



# श्रीप्रेतोरिया हिन्दु सेवा समज

(Established in 1932)

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PBO Ref. No.: 930014581

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“Satyameva Jayate” – Truth Alone Prevails

## MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE SHREE PRETORIA HINDU SEVA SAMAJ

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj  
Date : Monday 29 August 2011  
Time : 7:30 pm

### 1. WELCOME AND PRAYER

The meeting commenced at 7:45pm with a prayer and welcome to all present. A moments silence in honour of all those members who passed away since the last meeting was also held. The Executive Committee members also expressed their condolences to the Pravin Daya family on the passing away of a family member.

The President also welcomed Kirtanbhai Pema to the meeting. He explained to members that, upon receiving Rakeshbhai's resignation, he and Rameshbhai had held a meeting with the executive committee of the Navyug Mandal to discuss a possible replacement. Navyug members present were Vandanabhen, Kirtanbhai, Yaminibhen, Bhaavichbai, and Vishalbhai. After some discussion, Navyug members nominated Kirtanbhai Pema to head the Youth portfolio who, after some deliberations, accepted the position. Prakashbhai asked the executive committee members present if this was acceptable and this was approved unanimously. All members extended their thanks to Rakeshbhai for the services he had rendered and accepted gratefully his pledge to continue playing a supportive role in the affairs of the Navyug Mandal.

### 2. ATTENDANCE & APOLOGIES

**Apology** – Pravinbhai Daya, Rekhabhen Chhagan, Nareshbhai Kallan, Kishorbhai Naran, Vineetbhai Rama & Maheshbhai Jina

**In Attendance:** Pranaybhai Devchand, Prakashbhai Hira, Rameshbhai Chhagan, Rakeshbhai Ravjee, Harshilabhen Kooverjie, Bhadrakanbhai Chiba, Navnitbhai Bhima and Kirtanbhai Pema. Vinaybhai Chagan & Mineeshabhen Chetty attended in their capacity as administrators.

The meeting was declared duly constituted by the Secretary-General as the requisite quorum as required by clause 12 of the constitution had been met by the members present.

### **3. APPROVAL OF PREVIOUS MINUTES**

The minutes of the meeting held on 25 July 2011 was approved, without amendments, on the motion of Navnitbhai Bhima and seconded by Bhadrakanbhai Chhiba.

### **4. MATTERS ARISING**

#### **4.1 Employee Contracts**

Pranaybhai reported that Shardabhen's contract has been finalised and that of Nalinibhen Bhagatjee and Mayuribhen Kevat needs signing. These will be concluded within the next week.

#### **4.2 Tenancy agreement – Laudium Premises**

Rameshbhai reported that this will be concluded before the next meeting.

#### **4.3 80<sup>th</sup> Anniversary Celebrations in 2012**

Vineetbhai was not present but a programme that he had drafted had been circulated by Rameshbhai. Members did not make any changes to it. However, Prakashbhai requested that in order to get the process moving a meeting be called up on 10 September to draw up an action plan and to appoint co-ordinators for the various activities. All Exco members were requested to attend.

#### **4.4 40<sup>th</sup> Anniversary Celebrations**

It was agreed that Navnitbhai will organise the 40<sup>th</sup> anniversary celebrations in a similar manner.

#### **4.5 Welcoming of Newcomers to Samaj**

Mineeshabhen reported that the function will be held on 25 September 2011 as arranged.

#### **4.6 New Samaj Directory**

Mineeshabhen reported that thus far only 20 adverts had been confirmed for the new directory and that a total of 40 were needed to break-even. A list of potential advertisers was drawn up and names allocated to members to approach. It was agreed that this process needed to be completed by 25 September. Thereafter, Vinaybhai would be responsible for following-up on all committed advertisers to ensure funds are deposited into Samaj account.

#### **4.7 Outstanding Financial Matters**

Bhadrakanbhai and Harshilabhen reported that:

- The PBO registration has now been sorted out and that the Samaj's PBO number is 930014581.

- A second draft of the administrative & financial manual due in October has now been circulated for comments. It was agreed that Harshilabhen will liaise directly with Prakashbhai to have the manual finalised.
- Bhadrakanbhai will meet with the administrators in the coming week to compile an asset register;
- The appointment of an independent auditor is still receiving attention.

#### 4.8 **Letter to Newly Appointed Medical Referees**

Rameshbhai reported that although Bharatbhai has informed the relevant doctors of their appointment as medical referees, he would nonetheless write an official letter to them. They are: Drs Bhoosan Bhana, Preshan Chetty, Sujata Garach, Jitendra Kalan, Raj Kolapan, Nagin Lala, Suraya Laloo, Jasoo Naran, Nilesh Radia, Sunita Ramjee and Murthi Sooboo.

