



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, 31 March 2015
Time : 19:30

No.	MATTERS DISCUSSED	ACTION POINTS	BY WHOM
1.	<p>PRAYER & WELCOME</p> <p>In the Chair - Rameshbhai Chhagan</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>ATTENDANCE & APOLOGIES</p> <p>In Attendance: Vineetbhai Rama; Sheetalbhen Ranchod; Rameshbhai Chhagan; Bhaavicbhai Chhana; Pranaybhai Devchand Harshadbhai Pema; Kishorbhai Naran & Bhadrakanbhai Chiba. Urvibhen Mehta attended in her capacity as administrator.</p> <p>Apology: Dhruvbhai Sodha; Harshilabhen Kooverjie; Mukeshbhai Joshi; & Jyotibhen Joshi</p>		
3.	<p>QUORUM</p> <p>The meeting was declared duly constituted by the</p>		

	Secretary as the requisite quorum as required by clause 12 of the constitution had been met.		
4.	APPROVAL OF AGENDA & MINUTES The agenda and minutes of the meeting held on 2 March 2015 were approved, without amendments, on the motions of Vineetbhai & Bhadrakanbhai.		
5.	MATTERS ARISING		
5.1	<i>Multi-Media Centre</i> Vineetbhai reported that Pranaybhai, Dhruvbhai and he had met with Aadil to finalise the specs of what is needed. Once completed, quotes would be solicited and potential donors will be approached. Urvibhen submitted a list of potential donors.	Finalise specs on what is needed in multipurpose room and obtain quotes	Vineetbhai
5.2	<i>Sound Systems</i> Vineetbhai reported that he will be concluding a sound management agreement with a service provider as per the agreement drawn up by Rameshbhai. He also received approval for the servicing of the mandir sound system.	Service sound systems and finalise sound management agreement	Vineetbhai
5.3	<i>Year Plans & Budgets for 2015</i> The Education portfolio has completed its year plan but still needs to indicate the budget required for proposed activities. The Facilities portfolio is still to complete year plan & budget. The Youth portfolio budget has been done.	Submit year plans with budgets	Portfolio heads of Education & Facilities Management.
5.4	<i>Financial Statements</i> Bhadrakanbhai circulated the draft financials to both the executive committee and trustees for comment and approval. No amendments were proposed. The financial will now be placed on website for public comment before being signed-off by Trustees.	Place financials on website	Urvibhen
5.5	<i>Sick Bay</i> A sick bay has been established. Harshadbhai has agreed to loan a bed to the Samaj on a temporary basis to use in the sick bay.	Ensure sick bay bed is installed	Urvibhen
5.6	<i>Directories</i> A new batch of directories is being printed to compensate for the errors made. Urvibhen reported that the draft has been submitted to the office but without	Urvibhen undertook to follow-up with Anilbhai to get the index	Urvibhen

	the index.		
5.7	<p>School Supervisor post</p> <p>A need was expressed for a coordinator of the school's activities. Pranaybhai reported that he had approached Rameshbhai Hira but was unsuccessful. It was agreed that he and Rameshbhai would brainstorm other potential candidates to approach.</p>	Brainstorm possible alternatives and approach community member to serve as Supervisor of school	Pranaybhai
5.8	<p>Study Loan Fund</p> <p>At the last AGM, a request was received from Sanjaybhai Govind to determine what the study loan fund amount was taking loans made, interest received and bad debts into account. Bhadrakanbhai completed this exercise and indicated that the fund amount was R1,442,930.64 as at December 2014. The Executive Committee decided to stay with its original decision to ring-fence an amount of R1,5 million.</p>	Communicate results of loan fund study to Sanjaybhai Govind	Bhadrakanbhai
5.9	<p>Krishna Janmashthami Task Team</p> <p>Pranaybhai felt that a cross-functional task team was needed to organise Krishna Janmashthami in light of insufficient numbers of Gujarati school children. Pranaybhai reported that he had discussed this matter with Mukeshbhai & Dhruvbhai and an in-principle agreement had been arrived at to work together.</p>	Form KJ Task team with Mukeshbhai & Dhruvbhai.	Pranaybhai
5.10	<p>Murthi Clothes</p> <p>Members inquired as to what procedures were in place for the dressing of murthis. 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. Mukeshbhai was not present to report on this matter.</p>	Present management plan for clothing of murthis.	Mukeshbhai
5.11	<p>Welcome Function for New High Commissioner</p> <p>Members felt a welcome function for the new High Commissioner of India should be held. The High Commission has responded positively to our invitation and proposed 26 April. Members however felt that 3 May would be more suitable. (Subsequent to the meeting, the HCI proposed 31 May instead). The agreed programme was as follows: The HC & members of her staff to attend a prayer service in our mandir, followed by lunch and a short meeting with trustees and executives.</p>	Finalise visit by the High Commissioner & entourage	Rameshbhai
5.12	<p>Grievance Committee</p>		

