



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

Celebrating 84 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 : Monday, 25 January 2016

Time : 19:30

| No. | MATTERS DISCUSSED | ACTION POINTS | BY WHOM |
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| 1. | PRAYER & WELCOME In the Chair - Rameshbhai Chhagan The meeting commenced with a prayer and welcome to all members present. A minute's silence was held for all those members of the community who passed on since the last meeting. | | |
| 2. | ATTENDANCE & APOLOGIES In Attendance: Urmilabhen Kalyan; Vineetbhai Rama; Rameshbhai Chhagan; Harshadbhai Dajee Pema; Pranaybhai Devchand; Kishorbhai Naran, Miheerbhai Joshi, Harshadbhai Bhikhu Pema, Harshilabhen Kooverjie & Dhruvbhai Sodha. Urvibhen Mehta & Vinaybhai Chagan attended in their capacities as administrators. Apology/Absent: Sheetalbhen Ranchod; Jyotibhen Joshi | | |
| 3. | QUORUM The meeting was declared duly constituted by the President as the requisite quorum as required by clause 12 of the constitution had been met. | | |
| 4. | APPROVAL OF AGENDA & MINUTES The agenda was unanimously approved but the minutes of the exec meeting held on 30 th November were deferred for final review and will be confirmed via email. | | |

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| 5. 5.1 | DISCUSSION ON MATTERS ARISING Multi-Media Centre Dhruvbhai submitted a consolidated list of the quotes received. However, Vineetbhai raised concerns about the process followed and it was decided that the task team should meet again to resolve these issues before a decision can be taken. | Submit recommendations to Exco | Task team |
| 5.2 | Vegha (Clothing) of Murthis Pranaybhai reported that following his initial discussion he had not again met with Sujatabhen to resolve the vegha matter. He undertook to do so before the next meeting. | Finalise murthi clothing issue with Sujatabhen | Pranaybhai |
| 5.3 | Updated Directories Vinaybhai reported that Fine Arts had just reopened but that he expects a dummy copy by the end of January. | | |
| 5.3 | Year Plans & Budgets The budget and year plan for Facilities Management and Navyug for 2016 have been completed. The others are still outstanding. | Finalise 2016 year plans & budgets | All portfolio heads |
| 5.4 | Support to THSS An amount of R2 500 has been donated to Tuks Hindu Students Society to assist them in reviving the society. A further donation will be made in June. | | |
| 5.5 | Diwali Festival 2016 It was agreed that the Samaj should plan for stalls and other entertainment for the 2016 festival | Commence planning of 2016 Diwali Festival | Dhruvbhai |
| 5.6 | Marabastad Stands Rameshbhai reported that Mr Gordon of Edelstein & Bosman had agreed to help with conveyancing. Vinaybhai to send the requested documents through to him. Rameshbhai undertook to prepare a development plan for Marabastad stands on DF Malan Drive | Submit progress report | Rameshbhai |
| 5.7 | Sound Management Conclude sound management MOU with Priteshbhai. | Have sound management MOU signed. | Harshilabhen |
| 5.8 | Updating of Study Loan Database Urvibhen has completed the structure of the database and populated it with all current information. Pranaybhai agreed to assist the office with populating historical information. | Populate study loan database | Urvibhen |
| 5.9 | Upgrading of Classrooms Vineetbhai presented quotes for the renovation of two classroom 4 & 5. The members approved the recommendation that the contract be awarded to | Renovate classrooms | Harshadbhai D. Pema |