#### 4.9 **Decorating Boardroom Walls**

Mineeshabhen and Vinaybhai reported that the matter is receiving attention.

#### 4.10 **Minimum Dharshan Tariffs**

Navnitbhai stated that his committee had not yet established the tariffs and enquired if this was still necessary. It was explained to him that this was not only a constitutional requirement but that many community members have requested guidance on what to pay for different services. After some discussion, the following tariffs were agreed upon but it was emphasised that any community member who wished to give more than the stated minimum amounts was free to do so:

##### **Dharshan Tariffs for 2011/2012**

Wedding	R1001
Katha	R501
Vastu	R501
Havan	R251
Bereavement	R201
Car prayer	R101

Tariffs for individual consultations, astrological advice, or any other type of service not mentioned above, would be at the discretion of the individuals concerned. The above dharshan tariffs would be reviewed in January 2013 and thereafter adjusted annually.

Rameshbhai agreed to inform the public accordingly and to place the tariffs on the website ([www.sphss108@telkomsa.net](mailto:www.sphss108@telkomsa.net)).

#### 4.11 **List of Pujaris**

Mineeshabhen has finalised a list of Gauteng Pujaris and this will be placed on website.

#### 4.12 **Outstanding Study Loans**

In Rekhabhen's absence, Pranaybhai and Rameshbhai reported that, with Bhadrakanbhai's help, a complete assessment of outstanding loans with interest has been determined. Rekhabhen has undertaken to draw up a payment schedule and to meet with all past recipients to have these agreements signed. These would then be handed to the financial administrator to follow-up and monitor payments.

#### 4.13 **Renovations**

Kishorbhai was not present to present a report but it was noted that the auditorium ablution facilities and classroom area is receiving attention.

#### 4.14 **Plans to Increase Enrolment at Gujarati School**

Pranaybhai asked that this matter be deferred

4.15 **Funerals**

Mineeshabhen reported that with Mansukhbhai's help a roster has been drawn up which will be circulated. The sympathy cards are in process of being created. Rameshbhai suggested that a funeral pack containing Samaj contact details, bhajan groups, funeral policy, etc be prepared and given to the family of the bereaved. Flowers are to be delivered by courier.

4.16 **Plaque**

Mineeshabhen reported that the revised plaque to present to Mahier Tayob is receiving attention.

4.17 **Tenancy Agreement for Pujari & Caretaker**

Rameshbhai reported that this matter is receiving attention.

4.18 **Heaters for Mandir**

This matter is resolved.

4.19 **Youth Programme**

Both Rakeshbhai and Kirtanbhai agreed to present a programme for the youth at the next meeting. Prakashbhai requested that they be innovative in their ideas, look at the broader issue of advancement of the youth in the light of current challenges, entrepreneurship and networking.

4.20 **Building Stronger Relationships with Indian Consulate**

Prakashbhai reported that he has initiated discussions with the Consulate and with Mohitbhai's return from India he will discuss with him how mutually beneficial programmes could be built, especially taking our anniversary celebrations into account.

4.21 **Updating of Samaj Website**

This matter is receiving continuous attention

4.22 **Senior Citizens Schedule of Activities**

Maheshbhai was not present – in abeyance

4.23 **Appeal for Employment of Single Parent**

Rameshbhai still to attend to matter

4.24 **Appeal to Landlord to Reduce Rental**

Prakashbhai reported that he had spoken with the landlord but that he will still pursue it.

4.25 **Business Card**

Mineeshabhen suggested that a generic card be printed. This was agreed to.

4.26 **Proposed Amendments to Constitution**

Harshilabhen agreed to submit draft at next meeting

4.27 **Insurance Quotes**

Bhadrakanbhai informed members that as a result of his investigations he was able to persuade our current insurance brokers to reduce the Samaj's insurance premiums by R10 000 per annum. He was thanked for his efforts.

4.28 **Funeral Policy**

After some discussion, it was agreed to drop this matter as being not feasible

#### 4.29 ***Transfer of Stands***

Vinaybhai and Bhadrakanbhai agreed to give a full report on progress being made on the transfer of stands allocated to the Samaj at the next meeting.

### 5. **CORRESPONDENCE**

#### 5.1 ***IN:***

5.1.1 Received a letter from Vassie Naidoo, requesting that Samaj classrooms be hired to an organisation that wishes to establish an Engineering College. It was agreed that Rameshbhai should set up a meeting with the party concerned to discuss the matter further.

5.1.2 Letter of resignation from Rakeshbhai Ravjee. This matter has been dealt with as reported elsewhere in this record of minutes.