	One of the recommendations of the audit done by trustees was that a standing grievance committee be formed. Rameshbhai reported that Pranaybhai (convener), Harshilabhen and Kishorbhai have agreed to serve on the standing Grievance Committee.		
5.13	<i>Study Loan Database</i> Members agreed that the recommendation of the Trustees for the creation a Study Loan database be effected. Urvibhen reported that she did not have sufficient data on candidates prior to 2009 to add to the database she has created. Pranaybhai agreed to assist with this process.	Assist Urvibhen to update study loan database with information on past beneficiaries.	Pranaybhai
5.14	<i>Tshwane Diwali Festival</i> 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. Rameshbhai reported that he had finalised a draft MOU with Vineetbhai and Pranaybhai. Pranaybhai undertook to forward the agreement to Nari Patel and to request follow-up meeting with Council.	Forward MOU to Nari Patel & arrange follow-up meeting with Council officials	Pranaybhai
5.15	<i>Website Directory</i> It was agreed that henceforth the Samaj should maintain a web-based directory of members. A concept design was produced and circulated for comment. Members requested that particular attention be given to ensuring confidentiality of data. It was agreed that a circular be sent to community to obtain quotes for incorporating website directory on to the website.	Invite quotation to incorporate website directory on to website, taking security measures into account.	Urvibhen
5.16	<i>Database Maintenance Plan</i> With the creation of four different databases, members felt it necessary that a database maintenance plan/procedure be drawn up. Based on inputs received from Urvibhen, a procedure was incorporated into the current Communication Policy and circulated for comment. The amendment to the Communication Policy was unanimously approved by members present.		
5.17	<i>Progress on Transfer of Marabastad Stands</i> The Tshwane Council has agreed to transfer 11 stands in Marabastad to the Samaj in compensation for forced removal by the Apartheid government. Vinaybhai reported that there have been glitches in the transferring process. Members were informed of a	Present progress report on transfer of Marabastad stands to Samaj	Vinaybhai

	letter received in which the transferring attorney indicates that the transfer should take place within the next month.		
5.18	Religious Site in Centurion 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. It was agreed that Rameshbhai should discuss this matter with Cllr Essop.	Obtain religious site in Centurion – approach Councillor Essop	Rameshbhai
5.19	Academic Achievement Awards The Samaj introduced a formal academic achievement awards function in 2014 at the AGM in order to reward excellence in education. It was agreed that a similar function be held this year. Pranaybhai reported that despite two emails and SMS to the community, no applications have been received. It was agreed to shift the closing date and advertise again, but if no applications are received then the awards function will be cancelled.	Advertise for nominations & arrange Academic Achievement Awards Function to coincide with AGM in May.	Urvibhen
5.20	Bad Debt Recovery Despite repeated attempts by the office and portfolio heads of the affected portfolios to recover study loans due, arrear school fees and rental owing on Marabastad property, the people concerned had failed to honour their commitments. It was agreed that letters of demand should be sent to all defaulters and to follow-up with legal action thereafter. Rameshbhai reported that he had approached Anisha Jogee who has agreed to assist with this matter.	Obtain and send letters of demand to identified defaulters	Rameshbhai
5.21	Reimbursement of Priest 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 Gopalbhai. Members had requested a meeting to discuss the matter but Mukeshbhai has yet to agree to a date. Rameshbhai agreed to follow-up on the matter.	Arrange meeting with Mukeshbhai	Rameshbhai
5.22	Navratri Charity Drive At a previous meeting, Dhruvbhai brought to the executive's attention a campaign that has started in England where Hindu organisations are collecting foodstuff from community members during Navratri	Present Navratri Charity Drive implementation plan	Dhruvbhai

	which is then handed over to the local Food Bank to distribute to the needy. After some discussion, it was agreed that the Samaj would also adopt this world-wide campaign provided all donations are distributed to needy persons close to Laudium. Dhruvbhai not present to report on implementation plan.		
5.23	<i>IEMAS Membership</i> Rameshbhai informed members that he had not as yet managed to arrange a presentation by IEMAS on membership.	Arrange presentation by IEMAS	Rameshbhai
6.	CORRESPONDENCE		
6.1	<i>Letter of Congratulations</i> Letters of congratulation was sent to the <i>Tuks Hindu Students Society (THSS)</i> on their successful launch and a commitment made to them to assist should they need additional support.		
6.2	<i>Letter of Thanks – Pranaybhai Chagan</i> A letter of thanks was sent to Pranaybhai Chagan of Cape Town for his unsolicited and generous donation of R12 000 towards the Samaj Student Study Loan Fund. This donation will be repeated over the next few years.		
6.3	<i>Letter of Complaint – Dipendrabhai Nichha</i> A letter was received from Dipendrabhai Nichha in which he expressed his unhappiness at the flooding of the dining room that occurred as a result of a massive downpour during his daughter’s wedding. Two letters of apology have been sent to him as well as a meeting request to address his demands for compensation.	Arrange meeting with Dipendrabhai	Bhaavichhai
6.4	<i>Request to waiver rental increase – Ushabhen Ravjee</i> A letter was received from Ushabhen Ravjee requesting that the Samaj not increase the rental amount she has been paying to conduct classes in the dining room. Vineetbhai agreed to arrange a meeting with her to discuss her request.	Arrange meeting with Ushabhen	Vineetbhai
7.	FINANCIAL REPORT Bhadraakanbhai’s report highlighted the following: <ul style="list-style-type: none"> • Profit for February 2015 is R 56 683 YTD Profit is R184 765. • Bank Balances as @ 31 February 2015: Fixed Deposit Student Study Loan Fund R1 500 000; Fixed Deposit R1 000 000; Money Market 		

