



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

P.O. 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 COMMITTEE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at : The Boardroom, Shree Pretoria Hindu Seva Samaj

Date : Tuesday 27 September 2016

Time : 19:30

No.	MATTERS DISCUSSED	ACTION POINTS	BY WHOM
1.	<p>PRAYER & WELCOME</p> <p>In the Chair – Pranaybhai Devchand</p> <p>The meeting commenced with a prayer and welcome to all members present. A minute of silence was observed for those who passed away from the community</p>		
2.	<p>ATTENDANCE & APOLOGIES</p> <p><i>In Attendance:</i> Vineetbhai Rama; Harshadbhai Pema; Saileshbhai Bhagattjee; Urmilaben Kalyan; Pavanbhai Gandhi; Navneetbhai Bh ma; Deepikaben Bhana; Manishaben Lakha. Urvibhen Mehta & Vinaybhai Chagan attended in their capacities as administrators.</p> <p><i>Apology:</i> Jyotiben Joshi, Miheerbhai Joshi</p>		
3.	<p>QUORUM</p> <p>The meeting was declared duly constituted by the President as the requisite quorum as required by</p>		

	clause 12 of the constitution had been met.		
4.	<p>APPROVAL OF AGENDA & MINUTES</p> <p>The agenda for this meeting held on 30 August 2016 were approved, without amendments, on the motions of Navneetbhai and Pavanbhai. The minutes of the previous meeting was approved without amendments on the motion of Saileshbhai and Pavanbhai</p>		
5.	MATTERS DISCUSSED		
5.1	<p><i>Telephone Directory</i></p> <ol style="list-style-type: none"> 1. Distribution process was finalised. The distribution was to be carried out during Navratri time by setting up a Distribution counter 2. The Counter will be set up on Friday, Saturday and Sunday of Navratri time from 8 PM to 10 PM 3. The New directory along with old directory, 80th anniversary magazine and CD will be offered at a price of R 150.00 	All executives to follow the rooster for the 5 days	All executives
5.2	<p><i>Tshwane Diwali Festival 2016</i></p> <p>All the organisations, artists and donors have been invited for the Tshwane Diwali Festival 2016</p> <p>Next meeting to be held on 30 Sept 2016</p>	All executives to be involved in the Diwali Festival Planning	All Execs
5.3	<p><i>Revision of interest calculation on study loan</i></p> <p>Structure of interest on the study loan is to be revisited and reworked.</p> <p>Statement to be sent to all students by end of October</p>	<p>Updated statements to be sent to the office</p> <p>Statement sent to all students</p>	<p>Harshadbhai</p> <p>Vinaybhai & Harshadbhai</p>
5.4	<p><i>Study loan defaulters</i></p> <p>A contract to be drawn up with the agreed terms to be included with a fixed term clause to be part of the contract.</p>	Finance team to keep a record of the agreement and follow up from here on	Harshadbhai & Pavanbhai

5.5	Painting of the Wall in Play area The two designers to set up a meeting to discuss and get final quote for the 4 walls in play area	Organising of a meeting date be facilitated	Harshadbhai & Saileshbhai
5.6	Murti Vagha A meeting was requested several times; to which Sujataben is to come back with a date that suits her and her husband.	Awaiting a reply from Sujataben	Pranaybhai
5.7	MM Centre Multi Media centre funds collection drive was to be planned with 3 teams to be formed. First meeting to be held on 1st Oct Saturday @ 7 PM	The drive to begin from 1st week of october	Navneetbhai and Vineetbhai; Saileshbhai and Pavanbhai; Pranaybhai and Harshadbhai
5.8	Bhajan Mandal year plan 2 Bhajan groups responded to the request made by RCC. Urgent RCC meeting to be called upon to discuss various matters with the Executives	Urmilaben to contact all bhajan groups telephonically Executives to call upon RCC team for a meeting	Urmilaben All execs and RCC
5.9	Staff contracts All staff related matters to be standardised (Contracts, leaves, non-disclosure clause, conflict of interest clause, etc)	To be finalised by end of October	Pavanbhai & all execs
5.10	Chennai Funds The donation for Chennai Funds will be transferred to overseas account of Govt. of India	Instruction and letter sent to the bank. Bank has not yet effected the transfer	Pavanbhai
5.11	Centurion land request A meeting request to be tabled with the Mayor urgently.	In Progress	Saileshbhai and Vineetbhai
5.12	Navratri Stapna Repairing Minor repairing has been done temporarily. Exco team to consider to make new stapana for Mataji	RCC Executives	Vineetbhai

