



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 JOINT TRUSTEE AND EXECUTIVE COMMITTEE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at : The Boardroom, Shree Pretoria Hindu Seva Samaj

Date : Monday, 29 February 2016

Time : 19:30

| No. | Matters Discussed | Action Points | By Whom |
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| 1. | <p>PRAYER & WELCOME</p> <p>Attendance Pravinbhai Daya, Pranaybhai Devchand, Virabhai Patel , Saileshbhai Bhagattjee, Girishbhai Daya, Vineetbhai Rama, Harshadbhai Pema, Deepikaben Bhana, Harshilaben Kooverjee, Madhuben Modi, Jyotiben Joshi, Miheerbhai Joshi , Urmilaben</p> <p>Opening Prayers The meeting commenced with an Opening Prayers at 7:40pm. A minutes silence was observed for all members of the community that passed on since the last meeting.</p> | | |
| 2. | <p>Apologies Kishorebhai Naran, Rameshbhai Chaggan, Chandrasenbhai Bhana, Urviben and Vinaybhai</p> <p>CFO Co-opt Harshadbhai was unanimously co-opted as CFO</p> <p>Quorum The required quorum was present and the meeting officially constituted.</p> | | |
| 3. | <p>Trustees session</p> <p>T1 Pravinbhai, as the elected Chair of the Trustees welcomed all and express the view that the Samaj become more effective during this year in uniting the community. The</p> | | |

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| | social-welfare agenda together with greater engagement with the community is expected to be the key focus. | | |
| T1.1 | <p>Pravinbhai highlighted 6 areas the executive should place as priority over their term of office and which areas will be up for scrutiny and audit by the Trustees, among other:</p> <ol style="list-style-type: none"> 1. The development plan for the Marabastad properties. This must be fully investigated and consulted with the community to get the best option for this massive project; 2. Resolve the directory of the community in consultation with the Admin staff; 3. Finalise the Multi-media Centre; 4. Pursue with Tshwane Municipality on the maintenance and state of the Crematorium. This should be undertaken in cooperation with other Hindu organisations utilising the facility; Pravinbhai suggested we approach the Tshwane council to take over the running of the crematorium with the intention of enhancing it in collaboration with other Hindu organisations. 5. Resolve the vacancies existing on the executive after the elections; 6. Work towards unity and inclusion of the Gujarati migrant populace. <p>Pravinbhai also suggested the Exco encourage bursary beneficiaries to take a roll in Navyug</p> | Submit recommendations to Exco | Exco |
| T1.2 | <p>Viralbhai emphasised that the Samaj encourages stronger cohesion with the expat Gujarati community, to understand their perspectives as there are perceived divides between the communities. As a start, Pravinbhai suggested we encourage the Indian migrant members to join the Gujarati school. Viralbhai furthermore suggested that all Samaj communication be available at the Saturday sabha of the Swaminarayan Satsang to encourage fostering with members of the expat community.</p> | | |
| T1.3 | <p>The next meeting of the Trustees was noted as the 18th of April 2016</p> | Finalise 2016 year plans & budgets | All portfolio heads |
| T1.4 | <p>Pravinbhai and the trustees thanked the exco and closed the trustee's session.</p> | | |
| T1.5 | <p>In the absence of Rameshbhai the ex-president, the new President and Deputy will write to old exco to get outstanding projects and documentation especially financials which Harshadbhai will collect and sign off</p> | Pranaybhai, Kishorebhai and Harshadbhai | before next meeting |