	<p>R469 803; Current Account R46 905; Bursary Fixed Deposit R256 983</p> <ul style="list-style-type: none"> • Amount owing for Directory printing approximately R100 000 • Student Loans outstanding R345 044. Loans advanced to date in 2015: R0 000. Repayments R3 400 • Debtors- Arrear Rentals R23 740 		
8.	PORTFOLIO COMMITTEES & ADMINISTRATORS REPORT		
8.1	<p><i>Administrators Report</i></p> <p>Urvibhen & Vinaybhai presented their standard report that covers issues of staff & teacher attendance; pujari services; facilities utilisation; complaints register; staff disciplinary issues; progress on Marabastad stands; Samaj Marabastad Centre; Education Matters; security; gardens maintenance & caretaker's report.</p> <p>The report highlighted the following: due to severe rains, the Samaj dining room flooded and a solution is being sought; there was a need to address the bad debt situation w.r.t. Balmandir, student study loans and Samaj Marabastad Centre tenants.</p>		
8.2	<p><i>Religion & Culture Report</i></p> <p>Mukeshbhai was not present and did not forward a report.</p>		
8.3	<p><i>Navyug (Youth) Report</i></p> <p>Dhruvbhai presented a year plan & budget for 2015, which was unanimously approved by members. Highlights of the year plan includes Hanuman Chalisa Recitals (15 April); Kite Flying social (15 June); Career Day (15 July); Shravan Bajan Mela (August); Spring Social (September); Tshwane Diwali Festival (October); Year-end social (December).</p>		
8.4	<p><i>Facilities Management Report</i></p> <p>As Vineetbhai's report is covered under the administrator's report, no separate report was required.</p>		
8.5	<p><i>Health, Welfare & Gender Report</i></p> <p>Jyotibhen was unable to attend the meeting. No report submitted as no meeting was held in the month of march.</p>		

8.6	Education Report Pranaybhai's report highlighted the following: there is still a need to find someone to supervise the school; subsidy for Balmandir teacher not received as yet; Fun Friday for Gujarati school is working well; Project to create grade books - grade 1 booklet almost completed; t-shirts for Gujarati school almost completed; seven applicant for study loans received this year; no application received as yet for academic awards function; Gujarati school picnic will take place next term.		
9.	GENERAL / NEW MATTERS		
9.1	Maintenance & Cleaning Schedule Rameshbhai informed members that, after consulting with Vineetbhai, he had requested Premilaben to create a cleaning & maintenance schedule for the entire year based on the recently approved Maintenance & Cleaning Manual. This schedule will be completed end April 2015.	Complete Maintenance & Cleaning Schedule	Vineetbhai
9.2	Copier Machine The contract of the current copier machine has come to an end. Ur vibhen presented some options to acquire a new copier. Members agreed to rent the Konica Minolta Bizhub Multifunctional Colour printer/copier which also allows us to retain the current old black & white printer for bulk production.	.	
9.3	Trustee Audit A request was received from the Trustees to hold the trustee audit on 15 April 2015. Bhadrakanbhai indicated that he would not be available on this date and proposed 23 April 2015 instead.	Confirm trustee audit date	Ur vibhen
9.4	Get-Together Function It was agreed that a Get-Together / Farewell Function of officials & trustees will be held on Saturday 2 May 2015. It was also agreed that a letter of thanks will be presented to each official/trustee for services rendered.	Arrange Get-Together	Ur vibhen
9.5	Devolving More Responsibility to Secretaries Vineetbhai requested that secretaries be made responsible for sending out SMS. This was agreed to.	Send SMS requests to secretaries	Ur vibhen
10.	NEXT MEETING The next meeting is scheduled to take place on Tuesday 28 April 2015.		

11.	PRAYER & CLOSURE With no further business, the meeting ended with a prayer at 11:15pm		

SPHSS SECRETARIAT