5.13	SPHSS Trust development Title deeds copies handed over to Harshilaben to study. Also Samaj constitution to be revisited for possible amendments for Samaj immovable assets not to be sold without consensus from the general membership Receipt of all Title deeds is signed off as complete and claim with land restitution of title deeds have been made by the Samaj President and under the supervision of Vinaybhai and Saileshbhai	Issue handed over to Harshilaben and her attorneys	Trustees and Attorney
5.14	Crematorium conversion & revamp Old crematorium conversion and revamping to be considered after its legal documents are retrieved from the archives and the ex-trustees/exco to be approached for assistance; this is also once a survey is concluded with community.	Saileshbhai to follow up with Nomsa for the crematorium meeting Survey to be conducted	Saileshbhai Saileshbhai & Pavanbhai
5.15	Renovations of the classrooms Renovations of classroom 2 and 3 was approved and has commenced	Will be completed before 10 October	Vineetbhai
5.16	School Prospectus School prospectus to be prepared which will include the facilities provided by the Balmandir and Gujarati school. An open day to be organised	Open Day date finalised on 15 October 2016. All invited	Deepikaben & Saileshbhai
5.17	Electricity Phase balancing Balancing of the 3 electricity phase to be done to avoid any power trips or damage to connections	Technician scheduled to install the meters from 1st Oct to 11th Oct	Vinaybhai
5.18	Marabastad property signboard Marabastad property complex to get a signboard with name SPHSS Complex which is to be put up on the property before 20 October	Task commissioned	Vineetbhai
5.19	Marabastad complex redesigning Minor redesigning of the Marabastad		

	complex to be done for additional rental generation. One Quotations acquired, 2nd quote has been requested and is awaiting	Quotes to be acquired	Vineetbhai
5.20	<i>Navyug Mandal Revival</i> Youth Indaba 2016 was hosted on 22 September and the response was positive, excellent and motivating. An Interim Pretoria Navyug Team was elected. Vishal Kuverjee was elected as the Interim Chairman of the Pretoria Navyug Mandal and who will be part of the Exco team from here on.	Reigns of Pretoria Navyug Mandal was handed over to the interim Team of Navyug	All Executives
5.21	<i>Water Project</i> Geological survey was done and now the task of actual drilling for water was to be commissioned. Quotes are to be finalised and the legislation is to be checked before further execution. Also quotes for complete task was to be acquired to understand the extent of expense which will include piping, drilling, etc. Suggestion made to get list of people who had bore holes drilled in Laudium was to be acquired from the Counsellor JoJo Tanks options is to be considered	Quotes to be acquired to understand the extent of expense Vinaybhai to approach Counsellor and get such a list Miheerbhai to acquire options and get complete quotes	Saileshbhai and Vineetbhai Vinaybhai Miheerbhai
5.22	<i>Samaj Constitution Reviewed</i> Samaj constitution is to be reviewed. Team is to be formulated from among the exco to approach various community members for their expertise and inputs	Navnitbhai to create team consists of Trustee Girishbhai and other community members	Navnitbhai
5.23	<i>Navratri Planning</i> A meeting with RCC and Exco needs to be organised to discuss the Navratri programme	To set up a meeting to discuss strengths and suggestions of the programme	All Exco and RCC members
5.24	<i>WhatsApp groups</i> Miheerbhai acquired a phone for office.	Task complete Vinaybhai to register sim	Vinaybhai

	Vinaybhai to get the Sim Rica done. Urviben to put entire community phone numbers on phone database.	Pavanbhai to assist Urviben	Pavanbhai and Urviben
5.25	Create welfare fund Welfare fund to be created to cater for urgent needs of any welfare case	In progress	Kishorbhai
5.26	Formal notification to NAD NAD consulting was to be notified formally of their termination of the contract. Contact details are to be shared	In progress	Manishaben
5.27	Sinkhole cover in insurance Geological survey to be shared with Insurance company and see if they are comfortable to use that survey to make a judgement related to extended insurance	Insurance company to be approached	Harshadbhai
6	Correspondence		
6.1	Incoming Incoming: a) Letter from Harshad Kesav b) Letter from Mohan Das c) Letter from ISKCON d) Letter of Invite from Nepal Embassy e) Letter from Alastair Telford f) Letter from NFBC, UK team g) Letter from PHS h) Letter from AMITY International i) Letter from MAP (Malayalee Group) j) Letter from Kishorbhai D Naran k) Letter from RISHI l) Letter from TUKS m) Letter from Shailen Nana		
6.2	Outgoing		