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| 4. | Official Handover The secretary was to ensure that the handover of Samaj documents was recorded T2 Vineetbhai will ensure that all premises keys including the office premises are handed over to the admin office . The Board of Trustees announced that they will carry out an audit starting April 2016 | Miheerbhai Vineetbhai Pravinbhai | before next meeting 15th March April |
| 5. | Executive Meeting In the Chair – Pranaybhai Devchand The meeting commenced and Pranaybhai welcomed all executive members to the first exec meeting. | | |
| 5.1 | Vacant office bearers As per the election meeting the following members were co-opted / proposed to be co-opted to the vacant portfolios. A proposal was made by the president and accepted unanimously to once again split the education portfolio into two: One being education and the other being the bursary committee. <u>Portfolio</u> CFO Asst Secretary Education – School Bursary committee Navyug Pranaybhai meeting with 5 potentials to establish a committee on Thursday 3rd March | <u>List of proposed secondments</u> Harshadbhai (confirmed) Navnit Bhima (to be confirmed) Poonamben (confirmed) Deepikaben (to be confirmed) Proposed joint leadership - Dhruv, Hema, Swarupa Vallabh, Trisha , Prashil Kooverjee and others | |
| 5.2 | Vineetbhai suggested that the Navyug needs to be self-sufficient in electing its own caucus which was widely accepted. This will be put to the meeting | | |
| | Admin report The Admin report was noted and discussed with the following actions: | | |
| 6.1 | The Admin reports to Secretary - Urviben | Miheerbhai | |
| 6.2 | Caretakers report to Facilities Manager | Vineetbhai | |
| 6.3 | The Office finance admin - Vinaybhai reports to CFO | Harshadbhai | |
| 6.4 | Request all contracts for employees to be reviewed and aligned to standard terms of employment. | Miheerbhai | Next meeting |

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| 6.5 | Portfolio heads to approve respective staff leave. Once done the admin office is to send to treasury. | Harshadbhai | |
| 7 | Banking Signatories to be changed - Letter from trustees to be drawn up for this to begin , Harshadbhai to check change of signatories – Signatories to be: President, deputy, CFO, Treasurer Secretary | Pravinbhai and Harshadbhai | |
| 7.1 | Formal salary increase reviews and performance appraisals must be introduced | Harshbhai and portfolio heads | |
| 8 | Finalise murthi clothing issue with Sujatabhen | Pranaybhai | |
| 9 | Community Policing Forum meetings proposed to be held at the Samaj classrooms. The Exco unanimously agreed to allow this at no cost as this was regarded as our contribution to this organisation. | Vineetbhai | |
| 10 | SMS admin access to more exco members so that there is adequate coverage for funeral notices or other emergencies where communication is needed urgently. | Vineetbhai and Urviben | Before next meeting |
| 11 | Website maintenance - the office is requested to get trained on updating the website as well as approach community members who are in the field to be included | Urviben | |
| 12 | Facebook page updates and administration of the page: The office and secretaries to have the ability to update FB page | Urviben/secretariat | |
| 13 | No communication through the above platforms will be permitted without approval from the secretary and the President or at least the deputy president in the absence of the President | Miheerbhai | |
| 14 | Crematorium Gas shortage has been resolved with Boetie, the member of the mayoral committee (MMC) responsible for this aspect. | | |
| 15 | Religious demarcated sites in Centurion Counsellor will be approached for centurion land. A meeting will be arranged | Vineetbhai | |
| 16 | Telephone Directories The draft of the directory has been requested. The exco felt that this needs to be brought to rapid finality. Matter will be finalised with Anilbhai with a concerted effort to get them approved and printed before the end of April | Miheerbhai | |
| 17 | Year planner + budgets The education as well as health and welfare budgets are still outstanding. | Pranaybhai | Next meeting |

