



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: Tuesday, 24 April 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.

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, Pavanbhai Gandhi, Nareshbhai Kalan. Priyamben Tanna attended in her capacity as administrative assistant.

Apologies: Joytiben Joshi, Urmilaben Kalyan & Anilbhai Jivan (Admin)

Early departure: Nareshbhai and Priyamben.

4. **APPROVAL OF MINUTES**

The minutes for the Executive Committee meeting held on 8 February 2018 were approved by Pavanbhai Gandhi & Vinaybhai Chagan.

No.	Topic	Action Point
5.	<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.	
6	<u>SECRETARIAT REPORT</u>	
6.1	<p>Incoming Correspondence:</p> <ul style="list-style-type: none"> a) Received a query from Harshudbhai Keshav on various matters reported on in the last minutes. b) Various emails from Tayfin requesting financial and other information for AFS c) Received letter from the HCOI confirming receipt of our letters but deferring any decision to May 2018. d) HAWC Diary – Rajasthan folk dance & music event e) Gujarati Network – Newsfeed March 2018 f) South African Hindu Maha Sabha – Festival of chariots highlights g) South African Hindu Maha Sabha – Hanuman Jayanti greetings h) HAWC Diary – April 2018 upcoming events i) India-South Africa Business summit 2018 j) Bhagavatam Katha 2018 invitation to Sunilbhai k) Tuks Hindu Society – Social-Lite invite 2018 l) Tuks Hindu Society – BAPS lecture invite 	
6.2	<p>Outgoing Correspondence:</p> <ul style="list-style-type: none"> a) Mail to Harshudbhai in response to his queries. b) Letter to Gauteng Department of Health sent to Bharatbhai, Vineetbhai & Vinaybhai requesting emergency pathology services. c) Various mails to Tayfin in response to their requests d) Email to Harshilaben Kooverjie (Trustee) requesting progress on the formation of a Trust e) Letters to the High Commission of India requesting 	

	<p>information whether Samaj would again host International Yoga Day and whether they have decided to partner with Samaj on the Tshwane Diwali Festival.</p> <p>f) SPHSS Hanuman Chalisa 23rd annual 108 recital invite</p> <p>g) India-South Africa Business summit 2018</p> <p>h) SPHSS Minutes of Exco meeting: 2018 March</p> <p>i) 100 year commemoration of Ghandhiji's Satyagraha Movement in India</p> <p>j) SPHSS appeal to serve</p> <p>k) SPHSS AGM notice 1</p> <p>l) SPHSS AGM notice 2</p> <p>m) SPHSS Hanuman Chalisa newsletter</p> <p>n) Sasol bursary</p>	
6.3	<p>Document and Safe keys</p> <p>Pavanbhai has handed over keys to the office. Priyamben to give copies to Secretary and CFO respectively.</p>	Priyamben
6.4	<p>Updating of Financial & Administration Manual</p> <p>An EXCO review has been completed. A meeting with Trustees to be arranged after AGM to complete the process.</p>	Rameshbhai
6.5	<p>2018 Staff Leave</p> <p>Priyamben undertook to have updated staff leave roster for 2018 completed and circulated to EXCO by 27 April 2018 for approval.</p>	Priyamben
6.6	<p>Women's Group</p> <p>Priyamben reported that she is still working on a women's WhatsApp Group and together with Manishaben planning a Women's Indaba.</p>	Priyamben
6.7	<p>Marabastad Property Development</p> <p>Rameshbhai reported that he and Vinaybhai had met with Cyril Pool, a KFC franchisee on site to introduce the</p>	

	2018 to give Tayfin the time needed to complete the audit).	
6.10	Biometric Report A biometric report indicating attendance of all staff members except for Anilbhai Jivan was tabled. Even though he stays on the premises, it was agreed that henceforth Anilbhai should also clock in when he reports for duty as finance administrator.	Anilbhai
7 TREASURERS REPORT		
7.1	Personalised Email Addresses Pavanbhai reported that he had created a personalised email address for each executive member on the SPHSS domain. However, due to elections taking place shortly, it was decided to defer this until after a new executive has been elected. Those requiring assistance with updating their computer or cell phone settings are to contact him or Ilesh Gandhi.	All
7.2	Due Diligence on Printers Pavanbhai expressed concern at the high printing costs incurred by the office. He undertook to conduct a due diligence on the printing contracts and report on possible cost saving measures.	Pavanbhai
7.3	PBO & VAT Registration 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. Samaj is awaiting an appointment with SARS.	Pavanbhai
7.4	Property Valuation Vinaybhai and Priyamben confirmed that the valuation will be completed by Thursday 27 April and submitted to Tayfin.	

