



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 : Tuesday, 26 April 2016

Time : 19:30

No.	MATTERS DISCUSSED	ACTION POINTS	BY WHOM
1.	PRAYER & WELCOME In the Chair – Pranaybhai Devchand 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: Saileshbhai Bhagattjee; Vineetbhai Rama; Pranaybhai Devchand; Kishorebhai Naran, Harshadbhai Bhikhu Pema, Pavanbhai Gandhi; Urmilaben Kalyan. Urviben Mehta attended in her capacity as administrator. Apology/ Absent: Dhruvbhai Sodha; Deepikaben Bhana, Miheerbhai Joshi, Jyotiben Joshi, Navneetbhai Bhima and Vinaybhai Chagan. The board wished Vinaybhai a speedy recovery from his surgery. Portfolio members were reminded that a portfolio head should get another member from that portfolio to represent them at a meeting if they are going to be absent. This would assist with continuity of matters that need to be discussed.		
3.	QUORUM Quorum was formed by adequate, appropriate attendance as is required.		

4.	APPROVAL OF AGENDA & MINUTES The proposed agenda for the days meeting was accepted. The minutes of the exec meeting held on 29 th March 2016 were proposed and accepted by the attendees as a true reflection of the meeting.	Agenda acceptance proposed by Saileshbhai & seconded by Urmilaben Minutes were accepted on the proposal of Harshadbhai and seconded by Shaileshbhai	
5	MATTERS ARISING		
5.1	Election of Vacation office Bearers Election of all the vacant office bearers was done. The suggestion to split the education into 2 would still be considered if a relevant member of the community could be co-opted.	Pranaybhai and Dhruvbhai	Done
5.2	Updated Directories It was reported that Fine Art Printers will deliver the New directories by end of May New directories will be given to all the advertisers. Any other individual of the community will be paying R 100 to acquire a new directory.	Vinaybhai	End May
5.3	Year Plans and Budgets Last remaining budgets yet to be received are RCC	Urmilaben	6 May
5.4	Diwali Festival 2016 Work is in progress and meetings are to be confirmed with the Council of Tshwane	Vineetbhai and Pranaybhai	End May
5.5	Sound Management Manage sound via an MOU on behalf of the Samaj. Two members of the Samaj have been approached to sign a 50/50 agreement. This will allow the Samaj to get a better return on its sound equipment and provide a more affordable service to the community. Talks in progress and to be finalised	Vineetbhai and Pranaybhai	End May
5.6	Updating of Study Loan Database The database is to be sent to the Treasurer and President to review and approach inception team to fill in any blanks in data Review the policy and when interest starts being calculated and what is best for the spirit of the study loan facility	Pranaybhai to finalise Harshadbhai and Pavanbhai	End May Mid May
5.7	Study Loan Defaulters The one remaining defaulter will be approached to resolve.	Pranaybhai	Mid May
5.8	Painting of walls in play area An artist from Iskon has been approached and a booking needs to be made. As per financial policy another quote is being obtained from a community member to assist in this matter. An option of working together with the artist and designer is to be considered too. Area was agreed upon for the artwork to be done on Graphic design to be presented within a week.	Saileshbhai & Deepikaben	Mid May

