



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

Celebrating 81 Years of Selfless Service

MINUTES OF TRUSTEE MEETING HELD ON WEDNESDAY 07 MAY 2014 AT 06:00PM IN THE SAMAJ BOARDROOM

1. Welcome & Prayer

The Chairman of the Board of Trustees, Pravinbhai Daya, opened the meeting with a prayer and a warm welcome to all present. A minutes silence was also observed in memory of those members who had passed away since the last meeting. Pravinbhai apologised for calling the meeting at short notice and thanked everyone for attending.

Due to Bhaavichbai not being able to attend today's meeting, Nareshbhai was unanimously nominated as interim Secretary

2. Attendance & Apologies

Present: Pravinbhai Daya; Rameshbhai Chhagan; Chandrasenbhai Bhana; Madhubhen Modi; Nareshbhai Kallan. Bharatbhai Kooverjie; Harshilabhen Kooverjie;

Apologies: Kishorbhai Naran, Bhaavichbai Chhana;

3. Approval of Previous Minutes

The minutes of the Trustee meeting held on 22 January 2014 was approved on the motions of Chandrasenbhai Bhana and Madhubhen Modi.

4. Matters Arising

4.1 Directory Progress Report

Rameshbhai reported that the arrangements for the publishing of the corrected version of the directory are progressing well and is expected to be completed by end June.

4.2 *Secondment of chartered accountant/auditor/financial expert*

At the previous meeting, a need was identified to second an individual with accounting background to the trustees to assist with conducting the internal audit. Pravinbhai reported that he had approached Harshadbhai Keshav to assist with the audits but that he was unable to do so. To avoid such a situation in future, it was agreed that a panel of Auditors/Accountants, including students requiring experience, be created to draw from when needed. Rameshbhai would circulate an advert to this effect and Pravinbhai undertook to approach a few individuals he was aware of.

Pravinbhai & Rameshbhai

4.3 *Approval of Audit Protocol & Check Sheet*

The members present unanimously accepted the finalised audit check sheet. After some discussion, it was agreed that the proposed Samaj Audit Protocol be amended slightly to read that in the event of a disagreement in the findings, these would be deferred for a resolution to a later date and the report finalised. Rameshbhai agreed to make the necessary changes.

Rameshbhai

4.4 *Complaints Resolution Policy*

Rameshbhai informed trustees that all inputs into the Complaints Resolution Policy (with procedures & guidelines) had been incorporated and approved by the executive committee on 27 January 2014. It has also been circulated to the community and placed on the website. Henceforth, all complaints should follow the process as outlined in this policy.

4.5 *Trustee Quarterly Newsletter*

Pravinbhai and Rameshbhai drafted the first Trustee Quarterly Newsletter which was circulated. A second quarterly newsletter is now due.

Pravinbhai

4.6 Acquisition of a safe

Rameshbhai reported that a fire-proof, steel cabinet has been installed on the Samaj premises for the purpose of storing important Samaj documents.

4.7 Bursary Fund Policy

Rameshbhai reported that a Bursary Fund has been established and that a policy to govern its administration has been drafted and approved by the Executive Committee.

4.8 Jinabhai Mistry's pledge

Due to the untimely death of Jinabhai, Rameshbhai will now raise this matter with the sons of the late Jinabhai.

Rameshbhai

5. Correspondence

5.1 Letter of complaint from Prakashbhai Hira

A letter from Prakashbhai was read in which he complained that an issue raised by him a year ago was not taken up by the Trustees. A discussion on this matter highlighted the following:

- No letter of complaint was actually received from any community member about the alleged breach of clause 11.1. Only an email was received from Mr. Mahier Tayob, a non-member, informing the Trustees about an anonymous complaint forwarded to him by Prakashbhai. As trustees are only obligated to entertain complaints from members of the community, an investigation was not required;
- Despite this, the trustees had met and had ruled that as the failure to hold the election within four months did not materially affect the outcome of the election and did not unduly advantage anyone, there was no "serious" breach as per clause 7.1.10 of the constitution. They had thus unanimously decided not to take the matter further

The secretary was requested to inform Prakashbhai Hira of this decision.

Bhaavibhai

5.2 Letter from J Bhana – accusing Prakash Hira of misconduct

Chandrasenbhai read the letter written by J Bhana. After a brief deliberation, the members present unanimously agreed that as the accusations were not directed at the Samaj, the Samaj should not get involved in the matter.

6. Financial Report

No financial report was presented

7. President's Report

Rameshbhai informed the Trustees that he had entered into negotiations with a Mr. Mohammed Ali to swop his stand with one of the Samaj stands. This was done so as to allow the Samaj to consolidate all its stands. Mr. Ali agreed to this swop and a formal contractual agreement, signed by him and the President and the Chairman of Trustees was entered into. Rameshbhai also informed the Trustees that he had met with Laura Lourens, the Council official responsible for managing Marabastad transfers, to expedite the transfer and to request the following: 1) approval to transfer Mr Mohamed Ali's stand to the Samaj; 2) approval to begin process to consolidate the stands whilst awaiting transfer; 3) approval to commence with development plans. Ms Lourens agreed to consult with the Council's legal team and report back to the Samaj.

8. General / New Matters

- 8.1 The issue of protecting Samaj property and assets were raised. It was unanimously agreed that Harshilabhen Kooverjee would investigate and submit a proposal at the next meeting.

Harshilabhen

9. Closure

The meeting ended with a prayer at 7:30pm.

Naresh Kallan

Interim Secretary