



Shree Pretoria Hindu Seva Samaj

Established in 1932

264 - 13th Avenue
Laudium, Pretoria 0037
E-mail: sphss108@telkomsa.net

Tel/Fax: 012 374 6354
PBO Ref No.: 930014581

PO. Box 14368
Laudium, Pretoria 0037
Web: www.sphss108.co.za

"Satyameva Jayate" - Truth Alone Prevails

Celebrating 86 Years of Selfless Service

Minutes of the meeting of the Board of Trustees held on 20 February 2018 at 7.30pm in the Samaj Boardroom

AGENDA:

- 1.1 Welcome and opening prayer
- 1.2 Apologies
- 1.3 Minutes of Previous Meeting
- 1.4 Matters Discussed
 - a. Full Audit tender
 - b. Resignations and vacancies
 - c. Findings on interviews with executive
 - d. Preparation for Election
 - e. Internal Audit
 - f. General
 - g. Closure and Pray

OPENING PRAYER AND WELCOME

The Acting Chair of the Trustees opened the meeting with a prayer and thanked those present for attending. This meeting is part of the quarterly meetings as required by the constitution. The Acting Chairperson furthermore welcomed the newly appointed Secretary, Rameshbhai and the new Trustee, Arvindbhai

PRESENT:

Girishbhai Daya, Madhuben Modi, Rameshbhai Chhagan, Pranaybhai Devchand, Harshadbhai B Pema, Harshillabhen Kooverjie and Arvindbhai Chhagan.

No apologies were received.



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MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 4 October 2018 were read and adopted unanimously without any amendments.

A note was raised by Rameshbhai on secretariat services to the Board of Trustees. Previous arrangements were that the Secretary General offer that service, however, since the last election, this arrangement was no longer implemented. The meeting took a stance to continue as currently arranged where the Acting Chair also took and wrote the minutes. Future meetings will require the secretary to take minutes.

FULL AUDIT TENDER

Girishbhai suggested that a tender committee, consisting of both Trustees and Executive Committee members, be formed to manage the entire tender awarding process i.e. short-listing and selection. He felt this approach would ensure inclusivity and transparency and give more confidence in the impartiality of the audit findings. This was agreed to.

RESIGNATIONS AND VACANCIES

Pranaybhai reported that no applications or nominations were received for the filling of the vacancies that exist on the Executive Committee. Consequently, executive members had approached individuals to fill key positions. More positions will be filled if needed until elections are held in May.

REPORT BACK ON FINDINGS OF INTERVIEWS WITH THE EXECUTIVE

Girishbhai had held individual consultations with members of the Executive Committee in order to properly understand the issues they were grappling with. Girishbhai stated that he wished to discuss his findings with, and have them ratified by, the non-executive trustees first before he reports back to the full Board of Trustees. This was agreed to.



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PREPARATION OF BGM / AGM

Rameshbhai confirmed that the BGM / AGM has tentatively been set for 20 May 2018, subject to the completion of the audit of the Samaj Annual Financial Statements before 30 April 2018. In the interim, the secretariat team will continue with preparations for the BGM.

INTERNAL AUDIT

A prospective date has not been set for an internal audit by the Trustees. The suggestion is to approach an Accountant from the community to assist in this process. This should ideally be done by mid-March.

GENERAL

No other business was recorded.

CONCLUDING PRAYER

The meeting concluded with a prayer at 8h45.

GIRISHBHAI DAYA

ACTING CHAIRPERSON: BOARD OF TRUSTEES