



# 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 :** Tuesday, 29<sup>th</sup> March 2016

**Time :** 20:00

No.	MATTERS DISCUSSED	ACTION POINTS	BY WHOM
1.	<b>PRAYER &amp; WELCOME</b> <b>In the Chair – Pranaybhai Devchand</b> 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.	<b>ATTENDANCE &amp; APOLOGIES</b> <b>In Attendance:</b> Saileshbhai Bhagattjee; Vineetbhai Rama; Pranaybhai Devchand; Kishorbhai Naran, Miheerbhai Joshi, Harshadbhai Bhikhu Pema, Kishorebhai Naran; Navnitbhai Bhima; Pavanbhai Gandhi; Pravinbhai Daya & Jyotibhen Joshi. Urviben Mehta and Vinaybhai Chaggan attended in their capacities as administrators. <b>Apology/ Absent:</b> Urmilabhen Kalyan (Yashvantbhai to act as portfolio head for the month in Urmilaben's absence; Dhruvbhai Sodha; Deepikaben Bhana		
3.	<b>QUORUM</b> Quorum was formed by adequate, appropriate attendance as is required.		
4.	<b>APPROVAL OF AGENDA &amp; MINUTES</b> The agenda for today's meeting and the minutes of the exec meeting held on 29 <sup>th</sup> January 2016 were proposed and accepted by the attendees.	Agenda – Proposed – Pavanbhai & seconded by Saileshbhai Minutes – Proposed – Pavanbhai and seconded by Harshadbhai	
5.	<b>PRESENTATION BY SPECIAL PROJECTS</b>		

	<p><b>(Marabastad Property)</b>  <b>Advisory Committee, 10 point plan and exco support</b></p> <ul style="list-style-type: none"> <li>• The Chairperson of the Trustees was requested to be part of the presentation from Special Projects thus Mr Pravinbhai Daya was present for this aspect only.</li> <li>• Saileshbhai announced the working title for the project is to be adopted as “Project Barkat”</li> <li>• The formation of an advisory team of members of the community from various diverse related expertise for this type of project was proposed. They will be approached to accept honorary positions in an advisory capacity to this project only.</li> <li>• A 10 point plan to approach all aspects of the project was presented. These include legal aspects, proposals, public consultation and engagement as well as policy framework.</li> <li>• Preliminary timelines were presented as a marker to work against</li> <li>• All information, leads, suggestions and correspondence from the public regarding this project will be channelled to the project team and the exco only. Every response must be in writing via email and have a complete paper trail.</li> <li>• The exco clarified that any/all decisions regarding the project must always be approved by the exco and Trustees as required.</li> <li>• The exco noted that the progress on the project in a short period of 4 weeks is commendable and encouraging</li> </ul>	Saileshbhai	End April
6 6.1	<p><b>MATTERS ARISING</b>  <b>Election of Vacation office Bearers</b></p> <ul style="list-style-type: none"> <li>• Navnitbhai Bhima was unanimously accepted to be co-opted to the Exco in the position of <b>Assistant Secretary</b></li> <li>• Dhruvbhai is acting interim chair of the <b>Navyug Mandal</b> and the 24th April is Hanuman Chalisa. Many youth are supporting planning and work. Budget was presented. A collaborative team Hemaben, Swarupaben and Prashilbhai with Dhruvbhai will form a collaborative team moving forward. Exco will facilitate.</li> </ul>	Pranaybhai and Dhruvbhai	End April

