



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 : Monday, 30 November 2015

Time : 19:30

No.	MATTERS DISCUSSED	ACTION POINTS	BY WHOM
1.	PRAYER & WELCOME In the Chair - Rameshbhai Chhagan 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. The President welcomed Miheerbhai to the executive committee and also thanked Bhaavichbai for his services.		
2.	ATTENDANCE & APOLOGIES In Attendance: Vineetbhai Rama; Rameshbhai Chhagan; Harshadbhai Dajee Pema; Pranaybhai Devchand; Kishorbhai Naran, Miheerbhai Joshi, Harshadbhai Bhikhu Pema, Jyotibhen Joshi & Dhruvbhai Sodha. Urvibhen Mehta attended in her capacity as administrator. Apology/Absent: Harshilabhen Kooverjie; Sheetalbhen Ranchod; Urmilabhen Kalyan.		
3.	QUORUM The meeting was declared duly constituted by the President as the requisite quorum as required by clause 12 of the constitution had been met.		
4.	APPROVAL OF AGENDA & MINUTES The minutes of the exec meeting held on 26 th September and those of 26 October 2015 were approved and adopted on the motions of Pranaybhai &		

	Kishorbhai.		
5. 5.1	DISCUSSION ON MATTERS ARISING Multi-Media Centre Dhruvbhai reported that he is in the process of completing the costing process and will submit a consolidated list at the next meeting. An approximate costing was however completed and submitted to Jitubhai Mistry for purposes of obtaining corporate sponsorship.	Complete costing of Centre	Dhruvbhai
5.2	Elections It was confirmed that Trustees have approved the date of elections as Sunday 21 February at 3pm.		
5.3	Vegha (Clothing) of Murthis Pranaybhai reported that he had informally discussed the matter with Sujatabhen but that more discussions would be needed.	Finalise murthi clothing issue with Sujatabhen	Pranaybhai
5.4	Year Plans & Budgets The budget and year plan for Facilities Management has been completed. The others are still outstanding.	Finalise 2016 year plans & budgets	All portfolio heads
5.5	Updated Directories Vinaybhai reported that Fine Art printers are still finalising the directories.	Obtain updated directories	Vinaybhai
5.6	Diwali Festival Members reported that the Diwali Show & Fireworks extravaganza at the Laudium Stadium held on Saturday 7 November at 5:30pm was an outstanding success in that record crowds had attended and much positive feedback had been received. It was agreed that the Samaj should plan for stalls and other entertainment for the 2016 festival.	Commence planning of 2016 Diwali Festival	Dhruvbhai
5.7	Marabastad Stands Rameshbhai reported that a meeting he had arranged to discuss this matter failed to take place due to unavailability of members. In the interim, he has asked Anishabhen Jogee to contact her old office to assist with the swap of stands. This was agreed to by members.	Arrange for swap of stands	Rameshbhai
5.8	Sound Management Rameshbhai reported that he had spoken with Priteshbhai Bhana who had expressed a willingness to sign an MOU. Harshilabhen had previously agreed to finalise this but was not present to report on progress made.	Have sound management MOU signed.	Harshilabhen
5.9	Updating of Study Loan Database Urvibhen has completed the structure of the database	Populate study loan database	Urvibhen

