



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 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, 28 September 2015

Time : 19:30

No.	MATTERS DISCUSSED	ACTION POINTS	BY WHOM
1.	<p>PRAYER & WELCOME</p> <p>In the Chair - Rameshbhai Chhagan</p> <p>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.</p> <p>A special welcome was extended to Urmilabhen Kalyan who was recommended for secondment to the executive as the new RCC head by the Religion & Culture Committee members. This was agreed to by the Executive Committee.</p>		
2.	<p>ATTENDANCE & APOLOGIES</p> <p>In Attendance: Jyotibhen Joshi; Vineetbhai Rama; Rameshbhai Chhagan; Harshilabhen Kooverjie; Harshadbhai Dajee Pema; Pranaybhai Devchand; Kishorbhai Naran, Harshadbhai Bhikhu Pema and Urmilabhen Kalyan. Urvibhen Mehta & Vinaybhai Chagan attended in their capacities as administrators.</p> <p>Apology/ Absent: Sheetalbhen Ranchod; Bhaavichbai Chhana & Dhruvbhai Sodha.</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.	APPROVAL OF AGENDA & MINUTES The agenda and minutes of the exec meeting held on 31 August 2015 was approved, without amendments, on the motions of Harshadbhai Dajee Pema and Harshadbhai Bhikhu Pema.		
5.	DISCUSSION ON MATTERS ARISING		
5.1	Multi-Media Centre Pranaybhai & Vineetbhai reported that the costing of the centre was still not complete and that they would rope in more people to assist A letter of opposition to the project from Mansukhbhai Chhiba was discussed. It was agreed that a meeting be set up with him, Chandrasenbhai Bhana, Himalbhai Ramjee and others to debate the matter further.	Complete costing of Centre Arrange meeting with concerned members to debate the establishment of a multi-media centre	Pranaybhai/ Dhruvbhai & Vineetbhai Urvibhen
5.2	Verification of Voters' Roll Rameshbhai reported that the Verification Committee meeting scheduled for Wednesday 23 September was poorly attended. In addition, Pankajbhai Joshi requested that the criteria and process for verification be revisited. He was asked to put his request in writing to the Trustees for a decision. A new date set for Wednesday 30 September was also found to be unsuitable. Urvibhen was asked to liaise with Pravinbhai to set a new date.	Inform verification committee members who have accepted their letters of appointment of date of meeting	Urvibhen
5.3	Vegha (Clothing) of Murthis Pranaybhai reported that he has not yet discussed this matter with Sujatabhen.	Finalise murthi clothing issue with Sujatabhen	Pranaybhai
5.4	Krishna Jayanti Function Pranaybhai and members who attended the KJ function reported that the event was extremely well attended and positive feedback received		
5.5	Year Plans & Budgets for 2016 None of the year plans & budgets for 2016 have been completed. Portfolio heads undertook to complete and circulate before next meeting.	Finalise 2016 budgets	All portfolio heads
5.6	Updated Directories Vinaybhai reported that this matter is still receiving attention.		Vinaybhai
5.7	Diwali Festival Dhruvbhai had reported via email that he was busy with planning for the Diwali Festival to take place in our auditorium on Sunday 8 November and fireworks display on Saturday 7 November 2015. (Subsequent to	Arrange Diwali Festival	Dhruvbhai

