



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 EXECUTIVE COMMITTEE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at : The Boardroom, Shree Pretoria Hindu Seva Samaj

Date : Tuesday 30 August 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.</p>		
2.	<p>ATTENDANCE & APOLOGIES</p> <p><i>In Attendance:</i> Vineetbhai Rama; Harshadbhai Pema; Saileshbhai Bhagattjee; Jyotiben Joshi; Urmilaben Kalyan; Miheerbhai Joshi; Pavanbhai Gandhi; Navneetbhai Bh ma; Deepikaben Bhana. Urvibhen Mehta & Vinaybhai Chagan attended in their capacities as administrators.</p> <p><i>Apology:</i> Kishorbhai Naran</p>		
3.	<p>QUORUM</p> <p>The meeting was declared duly constituted by the President as the requisite quorum as required by clause 12 of the constitution had been met.</p>		
4.	<p>APPROVAL OF AGENDA & MINUTES</p> <p>The agenda for this meeting and minutes of the</p>		

	exec meeting held on 26 July 2016 were approved, without amendments, on the motions of Saileshbhai and Pavanbhai		
5.	MATTERS DISCUSSED		
5.1	Telephone Directory 1. 420 amended copies of new directories were received. 2. The distribution process was to take place as per agreed. A list of all advertisers to be compiled and given a copy. 3. Directories to be available during Navaratri for a nominal fee of R150.	Finalisation of donor list & distribution logistics to be looked at.	Vinaybhai
5.2	Diwali Festival 2016 Executive team to get all the different organisations, performing artists and different Hindu community members to encourage in participating in the upcoming Diwali festival. Next meeting of Diwali Festival planning will be held on Friday 2 September.	All executives to be involved in the Diwali Festival Planning	All Execs
5.3	Study loan database Study loan database is maintained by Harshadbhai Pema and is regularly updated	Completed task	
5.4	Revision of interest calculation on study loan Structure of interest on the study loan is to be revisited and reworked	To finalise the structure before end September	Deepikaben & Finance team (Harshabhai & Pavanbhai)
5.5	Study loan defaulters A meeting was held with the study loan defaulters on 29 August and a payment option in instalments was worked out with the applicant	Finance team to keep a record of the agreement and follow up from here on	Harshadbhai & Pavanbhai
5.6	Painting of the Wall in Play area Design for the play area wall was finalised and work is to be commissioned and completed during school holidays (after 30 September)	To be completed before 31 October	Harshadbhai & Saileshbhai
5.7	Murti Vagha A meeting is to be held with Sujataben during September to sort out the matter of custodianship of the Mandir Murti Vagha	Plan a meeting date suitable to Sujataben	Pranaybhai
5.8	Website and Social Media Maintenance		

	Pavanbhai was given the task of understanding and implementing of the regular maintenance of the Website and Social Media Maintenance of the Samaj.	Completed task	Pavanbhai
5.9	MM Centre Multi Media centre funds collection drive was to be planned with teams to be formed.	MM Centre Drive to begin in 2 phases to approach community members	All executives
5.10	Ring fencing of funds It was decided to ring fence the Building funds and Education funds. This has been put in place by Finance team.	Task completed	Harshadbhai
5.11	Asset register to have valuation It was decided that existing asset register is to have updated valuation and establish an opening balance. This has now been finalised.	Task completed	Pavanbhai
5.12	Letter of demand for outstanding rental Letter of demand for outstanding rental at the Marabastad property was issued to the respective tenants but needs to be followed up for arrears.	Task completed	Harshadbhai & Vinaybhai
5.13	Bhajan Mandal year plan An invite to encourage more bhajan mandals during the year, was sent.	Urmilaben to contact all Bhajan groups to follow up.	Urmilaben
5.14	Staff contracts All staff related matters to be standardised (Contracts, leaves, non-disclosure clause, conflict of interest clause, etc)	Meeting to be held on 3 September to finalise and close the matter	Pavanbhai & all execs
5.15	Chennai Funds The donation for Chennai Funds will be transferred to overseas account of Govt. of India	Task to be completed by 7 September	Harshadbhai/Pavanbhai
5.16	Centurion land request Meeting with the Mayor will be held to discuss these matters	In Progress	Saileshbhai, Vineetbhai and Kishorbhai
5.17	Navratri Sthapna Repairing Mataji's Navratri Sthapna needs minor repairing	To be done before Navratri	Vineetbhai/Urmilaben
5.18	Krishna Jayanti Celebrations		

