

AUM

SHREE PRETORIA HINDU SEVA SAMAJ

(Established in 1932)

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PBO Ref. No.: 930004205

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

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj
Date : 21 February 2011
Time : 7:30 pm

1.

WELCOME AND PRAYER

The meeting commenced at 7:30 with a prayer and welcome to all present.

2. ATTENDANCE & APOLOGIES

2.1 Apology – None

2.2 In Attendance: Prakashbhai Hira, Rameshbhai Chhagan, Jagdishbhai Makan, Kishorbhai Naran, Pranaybhai Devchand, Pravinbhai Daya, Rakeshbhai Ravjee and Jyotibhen Joshi. Mineeshabhen Chetty & Vinaybhai Chagan attended in their capacity as administrators. Jyotibhen excused herself early from the meeting due to family commitments.

2.3 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 MINUTES

The minutes of the meeting of the Executive Committee of 15 November was adopted, on the motion of Pranaybhai Devchand & seconded by Rakeshbhai Ravjee

4.

MATTERS ARISING

4.1 *Administrative Matters*

Vinaybhai and Mineeshabhen reported on the following:

- Six new leases have been done and the two outstanding ones are being finalised. Rameshbhai authorised to sign them;
- Arising out of his meetings with Council officials, Vinaybhai reported that three out of the four title deeds for Samaj Marabastad Centre i.e. stands 661, 666 and 667 have now been received. The title deed for stand 660 is still in process of being transferred: Vinaybhai and Jivanbhai have met with the Council's attorney and signed the necessary documents. Once transfer takes place, the Samaj will at last have full ownership of the Samaj Marabastad Centre. Vinaybhai was thanked for his diligence in this matter.
- Vinaybhai reported on the Lorentz Street stands as follows: There are in total 11 stands earmarked for the Samaj of which only one (stand 62) has been formally approved by Council to be transferred. The remaining 10 stands (11, 12, 13, 14, 15, 16, 33, 34, 35 and 36) still need to be formally approved by the Tshwane Municipality. Vinaybhai undertook to follow-up on an urgent and regular basis.
- The old photocopier needs repairs. The expense for this was approved.
- The additional six refuse bins requested from Council have been received and the Samaj is now in possession of 10 refuse bins;
- Vinaybhai handed in the list of renovations requested by Premiebhen and Mukeshbhai. Permission was granted to Kishorbhai to repair all the items on Premiebhen's list and from Mukeshbhai's list to paint the flat if needed. Vinaybhai undertook to take a site inspection and recommend any further repairs if any.
- A quotation of R20 000 was received to fix the cracked speakers and amplifiers in the mandir. This expenditure was unanimously approved and Vinaybhai was asked to have the matter dealt with before end March 2011.

4.2 *Removal of Cars causing Obstruction*

Vinaybhai reported that all cars are now parked at the back. Vinaybhai & Prakashbhai will discuss with Mukeshbhai where he should park his car.

4.3 *80th anniversary Celebrations in 2012*

Mineeshabhen reported that she had formed a planning committee. She was asked to invite more members via a letter to the community and to produce a revised plan for approval and implementation by the new committee.

4.4 *Welcoming of Newcomers*

The majority of members felt that the idea of hosting a function to welcome new arrivals to the community should still be held annually. Mineeshabhen agreed to present a proposal at the next meeting.

4.5 *Establishment of Narsai Manga Family Bursary Fund*

Pranaybhai reported that he had met with the family to discuss their wishes with respect to a bursary fund and that they had requested that the matter be put in abeyance for a while until some technical issues had been sorted out.

4.6 Samaj Website

Rameshbhai reported that he had approached both Narotambhai and Jivanbhai to assist him in writing up the history of the Samaj for the period 1980 to present. Once received, we would be able to publish a full account of the history of the Seva Samaj from its inception to the current date. Rameshbhai has managed to obtain a photo of the mandir from Pramodbhai Kassan which will also be placed on the website

4.7 New Samaj Directory

Rakeshbhai and Rameshbhai reported that following from the executive's decision to hire outside services, quotes were obtained and a meeting with potential service providers was scheduled for Tuesday 22 February. Just prior to the meeting however Rameshbhai had received a proposal from Pramodbhai Kassan that he and Anielbhai Kalian would instead undertake the task. A meeting was held with the two of them and the terms were agreed upon, including the honorific payment to students who volunteered to assist with the collection of data.

4.8 Obtain PBO Registration with SARS

Prakashbhai will attend to this once we have the audited balance sheets for 2010.

4.9 Outstanding Employment Contracts & Tenancy Agreements

Prakashbhai undertook to have all outstanding contracts completed by 26 February.

