



Shree Pretoria Hindu Seva Samaj

Established in 1932

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“Satyameva Jayate” - Truth Alone Prevails

Celebrating 83 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, 26 October 2015

Time : 19:30

No.	MATTERS DISCUSSED	ACTION POINTS	BY WHOM
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: Vineetbhai Rama; Rameshbhai Chhagan; Harshadbhai Dajee Pema; Pranaybhai Devchand; Kishorbhai Naran, Harshadbhai Bhikhu Pema, Dhruvbhai Sodha and Urmilabhen Kalyan. Vinaybhai Chagan attended in his capacity as administrator. Apology/ Absent: Jyotibhen Joshi; Harshilabhen Kooverjie; Sheetalbhen Ranchod; Bhaavicbhai Chhana & Dhruvbhai Sodha .		
3.	QUORUM Despite a quorum not being formed, members decided to continue with the meeting as Harshilabhen had indicated she would arrive a little late. However, she was unable to attend and it was decided to have the decisions taken ratified via email to all members and passed formally for acceptance at the next meeting.		
4.	APPROVAL OF AGENDA & MINUTES The minutes of the exec meeting held on 28 September		

	and those of 26 October 2015 would be approved at the next meeting.		
5.	DISCUSSION ON MATTERS ARISING		
5.1	Multi-Media Centre Dhruvbhai reported that he is yet to complete the costing of the multi-media centre. An approximate costing however will be completed urgently for purposes of obtaining corporate sponsorship. Rameshbhai, Pranaybhai & Vineetbhai met with Mansukhbhai to get a better understanding of his views with respect to the multi-media centre development project and the basis of his objection to it. Chandrasenbhai Bhana and Himalbhai Ramjee, who had also expressed concerns, were also invited but were unable to attend. Mansukhbhai's standpoint was conveyed to the executive and indicated that the majority were in favour of the exco decision to implement the original decision.	Complete costing of Centre Complete approximate costing	Dhruvbhai Dhruvbhai
5.2	Voter's Roll & Elections Exco members debated on the way forward in resolving the objection raised around the verification process. It was agreed to recommend to the Trustees that Exco would undertake to verify members listed in the Samaj directory as well as new applications received including the 135 applicants. All of these will be evaluated against constitutional requirements. All verified members would then constitute the voters' roll. (This recommendation was subsequently approved by Trustees). The date for elections has been set for Sunday 21 February 2016	Verify the 135 applicants and the members on the Samaj directory if not known to the verification committee. Arrange elections – Sunday 21 February 2016	All Exco Members Urvibhen
5.3	Vegha (Clothing) of Murthis Pranaybhai reported that he has requested to have a meeting with Sujatabhen related to the clothes but that more discussions would be needed.	Finalise murthi clothing issue with Sujatabhen	Pranaybhai
5.4	Year Plans & Budgets The budget and year plan for Facilities Management has been completed. The others are still outstanding.	Finalise 2016 year plans & budgets	All portfolio heads
5.5	Updated Directories Vinaybhai reported that Fine Art printers are still finalising the directories.	Obtain updated directories	Vinaybhai
5.6	Diwali Festival Dhruvbhai reported that preparations for the Diwali Show & Fireworks extravaganza at the Laudium Stadium on Saturday 7 November at 5:30pm are proceeding as per plan. Vinaybhai submitted quotes for public liability.	Arrange Diwali Festival Get quote for third party liability	Dhruvbhai Vinaybhai

	<p>Rameshbhai expressed concern that all the quotes excluded liability from claims resulting from fireworks. Vinaybhai agreed to get a quote that includes cover for fireworks</p> <p>Rameshbhai reported that he had secured sponsorship for the fireworks from the Pretoria Hindu Society and Bhai's Lounge. Donations were also received from the general public.</p>		
5.7	<p>Marabastad Stands</p> <p>Harshadbhai Dajee Pema reported that no progress has been made. Rameshbhai offered to help to get the process going. This was agreed to.</p>	Plan for development of Marabastad stands	Harshadbhai D Dajee and Rameshbhai
5.8	<p>Sound Management</p> <p>Harshilabhen agreed to assist Vineetbhai in getting the sound management MOU with Priteshbhai Bhana signed. Harshilabhen not present to report on progress.</p>	Have sound management MOU signed.	Harshilabhen
5.9	<p>Updating of Study Loan Database</p> <p>Pranaybhai stated that he had managed to update historical missing data on the newly created study loan database and was now handing it over to the office.</p>	Complete study loan database	Urvibhen
5.10	<p>Upgrading of classrooms</p> <p>Exco agreed to the request made by Pranaybhai and Vineetbhai to upgrade all classrooms over time. They reported that they had met to agree on the two classrooms that would be upgraded this year to meet the Gauteng Department of Education standards. Other classrooms will receive attention in the next financial years.</p>	Upgrade two classrooms	Vineetbhai
5.11	<p>Fix Hand-Dryers</p> <p>Vineetbhai was given permission to fix or replace all hand-dryers that are not working.</p>	Fix all hand-dryers	Vineetbhai & Vinay Bhai
5.12	<p>Obsolete Items</p> <p>A request was received from the caretaker to write-off obsolete items. Members expressed the view that the Samaj needs to develop a proper standard operating procedure for writing off obsolete items to avoid potential abuse. Rameshbhai suggested that the Financial & Administrative manual be amended to provide for this.</p> <p>In the interim, it was agreed that both Vineetbhai and Harshadbhai B must approve any write-offs.</p>	<p>Update Financial & Administrative Manual to make provision for procedure for writing off obsolete items</p> <p>Determine if requested obsolete items are to be written off.</p>	<p>Rameshbhai</p> <p>Vineetbhai/Harshadbhai</p>
5.13	<p>Design Bursary Application Form</p> <p>Pranaybhai reported that this matter is still receiving attention</p>	Design bursary application form	Pranaybhai
5.14	Painting of Wall in Play Area		