	<p>the meeting, due to unavailability of the pyrotechnician, it was agreed to shift the fireworks to Saturday 14 November)</p> <p>Rameshbhai undertook to request financial support for the fireworks display from the community and the Pretoria Hindu Society.</p>	Sponsorship for fireworks	Rameshbhai
5.8	<p>Marabastad Stands</p> <p>Harshadbhai Dajee Pema reported that he will provide a development plan for the Marabastad stands at the next meeting.</p>	Plan for development of Marabastad stands	Harshadbhai
5.9	<p>Sound Management</p> <p>Harshilabhen agreed to assist Vineetbhai in getting the sound management MOU with Priteshbhai Bhana signed.</p>	Have sound management MOU signed	Harshilabhen
5.10	<p>Updating of Study Loan Database</p> <p>This matter is still in abeyance. Pranaybhai undertook to finalise it</p>	Update study loan database	Pranaybhai
5.11	<p>Teacher Subsidy from GDE</p> <p>Pranaybhai reported that the Gauteng Department of Education had paid over the promised pre-school subsidy that the Samaj had applied for on behalf of Mauwnabhen Bhima, who qualifies for it because she is a registered teacher. This means that the Samaj will henceforth save on paying a salary to her. Loan advances given to her while the application was being processed has also been repaid by her.</p>		
5.12	<p>Enriching Gujarati School Curriculum</p> <p>Pranaybhai informed members that Yoga and computers has been added on to the school curriculum and will be offered from January 2016.</p>		
5.13	<p>Upgrading of Mauwnabhen's Classroom</p> <p>The GDE has requested that Mauwnabhen's classroom be upgraded to meet subsidy requirements. Pranaybhai agreed to send list of essential requirements with costs to Exco for approval. Members felt both pre-school classes should be upgraded.</p>	List of essential requirements with costing	Pranaybhai
5.14	<p>Painting of Wall in Play Area</p> <p>Pranaybhai requested and received approval to have wall painted. Pranaybhai reported that this matter is receiving attention.</p>	Have wall painted	Pranaybhai
5.15	<p>Installation of Artificial Grass</p> <p>Pranaybhai reported that the matter of installing artificial grass in the play area is receiving attention.</p>	Installing artificial grass	Pranaybhai

5.16	Appointment of Kiranbhen Goolab as Advisor in the Balmandir Pranaybhai reported that Kiranbhen has agreed to assist as advisor for the Balmandir.		
5.17	Appointment of Additional Teacher for Saturday Classes Pranaybhai reported that the matter of appointing an additional teacher is receiving attention.	Appointment of teacher	Pranaybhai
5.18	Study Loan Defaulters Pranaybhai and Vinaybhai reported that the letters of demand sent to defaulters has had a positive effect. Only one defaulter has not paid towards his study loan. It was agreed that Vinaybhai will follow up.	Follow-up on study loan repayments	Vinaybhai
5.19	Marketing of Gujarati School & Balmandir Permission was granted for the schools to be more aggressively marketed and for signage to be put up on the premises.	Marketing of schools & signage	Pranaybhai
5.20	Redesigning Samaj Logo Pranaybhai reported that he has not yet commissioned a redesign of the Samaj letterhead and logo that would include the logos of the Gujarati School and Balmandir.	Redesign Samaj letterhead & logo	Pranaybhai
6	CORRESPONDENCE Letter from Mahindrabhai Sita A letter was received from Mahindrabhai requesting that additional chairs be provided for in the Mandir and repair to some lights	Vineetbhai reported that these matters have been attended to	
6.1	Letter from Mansukhbhai Chhiba A letter was received from Mansukhbhai Chhiba in which he expressed his opposition to the establishment of the multi-media centre. This matter was dealt with under 5.1		
6.2	Letter from Essence of Hinduism A letter of thanks was received from Essence of Hinduism for accommodating them at very short notice when they were forced to relocate their function to the Samaj due to the original venue having been washed out.	Noted	
7.	FINANCIAL REPORT Harshadbhai reported that due to the delay the Samaj experienced in getting him added on as a bank signatory, he was unable to access the documents he needed to prepare the August financial report. He undertook to produce a report in October for both August & September.		
8.	PORTFOLIO & ADMINISTRATOR REPORTS		

	<p>Valibhen Manga bursary in addition to a study loan;</p> <ul style="list-style-type: none"> • The curriculum review whereby workbooks would be created for different grades is still receiving attention; • Specs for each item required in the multi-media will be drawn up; • Although some areas not covered during Raksha Bandan, preliminary figures show an increase in revenue. Members felt that an apology should be given to those members not visited this year; • Erection of billboards on premises advertising both schools 	Extend Samaj apology telephonically to those who were not visited for Raksha Bandan.	Vinaybhai
9.9.1	<p>GENERAL / NEW MATTERS <i>Facility for Deceased Body to Lie-in-State</i> Rameshbhai informed members that he had received a request from the family of the late Ramjeebhai Jogie for the Samaj to consider introducing a system that would allow the body of the deceased to lie in state at a suitable venue for about an hour or two before the funeral. The argument put forward was that many people did not have the space at their homes to cater adequately for all the well-wishers to pay their last respects in a dignified manner. With the move to security villages, access has also become an issue. Members questioned whether the Samaj auditorium was suitable for this purpose and pointed out possible logistical and other problems if Samaj premises were used. After some discussion, it was agreed to find a suitable alternative premise and to offer this as an optional service to the family of the deceased.</p>	Investigate suitable premises for body to lie in state	Vinaybhai
9.2	<p><i>Licence Disc - Branding opportunity</i> Pranaybhai requested that EXCO consider purchasing PVC licence disc holders that can be appropriately branded with Samaj logo, This can then be distributed free of charge to the community. This proposal was agreed to.</p>	Order branded discs	Urvibhen
9.3	<p><i>Disciplinary Hearing Report</i> The report of the disciplinary hearing, chaired by Advocate YF Saloojee, in which Mukeshbhai was found guilty of 9 charges of gross misconduct and recommending dismissal, was tabled for acceptance. It was noted that Mukeshbhai did not exercise his right to appeal to the Trustees against the finding, despite being advised to do so. The report was accepted unanimously and in the light of Mukeshbhai's resignation, the matter was now regarded as closed.</p>		
9.4	<i>Request by Mukeshbhai</i>		

