



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: 7 February 2017
Time: 19:45pm

OPENING PRAYER AND WELCOME

The meeting commenced with a prayer and a moment of silence for those who have passed. Heartfelt condolences were conveyed to the Bhima family on the loss of Executive Committee Member Navnitbhai Bhima.

ATTENDANCE REGISTER AND APOLOGIES

EXCO: Miheerbhai Joshi (Chairperson), Pranaybhai Devchand, Saileshbhai Bhagattjee, Manishaben Lakha, Pavanbhai Gandhi, Deepikaben Bhana, Vineetbhai Rama, Urmilaben Kaliyan

Admin: Shazz, Urviben Mehta

Apologies: Ileshbhai Gandhi, Harshadbhai Pema, Jyotiben Joshi

QUORUM

As per section 12.1.3 of the SPHSS Constitution, members were in attendance and quorum was met.

APPROVAL OF MINUTES

The minutes for the Executive meeting held on 10 January 2017 were approved.

Adopted by: Saileshbhai, Seconded: Vineetbhai

No.	Topic	Action Point
1	Matter Arising From Previous Minutes	
1.1	Community Feedback: Jaynaben Patel Valuable Suggestions were made by the community member with regards to the Schools. She also suggested a defined plan for Bhajan Mandal involvement by the youth. We will formally respond to these suggestions and appreciate the feedback.	Provide response via e-mail. Responsible: Deepikaben
1.2	Social welfare Case	Revision of bursary

	A request for assistance was received with regards to a learner in the community. Pranaybhai noted that the case did not meet the criteria for assistance.	criteria to include different education institutions other than universities. Responsible: Pranaybhai
1.3	Update of SPHSS website The SPHSS Website will be updated during the course of February to ensure that the information is up to date. This will happen on a monthly basis henceforth.	Update of website. responsible: Pavanbhai
1.4	Strategy Session: 19 Feb 2017 The Strategy session will be held on Sunday, 19 Feb 2017 in order to formulate a plan of action for the 2017 calendar year. Points of discussion include upcoming events and streamlining admin processes.	
No.	Topic	Action Point
2	Secretaries Report & Correspondence	
2.1	<p>Correspondence: Incoming:</p> <ul style="list-style-type: none"> - Community Correspondence: Jayna Patel: Feedback - Community Correspondence: Welfare Case. - Letter from the desk of the Prime Minister of India: Letter of gratitude for the Chennai Funds. - Letter from Pretoria Hindu Society: Letter of thanks for admin assistance IRO the retirement home. <p>Outgoing:</p> <ul style="list-style-type: none"> - Invitation: Balmandir Parent Info Evening - Invitation: Gujarati School Open Day (Adult classes) - Valentine's Day Fund raiser - Invitation: Bhajan Mandals for participation 	

	<ul style="list-style-type: none"> - Community E-mails: Bhumi Puja for Shiv Ling Sthapna: Monday 30 Jan 2017, SPHSS Minutes of EXCO Meeting: 10 Jan 2017, SPHSS Tender: Sthapna Gujarati School Newsletter 1 : 2017, SPHSS WhatsApp Info 	
2.2	General under Secretariat	
	<p>EXCO Meeting timetable</p> <p>The Meeting timetable for the EXCO meeting has been drawn up and submitted to each member. These meetings are scheduled for every second Tuesday of each month, where possible.</p>	
2.2.3	<p>Woman's Indaba</p> <p>The planning of the Woman's Indaba is underway. Preliminary date is to be confirmed. The theme will be centred on the strength of the ladies in our community.</p>	<p>Planning of the event. Responsible: Manishaben</p>
No.	Topic	Action Point
3	Portfolio Reports	
3.1	Finance Report	
3.1.1	<p>Marabastad Rentals</p> <p>The collection of outstanding Deposits/rental fees is currently underway for those tenants who are in arrears/outstanding.</p>	<p>Recovery Plan and execution. Statements to be dispatched Monthly Responsible: Pavanbhai</p>
3.1.2	<p>Outstanding Fees: Learners 2016</p> <p>The 2016 academic year has ended with a few learners' fees in arrears. A list will be compiled and a recovery plan will be formulated in an efficient manner.</p>	<p>Reconciliation of school accounts. Responsible: Deepikaben</p>
3.1.3	Current Plan for school fees	Finalisation of fee agreement notice.