	and populated it with all current information. Pranaybhai agreed to assist the office with populating historical information.		
5.10	Upgrading of Classrooms Exco agreed to the request made by Pranaybhai and Vineetbhai to upgrade all classrooms over time. They reported that they had met to agree on the two classrooms that would be upgraded this year to meet the Gauteng Department of Education standards. Vineetbhai informed members that he is currently getting quotes which he will present for approval at the next meeting in January 2016.	Upgrade two classrooms	Vineetbhai
5.11	Fix Hand-Dryers Vineetbhai reported that Vinaybhai was attending to the matter of replacing non-functional hand-dryers.	Fix all hand-dryers	Vinaybhai
5.12	Obsolete Items Rameshbhai reported that he had updated the Financial & Administrative Manual to make provision for a procedure for writing-off obsolete items and that this was circulated to members for approval. Harshadbhai B. informed members that he wished to make further changes and requested that he be given time to submit his suggested changes before the next meeting. This was agreed to. Vineetbhai & Harshadbhai undertook to physically inspect items that the caretaker requested be written-off.	Submit update on Financial & Administrative Manual for approval. Determine if requested obsolete items are to be written off.	Harshadbhai Bhikhu Pema Vineetbhai/ Harshadbhai
5.13	Design Bursary Application Form Rameshbhai reported that he had designed a Bursary Application form and submitted it to Pranaybhai for approval.	Approve Bursary Application Form	Pranaybhai
5.14	Painting of Wall in Play Area Pranaybhai informed members that this matter is still receiving attention.	Have wall painted	Pranaybhai
5.15	Installation of Artificial Grass Pranaybhai reported that he is obtaining quotes and will present his recommendation at the next meeting.	Installing artificial grass	Pranaybhai
5.16	Purchase New Computer Vineetbhai & Urvibhen reported that a new computer has been purchased and arrangements are being made to have the two computers synchronised by January 2016.		
5.17	Meeting with Representatives of Expats Rameshbhai reported that despite several attempts no follow-up meeting has been held due to unavailability of invited people. Members felt that further attempts	Arrange meeting with expats	Urvibhen

	should be made in the new year.		
5.18	Appointment of Additional Teacher for Saturday Classes & Admin Assistant Pranaybhai reported that both issues have been successfully dealt with. Urvibhen had withdrawn her resignation		
5.19	Study Loan Defaulter Pranaybhai reported that a visit to the study loan defaulter is being planned.	Follow-up on study loan repayments.	Vinaybhai
5.20	Signage Harshadbhai D. reported that he is still finalising estimated costs for signage.	Submit estimated cost for signage	Harshadbhai D. Pema
5.21	Redesigning Samaj Logo & Letterhead Pranaybhai submitted Jignasabhen's billboard design, Samaj logo and letterhead. After some discussion, it was felt that this matter should be decided by the new committee after the elections in February next year.		
5.22	Licence Disks Rameshbhai reported that the licence disks had been handed out during the Diwali Show & New Year functions and that the Samaj had received donations totalling R1 870.00.		
6	CORRESPONDENCE		
6.1	Nepal disaster relief Correspondence received from the acting High Commissioner of India (7/12 and 16/12) suggesting that contributions to Chennai disaster be made via the (Indian) Prime Minister's National Relief Fund.		
6.2	Harvard South Africa Fellowship Programs Received notice to participate in the Harvard SA Fellowship programme.	Application form sent out to community	
6.3	Letters of Congratulations - Diwali Show & Fireworks Display Received congratulatory letters from Rupabhen Bhima & Shailendrabhai Harri. Shailendrabhai made suggestions for improvement which members agreed to take into account when planning next year's celebrations		
6.4	Invitation Received an invitation from the Department of Home Affairs on 16/11 to attend a Religious Leaders Dialogue. Pranaybhai agreed to attend. (This meeting was subsequently cancelled).		
6.5	Letter of Secondment		

