

AUM

# ***SHREE PRETORIA HINDU SEVA SAMAJ***

(Established in 1932)

“Satyameva Jayate” – Truth Alone Prevails

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## **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 : 16 May 2011  
Time : 7:30 pm

### **1. WELCOME AND PRAYER**

The meeting commenced at 7:30 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.

### **2. ATTENDANCE & APOLOGIES**

**Apology** – Mineeshabhen Chetty (Administrator)

**In Attendance:** Pranaybhai Devchand, Prakashbhai Hira, Rameshbhai Chhagan, Kishorbhai Naran, Pravinbhai Daya, Nareshbhai Kallan, Harshilabhen Kooverjie, Bhadrakanbhai Chiba, Rekhabhen Chhagan, Navnitbhai Bhima, Maheshbhai Jina, Vineetbhai Rama and Rakeshbhai Ravjee. Vinaybhai Chagan attended in his capacity as administrator.

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 31 March was approved, without amendments, on the motion of Kishorbhai Naran and seconded by Pravinbhai Daya. The minutes of the joint meeting with Trustees held on 20 April 2011 was approved on the motion Navnitbhai Bhima and Pranaybhai Devchand.

### **4. MATTERS ARISING**

#### **4.1 New Portfolio Committee Members**

Each portfolio head provided the names of community members who had been approached to serve on the various portfolios. The names submitted were unanimously approved. It was

agreed that all outstanding names together with the 2yr plan of objectives of each portfolio will be submitted to Rameshbhai before Friday 27 May 2011 for distribution.

4.2 **80<sup>th</sup> Anniversary Celebrations in 2012**

Vineetbhai was appointed as coordinator for this event. He was requested to present a proposal and plan of action at the next meeting.

4.3 **40<sup>th</sup> Anniversary Celebrations of the Laudium Mandir in 2012**

The RCC committee was requested to plan the 40<sup>th</sup> Anniversary of the Laudium Mandir. The Special projects committee and RCC committee agreed to work together.

4.4 **Welcoming of Newcomers to Samaj**

It was agreed that the Samaj should plan a function to welcome all newcomers to the community. Rameshbhai, Mineeshabhen, Harshilabhen and Vinaybhai agreed to plan this function.

4.5 **Notice to Community - Amendments to Constitution**

Rameshbhai informed members that, as decided at the Trustee meeting, he and Harshilabhen had sent out a notice to the community informing them that the amendments proposed at the AGM had been set aside.

4.6 **Phone Calls to Attendees of AGM**

Vinaybhai informed members that Mineeshabhen and he had commenced the process of phoning and personally thanking members for attending the AGM in such large numbers.

4.7 **New Samaj Directory**

In the absence of Vineetbhai who arrived late, Rameshbhai reported on the outcome of a planning meeting he had called which was attended by Vineetbhai, Pramodbhai Kassar, Anilbhai Kalian, Rakeshbhai Ravjee and Vandanabhen Bhima:

- Mineeshabhen had received over 200 forms which she is currently entering into an electronic database. This process will be completed on Thursday, 20 May;
- On Thursday 20 May, the directory planning committee will meet to finalise the plan for visiting outstanding homes to collect data forms;
- The committee intends completing the directory before end July in time for distribution during Rakshabandan.

Rameshbhai then discussed the proposed format, quantities to be printed and pricing structure for adverts. This was unanimously approved by the Executive Committee but with the following recommendations:

- Adverts should be placed in alphabetical order of appearance to be fair to all;
- Ensure that the directory was of the highest quality.
- Prakashbhai and Nareshbhai to be invited to next meeting

4.8 **PBO Registration**

Prakashbhai undertook to meet with the CFO and Treasurer to drive this process.

4.9 **Mukeshbhai's Responsibilities & Dealing with his Concerns**

Navnitbhai reported that he had met with Mukeshbhai to discuss his duties and responsibilities. They had agreed on most issues and these would now be captured in a contractual agreement. Prakashbhai read out a letter he had received from Mukeshbhai that listed his concerns with regards to his accommodation and a few Mandir-related matters. It was agreed that Navnitbhai, together with Vinaybhai and Kishorbhai, would meet with him to resolve these issues.