	<p>The Executives congratulated Saileshbhai as project manager, thanked everyone for the successful execution and great response for the Krishna Jayanti Celebrations</p> <p>Due to the success of the Krishna Jayanti this year, the Executives decided to propose to ISKON to extend the collaboration for next year as well.</p>	Task completed	Saileshbhai and All Execs
5.19	<p>SPHSS Trust development</p> <p>A investigate trust to be developed for the safe keeping of the Samaj Assets.</p>	The Trustees in conjunction with Attorney to look into options and plan	Trustees and Attorney
5.20	<p>Funeral Notice Board</p> <p>Proper notice board dedicated for funerals is put up for a permanent solution</p>	Task completed	Vineetbhai
5.21	<p>Crematorium conversion & revamp</p> <p>Old crematorium conversion and revamping to be done after its legal documents are retrieved from the archives and the ex-trustees/exco to be approached for assistance</p>	Appointment to be made after 9 September	Vinaybhai
5.22	<p>Renovations of the classrooms</p> <p>Renovations of classroom 2 and 3 was approved and to be commenced and completed before end of October</p>	Renovation to be completed	Vineetbhai
5.23	<p>Capacity of Pre-School</p> <p>Inform the teachers of each Classroom to maintain the capacity of number of learners per classroom throughout the year and to make sure the waiting list of children are catered for.</p>	Task Completed	Deepikaben
5.24	<p>School Prospectus</p> <p>School prospectus to be prepared which will include the facilities provided by the Balmandir and Gujarati school. An open day to be organised before the September school holidays for Balmandir.</p>	In progress. To be done before 30 September	Deepikaben & Saileshbhai
5.25	<p>HWG Case file</p> <p>Each welfare case file to be maintained along with acknowledgements signed by the recipient.</p>	Task completed	Urviben/Vinaybhai
5.26	<p>Electricity Phase balancing</p> <p>Balancing of the 3 electricity phase to be done to avoid any power trips or damage to</p>	Technician to be called during Navratri	Vinaybhai

	connections		
5.27	Marabastad property signboard Marabastad property complex to get a signboard with name SPHSS Complex which is to be put up on the property	Task commissioned and to be completed before end September	Vineetbhai
5.28	Marabastad complex redesigning Minor redesigning of the Marabastad complex to be done for additional rental generation	Quotes to be acquired	Vineetbhai
5.29	Rakshabandhan Drive Rakshabandhan Drive was carried out like every year. Unfortunately certain areas could not be attended to, due to lack of volunteers. An email with consolidated list of donors will be sent out to the community before end of September	List to be compiled and email to be drafted before 16 September	Urviben
5.30	Navyug Mandal Revival Various ideas were brainstormed and youth were approached to make a plan forward with revival of the Navyug Mandal. Other than meetings, Youth Day was decided to be planned.	Meeting with youth and planning of the Youth Day to be handed over to the youth team to be finalised by 22 September	Saileshbhai, Vineetbhai, Miheerbhai and all execs
5.31	UIF 19 UIF 19 was to be checked to see if it was correctly submitted. This was confirmed and all staff were registered.	Task completed	Pavanbhai
5.32	Water Security option 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	In progress	Saileshbhai and Vineetbhai
5.33	Samaj Constitution Reviewed Samaj constitution is to be reviewed	In progress	Miheerbhai and Girishbhai
5.34	Photographs Executives and Trustees photographs are to be taken on 2 September	Task will be completed on 2 Sept	All
5.35	Navratri Planning RCC to meet on 1 Sept to plan for the 9 nights of Navratri.	Report to be presented to all executives by the 9 September	Urmilaben
5.36	WhatsApp groups		