4.10 Medical Referees

Kishorbhai reported that this matter has been finalised

4.11 Amendments to Constitution

Rameshbhai drafted and circulated to executive members the proposed amendment to the constitution. This was unanimously approved.

4.12 Administrative & Financial Manual

Prakashbhai reported that he had given a brief to NED Consulting to prepare a Samaj Administrative & Financial Manual which would serve as the governance manual for all administrative and financial matters relating to the Samaj. Once completed, this manual would be tabled for acceptance by both Trustees and Executive Committee

4.13 Forensic Report

Prakashbhai tabled for discussion the draft forensic report that was received by a delegation of Trustees and Executive members on 1 February 2011. The same document was also discussed at the meeting of Trustees held in February. In essence, the draft forensic report found that apart from the moneys known to have been stolen by Nareshbhai Mistry, no other person could be directly implicated in theft. The report asserted that the theft was a direct result of the poor adherence to proper governance as prescribed by the constitution of the Samaj; further, that only a few people made decisions on behalf of the Samaj and that the rest of the other Trustees and officials alike appeared to have been ignorant of the financial affairs of the Samaj.

Members accepted the report and gave the President the mandate to have it finalised and for the Secretary to distribute the final Forensic Report to the community.

- 4.14 Acknowledgement of Debt & Surety**
Prakashbhai agreed to send such a document to Pranaybhai for completion by applicants for study loans.
- 4.15 Appointment of Secretary-General as third signatory**
This matter was put in abeyance as elections would take place before the end of April.
- 4.16 Complaint of Unfair Dismissal.**
Pranaybhai reported that he had met with Shardabhen and the matter has been resolved to the satisfaction of all parties.
- 4.17 Gujarati School Advert**
Permission was granted to Pranaybhai to place an advert in the local papers advertising learner enrolment in the Gujarati School.
- 4.18 Portfolio Reports**
Rameshbhai reported that he had received portfolio reports as inputs to the Secretarial report for the AGM from Jagdishbhai & Jyotibhen. Other reports are still awaited.

5. CORRESPONDENCE

5.1 *In*

- 5.1.1 Received a letter from Mansookhbahi Chiba thanking the Samaj for its efforts in assisting Vijaybhai Naran.
- 5.1.2 Received a letter from Himalbhai Ramjee requesting urgent feedback with regards to progress being made towards an independent audit of the Pretoria Hindu School as a precondition (amongst others) for accepting the offer made by the school to donate its assets to the Samaj. The President informed members that he had e-mailed a reply to this mail informing Himalbhai that the Samaj was still awaiting a response from the School to the decision taken by the general body.
- 5.1.3 Received a letter from Anielbhai Soma dated 28 January in which he voiced his unhappiness about the community being informed about his unwillingness to return the Samaj's financial records. He felt the proper context of his refusal was not communicated which was that he can only hand over the documentation once his suspension has been dealt with. His second reason was that he had developed "new initiatives and systems" as CFO and these were therefore his "intellectual property". He further communicated that he aims to consult legal counsel in order to obtain redress for the allegations made against him. In the discussion that followed, members were of the opinion that no allegations have in fact been made and that the minutes merely reflect the fact that he refuses to hand over the Samaj's financial records.

5.2 *Out*

A second letter was sent to the Pretoria Hindu School asking them to kindly respond to the decision taken by a general body of the Samaj with respect to the offer made by the school to the Samaj.

6. FINANCIAL REPORT

The President reported that the financial statements are being finalised by NED Consulting and will be submitted to the auditors in the first week of March.

He reported, however, that rates and taxes have to be reconciled as there is a substantial balance of R103 000 owing to Tshwane Municipality on erf 660 (part of the Samaj Marabastad Centre in location), which account is in the name of Sodha Jogee Property group. Since this account is outstanding for a period spanning many years, the President was requested to communicate with Gunvantbhai Soda to get clarity on liability.

7. PORTFOLIO REPORTS

7.1 *Health, Welfare & Gender Portfolio*

Monthly meeting was held on Saturday 29th January 2011 at 3pm. Blood pressure and sugar tests were conducted. Membership fees were collected and new members were enrolled. Valentine Day is to be celebrated by taking the members to a Hindi film show and a luncheon on Sunday 20 February 2011. A trip to Europe is planned on end May. Details of the cost, hotel accommodation, tours etc were discussed.

7.2 *Facilities Management Portfolio*

Kishorbhai reported that the tiling of the school will be completed by end March. All painting and electrical work will also be attended to. Renovations for the auditorium will hopefully commence thereafter in April by the newly elected officials.

7.3 *Youth / Navyug Mandal Portfolio*

No report submitted.