	Deepikaben proposed that to avoid future outstanding fees, a fee agreement is to be signed by parent/guardian responsible for account. The FINCOM will verify the contents of the said agreement in conjunction with the Secretary General.	Responsible: Harshadbhai
3.1.4	Annual Budgets The finalisations of annual budgets are underway. Each portfolio will submit a budget to the finance committee for approval.	Submission of and finalisation of budgets. Responsible: Harshadbhai
3.1.5	Annual Audit 2016 Auditor financial report to be presented in April.	Finance Team to finalise auditor selection. Responsible: Harshadbhai
3.1.6	Section 18 A Tax Certificates The Finance team is in the process of enquiring the eligibility of the SPHSS as an NPO to issue the said donation tax certificates.	Contact SARS and provide feedback. Responsible: Pavanbhai
No.	Topic	Action Point
4	Facilities and Funeral Management	
4.1.1	Gulley Upgrade The storm water drainage system is in need of updated due to increased torrential rain capacity. Vineetbhai is in liaison with an engineer who will provide an adequate solution to the flooding on the 13th Avenue campus.	Project Management. Responsible: Vineetbhai
4.1.2	Health And Safety Certification on Campus This is matter is still pending and to be addressed by next meeting. Vineetbhai proposed that staff members are to receive first-aid accreditation for emergency cases. This was approved by the EXCO.	Registration for first aid course. Responsible: Shazz and Deepikabhen

4.1.3	<p>Funeral Undertakings</p> <p>Funeral committee to arrange and renegotiate the current funeral pricing. It was noted that a arrangement be made regarding immediate payment for the funeral and should a need arise Samaj will facilitate to arrange payment from the deceased family.</p>	<p>Research to be done along with formulation of agreements etc. Responsible: Vineetbhai , Kishorbhai and Bharatbhai.</p>
<p>5 Education</p>		
<p>Adult Gujarati Classes</p>		
5.1.1	<p>The Open Day for these classes will be on 10 Feb at 6pm, in the Multi-Media Centre and are open to all those who wish to increase their knowledge.</p>	
<p>Partnership: Gujarati School</p>		
5.1.2	<p>A discussion to motivate the integration of the BAPS Gujarati school will be held during February. This will ensure that the school is adequately utilised.</p>	<p>Meeting with BAPS team. Responsible: Miheerbhai</p>
<p>Temporary Educator Employment</p>		
5.1.3	<p>After the retirement of Shantiben, Manooben Lakha and Manishaben Patel were employed for a temporary period to assist with the various grades.</p>	
<p>Valentine's Day fundraiser</p>		
5.1.4	<p>An art competition has been dispatched to the community with an entry fee of R10. This will allow us to raise funds to assist with expenses incurred for both schools.</p>	
<p>Balmandir</p>		
5.1.5	<p>Deepikaben reported that class of 2017 is at full capacity.</p>	
<p>School Supervision</p>		
5.1.6	<p>In response to numerous requests by parents for</p>	<p>Plan of action to be implemented by EdCom.</p>

