandir and Gujarati school year end concert. | Deepikaben |
| 13 | RCC – Urmilaben | |
| 13.1) | Staphna Repair Update To be delivered on the 1 st of September 2017 | Urmilaben |
| 13.2) | Shravan Feedback Was a great success, people enjoyed the bhajan mandals and the sessions were 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, planning meeting scheduled for the 23 August 2017. Sound and Deco quotes to be submitted to exco via email for approval. Urmilaben to look into providing a detailed list for donations to be secured. | Urmilaben |
| 13.5) | Upcoming events Shradh 6 September to 20 September 2017 Diwali and New year 19 th October and 20 th October 2017 | Urmilaben |
| 14 | Woman’s Group – Manishaben not present (written report was submitted) | |
| 14.1) | Woman’s day indaba A post mortem report was submitted by Manishaben which was tabled at the meeting. | |

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| 14.2) | <p>Mandela day Project</p> <p>This drive was well received by the ladies of the community. A total of 320 toiletry packs were packaged and distributed at Dr W F Nkomo High School in Atteridgeville.</p> | |
| 14.3) | <p>Next Indaba / Future Charity event schedule</p> <p>Dates still pending</p> | Manishaben |
| 15 | Health, Welfare & Senior Citizens – Jyotimasi | |
| 15.1) | <p>Senior Citizens</p> <p>Monthly meeting took place on the 12th of August 2017. Blood pressure and sugar tests was conducted.</p> <p>On Sunday the 20th August the group went to Goshala in Erasmia to feed the cows.</p> <p>During Shradh the seniors are planning a trip to an old age home to do food donations.</p> | |
| 15.2) | <p>A Diwali outing is being planned.</p> <p>Seniors to be addressed by a guest speaker during November.</p> | |
| 16 | Facilities & Funeral Management – Vineetbhai | |
| 16.1) | <p>Ganesh Chauth Feedback</p> <p>A meeting was held with Essence of Hinduism, Neeleshbhai Parak of RV foods, the programme is going as scheduled. Samaj to give 1 Maha Prasad. Event from 25th August to 5th September 2017.</p> | Vineetbhai |
| 16.2) | <p>Storm Water Drainage</p> <p>This project has been approved. Work to commence on the 30th September 2017, during school vacation, and to be completed by the 07 October 2017.</p> | |

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| 16.3) | Shiv Mandir 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 by 30 th August 2017. | Vineetbhai |
| 16.5) | SPHSS Crematorium site clean-up EXCO has approved a budget of R10K to clean, paint and do basic repair to the structure. | Vineetbhai & Jayeshbhai |
| 16.6) | Branding/Signage for premises This is ongoing, however Marabastad signage still has not been 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 discussion. | Admin Office & Manishaben |

The meeting adjourned at 10h40 PM, with a prayer. The next Executive Committee Meeting will be held on the 19th September, at 7:30 PM in the Samaj Boardroom.

Prem Namaste

Vineet Rama - SPHSS Assistant Secretary