	Miheerbhai acquired a phone and office to acquire a RICA sim to activate WhatsApp group to send out messages to the community	In progress	Miheerbhai and Urviben
5.37	Create welfare fund Welfare fund to be created to cater for urgent needs of any welfare case	In progress	Kishorbhai
5.38	Safe keeping of back up of computers Office computers are having existing backup systems in place. Admin is to make sure the external hard drive is stored in fire proof safe everyday It was found out that cloud backup was not feasible due to the data of the Samaj office being too bulky	In progress	Urviben
5.39	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	Miheerbhai
5.40	Sinkhole cover in insurance On investigation it was found out that existing Samaj insurance does not have sinkhole cover	To discuss and work on solution	Harshadbhai
5.41	Finger print machine The technician to be called for fixing of the finger print machine	In progress	Vineetbhai and Urviben
5.42	Shravan Newsletter Shravan newsletter was sent to the community	Task completed	Miheerbhai & Execs
6	Correspondence		
6.1	Incoming <ul style="list-style-type: none">) Jaynaben Patel's suggestion) Letter from PHS for Crematorium) Participation email from Happy Folks – Kamleshbhai Mistry) Encouraging email from Mukesh Kesa) Letter requesting funeral support 	<ul style="list-style-type: none">) Suggestion was taken into consideration.) Meeting scheduled on 6 Sept to discuss further.) Participation invite was accepted) Mukeshbhai Kesa was 	

		thanked and suggestion was implemented	
6.2	<p>Outgoing</p> <ul style="list-style-type: none">) Job opportunity) Samarpan Meditation) Swaminarayan) Independence day celebration) Retirement Home for Seniors) Krishna Jayanti Celebrations) Swaminarayan: Cancelled) Minutes of the Executive Meeting: 26 July 2016) Minutes of the Trustee Meeting: 17 August 2016) Letter congratulating Counsellor Essop) Usage of Mandir – Bhajan Groups [Gita week - on behalf of RISHI]) Letter congratulating the Arya Samaj South Africa) Letters to VIPs, Media Houses, etc for Krishna Jayanti 		
7	<p>Financial report</p> <p>Cash positions as at 31 July 2016: Current A/C: R 6558. Money Market: R208 453. Fixed Deposit: R 3000 000. Bursary Fixed Deposit: R 264 482. Petty Cash: R 17 927. Other Assets: Student Loans: R 496 849 Rentals O/S: R 171 908</p> <p>Statement of Revenue & Expenditure: Income: R1 434 250 – Expense R 1 059 555 = Net Revenue : R 374 695</p> <p>REVIEW. July 2016</p> <ol style="list-style-type: none"> 1)The records shown above are for YTD July'16 2) Rental Deposits were instituted, of which clients have been given four months to pay. 3) Profits to date reflected, R375K just pass YTD profits of 2015. R242K 4) Bursary Loan is ring Fenced. End Dec'15 balance is R1,463,413. Int @ 8%pa was calculated. 5) Financial Cash Position 5% favourable to Dec'15 6) Assets. Improvements to premises increased by R169 329. <p>Compiled By: Harshad B Pema</p>		

8.	<i>Admin Report and Other Portfolio Report</i>		
8.1	<p><i>Admin report</i></p> <p>Admin report was presented with Priest bookings, and other financial reports</p> <p>Suggestion to redo the whole admin report was made. New format will be proposed before the next meeting</p>		
8.2	<p><i>Education report</i></p> <p>Classroom capacity sent to all teachers</p> <p>Mauwnaben: 25 learners Jasmeenaben: 25 learners Hemiben: 25 learners Chetnaben: 20 learners Total 90 learners</p> <ul style="list-style-type: none"> ▪ No leave taken during August ▪ Draft copies of the information books have been prepared, to be sent to teacher for any additions that might be required. <p><u>Still to do:</u></p> <ul style="list-style-type: none"> ▪ To finalize information books for Bal Mandir and Gujarati School ▪ Open Day date to be finalized. <p>Compiled By: Deepika Bhana</p>		
8.3	<p><i>Special Projects Report</i></p> <p>SPECIAL PROJECT – KJ 2016. A summary of what was presented by Saileshbhai. He thanked all for the sterling work and provided a 10 point suggestions for the future</p> <p>8.3.1 Special Project-Barkat Report The documents for the swopping of erf 62 and 37 has finally been approved and lodged with transfer attorneys</p>	completed	
8.4	<p><i>Facilities Report</i></p> <p>A report was submitted covered day to day management matters including service of the coolers before summer, repair of water pipe, replacement of locks in 2 classes, repair to hall ceilings and possible light replacement in Mandir.</p> <p><u>The following needs attention:</u></p>		