6.2	<b>Handover from old exec to new</b> As many of the key portfolio office bearers remain in the positions the main handover was for the President which was completed	Completed	Closed
6.3	<b>Updated Telephone Directories</b> <ul style="list-style-type: none"> <li>Vinaybhai updated the exco that all directories have been printed totalling 450 and have been sent for binding.</li> <li>Re-print directories will be sent to all advertisers, affected individuals and the remainder will be sold for R100 each to recoup costs. An email will be sent to community stating the availability once obtained.</li> </ul>	Vinaybhai  Office	End April  Mid May
6.4	<b>Year plans and Budgets</b> Last remaining budgets yet to be received are Education and RCC	Pranaybhai, Deepikaben and Urmilaben	15 <sup>th</sup> April
6.5	<b>Diwali Festival 2016</b>  The Venue has been booked and 2 tentative dates have been proposed. Discussions are ongoing and meeting with other organisations in Tshwane to be arranged as well as with the Mayor's Office	Vineetbhai and Pranaybhai	End May
6.6	<b>Sound Management</b> Manage sound via an MOU on behalf of the Samaj. A member of the Samaj has been approached and was happy to sign a 50/50 agreement. This will allow the Samaj to get a better return on its sound equipment and provide a more affordable service to the community	Pranaybhai to finalise and get it signed	Mid April
6.7	<b>Updating of Study Loan Database</b> <ul style="list-style-type: none"> <li>The database is to be sent to the Treasurer and President to review and approach inception team to fill in any blanks in data</li> <li>Review the policy and when interest starts being calculated and what is best for the spirit of the study loan facility</li> </ul>	Harshadbhai  Harshadbhai & Bursary team	End April  End April
6.8	<b>Study Loan Defaulters</b> The one remaining defaulter will be approached to resolve.	Pranaybhai	End April
6.9	<b>Upgrading of classrooms</b> Update as per facilities report. Classroom 4 work is	Vineetbhai	Mid April

	underway with completion mid-April		
6.10	<b>Painting of walls in play area</b> An artist from Iskon has been approached and a booking needs to be made. First availability is over 3 months away	Saileshbhai and Deepikaben	End April
6.11	<b>Installation of artificial grass/flooring school</b> 2 additional quotations have been received. After discussion the poured rubber flooring option was preferred as being the best option to safeguard the children's playground. R54k . The Exco accepted the quote and material and gave the go ahead for the work to be done.	Urviben to confirm order and installation dates	June holidays
6.12	<b>Murti Vagha</b> Pranaybhai reported that this matter is still receiving attention	No update. Pranaybhai to conclude	End April
6.13	<b>SMS Administrators</b> Additional access to the system is required to ensure there is coverage for funerals etc. Pranaybhai, Vineetbhai and Miheerbhai now also have access to the SMS system	Completed	Closed
6.14	<b>Website and Social media maintenance</b> <ul style="list-style-type: none"> <li>The exco felt that more people needed to know how to update the website and facebook pages so that information can flow more readily.</li> <li>Urviben and Dhruvbhai have excess, Pavanbhai and Miheerbhai will arrange to create user notes on the website administration. Passwords to be recorded</li> </ul>	Dhruvbhai to give access to additional users. Urviben to arrange training session.	End April
6.15	<b>Multi-media classroom progress</b> <ul style="list-style-type: none"> <li>A business associate is to be approached for sponsorship</li> <li>Standard letter from secretary for the above purpose was required. Draft to be drawn up by Miheerbhai and then to Saileshbhai</li> <li>Aircon is being installed</li> </ul>	Pranaybhai/Vineetbhai  Miheerbhai  Vineetbhai	Mid April  End April  Mid April
6.16	<b>Notice of increased rentals</b> <ul style="list-style-type: none"> <li>Increases of 10% p/a over 3 years. Leases to be finalised and signed.</li> <li>Outstanding rental dues now to be approached passively then re-institute formal legal recovery of debt</li> </ul>	Harshadbhai and Vineetbhai  Vineetbhai	Mid April  End April

	<ul style="list-style-type: none"> <li>Proposal to get a full time security for the Marabastad premises was discussed. The exco requested that costing for this service need to be obtained.</li> </ul>		
6.17	<b>Meeting with expats</b> This item was closed at the last meeting	Closed	Closed
6.18	<b>Asset Register</b> <ul style="list-style-type: none"> <li>Stock list to be sent to Pavanbhai from Urviben to establish a formal asset register and policy.</li> <li>A stock list is to be maintained for all office and archives</li> </ul>	Urviben and Harshadbhai  Urviben	Mid April  Continuous
6.19	<b>Signage of SPHSS</b> <ul style="list-style-type: none"> <li>Designs and mock-ups of the location on the building were presented. These have been approved</li> <li>1 quote was obtained</li> <li>Additional quote required before finalisation</li> </ul>	Vineetbhai	Mid April
6.20	<b>Co-ordinating of Diwali Hamper Distribution</b> <ul style="list-style-type: none"> <li>Jyotiben explained the lists are shared amongst the various groups. The Exco felt the lists are old and need to be re-validated. Social workers will be approached to re-validate</li> <li>It was proposed to co-ordinate with all the organisations providing Diwali Hampers. Arrange a meeting with the stakeholders</li> <li>An email to be sent to public to ask for needy families identifications to re-validate the list</li> </ul>	Jyotiben  Jyotiben  Miheerbhai	End June  End July  End April
6.21	<b>Meeting of Bhajan Groups</b> RCC to finalise this matter	Yashvantbhai	End April
6.22	<b>Staff Leave</b>  All employee contracts are being reviewed currently to standardise terms and conditions where possible	Miheerbhai	End April
6.23	<b>India Cares Proposal</b> Response sent per last meeting	Closed	Closed
6.24	<b>Chennai Funds Progress</b>		