	Members were informed that Mukeshbhai had requested to be allowed to stay on in the Samaj flat for an extra month i.e. end October 2015. This was agreed to.	Urvibhen to arrange meeting with Mukeshbhai & officials to ensure proper hand-over takes place.	Urvibhen
9.5	Temporary Accommodation for New Priest In the light of Mukeshbhai's request to stay in the Samaj flat an extra month after his resignation, temporary accommodation arrangements needed to be made for the new priest, Shri Tarunbhai Purohit, who will commence duties from 1 October 2015. Vineetbhai & Harshadbhai agreed to assist the office.	Make alternate accommodation arrangements for Tarunbhai for October.	Vineetbhai
9.6	Report on Meeting with Recent Expats Rameshbhai reported that he, Jyotibhen and Urvibhen had met with a few representatives of the expat community, namely Vipulbhai Shah, Dipakbhai Patel and Anilbhai Shah to discuss how best the Samaj could address some of the difficulties recent expats were reportedly experiencing. A major recommendation was that a meeting of expats be called up to explore the issues more closely and to consider seconding an expat representative on the Samaj executive. After some discussion, members agreed to the proposals.	Arrange meeting of Expats	Urvibhen
9.7	Adoption of Update on Samaj Facilities Hire Policy On Vineetbhai's request, a clause was added on to the Samaj Facilities Hire Policy which exempted the Samaj from any liabilities in the event of a function being disrupted due to an act of nature. The change was unanimously approved.	Upload updated policy on website	Urvibhen
9.8	Celebrating Pitru Tarpan Vinaybhai requested that EXCO considers hosting a Pitru Tarpan ceremony. This is a ceremony to honour one's ancestors and departed family members. He felt that this would also help the community to get to meet our new priest, Tarunbhai. This suggestion was agreed to.	Arrange Pitru Tarpan ceremony	Urmilabhen & Urvibhen
9.9	Sponsorship - Multi-media Centre Rameshbhai informed members that a community member, Jeetubhai Mistry, had offered to obtain sponsorship for the proposed multi-media centre. It was agreed that Rameshbhai, Dhruvbhai and Pranaybhai would prepare a proposal.	Prepare a sponsorship proposal	Rameshbhai, Dhruvbhai & Pranaybhai
9.10	Ninaad School of Music An invitation for two persons to attend the launch of the Ninaad School of Music on 3 October in Samaj auditorium was received. Pranaybhai agreed to represent Samaj with his spouse.		

9.11	Secretarial Attendance Vineetbhai enquired as to why the secretaries were absent from several meetings. It was explained that both secretaries had heavy study and work commitments. Harshilabhen undertook to enquire if they would be able to attend future meetings.		
9.12	Gujarati Calendar Members enquired what arrangements were being made to publish a Gujarati calendar for 2016. Urmilabhen undertook to assist Tarunbhai with this task.	Publish Gujarati Calendar	Urmilabhen
9.13	Office Computer Due to the increased demands on the office computer, Vineetbhai requested that a second computer be procured for the office. This was agreed to.	Obtain second computer	Vinaybhai
10.	NEXT MEETING The next meeting will be held on Monday 26 October 2015		
11,	PRAYER & CLOSURE With no further business, the meeting ended with a prayer at 10:30pm		

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