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| | A list of all budgets will be circulated to the exco | Pranaybhai will sent list of all exco members | 20-Mar |
| 18 | Diwali festival 2016 Tshwane council to be fully engaged to make this happen in a big way this year. All other Hindu organisations will be approached to join a working committee to show unity and full support. A kick-off meeting with the council to be arranged | Vineetbhai and Pranaybhai | April |
| 19 | Marabastad Stands Exco to give feedback to Trustees , at their soonest with a detailed plan Saileshbhai to contact Rameshbhai to be updates on progress made by previous exco. | Saileshbhai | next meeting |
| 20 | Study Loan Database Study loan database has now been updated and being reviewed by CFO. 99% - have been paid in full One defaulter has paid up however 1 defaulter remains and will be approached | Harshadbhai Pranaybhai | |
| 21 | Classroom upgrade project Classroom 5 - work to be completed before the new academic term begins. Classroom 4 - work to start in March | Vineetbhai Vineetbhai | Next meeting Next meeting |
| 22 | Multimedia Prospective donors to be approached for redundant/obsolete hardware Prepare letter for sponsorship. | Saileshbhai Miheerbhai | |
| 23 | New bursary 4 applications received and being assessed | Deepikaben | |
| 24 | Painting of wall in play area Deepikaben to approach artists to paint wall e.g. Ajaybhai Hira - Iskon Hatfield | Deepikaben | |
| 25 | Playground flooring for kids Cork and Rubber to be costed as the artificial grass was expensive. Office to follow-up on quotes | Urviben | |
| 26 | Rental increases for Marabastad shops | | |
| | New leases not signed due to changes. These are now complete and updated. These leases now need to be signed. | Harshadbhai and Vineetbhai | next meeting |

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| 27 | Asset register Treasury to establish a formal asset register and policy to capitalise and depreciate assets A stock list is to be maintained for all office and archives | Harshadbhai Urviben | April April |
| 28 | Study loan – covered with point 8 above | | |
| 29 | Signage : Samaj name plate for front wall – Vineetbhai proposed we keep it simple and use backlit vinyl for example Costings to be obtained | Vineetbhai and Urviben | |
| 30 | Logo and rebranding The exco decided to shelve the project in favour of higher priorities | | |
| 31 | Diwali hamper Jyotiben to co-ordinate with other organisations to join efforts for this Diwali to avoid duplication and to maximise impact across the needy members of the community | Jyotiben | May |
| 32 | Bhajan groups Communications will go directly to the head of each group and once agreed a formal communique for final timetable will be sent. | Urmilaben | |
| 33 | India Cares (IC) proposal IC proposed that a donation will be made to the same value as the rental - The exco agreed to respond by stating that the rental for the hall must be as full rates and should they desire to make a donation , this will be treated as a separate transaction. A written response will be sent | Miheerbhai | next meeting |
| 34 | Chennai Funds - progress This needs to be finalised and the release of funds totalling R30 000 needs to be paid to the disaster fund administered by the Gov of India | Harshadbhai | 16-Mar-16 |
| 35 | Karou Charou Show - 8th April 2016 Contract has been signed and a deposit due to be paid this week A price of R120 per ticket was set and Kishorebhai Naran has offered to sponsor the tickets Sponsors for Adverts in Laudium Sun to be obtained Selling points for tickets is the Samaj office and OK Value store in Laudium | Harshadbhai Vineetbhai and Urviben All Vineetbhai and Urviben | 2016/03/01 |
| 36 | General | | |
| 36.1 | Girishbhai from Lenasia called to inform us of the Gupta Family Katha . They will once again provide a bus from Laudium daily. The Office to take bookings, send pamphlet | Urmilaben and Urviben | March |
| 36.2 | A land telephone line for Sunilbhai is required. The exco agreed that a prepaid line option would be preferred with a fixed amount committed by the treasury every month. | Urviben and Harshadbhai | end March |

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| 36.3 | The Navaratri stapna needs replacing as it is broken. Design and costs to be obtained. | Urmilaben and Urviben | end April |
| 36.4 | Hanuman chalisa celebrations. A concerted effort will be made from the outset to incorporate as many groups as possible to assist in planning and delivery. | Dhruvbhai | |
| 36.5 | Mandir cleaning of pooja items and general cleaning. The exco felt that it is the responsibility of the resident priest to clean the pooja items and the Samaj cleaners to clean the other parts of the mandir equipment , kitchen etc. | Urmilaben and Vineetbhai | |
| | Conclusion & Prayer The meeting closed at 23:00 with a prayer The next meeting will be held on Tuesday 29 March 2016 at 20:00 | | |

Miheerabhai Joshi
SPHSS Secretary