	Pranaybhai informed members that he had consulted Jignasabhen for assistance with painting project.	Have wall painted	Pranaybhai
5.15	Installation of Artificial Grass Pranaybhai reported that the matter of installing artificial grass in the play area is receiving attention.	Installing artificial grass	Pranaybhai & Vineetbhai
5.16	Purchase New Computer Vineetbhai reported that he is attending to this matter	Purchase computer	Vineetbhai
5.17	Meeting with Representatives of Expats One meeting was held but a follow-up meeting is still needed	Arrange meeting with expats	Urvibhen
5.18	Appointment of Additional Teacher for Saturday Classes & Admin Assistant Pranaybhai reported that an advertisement for an additional teacher as well as for an admin assistant has been sent out – closing date 7 November. Interviews are scheduled for Friday 20 November for the teacher	Appointment of teacher & Admin Assistant	Pranaybhai
5.19	Study Loan Defaulter Vinaybhai reported that we have only one study loan defaulter left who has failed to respond to requests for payment. Harshadbhai B, Pranaybhai & Vinaybhai to meet and agree on way forward.	Follow-up on study loan repayments.	Vinaybhai
5.20	Signage Pranaybhai submitted a sketch design of signage for the outside west facing classroom wall. It was agreed that he and Harshadbhai D should submit estimated costs for approval	Submit estimated cost for signage	Pranaybhai
5.21	Redesigning Samaj Logo & Letterhead Pranaybhai reported that Jignasabhen will be providing a quote for design of a billboard, redesign of Samaj logo which allows for integration with the recently completed logos of the Gujarati School and Balmandir. This should also be reflected on a new letterhead	Commission Jignasabhen to produce billboard design and integrated Samaj logos and letterhead	Pranaybhai
5.22	Licence Disks It was agreed that license disk holders with Samaj logo would be ordered and given out during Diwali & New Year celebrations to the community in exchange for a voluntary donation		
6	CORRESPONDENCE		
6.1	Invitation from ISKCON An invitation was received from IKSCON to attend the 40 th anniversary of Hare Krishna founder Srila Prabupada's visit to South Africa on Saturday 31 October at the LTA Hall @ 14:30. Rameshbhai agreed to represent Samaj.	Attend ISKCON function	Rameshbhai

6.1	Resignation of Bhaavichhai Chhana Due to increased work and study pressures, Bhaavichhai felt it necessary to tender his resignation. It was agreed that Rameshbhai should approach suitable persons to be seconded until the next elections.	Approach persons to be seconded to Secretary-General post	Rameshbhai
6.2	Invitation by Vibrant Saurashtra Expo 2016 The Samaj has received an invitation from the above organisation to attend their trade function in Rajkot, India in January and to be listed as an international partner. This was unanimously agreed to by Trustees & Exco. An invite to be sent out to community to submit their names if they are interested in attending.	Send out invite to community	Urvibhen
6.3	Bal Bhakte Meeting Request Received a request from Bal Bhakte for a meeting with RCC members and Rameshbhai. Urmilabhen to arrange	Arrange meeting with Bal Bhakte	Urmilabhen
6.4	Sponsorship Request – Gauteng Forensic Dept. Received a request from GFD via RC Naik to sponsor GFD function. Rameshbhai reported that Bharatbhai Kooverjie (Trustee) has already asked our undertakers to support this function.		
7.	FINANCIAL REPORT Harshadbhai's financial report for September 2015 vs September 2014 highlighted the following: <ul style="list-style-type: none"> • Revenue has increased 25%, where hire of the hall has the largest revenue increase. • Expenditure is slightly higher by 4%. • Surplus revenue for year to date is favourable, R424K. An increase of 239%. • Cash position is a favourable increase of 4% from year end. Total R3441K. 		
8. 8.1	PORTFOLIO & ADMINISTRATOR REPORTS Administrator's Report The administrator's report highlighted the following for October: <ul style="list-style-type: none"> • No members of staff were absent from work during the reporting period. • Five Pujari services took place in October; • Three funerals took place- Atishbhai Rambarakh, Naranbhai Bhana & Budhrakantbhai Bhoora • Four (4) functions were hosted on Samaj premises; • Classrooms hired out to five persons at a combined income of R1 700; • Samaj Marabastad Centre rentals have been increased by 8% for 2016; 		