	supervision before 8am, Deepikaben is formulating a plan to assist in this matter. Some parents currently drop their kids off before 8am, when school officially opens each morning.	Responsible: Deepikaben
No.	Topic	Action Point
6	Religion & Culture Committee	
	Dakshina Tariff	
6.1.1	The guideline for Dakshina has been uploaded to our website, as well as Facebook. Urmilaben noted that it is a guideline, and is not a mandatory tariff list.	
	Sunday Bhajan Mandal Roster	Meeting with Bhajan Groups Responsible: Urmilaben
6.1.2	The various Bhajan Groups have been invited to participate in the Sunday Bhajan Sessions. A meeting will be held with these groups on 13 Feb 2017.	
	MahaShivratri	
6.1.3	The implementation of the Plan of Action (POA) for MahaShivratri celebration is underway. The Festival will be observed on 24 Feb 2017, and the full programme is available at the Mandir or on Facebook.com/sphss108	
	Navratri Staphna	Review of Staphna Tender documents received. Responsible: Saileshbhai and Vineetbhai
6.1.4	3 Tenders have been received for the restoration of the Staphnas. The selection of an artisan is underway, and feedback will be provided in the coming month once completed by the Adjudication committee.	
	Sunday Mandir youth Participation	Contact Youth Bhajan groups. Responsible: Urmilaben and Deepikabhen
6.1.5	As suggested by a community member that the platform for the Sunday Mandhir bhajans needed more youth participation to which it was suggested that the encouragement be done via the Gujarati school, Essence of Hinduism, Swaminarayan ect	

7	Health Welfare & Gender	
	Split of portfolio	
7.1.1	In order to assist in the efficiency of this portfolio – it will be split into: Welfare & Health and another portfolio for Gender. A team for each portfolio will be put together to ensure unity.	Jyotiben & Manishaben
	Woman's Indaba	POA and implementation for Indaba.
7.1.2	Manishaben has been tasked with planning the 2017 Woman's Indaba. The theme will be sure to encourage the ladies, and a motivation speech will be given by a guest. More information will follow as to when it will take place.	Responsible: Manishaben
No.	Topic	Action Point
8	Special Projects	
	Advertising proposals	Approach Advertising Companies
8.1.1	Two service providers will be approached in the coming month.	Responsible: Saileshbhai
	Project Barkat	Briefing for Project
8.1.2	Saileshbhai reported that zoning and reticulation certificates must be obtained from the Tshwane Town Planner in order to proceed with this project.	Responsible: Saileshbhai
	Van Wyk Attorneys Transfer	Follow up with Attorney
8.1.3	The transfer of the erf that is being swapped is delayed due to the attorney transfer being returned from the deeds office due to a Surveyor diagram being rejected.	Responsible: Saileshbhai
	Crematorium	Pursuit of contacts for
8.1.4	Clean-up plans will commence once FMF budget is	tenure application.

	<p>approved.</p> <p>Land Claim Tenure application is currently underway.</p>	<p>Responsible: Saileshbhai and Vineetbhai</p>
No.	Topic	Action Point
9	General/New Matters	
9.1.1	<p>Pretoria Navyuga Mandal</p> <p>The ex-interim members of the PNM EXCO have officially resigned. After discussions with Pranaybhai, the resolution was that they are willing to help with future events but not as an EXCO of PNM.</p> <p>Going-forward a plan to integrate a new team will take place. PNM has a proud heritage and the SPHSS will strive to restore the youth wing.</p>	
9.1.2	<p>Sub-committee integration</p> <p>Miheerbhai proposed a means to improve the relationship of each portfolio and its non-EXCO members. Two annual meeting with be held per portfolio as a strategy session to allow ideas and opinions to be adequately addressed.</p>	<p>Meeting planning. Responsible: Miheerbhai</p>
9.1.3	<p>Staff Contract Update</p> <p>Each Staff member will receive an updated contract during February in order to assist in efficiency of work done.</p>	<p>Finalisation of contracts. Responsible: Pavanbhai/Shazz</p>
9.1.4	<p>Commissioner of oaths</p> <p>Nominations were made, and these community members will be approached to undertake this responsibility.</p>	<p>Approach nominees. responsible: Vineetbhai</p>
9.1.5	<p>Nominations for a new head of Special Projects portfolio</p>	<p>Nominations and approach of nominees.</p>

With heavy hearts, the EXCO is in the process of nominating possible replacements for the head of special projects portfolio after the loss of Navnitbhai Bhima. The nominees will be in charge of this portfolio and assist with the necessary projects that are underway as well as future projects.

Responsible: Saileshbhai

The meeting was adjourned at 23:55pm, with a prayer.

Prem Namaste

Miheerbhai Joshi - SPHSS Secretary General