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| | Harshadbhai Dajee Pema as his quote was the lowest (R25 000 ex vat and materials). Work to be completed end February. | | |
| 5.10 | Hand-Dryers Vinaybhai reported that new hand-dryers have been installed. | | |
| 5.11 | Obsolete Items Vineetbhai reported that he had inspected and approved the writing-off of obsolete items. Awaiting final approval from Harshadbhai | Approve writing-off of obsolete items | Harshadbhai B. |
| 5.12 | Revision of FAM Harshadbhai Bhikhu Pema has completed a revision of the Financial & Administrative Manual (FAM). Rameshbhai undertook to circulate it and if no concerns were received to arrange for the Chairman of Trustees to have it signed as well. | Circulate revised FAM for approval. | Rameshbhai |
| 5.13 | Bursary Application Form Pranaybhai undertook to finalise the bursary application form. | Finalise Bursary Application Form | Pranaybhai |
| 5.14 | Painting of Wall in Play Area Pranaybhai informed members that this matter is still receiving attention. | Have wall painted | Pranaybhai |
| 5.15 | Installation of Artificial Grass Pranaybhai presented quotes for artificial grass (R47k and R68k respectively). Members felt that the grass was too expensive and that alternative options such as cork tiling, cushion flooring, etc. should be investigated. Miheerbhai agreed to provide Pranaybhai with contact details of suppliers that can provide an alternate solution. | Provide supplier details to Pranaybhai | Miheerbhai |
| 5.16 | Notice of Increased Rentals Harshadbhai and Vinaybhai to inform tenants of Samaj Marabastad Centre of increased rentals. | Send notice of rental increase | Harshadbhai D. |
| 5.17 | Meeting with Representatives of Expats Rameshbhai reported that despite several attempts no follow-up meeting took place due to unavailability of invited people. Members felt that further attempts should be made in the new year. | Arrange meeting with expats | Urvibhen |
| 5.18 | Asset Register Urvibhen undertook to circulate the completed 2015 register to all members to verify accuracy | Circulate 2015 asset register | Urvibhen |
| 5.19 | Study Loan Defaulter Pranaybhai reported that a visit to the study loan defaulter is being planned. Members mandated the | Follow-up on study loan repayments. | Vinaybhai |

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| | task team to negotiate a settlement. | | |
| 5.20 | Signage Harshadbhai D. reported that he is still finalising estimated costs for signage. | Submit estimated cost for signage | Harshadbhai D. Pema |
| 5.21 | Redesigning Samaj Logo & Letterhead Pranaybhai submitted Jignasabhen's billboard design, Samaj logo and letterhead. After some discussion, it was felt that this matter should be decided by the new committee after the elections in February next year, after consultation with the community. | Host public meeting to discuss issue after the elections | Rameshbhai |
| 5.22 | Coordinating Diwali Hampers Jyotibhen was not present to report on progress being made with regards to having a coordinated Diwali hamper drive in 2016 | | |
| 5.23 | Meeting of Bhajan Groups Urmilabhen reported that a meeting of Bhajan groups had taken place to discuss the request of the Bal Bakte group to change the usual arrangements of giving each group about an hour to sing at a function. Instead they proposed that a roster be created whereby one group would perform at a function at a time. The Religion & Culture Committee undertook to prepare such a schedule and circulate it for approval. | Circulate bhajan group schedule | Urmilabhen |
| 5.24 | Staff Leave Urvibhen presented a record of staff leave for 2015. Inconsistencies in terms of leave taken versus leave allocated was noted. Miheerbhai undertook to revisit all contracts in the light of individual employees' peculiar circumstances. | Redraft leave portion of Employee contracts | Miheerbhai |
| 6 6.1 | CORRESPONDENCE Karou Charou Show Members pointed out that the Karou Charou Show which they had initially approved as a fund-raiser was scheduled to take place during the Easter weekend and suggested it be shifted to 9 April instead. Rameshbhai undertook to request the change. Vineetbhai & Kishorbhai undertook to find a sponsor for advertising & tickets. | Change date to 9 April Secure sponsorship for advertising & tickets | Rameshbhai Vineetbhai & Kishorbhai |
| 6.2 | Gas Shortage Rameshbhai reported that on the request of Bharatbhai Koooverjie he had sent a letter to the City Council and to the Ward Counsellor expressing concern at the lack of gas at the crematorium. Pranaybhai reported that he had also spoken to an MMC. Vineetbhai undertook to find out if the problem has been sorted out. | Confirm if crematorium has gas | Vineetbhai |
| 6.3 | Vibrant Saurashtra Conference | | |