7.4 *Religion & Culture Portfolio*

The committee met on 07 February 2011 to discuss the planning of the following forthcoming events:

- MAHA SHIVRATRI: This will be celebrated on 02 March 2011. Emails have gone out to the community as well as pamphlets have been distributed to the Gujarati and Hindu Schools, at our Mandir and other outlets
- Holi will be celebrated on 19 March 2011. Pamphlets and emails are being prepared for distribution
- SPHSS 40th MANDIR ANNIVERSARY: The Religion & Culture Committee has resolved to start preparations for this event which will be held on 15 May 2011 regardless of the fact that there may be a new committee in place after the AGM

7.5 *Education & Academic Support Portfolio*

Pranaybhai reported on the following matters:

7.5.1 *Education Portfolio:*

- 7.5.1.1 Enrolment at the Gujarati school was still of concern. A total of 11 learners were enrolled for the Tuesday, Thursday and Friday classes with an additional 8 learners joining these learners on Friday. On Saturday the classes have an enrolment of 8 learners. An advert was drafted and circulated for input. It was agreed to place the advert in the *Laudium Sun* and the *Sunday Times Extra* in the hope of increasing enrolment.
- 7.5.1.2 Challenges were being experienced with staffing for Yoga on the Saturday classes and scouts on the Friday classes. Alternatives should be found to make these classes functional.
- 7.5.1.3 A meeting of Bal Mandir parents took place on 16 February where the parents met the teachers and were informed of the schools systems and rules as well as general parental support for pre school learners. In excess of 80% of parents were present.
- 7.5.1.4 The idea of appointing a principal at the Bal Mandir was discussed in order to make it an independently functioning structure and have support for the teachers on hand. The members felt that this matter should be investigated.
- 7.5.1.5 Shardaben has been appointed as a teacher aide for the Bal Mandir teachers. She will be placed in the smaller age group class for the first term and thereafter will rotate on a daily bases among the classes.
- 7.5.1.6 Bijal Chhagan has been at the school as a teacher aide for a number of years. It was felt that a monthly token of appreciation be granted to show the Samaj's gratitude for her service. This was unanimously agreed upon.

7.5.2 Academic Support Portfolio:

- 7.5.2.1 Emails and SMS were sent out to inform the community of the financial support that was available for students. A total of two applications were received, but this was expected to increase.
- 7.5.2.2 The Narsaibhai and Valiben Manga bursary should become available from 2012.

8. NEW MATTERS / GENERAL

8.1 *Past Recipients of Samaj Loans*

Concern was expressed that not all past recipients of Samaj loans have repaid the loans granted to them. Prakashbhai undertook to assist Pranaybhai in finalising this matter

8.2 Date for AGM

Prakashbhai asked that the date for the AGM be reviewed as he was unable to be present on 17 April. In the light of the auditorium being fully booked on all other suitable dates, it was agreed to finalise the date for Sunday 3 April 2011.

8.3 Social Support Policy

This policy was approved for adoption, although Rameshbhai expressed concerns that it was deficient in some respects. Prakashbhai commented that in the end it is not the quality of the policy that matters but on how effectively the committee fulfills its mandate of attending to the welfare needs of the community.

8.4 Samaj Bursary Fund Policy

The Samaj Bursary Fund policy which supplements the Samaj Academic Loan Fund was unanimously adopted by all present.

8.5 Aarhi Money

Jagdishbhai expressed concern that the lack of a cash counter meant that aarhi money had to be conveyed to another venue for counting. Vinaybhai undertook to assist Banoobhen with this responsibility and to ensure money is counted and deposited weekly.

8.6 Priest's Appointment Book

Concern was again raised that the Samaj has no control over the appointment book of the priest. It was agreed that Prakashbhai would arrange a meeting between him and the administrators to ensure a proper accountable system is in place.

8.7 Accommodation for Cleaner

Pranaybhai requested that arrangements be made for the cleaner to be accommodated on the premises. A room was available. Prakashbhai to make the necessary arrangements to have the room cleared of personal belongings.

8.8 Vacuum Cleaner & Heaters

Vinaybhai requested that an industrial strength vacuum cleaner and 5 heaters be purchased. This request was approved.

8.9 ***Arrangements for Elections***

Rameshbhai undertook to meet with the Administrators to plan for the elections.

9. **NEXT MEETING**

It was agreed that the next meeting will be held on Tuesday 29 March 2011. This meeting will be dedicated towards finalising the arrangements for the elections

10 **PRAYER AND CLOSURE**

The meeting ended with a prayer at 10:00pm.

A handwritten signature in black ink, appearing to read 'Rameshbhai Chhagan', written in a cursive style.

RAMESHBHAI CHHAGAN
SECRETARY GENERAL: SPHSS