



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

Celebrating 85 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: 5 December 2017
Time: 19:45 PM

1. **OPENING PRAYER AND WELCOME**

In the Chair :Pranaybhai Devchand

The meeting commenced with a prayer and a moment of silence for those who have passed on from the last meeting.

2. **ATTENDANCE REGISTER AND APOLOGIES**

EXCO: Pranaybhai Devchand, , Urmilaben Kalyan, Harshadbhai Pema, Pavanbhai Ghandi,

Admin: Priyamben Tanna

Apologies: Jayeshbhai Gopal, Sailesh Bhagattjee, Joytiben Joshi

Early departure: Priyamben Tanna at 10h30pm

3. **QUORUM**

The meeting was declared duly constituted by the President as this was an adjured meeting that sat on 21st November but did not quorate. Thus as per clause 17 of the constitution "Should a quorum still not be achieved at the subsequent meeting, the members present shall constitute a quorum and all decisions taken would be binding."

4. **APPROVAL OF MINUTES**

The minutes for the Executive meeting held on 19 September 2017 were approved by Urmilaben Kalyan and seconded by Pavan Gandhi.

No.	Topic	Action Point
5)	Matters Arising These matters are reported by the respective members , within their reports.	

6.1)

Correspondence In:

- a) TUKS Hindu Society - Charity Soccer Tournament
- b) Love Where You Live Laudium Save the Date - 1st Birthday
- c) HAWC Diary September 2017
- d) TUKS Hindu Society – Happy Navratri
- e) Arya Samaj SA – Diwali and Maha Yagna Invite
- f) SAHSS – Donation Thank you
- g) Arya Samaj SA – Deep Daan June 2017
- h) Love Where You Live Laudium – Contribute to this cause
- i) UDHC – Deepavali Light Up A Life 2017
- j) Shree Ayyappaa Kshetram – Message for Navratri
- k) Jeena Dance Production - Diwali Ball 2017
- l) Shree Ayyappaa Kshetram – Deepavali Hamper Drive
- m) TUKS Hindu Society – Diwali Ball 2017
- n) South African Maha Sabha – Invitation to Durban Diwali Festival 2017
- o) TUKS Hindu Society – Donation Request
- p) HAWC Diary October 2017
- q) Shree Ayyappaa Kshetram – Deepavali Hamper Drive Reminder
- r) Love Where You Live Laudium – Raffle Tickets on Sale
- s) TUKS Hindu Society – Art of Living Happiness Programme (17-19 October)
- t) SAHSS – Invite to Sathyanarayana Vratam 4 November 2017
- u) Vishwa Gujarati Samaj – Happy Diwali
- v) South African Maha Sabha – Happy Diwali/Deepavali 2017
- w) Shree Ayyappaa Kshetram – Deepavali Message
- x) TUKS Hindu Society – BAPS Diwali Event
- y) Love Where You Live Laudium – Birthday Celebrations: activities on the day
- z) South African Maha Sabha – Minutes of council meeting held on 5 August 2017
- aa) Arya Samaj SA – Diwali message
- bb) Lenasia Yuvak Mandal – LYM Diwali Hamper Drive Distribution
- cc) Women Changing India Photo Exhibition: Press Launch and Panel Discussion invite
- dd) Love Where You Live Laudium – Birthday Celebrations: activities
- ee) South African Maha Sabha – Regional Hindu conference

	<p>ff) Love Where You Live Laudium – Birthday Celebrations gg) Culture High Commission India – Invite hh) Arya Samaj SA – Dr Satish Prakash Bahukund Yagna ii) Arya Samaj SA - Dr Satish Prakash Programme jj) Arya Samaj SA – a dialogue with Dr Satish Prakash kk) Shree Ayyappa Kshetram – Construction begins for New Multi-purpose Hall ll) Indian Scriptures Newsletter – Ved Vani Non 2017 mm) Lenasia Yuvak Mandal – Invitation to town hall meeting nn) Lenasia Yuvak Mandal – 20th annual Festival of Chariots oo) Lenasia Yuvak Mandal – WhatsApp Services pp) Shree Ayyappa Kshetram – Ayyappan Viratham fast qq) Angeline Moodley – Balmandir Concert Complaint</p>	
6.2)	<p>Correspondence Out:</p> <p>a) ISKON Navaratri Programme b) Donate a school bag initiative c) EducationSA info presentation: Harvard & MIT, San Mateo County community College coming to Durban d) SPHSS: Tshwane Diwali Festival 2017 e) SPHSS: Recognition Awards Call for nominations 2017 f) SPHSS Vacancies g) SPHSS: Tshwane Diwali Festival 2017 Sponsorship h) Sale of Ramayan stamps i) Jeena Dance Production - Diwali Ball 2017 j) SPHSS: TDF 2017, Dhanteras, Diwali & New Year reminder k) SPHSS: Diwali Hamper Donation l) Diwali message from Gauteng Premier David Makhura m) Reg: recommending the name of one diaspora youth to participate in the panel session in India n) Love Where You Live Laudium Save the Date - 1st Birthday celebrations – Fun day o) Know India Programme p) SPHSS: Tulsi Vivah 1 November 2017 q) Financial Investment in India Presentation r) National Teachers Congress, Pune – 10-12 January 2018 s) SPHSS: Minutes of EXCO Meeting 2017 September t) On behalf of National Science and Technology Form u) Shashika Mooruth Live in Concert v) NSFAS Loans and Bursary application now open w) Pack and distribute 600 school bags x) Response to Angeline Moodley</p>	

