



Shree Pretoria Hindu Seva Samaj

Established in 1932

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"Satyameva Jayate" - Truth Alone Prevails

MINUTES OF THE MEETING OF THE TRUSTEES OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj

Date : Wednesday 25 March 2015

Time : 19:30

No	<u>Matters Discussed</u>	<u>Action Points</u>	<u>By Whom</u>
1	PRAYER & WELCOME In the Chair - Pravinbhai Daya The meeting commenced with a prayer and a welcome to all members present as well as a minutes silence in remembrance of those members recently deceased.		
2.	ATTENDANCE & APOLOGIES Present: Pravinbhai Daya; Rameshbhai Chhagan; Kishorbhai Naran; Madhubhen Modi; Nareshbhai Kallan; & Bhaavicbhai Chhana Apologies: Harshilabhen Kooverjie; Bharatbhai Kooverjie; Chandrasenbhai Bhana.		
3.	QUORUM The meeting was declared duly constituted by the Chairman as the requisite quorum as required by clause 12 of the constitution had been met by the members present.		
4	ANNOUNCEMENT Kishorbhai informed members that both		

	Harshilabhen & Bharatbhai Kooverjie were absent because Bharatbhai was undergoing an angiogram examination as a result of chest pains. Members wished him well and hoped for a speedy recovery should he undergo an operation.		
5.	APPROVAL OF PREVIOUS MINUTES The minutes of the Trustee Meeting held on 20 August & the Special Trustee Meeting held on 19 September 2014 were approved on the motions of Nareshbhai Kallan & Madhubhen Modi.		
6.	MATTERS ARISING		
6.1	<i>Directory Progress Report</i> Rameshbhai reported that Fine Arts had submitted a completed draft copy of the directory on the day of this meeting. The office will now check for any inaccuracies before authorising printing.		
6.2	<i>Proposal on Securing of Samaj Assets</i> At the previous meeting, it was agreed that Harshilabhen would investigate and make proposals on how Samaj assets could be properly secured. The matter was held in abeyance due to Harshilabhen's absence. Rameshbhai undertook to pursue the matter further.	To obtain opinion/proposal on how to secure Samaj assets	Rameshbhai
6.3	<i>Trustee Audit</i> Conducting trustee audits was identified as a key performance area for trustees as it gave them the ability to express confidence or otherwise on the manner in which the executive committee was managing the affairs of the Samaj. The members expressed satisfaction with the experience gained with the internal auditing process carried out last year for the first time. It was resolved that the next audit would be conducted on 15 April 2015 at 10:00, subject to the availability of all parties concerned. Kavitaabhen will also be asked to review the	Finalise date for audit and confirm Kavitaabhen's assistance	Rameshbhai

	audit protocol. Rameshbhai agreed to contact Kavitaabhen Dave to assist the trustees with this audit.		
6.4	<p><i>Trustee Newsletter</i></p> <p>It was agreed that Trustees would regularly publish a newsletter to the community. A trustee newsletter informing members of the outcome of the last audit, amongst other matters, was circulated in November last year. The next trustee newsletter will be published after the audits</p>	Publish Trustee Newsletter after Audit	Pravinbhai
6.5	<p><i>Jinabhai Mistry's Pledge</i></p> <p>Before his untimely death, Jinabhai had pledged funds towards the establishment of a library. Rameshbhai reported that he had discussed this matter with his sons and they have agreed to support their Dad's pledge. In addition, he informed members that the late Jinabhai had left money to the Samaj in his will and that this money has subsequently been received.</p>		
7.	CORRESPONDENCE		
7.1	Nil		
8.	GENERAL / NEW MATTERS		
8.1	<p><i>Freezing of Samaj Accounts</i></p> <p>Rameshbhai informed members that FNB had frozen Samaj accounts for the past three weeks in compliance with FICA requirements. No prior warning that this would happen had been given. He assured trustees that the matter is receiving attention. (Samaj accounts were subsequently unfrozen the next day)</p>		
8.2	<p><i>Flooding of Premises</i></p> <p>Trustees were informed that the Samaj dining hall has flooded as a result of heavy rains, causing disruption to the wedding of Vibha Nichha. It would appear that the flooding is a result of a design flaw with respect to how the Samaj's storm water system is connected to the mains. An expert opinion is being sought on how</p>		

	to resolve the matter but in the interim a pump has been hired for the week-end of 28-29 March to stop the flooding from reoccurring during another booked function.		
8.3	FINANCIAL STATEMENTS Rameshbhai had circulated the draft financial statements to trustees and requested that any proposed changes / queries be forwarded to Bhadrakanbhai before Tuesday 31 March 2015. All amendments will be effected and signed off by Thursday 2 April and thereafter loaded on to the website, giving members more than a month to peruse it before the AGM.	Submit any changes to financial statements	All
8.4	AGM Rameshbhai informed trustees that the AGM has been set for Sunday 17 May 2015 @ 3pm in the Samaj Auditorium. He made an appeal for the Trustees to submit names of members who could be approached to serve on the next executive committee.	Contact possible candidates suggested	Rameshbhai
8.5	GET-TOGETHER The trustees suggested that a get-together be arranged as a tribute to all officials and trustees for services rendered and a farewell to those who would no longer be serving. Saturday 18 April was suggested as a possible date, to be confirmed by the executive committee	Finalise date and venue of get-together	Rameshbhai
9.	CLOSURE & PRAYER Pravinbhai thanked trustees for their attendance and declared the meeting closed at 9:00pm.		

SPHSS TRUSTEES