	<p>a) 14th Pravasi Bharatiya Divas b) Essence of Hinduism: Ganesh Chaturthi c) Minutes of Executive Meeting: 30 August d) Request for External Audit Services e) Water Interruption Update f) Ganesh Chaturthi: Seva Samaj g) Ganesh Mahotsav: Nilesh Parekh h) Eastern Evening: TUKS Hindu Society i) Pitru Tarpan j) Adjustment to Exco k) Youth Indaba 2016 l) International Day of Peace: Sahaj Marg m) Navratri n) BAPS Swaminarayan: Timeless Tribute o) Letter to council, SAPS, Laudium Disaster management p) Letter to Hurshad Kesav q) Letter to Alastair Telford r) Letter for Sponsorship to various organisation TDF s) Letter of Invite to various organisation TDF t) Letter to Shailen Nana</p>		
<p>7</p>	<p><i>Financial report</i></p> <p>Cash position for Aug'16 R3561370 7%up. Revenue Aug'16 R1,665K Aug'15 R1,533K 9%up Surplus Aug'16 R437K Aug'15 R369K</p>		

	19%up Rentals o/s R45K Rental Dep o/s R115K		
8.	<i>Admin Report and Other Portfolio Report</i>		
8.1	<p><i>Admin report</i></p> <p>Admin report notified of 15 Poojari services and Attendance sheet</p> <p>Financial admin reported the following: August</p> <ol style="list-style-type: none"> 1) Contacted Jocelyn from Prinsloo Electricians to check balancing of meters during Navratri period (1st oct to 11th oct) 2) Marabastad Tenants: A further reminder has been sent to all tenants to pay rent before 7th of each month. Also to pay 2 months deposit. 3) We have received 420 new Samaj telephone directories and have compiled the list of advertisers to whom a free copy of directory to be given. 4) Total Income for August 203482.00 Total Expense for August 185311.44 Premises hire for August 5650.00 Shop Rent received for August 101645.00 Pujari services for August 4768.00 5) Renovation of classroom 2 & 3 in progress 6) Diwali Fireworks Programme: Laudium sports stadium have been booked for 29 Oct 2016. Also requested for 3 days before event. Caretaker Mr. Norman waiting for approval from Council for free usage. 7) We have received 2 quotes from pyro technician 8) We have given letters to Laudium 		

	<p>disaster management and Laudium police – awaiting reply</p> <p>9) Insurance – public liability</p>		
8.2	<p>Education report</p> <ul style="list-style-type: none"> ▪ Teachers have acknowledged and signed class capacity letters. ▪ Open day to be held on 15 October 2016, between 10am – 12pm ▪ New fees for 2017 have been proposed and was accepted ▪ Salary increase for teachers need to be finalised ▪ 2 teachers classes have been applied for to fall under department of education registration ▪ School fees to be paid by the parents of the learners in advance ▪ Payments to be managed quarterly by Vinaykaka ▪ In case of non-adherence legal notice will be sent timeously <p>New year fees for Balmandir and Gujarati school was formulated</p>	<p>Deepikaben to meeting with Finance Team</p> <p>A detailed list of learners fees paid to be presented</p>	<p>Deepikaben, Pavanbhai & Harshadbhai</p> <p>Vinaybhai</p>
8.3	<p>Special Projects Report</p> <p>Project Barkat is in progress.</p> <p>Proposal to create advertising/billboard space on the Samaj Marabastad Property. A presentation by Saileshbhai was made with the concept developed by a Samaj member, Mr. Jakishenbhai Ramjee Hira. Members felt this was excellent and can be taken into consideration for further results.</p> <p>License department of the council for Billboard will be approached</p> <p>Proposal of putting container on sight was given.</p> <p>Proposal to create advertising/billboard space on the Samaj Marabastad Property. A presentation by Sailesh was presented on behalf of Jakishenbhai Ramjee Hira that can be taken into consideration for further results.</p>		

8.4	<p>Facilities Report 26/09/2016</p> <p>Facilities Management and Funeral</p> <p>Samaj/Campus/Mandhir</p> <ul style="list-style-type: none"> J Renovations have begun thus far on schedule.to be completed on latest the 10th of October. J Sunilbhais car was broken into. We need to look into putting barb wire or electric fencing. J Fingerprint machine is working. J Ranjitbhai has been contacted regarding the lights in mandhir. we are investigating the right wattage to change to LED lights. <p>Marabastad Property</p> <ul style="list-style-type: none"> J Pramodbhai has assured me that the name signs will be up by the 20th of October. J Renovations to mandhir is still pending. 	Matter to be investigated and possible interventions presented	Vineetbhai
8.5	<p>RCC report RCC August 2016 Report</p> <ol style="list-style-type: none"> 1) Quote was acquired for the Navratri Deco 2) Stapna has been temporary repaired for no charge for this year. New Mataji Shrine to be acquired next year in wood after consultations with Elders and the Priest 3) Ice Cream for Aatham quote has been acquired 4) Security has been sorted by Vineetbhai. Thank you 5) Prasad has been taken care by 		