		Harshadbhai	6 May
5.9	<p>Installation of rubberising of flooring</p> <p>The appointed company Master Rubber was informed and they agreed to commence the work from 27 June during school holidays.</p> <p>They are to be requested to present a floor design</p>	Urviben	End June End May
5.10	<p>Murti Vagha</p> <p>Pranaybhai reported that this matter is still receiving attention by the RCC team</p>	Urmilaben	End May
5.11	<p>SMS Administrators</p> <p>Additional access to the system was handed over to Pranaybhai Additional access to the system was proposed. Vineetbhai will handle it due to funeral messages The change of Name, password, etc is to be done</p>	Urviben	End May
5.12	<p>Website and Social media maintenance</p> <p>Meeting will be held to do proper hand over and to get more members involved to make sure it is maintained on a regular basis Meeting between Dhruvbhai, Pavanbhai, and Miheerbhai was proposed once Dhruvbhai is available</p>	Urviben to organise the meeting	End May
5.13	<p>Multi-media classroom progress</p> <p>Sponsors are approached and few more will be approached. A team from the Board members and outside of the board will be formed to go visit different community members for donations. A member of community donated R 50 000.00. The board thanked the member for his generous donation and need to finalise any specific ring-fencing of these funds. Aircon was fixed. MM Centre Repainted The quotes for the devices was finalised and how much each system including desk would cost was to be finalised (Chair, computer, etc) for donation purposes.</p>	Pranaybhai, Saileshbhai, Vineetbhai to create task team for MM Centre Donation Pranaybhai Vineetbhai MMC Team	End May Before next meeting Done Before next meeting
5.14	<p>Notice of increased rentals</p> <p>New Lease agreement was drawn up. Each Tenant will be called to sign the new lease of 3 years. Outstanding rental due. The tenant is to sign an agreement which will be drawn up by Harshadbhai. The tenant will legally be informed about the arrangement of repaying the pending amount as agreed in a formal meeting at the premises of the tenant. The quotes for day security at Marabastad will be presented and thereafter a decision on this matter will be taken by the exco.</p>	Vinaybhai Harshadbhai Vineetbhai	End of May By 10 May By 6 May

5.15	Asset Register Asset list was handed over to Pavanbhai. The finalising of the values and other details is work in progress	Pavanbhai	End May
5.16	Coordinating Diwali Hampers distribution The HWG committee will approach the different Social Welfare organisations that are involved with the work of distributing Diwali Hampers. An email to be sent to public to ask for needy families identifications to re-validate the list.	Jyotiben Miheerbhai to draft newsletter	Mid June End May
5.17	Meeting of Bhajan Groups RCC to organise and finalise the entire schedule for the next 2 months in advance	Urmilaben	6 May
5.18	Staff Leave A meeting is to be held between Pranaybhai, Harshadbhai and Vineetbhai to look at the matter of leave use for 2015. All employee Contracts are being reviewed currently to standardise terms and conditions where possible	Pranaybhai, Vineetbhai and Harshadbhai Miheerbhai	4 May 10 May
5.19	Chennai Funds Progress Payment to be made urgently to close issue.	Pavanbhai and Harshadbhai	6 May
5.20	Karou Charou Show The show was enjoyable but incurred a loss of R 4000. Although it was observed that the Board should not give up means to try and earn some income from such shows/events. Alternatively a proper study is to be done before organising any events in future The tickets for the show were donated by OK Value and an anonymous printer. The board acknowledged the donation and thanked them for their kind gesture and support for the show. A letter of thanks to be provided.	 Miheerbhai	Done Before next meeting
5.21	Centurion Land request The team will arrange a meeting with mayor to fully state intention for Samaj to be included in consideration for land for a religious site in Centurion.	Vineetbhai & Kishorebhai	Mid May meeting to be organised
5.22	Priest house telephone Quote from Telkom to get best prepaid or fixed cost option. The phone is in the Samaj's name with capped liability. Urviben to get quotes. Max R300pm mandate given to CFO to finalise	Urviben and Harshadbhai	To be completed in 2 weeks.
5.23	Navaratri Sthapana rebuild Design is to be drawn and costing to be acquired by the RCC team along with the inputs of other members and the Priest Shri Sunilbhai.	Urmilaben	End May
5.24	Hanuman Chalisa: Feedback and Recommendations The Hanuman Chalisa went off very well and was celebrated with lot of enthusiasm. The collection for the Chalisa was of R 25360.65, much better than 2015.		