	Payment to be made urgently to close issue.	Harshadbhai	7 April
6.25	<b><i>Karou Charou Show</i></b> Email to be sent out to the community to add an option to purchase tickets online, via email and Eft banking with a reference number. A ticket number will be allocated to the person and will be kept for the purchaser. Deadline is Thursday 7th for email purchases.	Miheerbhai	4 April
6.26	<b><i>Banking Signatories</i></b> <ul style="list-style-type: none"> <li>Pranaybhai (President), Kishorebhai (Deputy President), Harshadbhai (CFO), Pavanbhai (Treasurer General) and Miheerbhai (Secretary) are signatories</li> <li>Pavanbhai to be added to release EFT payments</li> </ul>	Closed  Harshadbhai / Pavanbhai	Closed  End April
6.27	<b><i>Centurion Land request</i></b> Saileshbhai, Kishorebhai and Vineetbhai will arrange meeting with mayor to fully state intention for Samaj to be included in consideration for land about to be allocated	Vineetbhai, Saileshbhai and Kishorebhai	Mid April
6.28	<b><i>Priest house telephone</i></b> Quote from Telkom to get best prepaid or fixed cost option. The phone is in the Samaj's name with capped liability. Urviben to get quotes. Max R300pm mandate given to CFO to finalise.	Urviben and Harshadbhai	End April
6.29	<b><i>Navaratri Sthapana rebuild</i></b> Urviben to contact manufacturers for designs and manufacture costs	Urmilaben/Yashvantbhai/ Urviben	End April
6.30	<b><i>Hanuman Chalisa Progress</i></b> Dhruvbhai is acting interim chair, 24th April is Hanuman Chalisa, Many youth are supporting the planning and work. Budget has already been presented.	Dhruvbhai	Mid April
6.31	<b><i>Mandir Cleaning</i></b> Pranaybhai to speak to the priest and the RCC to finalise	Pranaybhai	End April
7	<b>CORRESPONDENCE</b>  7.1 Invitation to 20yrs of World Hindu Conference 1995 Reflection seminar. Miheerbhai attended and gave feedback to the meeting. 7.2 Invite for first Srimad Bhagavatam Katha in English at the Ramakrishna Hall 7.3 CII Annual Session 2016 "New Delhi"	Miheerbhai  Not attended  Not attended	

