



# Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

## Celebrating 81 Years of Selfless Service

### **Pre- meeting: Strategic Planning Session**

**Venue: SPHSS Boardroom**

**Date: 21 June 2013**

**Time: 19h00**

Present: Rameshbhai Chagan

Dhruvbhai Sodha

Bhaavicbhai Chhana

Sheetalbhen Ranchod

Mukeshbhai Joshi

Jyotibhen Joshi

Girishbhai Daya

Harshadbhai Pema

Harshilabhen Kooverjie

Kishorbhai Naran

Matters Discussed

- Community involvement in strategy planning session.
- Community buy-in crucial to determine needs of the community.
- 7 key focus areas to be discussed.
- 3x 30 minute strategic planning sessions to be held. Use bell/siren to indicate the change-over of sessions.
- Girishbhai Daya suggested names of possible facilitators. Members encouraged to submit other names by Monday.
- Phone & meet with facilitators to confirm willingness to serve. Explain their role to them. Send letters to facilitators once they have agreed (Bhaavic's responsibility).

- At least 20 additional names of possible facilitators to be given to Bhaavic by the end of this weekend (23/06/2013).
- Support team needed - Scribes with laptops & memory sticks to note & present the ideas & suggestions from each session (Dhruv's responsibility).
- 2x tea stations to be set up at the entrance of the dining hall (Sheetal's responsibility). Harshila and Kishor to organize biscuits.
- Harsh to ensure chalk, stationery, flip charts, note boards, signage for classrooms, etc is all set up for the day. Ensure restrooms are clean and have sufficient toiletries. Create flyers indicating break-away venues.
- Executive members – Usher the public between sessions, sit in for the various sessions, be on the lookout for prospective co-team members.

Minuted by:

*Bhaavic Chhana*

*Sheetal Ranchod*