	y) Lenasia Yuvak Mandal – Invitation to town hall meeting	
6.3)	<p>Policy Review</p> <p>The Financial and administration policy together with the Samaj Complaints policy document is still awaiting approval. A joint meeting with Exco members as well as trustees to be called in order to provide final approval as the document is interrogated by both parties. It was also proposed to update the communication policy also at this sitting.</p>	Pranaybhai
6.4)	<p>Document and Safe keys</p> <p>Harshadbhai informed the house that the keys to the document safe was handed over to Urvi but this matter was not clear and he would make effort to sort this out. The matter is pending</p>	Harshadbhai
7 Administrator Report – Priyamben Tanna		
7.1)	<p>Social Media</p> <p>YouTube – Videos of various religious events will be recorded with Sunilbhai and will be uploaded during the course of the year when relevant</p> <p>Instagram – Is now active. Will become more active in the coming new year once a marketing plan has been finalised</p>	Priyamben
7.2)	<p>Design artwork</p> <p>Priyamben has taken over designing of artwork and has been sending out communications via various Samaj media channels</p>	
7.3)	<p>Samaj 2018 Calendar</p> <p>Calendar was finalised and distributed to the community on New Year’s day</p>	
7.4)	<p>Directory distribution</p> <p>This task is to be finalised and completed and a follow up report to be done and presented. Priyamben has taken over</p>	Priyamben

	the task	
7.5)	Staff Leave file/roster This matter has been resolved, and staff leave for December has been approved.	
7.6)	Biometric finger print report Biometric report for September has been completed and presented. Reports for October and November are pending.	Priyamben
7.7)	Gender group The women's' group WhatsApp broadcast group is to be created.	Priyamben
8	Finance Administrator Report	
8.1)	Monthly Statements, Petty Cash and Financial Administrator Keeranben Bhima and Pavanbhai held a meeting to discuss the financial management in the absence of a finance administrator. As soon as the Financial Administrator is appointed, Fincom will work on the support of that person. The Financial administrators post was re-advertised. Shortlisting was conducted and shortlisted candidates were interviewed. The post should be filled in due course. Keeranben will be consulted on a requirement basis.	Harshadbhai and Pavanbhai
8.2)	Communique for Tenants Shop no 1 tenant to still sign a letter related to his obligations on rental.	Harshadbhai
9	President's report - Pranaybhai	
9.1)	Murti Vagha Custodianship Agreement A contract was submitted by Sujataben and the proposal was that this be the final custodian agreement closing this matter.	
9.2)	Commissioner of Oaths All documentation handed over to Harshilaben Kooverjee to	

	pass over to the relevant department in Pretoria magistrate's court. This matter is still pending.	Pranaybhai
9.3)	<p>MMC Laptop Procurement</p> <p>The matter is pending and will be looked into in the coming new year. There might be a possibility of getting a sponsorship.</p>	Pranaybhai
9.4)	<p>Invitation to HCOI</p> <p>There is a possibility of a bigger meeting within the first three months of 2018. Invite to be sent again in 2018.</p>	Pranaybhai
9.5)	<p>Trustees investigation into creation of Trust</p> <p>This matter is still pending as Harshilaben needs to setup date for meeting.</p>	Pranaybhai, Harshilaben and Harshadbhai
9.6)	<p>Marabastad Property Development</p> <p>2 Proposals have been received. Pranaybhai together with Jayeshbhai to look into development proposals, this will be ongoing as it is still to be concluded. Feedback to be given.</p>	Pranaybhai & Jayeshbhai
9.7)	<p>Internship programme</p> <p>Exco members are in the process of identifying possible candidates for the internship, to possibly resume in the coming new year. An appeal has been made to the community to render names of persons that have qualification but no experience. The Samaj is willing to provide that experience for that person.</p>	Pranaybhai
9.8)	<p>Vacancies within Exco</p> <p>This has become a concern, as various members of the community have been approached, a letter was also sent to community and despite all attempts, members are willing to assist but not at Exco level.</p> <p>It was also reported that the Secretary General (Vineetbhai) and the Assistant Secretary (Manishaben) have tendered their resignation. A request will be formally made to the public to</p>	Pranaybhai