	<p>RCC members</p> <p>6) Aarti Thalish have been allocated for kids and exco members</p> <p>7) Tables will be set for Directories & vouchers for Exco</p>		
8.6	<p><i>Health, Welfare and Gender Committee</i></p> <p><u>Health, Welfare and Gender Committee Report</u> <u>26th September, 2016.</u></p> <p>On 5th September, 2016. 42 Seniors of Health, Welfare and Gender Committee went to Swadini Forever Resort for 4 nights and 5 days holidays.</p> <p>Members enjoyed the trip very much. On Monday it was Ganesh Chaturthi so members celebrated this event with Aarti, Shloks and prasad.</p> <p>On Tuesday members went to see potholes. On Wednesday a boat trip was organised on Blyde River Canyon. Members appreciated the Canyon, The Tufa waterfall and the beautiful surroundings.</p> <p>Members then went to Classic Vintage cars and bike showrooms. Everyone enjoyed the Silk bedding, linen and gifts showroom.</p> <p>A trip to Kruger National Park was undertaken on Thursday.</p> <p>On Friday Prakashbhai Kesa and Aswinbhai Premjee from Tzaneen hosted tea and snacks for whole group after which members visited the Swami Narayan Mandir in Tzaneen.</p> <p>A refund of R450 per person was given to members. It was decided that the balance will be donated to Diwali hampers. A donation of R5000 was made to Laudium Tamil</p>		

	<p>Association from funds accumulated during various trips made by Senior citizens. This fund will be used for Gopipuam. A plaque with H.W.G Senior Citizens Club of Shree Pretoria Hindu Seva Samaj will be put up.</p> <p>Diwali hamper list is being drawn up and we estimate +- 50 hampers will be given out from the samaj. Hampers will be distributed few weeks before Diwali.</p>		
9	General / New Matters	Comments and Action	
	<p>9.1 Asset Register update</p> <p>9.2 Fixed Deposit and Interest transfer (ring-fencing)</p> <p>9.3 SPHSS Awards</p> <p>9.4 Office Closure during December (21 Dec to 4 Jan)</p> <p>9.5 New Year Program</p> <p>9.6 Explanation of discounted rate for hiring (Vineetbhai)</p> <p>9.7 Announcement of Exco appointments and resignations</p> <p>9.8 Change of signatories</p> <p>9.9 Minutes of PHS</p> <p>9.10 Admin assistant/temp and contingency plans for office during Urvi's leave</p> <p>9.11 Diwali festival planning and Next meeting</p> <p>9.12 Navyug members Induction plan and Integration with Exco</p> <p>9.13 Management of Thank you letters by Admin office and Secretaries Miheer and Manisha</p> <p>9.14 PRO to be co-opted to Exco</p>	<p>1. To be updated automatically on purchase of any asset</p> <p>2. Interest for R 3 Million is going into current account. As per the community member Mr Kesav, it is not in any policy document(Education fund policy) on how to run the Bursary</p> <p>3. Nominations to be given by the community and cut off date to be set. 4 categories to be set and exco to then decide the final nominations</p> <p>4. Official closure of the admin office of Samaj is to be 21 dec to 4 jan (Subj to change)</p> <p>5. New Year Program to be finalised</p> <p>6. All hall hire managed as per the hire chart</p> <p>7. Email sent out</p> <p>8. Change of signatories in progress</p> <p>9. Concern was raised related to the minutes. A meeting to be held with Mr. Pravin Daya</p> <p>10. Position Vacancy to be sent out, interviews to be conducted</p>	<p>Harshadbhai & Pavanbhai</p> <p>Exco finalise nominations</p> <p>Exco</p> <p>Pavanbhai</p> <p>Pranaybhai & Saileshbhai</p>

		<p>11. Diwali festival planning meeting held urgently. 30 sept</p> <p>12. Youth meeting and integration to be done on 4 October</p> <p>13. Letters to be sent out within 14 days but after 7 days of the function. A list of people to be finalised and progress of submission kept from Admin Office</p> <p>14. Voting member to be co-opted for PRO purposes. CV and interviews to be done.</p>	<p>Pranaybhai</p> <p>Saileshbhai</p>
10	NEXT MEETING		
	The next meeting will be held on Tuesday 25 October 2016 at 19:30		
11.	PRAYER & CLOSURE		
	With no further business, the meeting ended with a prayer at 11:30 PM		

SPHSS SECRETARIAT