	<p>7.4 Invite on hosting at our Ram Naumi Function.</p> <p>7.5 Shree Hanuman Chalisa 2016 - Shree Lakshmi Narayan Mandir, Lenasia. Laudium Bhajan Mandal attended.</p> <p>7.6 HCI Know India Program – Thank you response sent</p> <p>7.7 Thanks to Jignasaben for filling in for the Art and Music classes at the Gujarati school. Sent</p>	<p>Not attended Represented</p> <p>Responded</p> <p>Responded</p>	
8.	<p><b>FINANCIAL REPORT</b></p> <p>Harshadbhai's financial report:</p> <ul style="list-style-type: none"> <li>• Feb YTD surplus of R168k– main factors driving this are higher income due to Expo and prepaid annual school fees</li> <li>• Significant upcoming costs include directory costs, classroom renovation costs, play area flooring.</li> </ul>		
9.	<p><b>PORTFOLIO &amp; ADMINISTRATOR REPORTS</b></p>		
9.1	<p><b><i>HWG: Social support matter</i></b></p> <ul style="list-style-type: none"> <li>• Welfare case - Provide crisis financial support.</li> <li>• A contract Social worker to be employed on a case by case basis and offer counselling for long term resolution and assistance</li> <li>• An email to be sent to the community requesting affordable housing to rehouse candidate</li> </ul>	<p>Harshadbhai , Jyotiben and Pranaybhai</p> <p>Jyotiben</p> <p>Miheerbhai</p>	<p>1<sup>st</sup> April</p> <p>End April</p> <p>Mid April</p>
9.2	<p><b><i>Administrator's Report</i></b></p> <p><b><i>As tabled – highlights</i></b></p> <ul style="list-style-type: none"> <li>• Leave policy to be adjusted accordingly – 15 days per year, 30 days sick leave per 3 year cycle, all leave utilised in year or lost (no cash buyout of leave) unless approved by exco</li> <li>• Check that UI19 is being correctly submitted</li> <li>• Trellidor requested to be installed in Mandir sthapana area. After discussion the exco voted by majority not to install a trellidor around the murtis</li> <li>• Request for railings to be installed in front of hall side exit. Exco approved installation for disabled or those struggling physically.</li> <li>• Meeting with administrators to discuss and agreement on their working arrangement and conditions.</li> </ul>	<p>Miheerbhai</p> <p>Pavanbhai and Harshadbhai</p> <p>Closed</p> <p>Vineetbhai</p> <p>Vineetbhai and Pranaybhai</p>	<p>End April</p> <p>End April</p> <p>Closed</p> <p>Mid May</p> <p>Mid April</p>

10.1	<b>Matter that may lead to conflict of interest</b> No conflict of interest is permitted. All members, including the administrators were asked to ensure we don't have any conflict of interest issues regarding the Marabastad project with any other organisation. A non-disclosure to be signed by all. Pavanbhai to send Non-Disclosure to Miheerbhai. All exec to sign and disclose all interests of potential conflict at the next meeting.	Pavanbhai and Miheerbhai	End April
10.2	<b>SPHSS Trust</b> Pranaybhai proposed that it is in the best interest of the Samaj to hold all properties in a Trust. More details regarding the workings and structure of a Trust most appropriate for the Samaj are required. Pavanbhai to investigate	Pavanbhai	End April
10.3	<b>Jo-jo Tank</b> Saileshbhai to obtain quotes to install a Jo-jo tank at the premises.	Saileshbhai	End April
10.4	<b>Gutter repairs</b> Go ahead given for repairs	Vineetbhai	End April
10.5	<b>Meeting minutes turn-around</b> The secretaries were asked to ensure minutes are turned around within 4 days of a meeting for exco review and then circulated within 7 days. The secretaries committed to trying to get this done.	Miheerbhai and Navnitbhai	4 <sup>th</sup> April
10.6	<b>Krishna Janmashtami clash with Expo</b> The exco agreed that the Samaj premises serve the culture and religious aims first and therefore propose to the expo request to move either before or after as Krishna Janmashtami celebrations cannot be moved.	Urviben to communicate and negotiate new dates	End April
10.7	<b>Induction for "new members"</b> A induction will be done at the next meeting	Pranaybhai	End April
10.8	<b>Hall hire tariff increase proposal for 2017</b> <ul style="list-style-type: none"> <li>• New hiring tariffs increases proposed at 10% for commercial use</li> <li>• No increase in wedding or cultural events as these are community services.</li> <li>• The Exco deferred further discussion to the next meeting.</li> </ul>	Vineetbhai	End April
10.9	<b>Signatories for legal and land docs of Samaj</b> <ul style="list-style-type: none"> <li>• Clarity required as to whether the Trustees or Exco are required signatories in law</li> <li>• It was agreed that 2 Exco (President and CFO) and 2 Trustees (must include the Chair and 1 other) will be minimum</li> </ul>	Pavanbhai  Saileshbhai	End April  As required



	signatories subject to verification of the NPO act. This is for FICA compliance.		
11.1	<b>Get together</b> A suitable date to be agreed via email	Exco	Mid April
11.2	<b>Exco and Trustees Photographs</b> Discussion on this topic was deferred to the next meeting.	Exco	End April
12	<b>NEXT MEETING</b> The next meeting will be held on Tuesday 26 <sup>th</sup> April 2016 at 7:30pm		
13	<b>PRAYER &amp; CLOSURE</b> With no further business, the meeting ended with a prayer at 12:30am		

*Miheer Joshi*

**SPHSS SECRETARIAT**