	<ul style="list-style-type: none"> • A scuffle between two ladies broke out in auditorium on aatham day; • No report provided by Premeebhen on cleaning of premises; 		
8.2	Health, Welfare & Gender Report Jyotibhen was absent – no report submitted.		
8.3	Facilities Management Report Vineetbhai reported that he would commence with upgrade of foyer during the quiet periods in November/December.		
8.4	Youth – Navyug Mandal Report Dhruvbhai reported that the focus of the youth was on preparations for the Diwali week-end celebrations which includes the Rangoli & Arts exhibition.		
8.5	Education Report Other than matters listed under matters arising, Pranaybhai's report highlighted the following: <ul style="list-style-type: none"> • The introduction of regular meetings on Fridays from 16:30 to 17:30 for Gujarati school matters. • Year planner for 2016 yet to be finalised; • Yoga included in Balmandir programme for 2016. • Kiranbhen will assist to align Balmandir programme to CAPS, Government Curriculum • Interview for another Gujarati school teacher to take place in November 		
9.	GENERAL / NEW MATTERS		
9.1	Address by Tukki's Hindu Students Society Three representatives from the Tukki's Hindu Students Society addressed EXCO. In their address they thanked the Samaj for the role it has played in reviving the society and outlined their 2016 year plans. They requested that the Samaj and other Hindu bodies support them financially in 2016 to meet their objectives while they build up their financial reserves to become self-sustainable. Samaj Exco agreed to do so.	Provide financial support to THSS in two tranches of R2 500 each.	Harshadbhai B
9.2	Updated Dharshani Tariffs An updated Dharshani tariff guideline was presented to members for approval. After some discussion, it was agreed that the Religion & Culture Committee should revisit the amounts listed before approval was granted.	Submit updated tariffs for approval	Urmilabhen
9.3	Updated Rental for Samaj Marabastad Centre Vinaybhai & Harshadbhai tabled a request to increase	Send notice of increased rentals	Harshadbhai

	rentals at the Samaj Marabastad Centre by 8%. This was agreed to.	to tenants	B
9.4	Election Date Subject to Trustee approval, the Executive Committee agreed that the deferred elections should take place on Sunday 21 February 2016		
9.5	Asset Register Members requested that the Samaj Asset register be updated annually and that it be circulated to members so that each portfolio could verify that all assets have been accounted for. This was agreed to.	Update Financial & Administration Manual to provide for annual update of asset register & circulate	Rameshbhai & Urvibhen
9.6	Furnishing of Priest's Flat It was agreed that Vineetbhai to arrange the purchase of a stove, fridge and bed. Tarunbhai to acknowledge receipt and the asset register to be updated accordingly	Furnishing priest flat Update Asset register	Vineetbhai Urvibhen
9.7	Concern Raised by Vineetbhai Vineetbhai raised a concern that he was receiving reports that some members were complaining that Tarunbhai was doing some ceremonies different from what they were used to. He felt that this was grossly unfair as each Priest has his own ways and that he should be accorded the necessary respect and chance to prove himself. The President appealed to all in the community and to Exco and Trustees to allow Tarunbhai to settle in. He also appealed to RCC members to clarify expectations with Tarunbhai and to come to mutually acceptable compromises.		
9.8	Communication in Gujarati Members felt that we should make more effort to communicate in Gujarati, especially to reach those not fluent in English Dhruvbhai offered to send a link to Urvi that will allow her to use the normal keyboard to type in Gujarati	Send Gujarati keyboard link to Urvibhen	Dhruvbhai
9.9	Stall Hire at Diwali Function It was agreed that the Samaj would hire out a stall to Nileshbhai for R500 to provide food to Diwali audience at show grounds	Hire out stall to Nileshbhai	Vinaybhai
9.10	Donation of Water Pump Vineetbhai reported that Shiv Yog Sa had offered to purchase and donate a water extraction pump to the Samaj for use during flooding emergencies	Secure water pump donation from Shiv Yog	Vineetbhai
10.	NEXT MEETING The next meeting will be held on Monday 30 November 2015		

11,	PRAYER & CLOSURE With no further business, the meeting ended with a prayer at 11:30pm		
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