	solicit a replacement.	
9.9)	<p>Marabastad Land, Interim use</p> <p>Pranaybhai has mentioned an offer was made for the property to be rented during December. However some concern were raised, and the matter is being investigated.</p>	Pranaybhai
9.10)	<p>Meeting with Marabastad tenant</p> <p>A meeting took place with the tenants in question and the concerns raised were discussed. The matters were resolved amicably.</p>	
9.11)	<p>Caretakers Salary and package</p> <p>It has been agreed that Mrs Singh will be paid a gratuity for her years of service.</p> <p>The position of caretaker will be filled as soon as possible.</p>	<p>Harshadbhai & Pavanbhai</p> <p>Pranaybhai</p>
9.12)	<p>R.C.C. expansion</p> <p>a) Youth religious Knowledge expansion b) Rotation of aarti per family- Roster to be present in the next meeting in the coming new year</p>	<p>Urmilaben to look into.</p> <p>Urmilaben together with Sunilbhai</p>
10	Deputy President's Report – Saileshbhai (Not Present presented by Pranaybhai)	
10.1)	<p>Tshwane Diwali Festival 2017</p> <p>The festival was an overall success with involvement from Exco members, trustees, as well as volunteers from the community and partnership with other organisations. A special thanks was made to the project managers, Saileshbhai and Vineetbhai.</p>	
10.2)	<p>Rangoli</p> <p>Rangoli was held on 7th October with a number of participants who presented there Rangoli and artworks. Late collection is a matter that needed better management next year.</p>	

10.3)	<p>New Year's day programme 20th October 2017</p> <p>New Year's day programme was a success with awards being presented to the following candidates: Milan Award – Srivas Pandit Dasa Lotus Award – Ramesh Chhagan Bharat Award – Maniben Sita Sanskriti Award – Pratapray Maheta</p>	
11	C.F.O & Treasurers Report – Harshadbhai & Pavanbhai	
11.1)	<p>Tax Returns For SARS</p> <p>Tax returns were submitted and paid. Tax Clearance certificate has been obtained for the Samaj.</p>	
11.2)	<p>Student Loan Surety Process</p> <p>This list to be presented to EXCO at next meeting</p>	Pavanbhai, Harshadbhai & Deepikaben
11.3)	<p>VAT Registration</p> <p>Application was denied by SARS due to early date of registration. Re-application to be done January 2018</p>	Pavanbhai & Harshadbhai
11.4)	<p>Recoupment of rentals and deposits</p> <p>Awaiting tenant's feedback with regards to general letter sent out. No feedback was presented. Rental is all in order but 1 tenant. The updating of deposits has some progress but all tenants have not complied.</p>	Harshadbhai & Pavanbhai
11.5)	<p>Procedure manual for Marabastad rentals</p> <p>Pranaybhai mentioned that this is merely a guideline document and is subject to change as and when and that the document be implemented for the Exco to use.</p>	
11.6)	<p>Sec 18A registration</p> <p>Progress has been made. Tax clearance information of the President, CFO and Treasure, has been sent to Tayfin. Awaiting feedback from them.</p>	Pavanbhai

11.7)	<p>Admin fee and Interest on late payments</p> <p>This is to be implemented on both Marabastad rental income as of 1st September as well as outstanding fees.</p>	Harshadbhai, Pavanbhai
11.8)	<p>Property valuation for 2017 AFS</p> <p>Members had a discussion and a few members from the community are to be approached to request for support in this matter.</p>	Pavanbhai & Pranaybhai
11.9)	<p>Final demand on outstanding School fees (2016 & 2017)</p> <p>Parents with outstanding fees have been contact via telephone, email, and letter.</p> <p>Majority of the fees are now up to date for 2017.</p>	Pavanbhai, Harshadbhai, & Deepikaben
11.10)	<p>PayFast</p> <p>The Samaj has a PayFast account and will be link with fund raising requests in the future. PayPal option pending due to technical difficulties.</p>	Pavanbhai
11.11)	<p>Marabastad</p> <p>Name change of Stand and rates amount is still pending. The property has a charge of R33000 per month from the Tshwane Metro city for cleaning of the property.</p>	Harshadbhai
11.12)	<p>Cloud based system for accounting</p> <p>Fincom suggested that Samaj move from Quickbooks to a cloud based system to have remote access for the Fincom to do accounting functions. Software to be investigated and presented at next meeting</p>	Pavanbhai
11.13)	<p>Sage Pay for Creditors, Salary payments & Debit orders</p> <p>Fincom suggested registering Samaj to use Sage Pay system to pay Salaries & Creditors. It is cost effective in terms of bank charges. A proposal was also made to start using debit</p>	