	A letter confirming his secondment as Secretary-General of the Samaj was sent to Miheerbhai Joshi by Rameshbhai		
6.6	Letter from City Council A letter from the City Council was received in which it was claimed that someone attending the Diwali festival at the stadium had stolen a fire-extinguisher. After some discussion, it was agreed to replace it.	Replace fire-extinguisher	Harshadbhai B. Pema
6.7	Letter from Himalbhai Ramjee A letter was received from Himalbhai in which he stated that his non-attendance at a meeting as reflected in the previous minutes was due to late notification. Upon investigation, the office confirmed that he was notified late due to difficulty they experienced in getting hold of him and consequently sent the email late.		
6.8	Letter of Resignation A letter of resignation was received from Urvibhen Mehta. (This letter was subsequently withdrawn).		
6.9	Letter from Yesmitabhen Diar Received a letter from Yesmitabhen requesting a tax certificate for donation made towards the Samaj Diwali hampers. This was sent to her.		
6.10	Saurashtra Expo & Exhibition Received letters from Dr Yaadav and Anilbhai Dave, in response to Samaj circular, informing us that they will be attending the Expo.		
6.11	Tuks Hindu Students Society (THSS) Letter received from THSS thanking the Samaj for the donation made towards helping them revitalise the body and for all other assistance rendered to date.		
6.12	Meeting Request Received a request from Rohitbhai Bhana (Bal Bakte) for a meeting with RCC to discuss logistics around planning of religious functions. It was agreed to meet with them and other bhajan groups.	Arrange meeting with Bal Bakte & other bhajan groups	Urmilabhen
7.	FINANCIAL REPORT Harshadbhai's financial report: <ul style="list-style-type: none"> • Monthly loss of R54k – main factors driving this are Diwali and Navaratri costs coming at the same time. A detailed breakdown to be presented at Jan meeting. • YTD R454k profit/gain. Expenditure is slightly higher by 4%. 	Detailed breakdown of loss	Harshadbhai
8.	PORTFOLIO & ADMINISTRATOR REPORTS		

8.1	<p>Administrators' Report</p> <p>The administrators' report highlighted the following for November:</p> <ul style="list-style-type: none"> • Hail damage claim logged with Insurers • Assessor expected to attend shortly • Faulty gas plate in kitchen • Replace foyer glass • Bonuses for cleaning staff for Christmas 	<p>Fix faulty gas plate immediately – health hazard</p> <p>Provide gift voucher of R500 to cleaning staff</p>	<p>Vineetbhai / Urvibhen</p> <p>Vineetbhai</p>
8.2	<p>Health, Welfare & Gender Report</p> <p>Jyotibhen reported as follows:</p> <ul style="list-style-type: none"> • The senior citizen club members held successful Diwali and Year end functions; • The next senior citizen meeting is scheduled for the first week in December; • After taking donations received into account, the Samaj incurred a further cost of R8 752.00 for the 60 Diwali hampers distributed to indigent families; • Some families received hampers from other Hindu organisations as well. <p>Members felt there is a need to co-ordinate our charity distribution with other organisations so as to prevent wastage, duplication and to make a bigger difference.</p>	<p>Jyotibhen to get list of hamper recipients from Rookhibhen and to arrange a meeting with Rishi & Art of Living to agree on coordinated hamper drive.</p>	
8.3	<p>Youth – Navyug Mandal Report</p> <p>Dhruvbhai reported we had 50 participants for the Rangoli event. All participants received a box of fireworks. There was good support from the Gujarati School learners.</p>		
8.4	<p>Education Report</p> <p>Other than matters listed under matters arising, Pranaybhai's report highlighted the following:</p> <ul style="list-style-type: none"> • Projecting an increase in enrolment in the Balmandir from 70 to 78 learners • The Carpenter (Dharmeshbhai) will build a library cabinet in each classroom • Dance teacher replacement is being sought. Poorvibhen and Jignashabhen approached • High Commission of India will be approached via cultural centre to explore provision of a dance teacher from India • Dhruvbhai thanked for designing and printing of the certificates 	<p>Confirm final enrolment</p> <p>Deliver built units</p>	<p>Pranaybhai</p> <p>Pranaybhai</p>
9.	<p>GENERAL / NEW MATTERS</p>		
9.1	<p>Tarunbhai's Leave</p> <p>Tarunbhai has asked to go on leave in January. The RCC must decide if a temporary replacement is</p>	<p>RCC to inform exec if a replacement is needed.</p>	<p>Urmilabhen</p>

	necessary or if they can manage the mandir activities as a committee		
9.2	Office Closure- notice Urvibhen to send a notice of office closure over holiday period to the community.	Send notice	Urvibhen
9.3	Asset Register Members requested that the 2015 Samaj Asset register be circulated to members so that each portfolio could verify that all assets have been accounted for. This was agreed to.	Circulate 2015 Asset register	Urvibhen
10.	NEXT MEETING The next meeting will be held on Monday 25 th January 2015		
11,	PRAYER & CLOSURE With no further business, the meeting ended with a prayer at 11:30pm		

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