	It was however observed that a skeleton of Youth were involved in this year's Hanuman Chalisa Celebrations. It was proposed that a meeting take place with a few of the Navyug members to discuss a way forward and suggestions for the next year. The core aspect is to get more youth involved in the future.	Pranaybhai, Miheerbhai, Vineetbhai and Harshadbhai	Before next meeting
5.25	Mandir Cleaning Mandir cleaning involving Murtis and divo etc was to be done by the priest. Walls and mandir area was to be cleaned by regular cleaners	RCC (Urmilaben) Maintenance	
5.26	Social Support Matter The social service case was resolved by settling the outstanding shortfall to prevent eviction. Proper paper work will be done by HWG and handed over to the office for records. Letter to the community requesting rental property was sent out	HWG HWG/Urviben Miheerbhai	Done Mid May Done
5.27	Krishna Jayanti The clash of dates was resolved and the Trade show hiring dates were shifted amicably. Therefore Krishna Jayanti Celebrations will be on 25 August 2016. A partnership with education and RCC to host the day is to be forged.	Urviben Deepikaben & Urmilaben	Done
5.28	Indian Fare The Clash of dates was resolved. The India Fare will be from 26 August to 6 September	Urviben	Done
5.29	Matters that may lead to conflict of interest The Non-Disclosure agreement was drafted and sent to Miheerbhai to edit and check to finalise.	Miheerbhai	Mid May
5.30	Development of SPHSS Trust Pavanbhai to look into the matter as an NPO	Pavanbhai	End May
5.31	Get together, Photographs, Induction It was decided to have all 3 events on same day. The board will look at the date of 11 June and a venue. A photographer is to be appointed	 Vinaybhai	 Mid May
6	CORRESPONDENCE 6.1 Invite to all Hindu communities for Hanuman Chalisa 6.3 Email from Arvinbhai Chhagan 6.4 Letter of thanks to Pranay Chagan 6.5 Letter to Anil Gupta (HCI) 6.6 Cape Town Hanuman Chalisa apology letter 6.7 Rupa Bhima Woolworth My School card with Balmandir & Gujarati School. 6.8 Proposal of Green Movement 6.9 Invitation letter from BAPS Swaminarayan 25 years	 Done Reply was reflected in Trustees minutes Done Introductory Email done. Done Office to find out the procedure Agreed to execute and	

	<p>completion Peace Prayers for LENASIA</p> <p>6.10 Letter of thanks to JYM for providing their services during the Hanuman Chalisa at no charge.</p>	<p>take part. Education portfolio to assist</p> <p>Apology letter sent</p> <p>Done</p>	
7.	<p>FINANCIAL REPORT</p> <p>Harshadbhai' s financial report:</p> <p>March YTD surplus of R126k– main factors driving this are higher income due to school fees and Hanuman Chalisa</p> <p>Significant upcoming costs include directory costs, classroom renovation costs, play area flooring.</p> <p>The year budget was almost complete and need addition from RCC's pending budget to be presented by 6 May</p>	<p>Harshadbhai</p>	
8.	<p>PORTFOLIO & ADMINISTRATOR REPORTS</p>		
8.1	<p><i>HWG: Social support matter</i></p> <p>Welfare case - Provide crisis financial support, send email to community to ask for room for the person to live in at lower rental</p> <p>A contract Social worker to be employed on a case by case basis and offer counselling for long term resolution and assistance</p> <p>An email to be sent to the community requesting affordable housing to rehouse candidate</p> <p>Meeting to be held between social workers to resolve the Diwali Hamper list</p>	<p>Harshadbhai , Jyotiben and Pranaybhai</p> <p>Jyotiben</p> <p>Miheerbhai</p> <p>Jyotiben</p>	<p>Done</p> <p>Mid May</p> <p>Done. Matter closed</p> <p>Mid June</p>
8.2	<p><i>Administrator's Report</i></p> <p><i>As tabled – highlights</i></p> <p>Leave policy – 15 days per year, 30 days sick leave per 3 year cycle, all leave utilised in year or lost (no cash buyout of leave)</p> <p>Check that UI19 is being correctly submitted</p> <p>1 Funeral took place in the community and 12 Priest bookings were reported</p> <p>Premises hire schedule was presented for the month of April</p>	<p>Meeting to be held on 4 May between Pranaybhai, Harshadbhai and Vineetbhai</p> <p>Pavanbhai and Harshadbhai</p>	<p>4 May</p> <p>Mid May</p>
8.3	<p>Education Report</p> <p>The portfolio reported of acquiring uniforms for the new learners and the Loan/Bursary allocation with a change of amount for 1 loan applicant was reported to be reduced on the request of the student.</p> <p>The play area progress was reported as above [5.8&5.9]</p> <p>Facilities Report</p> <p>It was reported that the Marabastad Building needs to be named. The name is to be brainstormed.</p> <p>Also the Tenant 1 arrears needed to be resolved at the earliest.</p>		

