



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 31 JULY 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; Nareshbhai Kallan; Rameshbhai Chhagan; Chandrasenbhai Bhana; Madhubhen Modi; Kishorbhai Naran and Bharatbhai Kooverjee.

Apologies: Harshilabhen Kooverjee and Bhaavicbhai Chhana.

In the absence of Bhaavicbhai, Nareshbhai undertook to take notes and Rameshbhai agreed to write the minutes.

3. Approval of Previous Minutes

The minutes of the Trustee meeting held on 12 December was approved on the motions of Bharatbhai Kooverjee and Pravinbhai Daya

4. Matters Arising

4.1 Progress on Directory & Brochure

Rameshbhai reported that progress was being made with respect to both the directory and the brochure. The directory was currently being printed and the brochure was being finalised. It was hoped that both these would be finalised and distributed during the Raksha Bandan drive. Kishorbhai volunteered to ensure sufficient receipt books were available

Kishorbhai

4.2 Renovation of Kitchen

Chandrasenbhai informed members that he will liaise with Harshadbhai to have the pots scrubbed and treated (passivized) to restore their luster and the fridge to be powder coated. Pravinbhai undertook to follow-up with Vineetbhai & Vinaybhai on all requirements for the kitchen

Pravinbhai

4.3 ***Funeral Roster***

Pravinbhai would follow-up with Vinaybhai to determine if a funeral roster has been drawn up.

Pravinbhai

4.4 ***Audit Protocol & Check Sheet***

As agreed at the last meeting, the trustees will need to conduct regular audits to ensure the Samaj is being managed as per the constitution. It was agreed that Rameshbhai would approach Kishor Rama and Pravinbhai would approach Harshadbhai Keshav for assistance in drawing up an audit protocol and check-sheet taking into account the Samaj constitution, code of conduct and “manual”. These check-sheets would then be used to conduct internal audits

Rameshbhai & Pravinbhai

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.

Bharatbhai

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

5. **Financial Report**

Harshilabhen was not present to present a financial report. However, a financial report will be presented to the Executive Committee at its August meeting and these will be circulated to trustees as well.

6. **General / New Matters**

6.1 ***Approval of Amendments to Constitution & “Manual”***

Rameshbhai had circulated to both Trustees and Executive Committee members the updated version of the Constitution and Financial and Administration Manual with all amendments passed at the 2013 BGM included. There were no concerns expressed by officials or trustees and it was regarded as being accurate. Pravinbhai and Rameshbhai then signed the updated Constitution and "Manual" in their capacities as Chairman of Trustees and President of the Samaj, respectively.

6.2 Governance Complaint

Pravinbhai reported back on the special meeting of trustees held on 17 July 2013 to discuss the governance complaint received by Mr M. Tayob from an anonymous source. He explained that after due deliberations, the trustees had exercised their powers as provided for in clause 16.1 of the Samaj constitution and had resolved the matter accordingly. Pravinbhai expressed his thanks to Harshilabhen for the hard work she had done in dealing with this matter.

6.3 Acquisition of a Safe

Members discussed the provision in the constitution that required that all important documentation and money should be kept in a safe or strong-room. It was agreed that Chandrasenbhai would investigate the possibility of purchasing a safe

Chandrasenbhai

6.4 Signing of Marabastad Document

Rameshbhai provided clarity on the issue of the signing of a document by Jivanbhai on behalf of the Samaj. A request had been received from the Tshwane Council that the original applicant (Jivanbhai) be asked to attend a meeting the following day in which he would grant permission to the Council to commence with the transferring process. In order to avoid further delays this was consented to by a joint meeting of Trustees and Executive Committee members. However, Rameshbhai had subsequently written to the Council that all further documentations will be signed by the current officials.

7. Next Meeting

The next meeting will take place on Wednesday 13 November 2013

8. Closure

Before closing Pravinbhai announced that he will be out of the country for three weeks from 16 August and wished the members well on the Raksha Bandan drive and related activities which he would not be able to participate in. He was wished well on his trip overseas. The meeting ended with a prayer at 9:15pm

Rameshbhai Chhagan

President