



Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue
Laudium, Pretoria 0037
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354
PBO Ref No.: 930014581

PO. Box 14368
Laudium, Pretoria 0037
Web: www.sphss108.co.za

"Satyameva Jayate" - Truth Alone Prevails

Celebrating 84 Years of Selfless Service

MINUTES OF THE EXECUTIVE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at : The Board Room, Shree Pretoria Hindu Seva Samaj

Date : Tuesday 26 July 2016

Time : 19:30

No.	MATTERS DISCUSSED	ACTION POINTS	BY WHOM
1.	PRAYER & WELCOME In the Chair - Pranaybhai The meeting commenced with a prayer and welcome to all members present. A minutes silence was observed for the members of the community that passed on.		
2.	ATTENDANCE & APOLOGIES In Attendance: Pavanbhai Gandhi, Saileshbhai Bhagattjee, , Miheerbhai Joshi , Harshadbhai Pema, Pranaybhai Devchand, Vineetbhai Rama , Dipikaben Bhana , , Urmilaben Kalyan and Vinaybhai Chagan Urviben Mehta in their capacity as administrators. Apology/ Absent: , Navnitbhai Bhima, Jyotiben Joshi , Kishorbhai Naran		
3.	QUORUM Quorum was formed by adequate, appropriate attendance as is required by the constitution.		
4.	APPROVAL OF AGENDA & MINUTES The agenda for the days meeting and the minutes of the exec meeting held on 28 th June 2016 were proposed and accepted by the attendees.	Agenda - Proposed - Saileshbhai & seconded by Urmilaben Minutes - Proposed - Saileshbhai and seconded by Vineetbhai	

5	MATTERS ARISING		
5.1	<p>Updated Telephone Directories</p> <p>) A proof copy has been received and viewed by all and final binding is in progress with printer</p>	Miheerbhai to contact the printers and bring matter to close	End August
5.2	<p>Diwali Festival 2016</p> <p>SPHSS will host the festival. Donors are currently being canvassed.</p> <p>A meeting with the Pretoria Hindu Society has been planned for the 13th of August.</p> <p>Council event was on hold pending local council elections on 3rd August as new Mayoral candidate will be selected</p>	Vineetbhai and Pranaybhai	End September 13/8/2016
5.3	<p>Sound Management</p> <p>Manage sound via an MOU on behalf of the Samaj. A member of the Samaj has been approached and was happy 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</p>	Pranaybhai to finalise with Kishorebhai and get it signed	13/8/2016
5.4	<p>Updating of Study Loan Database</p> <p>) A formal copy of updated database with reconstructed balances to be sent to Urviben for recording</p> <p>) The interest calculation methodology has been minuted here and forms part of each loan acknowledgement signed by the individual.</p>	Harshadbhai Miheerbhai	End July
5.5	<p>Study Loan Defaulters</p> <p>The one remaining defaulter will be approached to resolve. Try to enter into MOU</p>	Pranaybhai/Vineetbhai	13/8/2016
5.6	<p>Painting of walls in play area</p> <p>Draft designs have been received but they are to include added educational value. Expected final design by 31 July 2016. Designs to be shared with teachers by Urviben to get feedback and buy-in.</p> <p>Area to be painted are amended to: Both sides of the dividing walls in the playground . The boundary walls will be looked at after the initial murals are completed as the member's felt it may become too busy</p>	Harshadbhai Urviben	End August
5.7	Installation of artificial grass/flooring school		

	The work has now been completed and has been very welcomed. Complements were paid to all members involved.		COMPLETED
5.8	Murti Vagha Pranaybhai reported that this matter is still receiving attention	Miheerbhai and Pranaybhai will together attempt to bring the issue to finality	End August
5.9	Website and Social media maintenance <ul style="list-style-type: none">) The new exco details, minutes and Krishna Janmashtami details must be updated.) Professionals in the community are to be approached to provide a more simplified mechanism to update the website as well as look into creating an app. 	Pavanbhai	30/8/2016
5.10	Multi-media classroom progress Saileshbhai presented the finalised donor list - 6 teams to do phase 1 of 43 potential donors, potential target to be set. Revised list to be presented at next Exco meeting. Ring fenced Building fund has a balance of R50k as requested by the donor as well as R12k for the education fund.	Saileshbhai Harshadbhai	End August Completed
5.11	Asset Register <ul style="list-style-type: none">) Urviben is to send the stock list to Pavanbhai to establish a formal asset register and policy.) Costing/net asset value to be put against the asset register for valuation of the assets and establish an opening balance.) Any new asset will be capitalised and recorded on the register with immediate effect 	Pavanbhai	Mid August
5.12	Marabastad tenants To issue letter of demand for outstanding debt	Harshadbhai	Mid August
5.13	Meeting of Bhajan Groups Urmilaben to circulate year planner to all bhajan mandals with urgency. Shraavan programme was agreed but rest of year needs to be communicated well in advance. A Bhajan roster for weekly groups in the Mandir to be communicated to the community	Urmilaben	End August

