



# 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, 29 June 2015  
**Time :** 19:30

No.	MATTERS DISCUSSED	ACTION POINTS	BY WHOM
1.	<p><b>PRAYER &amp; WELCOME</b></p> <p><b>In the Chair – Rameshbhai Chhagan</b></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>		
2.	<p><b>ATTENDANCE &amp; APOLOGIES</b></p> <p><b>In Attendance:</b> Vineetbhai Rama; Rameshbhai Chhagan; Bhaavibhai Chhana; Dhruvbhai Sodha; Harshilabhen Kooverjie; Harshadbhai Pema; Pranaybhai Devchand; Kishorbhai Naran, Jyotibhen Joshi &amp; Bhadrakanbhai Chiba. Urvibhen Mehta &amp; Vinaybhai Chagan attended in their capacity as administrators.</p> <p><b>Absent:</b> Mukeshbhai Joshi</p> <p><b>Apology:</b> Sheetalbhen Ranchod</p>		
3.	<p><b>QUORUM</b></p> <p>The meeting was declared duly constituted by the Secretary as the requisite quorum as required by clause</p>		

	12 of the constitution had been met.		
4.	<b>APPROVAL OF AGENDA &amp; MINUTES</b> The agenda and minutes of the exec meeting held on 28 April as well as the joint special meetings of 8 June & 24 June 2015 were approved, without amendments, on the motions of Kishorbhai and Pranaybhai.		
5.	<b>MATTERS ARISING</b>		
5.1	<b><i>Multi-Media Centre</i></b> Dhruvbhai & Pranaybhai reported that the specs for the Centre have been finalised, one quote received and two further quotes are being sourced. Once completed, potential donors will be approached. Urvibhen submitted a list of potential donors.	Obtain further quote(s)	Dhruvbhai & Urvibhen
5.2	<b><i>Sound Systems</i></b> Vineetbhai reported that a new sound system has been purchased and a meeting was held with bhajan groups to discuss a usage policy. Training of users is being arranged. The signing of an MOU for management of system is still to be dealt with.	Training of users and finalise sound management agreement	Vineetbhai
5.3	<b><i>Year Plans &amp; Budgets for 2016</i></b> Due to the short time left in 2015, it was agreed that each portfolio would concentrate on utilising the funds allocated for 2015 on issues identified by each portfolio as urgent & important. It was further agreed that Rameshbhai & Bhadrakanbhai should draw up a DRAFT budget for each portfolio for 2016. This will then be presented to portfolio heads for their comments and agreement where after each portfolio will devise their year plan for 2016.	Draw up 2016 budgets	Bhadrakanbhai & Rameshbhai
5.4	<b><i>Directories</i></b> Urvibhen & Vinaybhai reported that the printing of 450 updated directories is still receiving attention.	Finalise printing of directories	Urvibhen & Vinaybhai
5.5	<b><i>Murthi Clothes</i></b> Mukeshbhai undertook to draw up a plan on the management of the murthi clothes, including a schedule of when clothes will be changed, cleaned, etc. Despite repeated requests, Mukeshbhai has not attended to this matter.	Present management plan for clothing of murthis.	Mukeshbhai
5.6	<b><i>Welcome Function for New High Commissioner</i></b> Rameshbhai reported that a very successful welcome function for the new High Commissioner of India was held on Sunday 31 May 2015. The HC & first secretary attended a prayer service in our mandir, followed by lunch and a short meeting with trustees and executives where matters of mutual cooperation were discussed.		