	<p><u>(Repairs/Services)</u></p> <ol style="list-style-type: none"> 1. Auditorium Foyer window pane to replace. 2. Request Foyer glass doors to have good locks and latches. When windy alarm triggers off. 3. The Auditorium back left-hand door needs attention 		
8.5	<p><u>RCC report</u> <u>RCC August 2016 Report</u></p> <ol style="list-style-type: none"> 1) Shravan month celebrations were a great success. We had a few request for next year to include outside groups with local groups 2) Planning for Navratri with RCC members having a meeting on the 1st Sept to discuss for Navratri. Will follow up 3) Happy folks of S A spiritual talks by Swami Anubhavanda. Have accepted the invitation 		
8.6	<p><i>Health, Welfare and Gender Committee</i></p> <p>On Sunday 7th August, 2016, 35 members of the Senior group went on a religious excursion covering a Mosque, Gurudwara and Mandir. These religious outings are held in the month of Shravan annually.</p>		
9	<i>General / New Matters</i>	Comments and Action	
9.1	<i>Navratri</i>	As per point 5.35 above	
9.2	<i>Diwali</i>	As per point 5.2 above	
9.3	<i>New year calendar</i>	To be proof read by RCC circulated to Exco and once all have provided input it should be printed before Diwali	Urmilaben
9.4	<i>Branding and Marketing</i>	To be taken care by Saileshbhai to appoint a Youth member to assist	Saileshbhai
9.5	<i>Shivयोग use of MMC</i>	Premises to be provided at no cost. The sessions will be held on Sunday mornings	
9.6	<i>Agreement to Essence of Hinduism</i>	Premises to be provided at no cost but a donation will be made for use in August.	
9.7	<i>Appointment of Auditors</i>	The Finance team to address this matter	
9.8	<i>Progress related to in-house accounting</i>	As per detailed Finance presentation good	

		progress is taking place	
9.9	<i>Analysis utility bill expenditure</i>	An analysis of the utility bill expenditure was presented but a more segregated one will be required at the next meeting. The idea of having recycling bin on premises was also proposed, which would benefit the school children as well. This will be taken up by the Education Committee	Deepikaben
9.10	<i>Application for 2 GDE registered classroom for 2017</i>	The forms have been filled and will be delivered to GDE by Pranaybhai before the deadline	Pranaybhai
9.11	<i>Adhere to meeting dates</i>	The house voiced the opinion that last minute apologies for meetings are unacceptable and disrupts the workflow of all the working committees who require very timeous decision making from the Exco to carry out their plans	
9.12	<i>Proposal for Meetings to move from Tuesday to Friday</i>	The house agreed to maintain the status quo	
9.13	<i>Proposal to make an amendment to the constitution regarding the sale of Immovable assets.</i>	To be discussed in the next meeting.	Pavanbhai
9.14	Senior Citizen Logo design	Design logo for Senior Citizens Committee and then order banners and hand flags for momentos to be left behind at all the sites and places they visit on their excursions and travels locally and internationally	Jyotiben
10	NEXT MEETING J The next meeting will be held on Tuesday 27 September 2016 at 19:30		
11.	PRAYER & CLOSURE With no further business, the meeting ended with a prayer at 12:30 PM		

SPHSS SECRETARIAT