



# 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 22 JANUARY 2014 AT 7:30 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 also wished everyone well in the new year.

#### 2. Attendance & Apologies

**Present:** Pravinbhai Daya; Rameshbhai Chhagan; Chandrasenbhai Bhana; Madhubhen Modi; Nareshbhai Kallan. Bhaavicbhai Chhana.

**Apologies:** Bharatbhai Kooverjie; Harshilabhen Kooverjie; Kishorbhai Naran

#### 3. Approval of Previous Minutes

The minutes of the Trustee meeting held on 27 November 2013 was approved on the motions of Rameshbhai Chhagan and seconded by Chandrasenbhai Bhana.

#### 4. Matters Arising

##### 4.1 Directory Progress Report

Rameshbhai reported that the arrangements for the publishing of the new version of the directory is progressing well: all corrections and as well as new entries from the first version of the directory have been submitted to the printers; there are a few outstanding adverts which still needs to be sent to Fine Art Printers; new photographs need to be inserted, maps, etc. A proof copy of the new version of the directory will be made available to the Samaj officials during mid-February 2014 whereby checks will be done before printing commences.

#### **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 a full audit. Pravinbhai undertook to approach a few individuals and include him/her in the audit scheduled for 23 April.

***Pravinbhai***

#### **4.3 *Possible amendments to Audit Protocol & Check Sheet***

It was agreed by all Trustee members present at this meeting that an audit will be conducted at the Samaj administration office on 23 April 2014. Harshilabhen is requested to prioritise the grouping of the audit checklist by 15 March 2014 so that it could be allocated appropriately to the three trustees that will conduct the audit.

***Harshilabhen***

#### **4.4 *Complaints Resolution Policy***

Rameshbhai had drafted and circulated a Complaints Resolution Policy (with procedures & guidelines) as requested at the previous Trustee meeting. This policy was well received by the trustees who welcomed its tabling for approval at the Executive Committee meeting to be held on 27 January 2014.

***Rameshbhai***

#### **4.5 *Trustee Quarterly Newsletter***

Pravinbhai requested that Rameshbhai assists him with drafting the first Trustee Quarterly Newsletter. This should be published before the next trustee meeting.

***Rameshbhai & Pravinbhai***

#### **4.6 *Acquisition of a safe***

Rameshbhai reported that a small safe has been acquired by the Samaj but reported on Vinaybhai's concern about acquiring a bigger safe. He felt it would be a security risk as its existence would make the office personnel a target for thieves. It was agreed that a fire-proof, steel cabinet should be installed instead on the Samaj premises for the purpose of storing important Samaj documents.

***Rameshbhai***

#### **4.7 *Bursary Fund Policy***

Rameshbhai reported on the introduction of a Bursary Fund and it was noted that a policy to govern its administration has been drawn up and circulated and will be tabled for approval by the Executive Committee at its next meeting.

#### **4.8 Jinabhai Mistry's pledge**

Due to the untimely death of Jinabhai, Rameshbhai was unable to discuss with him his pledge to donate funds to the Samaj to start a library. It was agreed that Rameshbhai should now raise this matter with the sons of the late Jinabhai.

**Rameshbhai**

### **5. Correspondence**

#### **5.1 Letter of complaint from Prakashbhai Hira**

In the previous minutes, Rameshbhai had reported that Prakashbhai Hira had requested the minutes of the two most recent trustee meetings and that this had been sent to him by the office. Pravinbhai explained that he had received a complaint from Prakashbhai to the effect that Rameshbhai's report that the minutes were sent to him was a deliberate lie intended to mislead the Trustees and the community as he had only received the minutes after the trustee meeting and only after he had complained to the Trustees about not receiving it. Pravinbhai had then undertaken to investigate the matter and report back to him. He had consequently requested Prakashbhai to produce any evidence he might have that there was a deliberate attempt to deceive trustees and had also arranged for Urvibhen, the administrator who was tasked with sending Prakashbhai the minutes, to attend the meeting.

Rameshbhai provided email evidence to show that the original request had been received by the office on 11 November 2013 at 3:32pm; that he was informed of the request on 12 November at 07:38am and that he had sent the requested minutes to Urvibhen (administrator) on the same day at 9:08am with instruction to forward them to Prakashbhai. On subsequent enquiry Urvibhen had reported to him that the minutes were sent and it was on this basis that he had reported to the trustees that the matter was dealt with.

Urvibhen reported that she had sent the email but it had not gone through and had instead gone into a different folder. It was only when Prakashbhai had complained that she checked and discovered her error. She had then resent the minutes to him. After receiving the minutes, Prakashbhai phoned and accused her of being in cahoots with Rameshbhai to lie about the matter. She had explained that this was a genuine error on her part and had apologised several times unreservedly for what had happened but was still verbally attacked by Prakashbhai for over 15 minutes.

The Trustees ruled that there was no evidence that a deliberate attempt was made to mislead anyone and that the issue was a genuine error on the part of the administrator and for which she had apologised. The trustees, however, expressed concern about Prakashbhai's behaviour towards Urvibhen and requested that he accordingly apologise to her.

A general comment was made by Rameshbhai and Pravinbhai that Samaj Executive committee as well as Trustees meeting minutes are indeed available on the Samaj's website and should be downloaded from there if the need arises.

### **6. Financial Report**

Rameshbhai read, as per the financial report sent to him from Harshilabhen, that the Samaj's profit for the period 1 January 2013 to 31 December 2013 is approximately R600 000.

## **7. *President's Report***

Rameshbhai reflected on what has been achieved over the last 6 months under his chairmanship.

Rameshbhai also mentioned that he as well as Vineetbhai Rama will be attending a meeting for all Gujarati communities in East London on 25 January 2014. This gathering will be hosted by the Hindu Society of East London. The Executive committee has approved this matter and the Samaj will be responsible for settling the airfare costs for both Rameshbhai and Vineetbhai.

## **8. *General / New Matters***

- 8.1 Rameshbhai informed Trustees that he had entered into negotiations with Mr. Abdool Alli to swap one of the Samaj stands with his. This was necessary as the stand concerned was isolated and we needed Mr Alli's stand so as to consolidate it with the other 10 stands. The Trustees unanimously approved that such an agreement be entered into.
- 8.2 Pravinbhai, Rameshbhai and Chandrasenbhai had met with Mukeshbhai to address a few complaints that had been received. It was agreed that a report highlighting the concerns and decisions taken be recorded.
- 8.3 It was suggested by Pravinbhai that Bhaavicbhai and Sheetalbhen should come up with a roster for the 2014 financial year such that either the secretary general or the assistant secretary is available for monthly Executive committee meetings as well as quarterly Trustees meetings.

## **7. *Closure***

The meeting ended with a prayer at 9:15pm.

**Bhaavicbhai Chhana**

**Secretary General**