- 4.10 ***Appointment of Medical Referees***  
Kishorbhai reported that Pankajbhai had sent a letter to the officer concerned to have our recommended list of medical practitioners placed on the list of approved referees. This has still not been done. Prakashbhai undertook to approach the Mayor of Pretoria to assist with this matter. Subsequent to the meeting, Rameshbhai undertook to meet with the official concerned to resolve this matter.
- 4.11 ***Letters of Thanks to Ex-Officials & Trustees***  
Rameshbhai reported that he had sent out letters of thanks to ex-officials and trustees for the services they had rendered, as decided upon at the joint meeting with Trustees. Pranaybhai requested that portfolio members who would no longer be serving receive a similar message. Rameshbhai agreed to do so upon receipt of names and email addresses from Portfolio heads before Wednesday 25 May 2011
- 4.12 ***Administrative & Financial Manual***  
Prakashbhai agreed to include this matter in his forthcoming meeting with the CFO and Treasurer.
- 4.13 ***List of Pujaris***  
Due to Mineeshabhen's absence, a progress report on the compilation of a list of Pujaris in Laudium for circulation to community was not presented.
- 4.14 ***Acknowledgement of Debt & Surety Forms – Study Loans***  
Rekhabhen reported that she will have these forms ready before Friday 27 May and will have it signed by all the 2010 & 2011 beneficiaries of study loans before the next meeting.
- 4.15 ***New Signatories for Banking Account***  
It was agreed that, consistent with constitutional requirements, the following will be signatories of Samaj accounts. A-signatories: Parsootamdas (Pravinbhai) Daya, Harshilabhen Kooverjie; B-signatories: Bhadrakanbhai Himatlal Chiba and Rameshbhai Chunilal Chhagan. Two signatories, one from A and one from B will be required for all transactions. Vinaybhai, as financial administrator, will be given viewing access only via the internet. Kishorbhai will cease to be a signatory with effect from 1 June 2011. Rameshbhai & Kishorbhai agreed to make the necessary arrangements.
- 4.16 ***Post Box in Laudium***  
Vinaybhai reported that he had successfully applied for a post box in Laudium. The Samaj's new PO Box number is 14368, Laudium, 0037. Rameshbhai undertook to inform community accordingly.
- 4.17 ***Decorating Boardroom Walls***  
Vinaybhai reported that they had acquired 4 poster size pictures of Mahatma Gandhi and Vallabhbhai Patel. He was given the go-ahead to frame them and hang on the Boardroom walls. It was also agreed that he should begin a gallery of past and current Board members.
- 4.18 ***Contracts for Casual Workers / Teachers***  
It had been previously decided that all casual workers & teachers should receive fixed-term contracts. Bhadrakanbhai pointed out that this was a misnomer as by law fixed-term contracts became normal contracts once they were renewed. It was finally agreed that all casual workers would be given an initial three-month contract to assess their suitability for their position, but that thereafter they would be offered normal employment contracts. Prakashbhai agreed to send a copy of a fixed-term contract to Pranaybhai.
- 4.19 ***Outstanding Study Loans of R67 000***

At the AGM it was revealed that no records were available to account for an amount of R67 000 which is payable to the Samaj by past recipients of study loans. Prakashbhai wanted a forensic audit done but on the suggestion of Rekhabhen, the committee agreed to give the new Financial Support Portfolio three months to recover or make arrangements to recover the said amounts.

## 5. **CORRESPONDENCE**

### 5.1 **IN:**

5.1.1 Rameshbhai read out a letter from a certain Hemanshu who requested that a group of youngsters be allowed to play ball games on the courtyard (between Mandir and school) on Sundays. After some discussion, it was agreed to grant permission for the use of the courtyard on Sundays between 14:00 and 16:00 provided no play took place during weddings, no hard (cricket) ball was used and that they accepted accountability for damages. Rameshbhai was asked to communicate this decision.

5.1.2 Received a letter from Jagdishbhai Makan, thanking the committee for the letter of thanks for services rendered that was sent to him.

### 5.2 **OUT:**

5.2.1 Letter of thanks to past officials and trustees for services rendered during their term of office.

## 6. **FINANCIAL REPORT**

No report presented. The newly elected CFO and Treasurer General undertook to provide monthly income & expenditure reports as from the next meeting.