5.1.3 Email forwarded by Pramodbhai Kassan wanting to know if the Samaj intended hosting a fireworks display during Diwali this year. Members agreed to continue with this tradition and Rameshbhai was asked to make the necessary arrangements.

#### 5.2 ***OUT:***

5.2.1 Letter to M. Essop thanking him for setting up the meeting with the relevant Council officials to assist with the medical referee issue, which has now been resolved.

### 6. **FINANCIAL REPORT**

Bhadrakanbhai's financial report highlighted the following:

- Management accounts for July 2011 completed and distributed to all members;
- PBO Registration: The number that appeared on our letterhead was wrong and SARS has confirmed that the correct one is 930014581. We are awaiting a copy of the certificate from SARS that our accountant, Nisar, has requested on our behalf.
- Valuation of Samaj Assets: Plans required before valuation can take place. Will try and obtain plans before month end.
- Appointment of Auditor: Letter for Tender sent to various auditors (Tayfin, PWC, SAB&T, NAD, HKeshav)
- Asset Register: Still receiving attention
- Insurance: After receiving lower quotes from Outsurance, Louw Roome have managed to negotiate lower rates from Mutual and Federal. We will renew our Insurance Policy with Mutual and Federal.

Prakashbhai thanked the finance team for the excellent work done and the progress that was being made. He requested that, in line with the recommendations of the audit report, tenants of the Samaj Marabastad Centre receive statements of accounts.

### 7. **PORTFOLIO REPORTS**

#### 7.1 ***Academic Financial Support Portfolio***

Rekhabhen had circulated the following report before the meeting:

- In consultation with and assistance from the Treasurer General, the AFSP Committee has reconciled the amounts owing since the inception of the student loan fund. The Committee plans to enter into negotiation with all past and current recipients to sign an acknowledgement of debt form that will set out the repayment terms for student loans.
- The AFSP policy has been revised. This will be finalized shortly after discussions with Harshilabhen.

- A bursary fund policy has been drafted. Negotiations to have the Manga family advance the promised funds to the bursary fund will commence in September.

## 7.2 **Religion & Culture Portfolio**

Navnitbhai reported on the Shravan programme his committee had arranged. From all accounts, the response from the community had been extremely positive to the Bhajan Mela's. One of the highlights of the month-long programme was the discourse presented by Shree MK Angajan who spoke on "The Laws of Karma".

Prakashbhai also extended the committee's thanks to Navnitbhai and his team for a job well done. He informed members that he had purchased copies of the talk given by Shree Angajan and that these will be made available in the proposed library. He also requested that the learned scholar be invited to talk next year to afford those who missed listening to him a second opportunity to do so.

## 7.3 **Education Portfolio**

In his report, Pranaybhai highlighted the following:

- The Raksha Bandan programme was successful, although there was a need to revamp the contact list. A total of 905 homes were visited and R46 822 in donations was received.
- A successful Krishna Jayanti event, which attracted large numbers, was held on 22 August. Both the Bal Mandir and the Gujarati school performed items whilst there were also items rendered by Trident College (Hindu School). Pranaybhai thanked all volunteers, especially Navnitbhai, for his assistance during the event.
- Bal Mandir had a successful Pyjama Day on 13 August with a marshmallow braai for the children. They have also planned to celebrate Eid on 30 August.

## 8. **GENERAL**

8.1 Rameshbhai reported that he and Prakashbhai had agreed to place an advert in the Laudium Sun after receiving a suggestion from Vandanabhen, secretary of the Navyug Mandal, to launch a Somalia Relief Fund. Vinaybhai reported that the campaign was very successful in that nearly 4 tons of food items as well as a sum of R18 643.00 was collected and handed over to the Gift of the Givers.

8.2 Rameshbhai reported that Rekhabhen had been informed by Sanjaybhai Govind that the red bag mentioned in the previous minutes had in fact been delivered to Vinaybhai. Vinaybhai, who was absent from the previous meeting, confirmed that he had received such a red bag. The administrators were requested to record the contents and also to scan and save electronically those documents that were important. This matter was now considered closed.

8.3 Harshilabhen thanked Pranaybhai and the staff of the school for the hard work they had put in for the Krishna Jayanti event. Prakashbhai mentioned that he had also sent a letter of thanks to them.

## 9. **CONCLUSION**

The meeting ended with a prayer at 10:35pm

## 10 **NEXT MEETING**

The next meeting will be held on Monday 26 September 2011 at 7:30pm




**RAMESHBHAI CHHAGAN & NARESHBHAI KALLAN**  
**SECRETARIAT: SPHSS**