7.5	<p>Sage One & Sage Pay Pavanbhai presented a detailed comparison of the advantages of Sage One vis-a-vis Quickbooks. After some discussion, it was unanimously agreed to adopt Sage One as it would, amongst other matters, provide to the Treasurers much needed real time oversight of Samaj accounts. Sage Pay for salary, creditors and debit order management was also approved because it is integrated with Sage One and is cost effective. Pavanbhai to implement.</p>	Pavanbhai
7.6	<p>SARS E-filing profile for SPHSS SARS e-filing profile for SPHSS is still receiving attention but progress is linked to clause 7.3</p>	Pavanbhai
7.7	<p>Budget for 2018 Harshadbhai presented a detailed 2018 budget. This was tentatively approved. Concern was expressed that the projected budget indicates a slight operating loss for 2018. It was agreed that a special meeting should be held to discuss cost containment measures as well as increasing revenue. All portfolio heads were requested to indicate henceforth in their monthly reports spend versus budget so that potential over or underspend could be detected early and managed accordingly.</p>	<p>Rameshbhai</p> <p>All Portfolio Heads</p>
7.8	<p>Multi-Media Business Plan It was agreed that before funds are deployed to establish the proposed multi-media centre, a workshop be held to develop a business plan for management of such a centre.</p>	Rameshbhai
8	PRESIDENT'S REPORT	
8.1	<p>Kideo Comp Pranaybhai reported that he had not discussed the Kideo Camp issue with the last remaining parent. The matter is regarded as closed.</p>	
9	EDUCATION REPORT	

9.1	The Balmandir school is running smoothly with an enrolment of 90 children. No applications for study loan or bursary was received.	
10 RCC REPORT		
10.1	Report on Cultural Events Priyamben reported that the Ram Navmi, Hanuman Jayanti and Hanuman Chalisa functions were successfully hosted. It was agreed to send letters of thanks to all Hanuman Chalisa volunteers. Upcoming events for 2018 are the AGM, Shravan, Rakshabandan, Krishna Jayanti, Ganesh Chouth and Navratri	Priyamben / Urmilaben (RCC)
10.2	Daily Aarti Schedule The plan to have different families offer daily aarti seems to be working. Sunilbhai has contacted over 220 people from the Samaj directory and is scheduling them. Priyamben was asked to give him a diary to record this. It was also suggested that Sunilbhai informs families to consider booking a date that would be auspicious to that family like a birthday or a day when the families loved one passed on.	Priyamben
10.3	Basic Tenets of Hinduism There has been no progress made in setting up a youth programme on the basic tenets of Hinduism. The matter has now been dropped.	
11 HEALTH, WELFARE & SENIOR CITIZENS		
11.1	Jyotiben reported the monthly senior citizen's meeting was held on 14 April where BP and glucose testing was done. Four new members have signed up bringing the total to 39. A talk on government pension pay-outs was also made by Rookhiben. Harshulaben and Taraben delivered a talk on healthy lifestyles for seniors. Members are planning a local trip to Buffelspoort (13-17 May) as well as a trip to India covering Simla, Manali, Dhramshala, Dalhousie, Khajjar, Mussourie and Nainital	

	<p>in August-September 2018. A cruise to Norwegian Northern Lights is also being considered.</p> <p>A special prayer during Adhik Maas at the Shri Ayyappa Kshetharam is being planned.</p>	
12 Facilities & Funeral Management		
12.1	<p>Security Fencing It was agreed that security fencing needed to be upgraded near the front of the auditorium. Vinaybhai reported that the matter is being attended to and should be completed end May.</p>	Vinaybhai
12.2	<p>After-Hours Pathology Service Vinaybhai reported that the team is still awaiting a meeting with Department of Health</p>	Vinaybhai
12.3	<p>Branding/Signage for Marabastad Premises Vinaybhai reported that progress was being made and that the signage should be completed by 20 May 2018.</p>	Vinaybhai
12.4	<p>Revamp of Foyer A plan to revamp the foyer will be presented at the next meeting.</p>	Vinaybhai
15 General/New Matters		
15.1	<p>Appointment of Auditors Pavanbhai presented three quotes for financial auditing services. It was agreed that the lowest quote, that of Amla Auditors, be recommended for acceptance at the AGM.</p>	
15.2	<p>Payroll Management Three quotes were received for outsourcing of payroll management. It was agreed to appoint MFH Accountants. Harshadbhai was also thanked for having single-handedly managed payroll for the last three years.</p>	
15.3	<p>Samaj Calendar Sunilbhai and Priyamben were requested to commence with planning of 2018 SPHSS Gujarati Calendar.</p>	

		Priyamben
15.4	Anil Jivan Performance Discussion It was agreed that a performance discussion should be held with Anilbhai as his probationary period has come to an end. If necessary, the probationary period to be extended to end June.	Pranaybhai
15.5	Health Certificate It was agreed that the Samaj should strive to get a health certificate from the Department of Health. To do so a pest control certificate was needed. It was agreed to contract in a pest control company that could produce such a certificate.	Vinaybhai
15.6	Complaint by Champaben A written complaint was received from Champaben regarding a kitchen matter. It was agreed to investigate the matter and meet with her to resolve the complaint.	Pranaybhai
15.7	Maintenance Issues Priyamben raised the varnishing of the main mandir door and painting of Hindora as matters needing attention. Vinaybhai agreed to attend to it.	Vinaybhai / Anilbhai
15.8	Hanuman Chalisa 2019 Priyamben was asked to confirm with Lenasia Yuvak Mandal when the United Hanuman Chalisa organisation will host Hanuman Chalisa in 2019 to avoid a clash.	Priyamben
16	NEXT MEETING The next meeting will be held on Tuesday 22 May 2018	

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

SECRETARY GENERAL