	order system via Sage Pay for the School students. This will ease off the collection of fees. Procedure and costs to be investigated and presented in the next meeting.	
11.14)	SARS E-filing profile for SPHSS SARS e-filing profile for SPHSS has been created; it is awaiting activation from Sars. Fincom will have access to it	
11.15)	Telephone expenses The team felt that the costs were too high and that a cellphone contract via telkom to be investigated to see if this could reduce costs	Pavanbhai and Priyamben
12	Education – Deepikaben	
12.1)	Gujarati School – possible merger with BAPS A meeting with parent to be held regarding a possible merger of the two schools and to get a buy in with the current parents.	Deepikaben & Pranaybhai
12.2)	2017 Balmandir fees Majority of the fees are now up to date for 2017.	Pavanbhai & Deepikaben
12.3)	Furniture upgrade and refurbishment A meeting was held in this regard and was presented to Exco on the urgency of the replacement of furniture. The Exco had approved this expense and to be done in stages. Progress is taking place.	Deepikaben
12.4)	Raksha Bandhan drive file corrections This is still pending	Deepikaben & Priyamben
12.5)	Balmandir Concert Was held on 25th November 2017 and was well attended. Pranaybhai was the keynote address. The teachers and	

	Deepikaben were thanked for their efforts.	
12.6)	Gujarati Awards Function Was held on 26th November 2017 and was well attended. The team involved from Deepikaben to the parents and the teachers were thanked by the Exco.	
12.7)	Kideo Comp Letters in this regard was sent to the owner and manager of the company but we are still awaiting a response.	Deepikaben
13	RCC – Urmilaben	
13.1)	Navaratri Feedback Was a great success and the event was well attended.	
13.2)	Nandi / Tortoise feedback Nandi and Tortoise to be placed by the Shivling on Shivaratri day 2018.	Urmilaben
13.3)	Upcoming events Maha Shivaratri 13 February 2018	Urmilaben
14	Gender/Woman’s Group – Manishaben	
14.1)	Indaba planning Plans afoot for 2018. As progress unfolds, reports will be presented	Priyamben
15	Health, Welfare & Senior Citizens – Jyotimasi (not present) report submitted and presented by Pranaybhai	
15.1)	Diwali Hamper Distribution Diwali hampers were distributed in October before Diwali. A total of 37 hampers were distributed on behalf of the Samaj, with assistance of donations contributed from the	

	community.	
15.2)	<p>Year-end outing</p> <p>The senior citizens went on an outing on 5th November to Kaya Beach in Grootfontein, Pretoria for their year-end event.</p> <p>Members contributed towards the transport and entrance fees. Samaj sponsored the food.</p>	
16	Facilities & Funeral Management	
16.1)	<p>Storm Water Drainage</p> <p>Work on this has been completed</p>	Vineetbhai
16.2)	<p>Shiv Mandhir</p> <p>Paving and plaque to be installed. This will be done once the Nandi is ready.</p>	Vineetbhai
16.3)	<p>Multimedia furniture</p> <p>The balance of table and chairs to be delivered, this is delayed due to shortage of material.</p>	Facilities
16.4)	<p>SPHSS Crematorium site clean-up</p> <p>EXCO has approved a budget of R10K to clean, paint and do basic repair to structure. This is still pending.</p>	Facilities
16.5)	<p>Branding/Signage for premises</p> <p>This is ongoing, however Marabastad signage still has not done.</p>	Facilities
17	Special Projects – Jayeshbhai (not present no report)	
17.1)	<p>Meeting with Jackeysonbhai IRO signage</p> <p>This meeting is still pending</p>	Jayeshbhai
18	General/New Matters	

18.1)	Rental escalations Letter to be drafted to inform tenants of a 6% percent rental escalation as well as 14% vat once the Samaj should be vat registered by then.	Admin Office
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The meeting adjourned at 10h55 PM, with a prayer. The next Executive Committee Meeting will be held on the 23rd January, at 7:30 PM in the Samaj Boardroom.

Prem Namaste

Priyamben Tanna – Admin assistant