8.4	<p>Marabastad Mandir future plans to be discussed, which would include redesigning the mandir area Gutter quote was finalised and sanctioned for the work to go ahead Jo Jo tank quote was to be finalised Signage of SPHSS, DONE. Members thanked Vineetbhai for a job well done.</p>	Exco	During May
	Navyug Report		
	<p>No report was presented and no member present due to absence of Dhruvbhai</p>	Exco	During May
	<p>It was decided to assist in the increased involvement of the youth in the Navyug. Ideas were shared and planned need to be put in place as listed in 5.24 above.</p>		During May
8.5	Special Projects Report	Vineetbhai	
	<p>Swapping of the ERF is in progress FICA documents to be acquired</p>		
	<p>Approaching different people/companies for businesses agreements is on going</p>		
8.6	Report back Trustee Meeting		
	<p>Crematorium: A letter is to be written to the council for the upkeep and cleanliness of the place Unity: The Education portfolio will approach the option of trying to join the different Gujarati schools in and around Laudium Internal Audit: It will take place on 4 May Research: Any event which will be hosted by the SPHSS in future will be researched before the launch.</p>	Exco members reminded to submit outstanding documents (Kishorebhai & Miheerbhai)	
8.7	<p>The board requested the trustee to assimilate information they might have for declining numbers of attendance for religious and non-religious functions. Newsletter: The Samaj is already using the most vibrant and latest options of media to reach the public at large. They are: Website, Facebook, Twitter and will add Instagram. Study loan & Bursary: The amount is ring fenced. It will be reflecting in the next Financials HR & Marketing manager & Book keeper: The Constitution needs to be revisited for more clarity Hanuman Chalisa: Advertising in the Pretoria News and other methods can be investigated, keeping in view the cost. Direct approach and newsletters can be top method of reaching the community. Database can be tapped from different</p>	Miheerbhai	
		Deepikaben	

	<p>organisation and HCI as well. These are ideas that were shared and needs to be included in the plans for 2017.</p> <p>Navratri: Security will be increased for this year's event of Navratri against the concerns raised by the Trustees</p> <p>Membership: This idea of having members of SPHSS that have moved out of Tshwane and would still like to be part of SPHSS needs to be explored and raised at AGM for the view of the extended community.</p>	<p>Exco</p> <p>Urmilaben</p> <p>Miheerbhai</p>	<p>Before next meeting</p> <p>Present plan at next meeting</p> <p>Propose amendment to constitution</p>
9	<p>Signatories for legal and land docs of Samaj</p> <p>It was decided that bank signatories will also be FICA signatories. Thus all the documents are to be handed over for FICA registration</p>	<p>Pranaybhai, Kishorebhai, Pavanbhai, Harshadbhai, Saileshbhai</p>	<p>Mid May</p>
10	<p>AGM</p> <p>AGM date was finalised as 29 May. First Notice to go out on 29 April</p>	<p>Exco</p>	
12	<p>NEXT MEETING</p> <p>The next meeting will be held on Tuesday 31 May 2016 at 7:30pm</p>		
13	<p>PRAYER & CLOSURE</p> <p>With no further business, the meeting ended with a prayer at 12:10am</p>		

SPHSS SECRETARIAT