5.14	<p>Staff Leave All employee Contracts are being reviewed currently to standardise terms and conditions where possible</p> <p>Draft contract, leave policy, grievance procedure – sent for comment and review. A dedicated face to face session is required to complete this.</p>	Exco/Kishorbhai to facilitate	End August
5.15	<p>Chennai Funds Progress This has encountered Reserve Bank issues. It is being progressed with the HCI</p>	Harshadbhai and Pavanbhai	End August
5.16	<p>Centurion Land request Saileshbhai and Vineetbhai will arrange meeting with mayor to fully state intention for Samaj to be included in consideration for land about to be allocated</p>	Vineetbhai, Saileshbhai and Kishorbhai	Mid-September
5.17	<p>Navaratri Sthapana rebuild Due to there not being enough time for the carpenters to do the work for this year the exco agreed to repair and enhance the current Sthapana. A quote and time to be agreed to ensure it is ready for Navratri</p>	Vineetbhai /Urmilabhen	End July
5.18	<p>Krishna Jayanti Celebrations As the RCC felt that they could not change the format in time , the project is now regarded as a Special Project and will be co-ordinated by Saileshbhai to partner with ISKCON</p>	Saileshbhai	August
5.19	<p>Conflict of interest / non-disclosure to be drafted The drafts have been shared with the exco for review and comment. The NDA(Non-Disclosure Agreement) is to be signed by all Exco members, Trustees and employees and also included in the standard contracts of employment</p>	Miheerbhai and Exco	End August
5.20	<p>SPHSS Trust development to be reported For placing the property in trust - investigate, Pavanbhai to check who are proxy on the Title deeds of Samaj Laudium and Marabastad Properties.</p> <p>Investigate title deeds bank custodial service.</p> <p>The Trustees are to be given the task to investigate the creation of a Trust to safeguard the properties</p>	<p>Pavanbhai</p> <p>Vinaybhai/Harshadbhai</p> <p>Pranaybhai - Trustees</p>	End August
5.21	<p>Notice Boards The office is to ensure that all posters are laminated to enhance quality and professionalism</p> <p>Additional notice boards or a weatherproof solution to be investigated and costed</p>	<p>Urviben</p> <p>Vineetbhai</p>	<p>End August</p> <p>End August</p>
5.22	<p>Donation opportunities for RCC</p>		

	The EXCO felt that there is a negative perception around donating/sponsoring various aspects of Mandir celebrations e.g donating Prasad, donating clothes for the murtis, sponsoring havan/Pooja etc. It was therefore requested that the RCC will publish an open invitation to the community for all donation opportunities that are available for every event.	Urmilaben	End August
5.23	Local Elections 2016 A notice to the community should be sent to remind the community to exercise their vote and the importance of voting.	Miheerbhai	End July
5.24	Old Crematorium conversion and revamp The old dis-used wood fired Crematorium belongs to the SPHSS. It was felt that we need to explore the possibility of renovating and upgrading the facility to a gas facility. This will secure the facility for the community and also alleviate the shortage of crematoriums in Pretoria. The legal documentation of rights to the site are to be retrieved from archives and ex-trustees and exco members to be approached for assistance/consultation	Vinaybhai	End August
5.25	The exco undertook to actively market the Balmandir to ensure 100% places are filled. Currently at 90% capacity and look to fill the 10% , via a mid-year intake Renovations of further classrooms can be explored should the numbers rise adequately/hence we can increase the intake with more teachers if the need arises The capacity of each class to be confirmed and current student numbers to be finalised. A prospectus for the school is to be prepared to market the school for mid-year and start of year intake An open-day is to be held to attract and showcase the offering at the school	Pranaybhai / Deepikaben Vineetbhai Urviben Saileshbhai and Deepikaben Deepikaben	Mid August End August End August
6	CORRESPONDENCE 6.1 Saptah Mandir 90yr celebrations invitation 6.2 SA Hindu Seva Samithi Ganesh Chaturthi invite Midrand 6.3 Sponsorship/donation request from Gujarati Network Africa 6.4 Navaratri food stall hire request 6.5 SABC cultural shoot with Gujarati/Bal mandir kids 6.6 Marabastad rental deposit appeal from tenant 6.7 Pretoria Hindu Society 6.8 NVFS – email from Dhruvbhai to support 2016	Acknowledge Acknowledge Pranaybhai to co-ordinate Harshadbhai to discuss Meeting to be set up.	

