



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 27 NOVEMBER 2013 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.

2. Attendance & Apologies

Present: Pravinbhai Daya; Rameshbhai Chhagan; Chandrasenbhai Bhana; Kishorbhai Naran; Harshilabhen Kooverjie; Bhaavicbhai Chhana.

Apologies: Bharatbhai Kooverjie; Madhubhen Modi; Nareshbhai Kallan.

3. Approval of Previous Minutes

The minutes of the Trustee meeting held on 31 July 2013 was approved on the motions of Rameshbhai Chhagan and seconded by Kishorbhai Naran.

4. Matters Arising

4.1 Progress on Directory & Brochure

All directories have been distributed except for 10 books. A number of complaints were received from the general community regarding errors found in the new directories. The Samaj negotiated with Anilbhai Kalianjee of Fine Art printers to have the directories reprinted. The community will be informed as to when these updated directories will be available for collection at the Samaj Admin office. Rameshbhai noted that a substantial amount of donations have been received through directory and brochure donations and the tin collections. The Trustees commended the Distribution, Volunteers and Trustee committees of the distribution of directories on a job well done

4.2 Renovation of Kitchen

Chandrasenbhai informed members that he has spoken to Harshadbhai about having the pots scrubbed and treated (passivized) to restore their luster and the fridge to be powder coated. He was not sure if this had been done. Rameshbhai mentioned that Premibhen has made an inventory list of kitchen utensils needed and that the Maintenance Committee is dealing with the matter.

4.3 Funeral Roster

Pravinbhai undertook to follow-up with Vinaybhai to determine if a 2014 funeral roster has been drawn up. The Samaj Executive committee will be dealing with this matter further.

Rameshbhai

4.4 Audit Protocol & Check Sheet

Rameshbhai had circulated a draft audit checklist for approval. Members were again given copies of the draft checklist which was based on requirements / directives contained in the Constitution of the Samaj, the Financial & Administrative Manual and the Code of Conduct. Rameshbhai read through each point in this Audit checklist, highlighting important points. The intention of the checklist is that it becomes the audit protocol against which the Trustees evaluate the performance of the executive committee in fulfilling its responsibilities. Where shortcomings are detected, the trustees are required to make recommendations to the executive committee on what needs to be done. These recommendations in turn form the basis of subsequent audits. The following action points were agreed upon:

- a. Harshilabhen will go through this draft Audit checklist. Any amendments and/or further checks will be added on by her and discussed at the next meeting.
- b. A chartered account / auditor should be seconded as a Trustee member so as to assist the trustees in fulfilling their task;
- c. A copy of this Audit checklist should be submitted to the Samaj admin office to create awareness of such an Audit in the near future.
- d. The various checklist items should be grouped so as to ensure that each trustee can focus on certain aspects during the audit e.g. financial matters, administration, etc

Pravinbhai thanked the President, Rameshbhai, on the thorough work done in creating an extensive audit checklist.

Pravinbhai & Harshilabhen

4.5 Dispute Resolution guidelines

It was also agreed that as one of the roles of the trustees is to mediate on disputes, the trustees would need to draw up a dispute resolution guideline document. Bharatbhai undertook to ask Sheetalbhen Ranchod to obtain a guideline document from a corporate which could then be adapted for Samaj purposes. Rameshbhai is to follow up with Bharatbhai and Sheetalbhen on this matter.

Bharatbhai & Rameshbhai

4.6 *Quarterly Trustees Newsletter*

The trustees again confirmed that it would be necessary to produce a one-pager newsletter that will inform the community on how the Samaj is progressing on Governance issues. Pravinbhai will consider issues and projects contained in the minutes of previous Executive committee meetings when drafting this newsletter. The question of whether a newsletter will be issued quarterly or not will be assessed after issuing the first newsletter and the responses/feedback received from it. The first issue of the newsletter should be aimed to be distributed before Christmas.

Pravinbhai

5. *Financial Report*

Bhadrakanbhai has sent all members a copy of the latest financials. The Samaj has made a profit of R315 823 up to 31 October 2013 as reported in the Executive Committee Meeting Minutes.

6. *General / New Matters*

6.1 *Acquisition of a Safe*

Chandrasenbhai has asked the Samaj Executive committee to deal with this matter.

6.2 *Minutes of previous Trustee meeting*

Rameshbhai brought it to the members' attention that Prakashbhai Hira had requested the minutes of the past two trustee meetings prior to 11 November. The minutes were sent to Prakashbhai.

6.3 *Bursary Fund*

The Manga family has donated a sum of R250 000 to the Samaj to start-up a bursary fund in memory of the late Narsaibhai and Valibhen Manga. Rameshbhai reported that a policy document governing such a fund has been drawn up and approved by the executive committee. He undertook to send a copy of this policy document to trustees. Pravinbhai thanked Pravinbhai Manga and family for their generous and thoughtful donation. Pravinbhai also thanked Pranaybhai for facilitating this matter.

6.4 *Updating of Financial and Administrative Manual*

Rameshbhai reported that, as resolved at the AGM, the executive had introduced an electronic fund transfer (EFT) system through which all payments, except petty cash payments, would be made. This would replace the cheque system that was not working as envisaged and which could lead to abuse. The Financial and Administrative manual has been updated to allow for

EFT payments. The changes made were approved at the last executive committee meeting and now needed the approval of the trustees as well. Trustees approved the updated manual and directed Rameshbhai & Pravinbhai to sign the new version. Furthermore, Harshilabhen undertook to revisit the manual with the view to making any further amendments for approval.

Rameshbhai, Pravinbhai & Harshilabhen

6.5 Meeting with Mayor

Rameshbhai reported that a delegation comprising himself, Kishorbhai, Vineetbhai, Bharatbhai and Pranaybhai had met the mayor to discuss five issues on behalf of the Samaj, amongst other matters. These were:

- Obtaining a religious site in Centurion
- Partnership in running the Crematorium
- Finalising transfer of the 11 Marabastad stands
- Partnering with the City to host a Tshwane Diwali Festival
- Ensuring access to the Laudium cemetery

Rameshbhai reported that the mayor was positive on all of these issues and had invited the Samaj to identify the religious site and to meet with an assigned official to drive the process further on all the issues. With respect to the religious site, Rameshbhai reported that three possible sites have been identified. A meeting will be held soon with Council officials.

Rameshbhai

6.6 Governance issues

Members discussed some governance issues & complaints with respect to Mukeshbhai's portfolio. It was agreed that three trustees, including Rameshbhai, would meet with him to discuss the matter.

Rameshbhai

6.7 Samaj library

Members raised the issue that Jinabhai Mistry had pledged R20 000 to the Samaj for the establishment of a library. Rameshbhai will follow up on this.

Rameshbhai

7. Closure

In closure, Pravinbhai wished all Trustees a very happy and prosperous New Year. The meeting ended with a prayer at 9:30pm.

Bhaavicbhai Chhana

Secretary General