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| | Two persons who attended the conference presented feedback on their experience. Members felt that in future such persons should be fully briefed. This was noted with thanks | | |
| 6.4 | Deva Pillay A letter was received from Deva Pillay thanking Kishorbhai and administrators for the professional manner that he was assisted when he booked the Samaj hall for his late mothers' body to lie in state before the funeral. | | |
| 6.5 | Letter to Chetanbhai Tanna Chetanbhai had approached the Samaj to issue him with an undertaking that the Samaj would ring fence any donations he arranged for the development of the Marabastad stands. This undertaking was sent to him. | | |
| 6.6 | Letter from Dr Kollapen A request was received from Dr Kollapen to allow his organisation to park a chariot on Samaj grounds over the Rath Yatra week-end. This was agreed to. | | |
| 6.7 | Letter from Natubhai Ranchod A letter was received from Natubhai requesting feedback on what happened to the funds collected for the Nepal Disaster. He was informed that the funds were handed to the Nepal Ambassador at last year's Krishna Jayanti function. | | |
| 7. | FINANCIAL REPORT Harshadbhai reported that due to the holidays he was unable to complete the monthly financial report. However, he will start preparing the annual report to be presented at the AGM in April/May. | | |
| 8. | PORTFOLIO & ADMINISTRATOR REPORTS | | |
| 8.1 | Administrators' Report The administrators' report highlighted the following for December/January: <ul style="list-style-type: none"> • One pujari service was conducted; • Hall/dining room was hired 8 times and an income of R42 250 was realised. • Hiring of classrooms brought in an income of R1 700. • There was an attempted break-in with the main auditorium door handle damaged. Nothing stolen • The premises were cleaned as per Maintenance & Cleaning Schedule. | | |
| 8.2 | Health, Welfare & Gender Report | | |
| | Due to Jyotibhen's absence, there was no Health, | | |

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| | Welfare & Gender Report. | | |
| 8.3 | <p>Youth – Navyug Mandal Report</p> <p>Dhruvbhai presented his committees year plan and budget for 2016. This was unanimously approved. The programme includes a youth picnic, Diwali shoebox Charity Initiative, kite flying, movie night, Hanuman Chalisa & Rangoli at an estimated budget of R20 700. The cost of hosting the Diwali Extravaganza & Fireworks display in 2016 has not been determined.</p> | | |
| 8.4 | <p>Education Report</p> <p>Pranaybhai's report highlighted the following:</p> <ul style="list-style-type: none"> • Balmandir enrolment has increased from 69 in 2015 to 82 in 2016; Gujarati school enrolment has declined slightly; • The aim is to register another class with the Gauteng Dept. of Education by 2017; • More professional looking report cards were issued at year end by both schools; • Year plans for both schools will be finalised by 31 January and handed out to parents; • Kathak dance teacher replacement is still being sought. • Notice inviting applications for study loans will be sent out in February; • Jignasabhen will be conducting art classes for term 1 until Poorvibhen returns from leave. • Pranaybhai undertook to host a workshop to brainstorm changes that will encourage further Gujarati school enrolment | Education Committee to workshop how to increase Gujarati School enrolment & make recommendation to Exco. | Pranaybhai |
| 9. | GENERAL / NEW MATTERS | | |
| 9.1 | <p>Appointment of Sunilbhai Bhatt- Resident Priest</p> <p>Rameshbhai reported that he and Pravinbhai had interviewed prospective candidates for the position of resident priest after Tarunbhai's resignation. Sunilbhai, who has over 8 years' experience as a pujari, will assume the position with effect from 1 February 2016. Urmilabhen undertook to arrange a function to introduce him to the community</p> | Arrange function to introduce new priest to the community. | |
| 9.2 | <p>Election Preparations</p> <p>Urvibhen reported that Mahier Tayob of Tayfun has been approached to serve as electoral officer. He has agreed in principle but an official letter needs to be sent to him. Miheerbhai Joshi undertook to finalise the logistical arrangements. It was agreed that an advert should be placed in the Laudium Sun & Pretoria News to ensure all people who wished to be included in the voters roll are reached.</p> | <p>Letter of appointment & finalise logistical arrangements for elections</p> <p>Place voters' roll advert in Pretoria News & Laudium Sun</p> | <p>Miheerbhai</p> <p>Urvibhen</p> |

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| 9.3 | India Cares Proposal Members discussed the proposal by India Cares that in lieu of hiring fees, India Cares would make a donation to the Samaj. Members felt that the two issues should not be conflated and that any donation is welcomed but hiring fees cannot be waived. | Inform India Cares of decision | Urvibhen |
| 9.4 | Chennai Funds - Progress Harshadbhai B. reported that arrangements are still being made with FNB for the R30k collected for the Chennai disaster to be transferred into the Prime Ministers Disaster Fund. | Finalise transfer | Harshadbhai |
| 9.5 | Request for Assistance Received a verbal request from Kirtikumar Patel for Samaj to purchase two tickets to India for him as he was unable to afford them. After some discussion, members resolved that the Samaj funds can only be used for providing emergency relief (food, rental) and not for non-emergency issues which could set a bad precedent. | | |
| 10. | NEXT MEETING The next meeting will be held on Monday 29 February 2016. | | |
| 11, | PRAYER & CLOSURE With no further business, the meeting ended with a prayer at 11:30pm | | |

SPHSS SECRETARIAT