7.	<p>FINANCIAL REPORT</p> <ul style="list-style-type: none">) Harshadbhai presented the new more granular trial balance. The bursary-, student loan -and property development funds will be shown separately as requested by the feedback. The Exco will signoff on final format) Tshwane rates , electricity and water and sanitation <p>The financial administrators were questioned as to why the Tshwane municipal accounts were overpaid? Vinaybhai was to urgently investigate and identify if it was due to estimates, error etc . Related to this Vinaybhai is to approach the current pre-paid management company and ensure that the standing municipal charges are in fact being fully split amongst the tenants in Marabastad. Also to verify that Impact Meters , the service provider is in fact charging the correct seasonally adjusted Tshwane tariffs and not charging any shortfalls to the primary Samaj account. Also the refuse collection charges need to be queried as there are no designated refuse bins allocated to the Samaj. Impact are still investigating</p> <ul style="list-style-type: none">) Fixed deposit for funds <p>R3m has been placed in a high interest bearing fixed deposit. Complements were passed to the Finance team for increasing our saving yet managing expenditure.</p> <ul style="list-style-type: none">) Harshadbhai to ensure all calculation for Student loans/bursaries are as per the formula in the debt acknowledgement contract.) Harshadbhai has prepared a letter for Impact Meter and Municipality for dustbin charges, and removal of standing charges) R1k direct contribution was received for the PM of India event. This will be paid to the organising body 	<p>Harshadbhai</p> <p>Vinaybhai</p> <p>CLOSED</p> <p>Harshadbhai</p> <p>Harshadbhai</p> <p>Pavanbhai/Harshadbhai</p>	<p>August</p> <p>End August</p> <p>August</p> <p>End August</p> <p>August</p>
8.	<p>PORTFOLIO & ADMINISTRATOR REPORTS</p>		
8.1	<p>HWG: Social support matter</p> <ul style="list-style-type: none">) A welfare caseworker file to be maintained by the office to record how many people are assisted 	<p>Urviben</p>	

	<p>)] An acknowledgement of receipt of funds must be signed by the recipient of all contributions</p>	Vinaybhai	Mid August
8.2	<p>Administrator's Report As tabled – highlights</p> <p>The Exco also agreed that we should carry out the electricity phase monitoring tests over the busy period in August. The costs were agreed as quoted. Once the results of these are in the go ahead will be given for balancing of the phases to protect the electricity infrastructure on the premises.</p> <p>)] Marabastad property to be named - SPHSS Complex and a signboard erected.)] A quote has been requested and is awaited</p> <p>Minor redesigning of Marabastad property - get quote and agree on contract - potential tenant in waiting Update – A new quote will have to be requested as the original was not complete</p>	<p>Vineetbhai</p> <p>Vineetbhai</p> <p>Vineetbhai</p> <p>Vineetbhai</p>	<p>End August</p> <p>End August</p> <p>End August</p> <p>End August</p>
9	<p>Raksha Bandhan preparations Urviben to update lists and prepare a plan of routes, lists etc The house –to- house visit lists have been finalised.</p>		Mid August
10	<p>Navyug Mandal revival A kick off team of 5 youth will be approached and prospective candidates identified. A youth focussed event to be planned to bring them together before the formal Navyug involvement is suggested.</p>	Saileshbhai, Vineetbhai & Miheerbhai	September
11	<p>Youth Day Suggestions that we Plan a "Youth day" were made, proposed dates and format to be agreed at next meeting</p>	Exco	September
12	<p>Check UIF 19 is being correctly submitted To obtain confirmation from NAD accountants</p>	Harshadbhai	August
13	<p>Water security options The Exco approved a Geological survey to be carried out and agreed R4k for this survey . Update – Availability to be confirmed and survey to be completed</p>	Vineetbhai	Mid August
14	<p>Samaj Constitution Review</p>		

	5 yearly review to be initiated. Prepare communication to community to request services for the people. Miheerbhai to start review , consulting Girishbhai, Harshilaben and Rameshbhai for assistance J Trustees will be requested to take on this task.	Miheerbhai and Girishbhai	September
15	Get together & Photographs New date to be discussed in the exec. Agreed date of 20 th August	Vinaybhai	End August
17	Navaratri planning The SPHSS should maintain a minimum Prasad level irrespective of donors to ensure Prasad is always available. Fruit will be provided to ensure Prasad is always available. A rota of volunteers to man the Prasad counter will be prepared. A darshan/donation box is to be provided in the foyer for people who cannot reach the centre Sthapana.	Urmilaben Urmilaben	
18	What's app group for Samaj - broadcast group Urviben to set-up and Miheerbhai to obtain a phone for use.	Miheerbhai and Urviben	August
19	Create a welfare fund Welfare fund where community donates monthly to grow funds for Seva only. To be finalised at next meeting.	Kishorbhai	End August
20	Backing up of Samaj computer by Administrators Urviben to backup all office computers weekly and take mobile storage home every week. Options for Cloud backup to be investigated	Urviben Pavanbhai	August
21	Formal notification to NAD to terminate services Harshadbhai - thank you letter to NAD for services and we are inhousing our accounts to be sent.	Miheerbhai	Mid August
22	check insurance cover to include sinkhole cover and ensure Samaj is covered Harshadbhai - to check if this is expressly covered in the insurance policy	Harshadbhai	Mid August
23	Fingerprint scanning system - not working A new contractor is to be contracted to manage and service system.	Vineetbhai/ Urviben	August
25	Adding further significance to Shravan A communication to the significance of Shravan and associate charity during the fasting to be prepared	Miheerbhai and exco	August
26	NEXT MEETING		

	The next meeting will be held on Tuesday 30 th August 2016 at 7:30pm		
27	PRAYER & CLOSURE With no further business, the meeting ended with a prayer at 12:15am		

SPHSS SECRETARIAT