## 7. **PORTFOLIO REPORTS**

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

Rekhabhen reported that her committee had met and drawn up a draft Acknowledgement of Debt as well as Loan Surety forms which will be finalised by Friday 18 May. In addition, confidentially agreement forms had been drawn up which she requested all executive committee members to sign. Prakashbhai raised a concern about this request as it might create the impression that only this matter was confidential while all other issues discussed by the executive were not. After some discussion, it was agreed that Rameshbhai and Harshilabhen would draft a generic confidential agreement that all members of the Executive and Trustees would be required to sign.

### 7.2 ***Health, Welfare & Gender Portfolio***

Maheshbhai Jina reported that he is still in the process of finalising his committee's membership, but that a meeting has been scheduled for Wednesday, 18 May 2011 where this as well as their programme of activities will be finalised. He reported that the Senior Citizens Club were at an advanced stage of preparation for the trip to Europe on 28 May 2011.

### 7.3 ***Religion & Culture Portfolio***

Navnitbhai presented a detailed programme of action for the forthcoming year. All the usual festivals will be celebrated but in addition his committee decided to host a function to honour Jalarambapu in November. His programme was approved by the Executive Committee.

### 7.4 ***Youth (Navyug Mandal) Portfolio***

Rakeshbhai reported that his committee was as yet to meet to formulate a plan of action. Navnitbhai undertook to assist him revive the Friday night gathering of youth that used to take place in the auditorium. Other suggestions made were that the Youth portfolio should attempt to revive a Tuks Hindu Society.

#### 7.5 **Special Projects Portfolio**

Navnitbhai reported that in addition to the Samaj Directory, his committee will focus on preparations for the 80<sup>th</sup> Anniversary Celebrations as well as assist Navyug in its youth revival drive.

#### 7.7 **Facilities Management & Funerals Portfolio**

Kishorbhai reported that his committee's primary objective would be to complete the renovation of the Laudium premises of the Samaj before the 80<sup>th</sup> Anniversary celebrations. To this end, he will be meeting with an architect shortly to discuss how the Mandir, auditorium and perimeter wall could be given a facelift.

#### 7.8 **Education Portfolio**

Pranaybhai is still finalising his portfolio's membership but that it would in all likelihood be the same people currently serving on the Financial Support portfolio. The Gujarati school had introduced soccer in place of scouts and the Balmandir children had gone on an excursion. One of the teachers, Nalinibhen, has requested and been granted leave and a replacement for her has been arranged. Members requested that his portfolio think up creative solutions to increase enrolment in the Gujarati school.

### 8. **GENERAL**

8.1 The issue of the involvement of executive committee members and trustees at funerals was raised. It was agreed that:

- \* Mansukhbhai, the Chairman of Trustees, would draw up a roster of trustees and officials who would accompany him to funerals;
- \* Pravinbhai & Vinaybhai would arrange to visit the bereaved family within a few days after the funeral and present a bouquet of flowers and sympathy card on behalf of the Samaj. They would invite trustees and officials to accompany them.

8.2 Rameshbhai had circulated the Samaj Code of Conduct. It was agreed that he and Harshilabhen would draw up a pledge for all trustees and officials to sign.

8.3 Rameshbhai requested that the finance committee undertake a valuation of the Samaj assets as required by the auditors.

8.4 Pranaybhai mentioned that some Samaj bodies charged a membership fee and enquired if we should pursue a similar path. It was agreed to discuss the matter at the next meeting

8.5 Pranaybhai enquired whether all legal deductions were made to teachers' salary and if these were being paid over to SARS. Prakashbhai agreed to include this matter in his discussions with the finance team.

8.6 Prakashbhai suggested that a plaque be presented to Mahier Tayob in English for services rendered to the Samaj. This was agreed to and it was further agreed that the wording should be as follows: "This plaque is awarded to Mahier Tayob in recognition for the invaluable forensic expertise provided to the Shree Pretoria Hindu Seva Samaj. May 2011"

8.7 At the request of Pranaybhai, it was agreed that Prakashbhai and Harshilabhen will conclude a tenants' agreement with our resident priest and caretaker that outlines the conditions of their tenancy.

9. **CONCLUSION**

The meeting ended with a prayer at 11:15pm

10 **NEXT MEETING**

The next meeting will be held on 20 June 2011 at 7:30pm



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