5.7	<p><b>Study Loan Database</b></p> <p>Members agreed that the recommendation of the Trustees for the creation a Study Loan database be effected. Urvibhen reported that she still has not completed this process due to inadequate information available on past recipients. Pranaybhai agreed to assist with this process.</p>	Update study loan database with information on past beneficiaries.	Urvibhen & Pranaybhai
5.8	<p><b>Tshwane Diwali Festival</b></p> <p>The Samaj had proposed in 2014 to the Tshwane Municipality that a Tshwane Diwali Festival be hosted annually. This was received favourably by the mayor. Vineetbhai &amp; Pranaybhai reported that the Council has not yet signed an MOU but it is hoped it will be done before end July. In view of the short time left, it was agreed that Dhruv should develop an alternative plan for hosting a Diwali Show in our auditorium should this Festival fail to materialise.</p> <p>In the interim, Rameshbhai reported that we had received a request from the High Commission of India to partner with the Samaj in celebrating the event. They requested that details of our plan be sent to them.</p>	<p>Arrange for signing of MOU</p> <p>Develop alternate Diwali Show plan</p> <p>Send details of Festival to HCI</p>	<p>Pranaybhai</p> <p>Dhruvbhai</p> <p>Urvibhen</p>
5.9	<p><b>Religious Site in Centurion</b></p> <p>The Samaj had made an application in 2014 for a religious site in Centurion which had been approved in principle by the Mayor. Despite various representations to Council, this matter has not progressed. Rameshbhai reported that he again approached Councillor Essop and he has promised to give feedback shortly.</p>	Awaiting response from Councillor Essop.	Rameshbhai
5.10	<p><b>Academic Achievement Awards</b></p> <p>The Samaj introduced a formal academic achievement awards function in 2014 at the AGM in order to reward excellence in education. Due to circumstances at the AGM, the awards for academic achievement were not held. It was agreed that it would now be awarded on Krishna Jayanti day.</p>	Inform recipients of academic achievement that the award function will take place on Krishna Jayanti day.	Urvibhen
5.11	<p><b>Overdue Payment Recovery</b></p> <p>As a consequence of the letters of demand issued, Pranaybhai &amp; Vinaybhai reported satisfactory progress being made in recovering overdue amounts with respect to study loans granted and rentals from Marabastad Centre. It was agreed that one old study loan debt should be written off as the family were not in a financial position to repay it.</p>	<p>Follow up on outstanding debtors.</p> <p>Formally write-off one study loan debt</p>	<p>Vinaybhai &amp; Pranaybhai</p> <p>Bhadrakanbhai</p>
5.12	<p><b>Reimbursement of Gopalbhai Vyas</b></p> <p>Mukeshbhai had made private arrangements for a certain Gopalbhai Vyas to conduct aarti prayers during his leave period and subsequently requested that the Samaj pay an unspecified amount to Gopalbhai.</p>	Arrange payment to Gopalbhai	Urvibhen

	Members agreed that a sum of R2000 be paid to Gopalbhai		
5.13	<b><i>Cleaning &amp; Maintenance Schedule</i></b> A detailed schedule has been drawn up. Rameshbhai suggested that the monthly schedule include other activities such as that of the office as well. This updated schedule will be completed end July 2015.	Update schedule and ensure implementation.	Urvibhen
5.14	<b><i>RFQ for Secure Web-Based Membership Database</i></b> Urvibhen reported that she is still pursuing receiving quotes for the establishment of a secure web-based membership database.	Obtain quotes for web-based membership database	Urvibhen
6.	<b>CORRESPONDENCE</b>		
6.1	<b><i>AGM Related Correspondence</i></b> Received numerous letters from community members expressing unhappiness at the developments at the AGM & expressing support for creation of a voters' roll.		
6.2	<b><i>Letters from Sanjaybhai, Mansukhbhai &amp; Pankajbhai</i></b> Letters were received from the above persons objecting to the formation of a verification committee and the criteria for establishing a voters' roll. This matter was dealt with at the special joint meeting of both the Trustees & Executive Committee held on 24 June and a response provided (see minutes of 24 June).		
6.3	<b><i>Letter from Harshudbhai Keshav</i></b> Received correspondence from Harshudbhai Keshav addressed to Trustees in which he claimed that the auditors had not performed their auditing function satisfactorily and requested that he be given copies of their working documents. He was provided with the auditor's contact details and advised to liaise directly with him to have his concerns addressed.		
6.4	<b><i>Letter of complaint from Shobhnabhen Morar, Bharatt Jivraj Soni &amp; Ashwin Premjee</i></b> Received letters from above individuals complaining about the service rendered to them by our resident priest, Mukeshbhai. Members agreed that a hearing should be held to resolve these issues.	Arrange for a hearing on the complaints received	Rameshbhai
7.	<b>FINANCIAL REPORT</b> Bhadraakanbhai's report highlighted the following: Surplus for May 2015 is R 12 025; YTD surplus is R272 227. Bank Balances as @ 31 May 2015; Fixed Deposit Student Study Loan Fund is R1 452 055; Fixed Deposit R1 047 945; Money Market R517 255; Current Account R51 387; Bursary Fixed Deposit R261 235. Amount owing for Directory printing approximately R100 000 Student Loans outstanding R392 044. Loans advanced		

	to date in 2015 is R51 000. Repayments R7 400 NDF Kathmandu Donations received to 31 May 2015 R55 624; Debtors- arrear rentals R14 730.		
8.	<b>PORTFOLIO COMMITTEES &amp; ADMINISTRATORS REPORTS</b>		
8.1	<b>Administrators' Report</b> The report by the Administrators highlighted the following: <ul style="list-style-type: none"> <li>• At least 15 functions were performed by the pujari in the month of June;</li> <li>• Facilities were hired out at least 8 times in June</li> <li>• Attendance of staff was good</li> <li>• There was a subsidence of ground near the drain cover which was repaired by Council</li> <li>• No caretaker's report received</li> </ul>	Obtain caretaker report	Urvibhen
8.2	<b>Portfolio Reports</b> No portfolio reports were received. Rameshbhai appealed to portfolio heads to submit reports for the next meeting. He emphasised that the exec committee should continue its work irrespective of their interim status or the abuse directed at them by some community members that questioned their integrity.	All portfolio heads to submit their reports detailing action for rest of year.	All portfolio heads
9.	<b>GENERAL / NEW MATTERS</b>		
9.1	<b>Raksha Bandan Preparations</b> Pranaybhai was advised, with Urvibhen's assistance, to set up a committee to assist with Raksha Bandan preparations.	Assist Pranaybhai with Raksha Bandan preparations	Urvibhen
9.2	<b>Marabastad Stands</b> Rameshbhai requested that planning proceed with respect to the 11 Marabastad stands now that they have been registered in Samaj's name. Harshadbhai agreed to form a steering committee with volunteers and present a plan of action at the next meeting	Submit proposal / plan for development of Marabastad stands	Harshadbhai Pema
9.3	<b>Elections</b> Rameshbhai informed members of all the developments around arrangements to hold elections. Members suggested that a meeting be held with concerned individuals as soon as possible to clear all misunderstandings and chart the way forward. A verification committee will be established to handle all electoral procedures.		
9.4	<b>Nepal Disaster Relief Funds</b> Members were informed that an amount of approximately R55 000 had been collected for the Nepal	Provide plan on how funds will be distributed	Rameshbhai

	disaster. There was concern expressed that guarantees should be obtained that the money would reach the needy of Nepal. Rameshbhai was tasked with investigating further.		
9.5	<b>Happy Folks 2015</b> Received a request to host a talk entitled Three Levels of Spiritual Practice on 24, 25 & 26 July by Swami Anubhavananda Saraswati in our mandir at 8:00pm.	Inform community of spiritual talk	Urvibhen
9.6	<b>Mandela Day</b> It was agreed that the Samaj should undertake a volunteerism charity drive on 18 July in honour of Mandela Day. Dhruvbhai to finalise the programme.	Finalise Mandela Day volunteerism programme	Dhruvbhai
9.7	<b>Laudium Disaster Management</b> Vineetbhai informed members that the Laudium Disaster Management organisation will be approaching the Samaj shortly to participate in their activities. It was agreed to support this initiative.		
9.8	<b>Samaj staff – Urvibhen</b> Urvibhen will be leaving the Samaj within the next few months. She will however train and hand over her duties to an appointed colleague.		
10.	<b>NEXT MEETING</b> The next meeting will be held on Monday 27 July 2015		
11.	<b>PRAYER &amp; CLOSURE</b> With no further business, the meeting ended with a prayer at 10:30pm		

**SPHSS SECRETARIAT**