

AUM

SHREE PRETORIA HINDU SEVA SAMAJ

(Established in 1932)

“Satyameva Jayate” – Truth Alone Prevails

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PBO Ref. No.: 930004205

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 : 20 June 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 – Rekhabhen Chhagan (ill)

In Attendance: Pranaybhai Devchand, Prakashbhai Hira, Rameshbhai Chhagan, Kishorbhai Naran, Pravinbhai Daya, Nareshbhai Kallan, Harshilabhen Kooverjie, Bhadrakanbhai Chiba, Navnitbhai Bhima, Maheshbhai Jina, Vineetbhai Rama and Rakeshbhai Ravjee. Vinaybhai Chagan and Mineesha 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 16 May was approved, without amendments, on the motion of Navnitbhai Bhima and seconded by Vineetbhai Rama.

4. MATTERS ARISING

4.1 New Portfolio Committee Members

The names of portfolio committee members of the HW&G Committee, and Special Projects are still outstanding. The President expressed understanding of Maheshbhai's difficulty but urged

him to take the necessary steps to ensure that all focus areas of his portfolio are attended to. Maheshbhai undertook to have his committee finalised by end of July.

4.2 **Objectives for 2011/2012**

Rameshbhai presented a proposed consolidated list of objectives. These were accepted by the portfolio members as stretched targets to aspire towards.

4.3 **80th & 40th Anniversary Celebrations in 2012**

Vineetbhai, together with Navnitbhai, undertook to present a proposal at the next meeting for the joint celebration of the two anniversaries. The proposed date for the function was September 2012. Prakashbhai suggested that Mukeshbhai be consulted on the proposed date.

4.4 **Welcoming of Newcomers to Samaj**

Rameshbhai presented a plan for welcoming of newcomers on behalf of the task team. The suggested programme was approved but as 25 September did not suit all members it was requested that a new date be found.

4.5 **Phone Calls to Attendees of AGM**

Mineeshabhen reported that she and Vinaybhai had almost completed phoning all 365 attendees to the AGM to thank them for their interest in Samaj affairs and reported that many people were appreciative of the gesture.

4.6 **New Samaj Directory**

Vineetbhai reported that the data gathering process is running smoothly and that 96% of the work is completed. Pranaybhai, Prakashbhai and Kishorbhai felt that we needed to put an advertisement in the newspapers to ensure people outside of Laudium are also properly informed. Due to the exorbitant cost factor, it was agreed that an ad will be placed in the Tshwane Sun. Rameshbhai emphasized that a task team needs to be formed to ensure that advertising for the directory is secured.

4.7 **PBO Registration**

Bhadrakanbhai reported that he had traced the Samaj's PBO number but that SARS appeared to have no record of this. It might become necessary for the Samaj to submit a new application. He was authorised to do so if necessary.

4.8 **Pujari Contract**

Navnitbhai reported that after the contract had been finalised, Mukeshbhai raised a few new concerns, namely annual increases and hospital plan. Prakashbhai undertook to attend to these issues. As far as his concern around minimum dharshan tariffs were concerned, it was agreed that this was a constitutional requirement and no negotiations in this regard would be entertained.

4.9 **Appointment of Medical Referees**

Rameshbhai reported that Pankajbhai had asked him to give him a few weeks to attempt to resolve the matter with Dr Melanie Louw. However, Pankajbhai had subsequently informed Rameshbhai that he was not succeeding and asked the committee to now take the matter into its own hands. It was agreed that Rameshbhai will attempt to meet with Dr Louw, failing which he would approach the Laudium representative of the Pretoria City Council.

4.10 **Administrative & Financial Manual**

Bhadrakanbhai reported that he will have this manual finalised by the end of October.

4.11 **List of Pujaris**

Vinaybhai and Mineeshabhen agreed to complete a list of Pujaris available in the Pretoria area by end June. (At a subsequent meeting of trustees, it was decided that the list includes priests from Johannesburg and Benoni as well. Pravinbhai agreed to provide some names).

4.12 ***Acknowledgement of Debt & Surety Forms – Study Loans***

In the absence of Rekhabin, Pranaybhai reported that the Acknowledgement of Debt and Surety forms have been completed and signed by the new recipient's. Bhadrakanbhai agreed to meet with AFS Committee to ensure all documentation is in order and provide a status report at the next meeting.

4.13 ***New Signatories for Banking Account***

Bhadrakanbhai reported that this matter has been finalised: ***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. Bhadrakanbhai has internet access for the purpose of viewing only and for printing statements which he undertook to do weekly and forward to Vinaybhai for his records.

4.14 ***Decorating Boardroom Walls***

In addition to the 4 poster size pictures of Mahatma Gandhi and Vallabhbhai Patel it was agreed that a picture of Nelson Mandela should also be hung up. The administrators were given the go-ahead to frame them and hang on the Boardroom walls. It was also agreed that group pictures of past and current Board members' should be hung up.

4.15 ***Contracts for Casual Workers / Teachers***

Pranaybhai agreed to get a copy of a fixed-term contract from Mineeshabhen and have all casual teachers contracted before the next meeting.

4.16 ***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 Rekhabin, the committee agreed to give the new Financial Support Portfolio three months to recover or make arrangements to recover the said amounts. Pranaybhai reported that Rekhabin had written to Sanjaybhai Govind to hand over to her the file of old study loan recipients in his possession so that they could be approached to fill in the required forms and make re-payment arrangements.

4.17 ***Code of Conduct & Confidentiality Agreement***

Rameshbhai produced copies of an agreement that he and Harshilabhen had drawn up. This was signed by all members present.

4.18 ***Renovations***

Kishorbhai was asked to present a report on the specs of what would be renovated as well as quotes for this work at the next meeting.

4.19 ***Plan to Increase Enrolment at Gujarati School***

Matter deferred

4.20 ***Funerals***

Mineeshabhen agreed to have sympathy cards printed. Rameshbhai undertook to confirm with Mansukhbhai that he would draw up a roster for officials to attend funerals.

4.21 ***Valuation of Samaj Assets***

Bhadrakanbhai reported that it would cost R20 000 to have all Samaj assets (Laudium and Location) valued. This was approved.

4.22 **Employee deductions for PAYE**

It was agreed that PAYE of all employees will be deducted as from March 2011. However it was decided that employee contributions will commence from 1 July onwards and that Samaj will cover the period March to June. Pranaybhai, Navnitbhai and Kishorbhai were requested to inform all employees of this decision.

4.23 **Plaque**

Mineeshabhen reported that the plaque commissioned to present to Mahier Tayob has been done.

4.24 **Tenancy Agreement for Pujari & Caretaker**

Harshilabhen undertook to have this completed before the next meeting

5. **CORRESPONDENCE**

5.1 **IN:**

- 5.1.1 Received a letter from Sailesh Bhagatjee who requested that he be allowed to sponsor the cost of publishing the 2012 (Gujarati 2068) calendar. It was agreed that Navnitbhai will indicate the Samaj's willingness to consider this offer but that other offers will also be taken into account.
- 5.1.2 Quotation from Fine Arts for publishing directory. It was unanimously agreed to accept the quote of R161, 000.
- 5.1.3 E-mails to Jays Print and others inviting them to tender for the publication of the new directory

5.2 **OUT:**

- 5.2.1 Letters to various service providers for publishing the Samaj directory
- 5.2.2 Letter to Pankajbhai Joshi requesting information on chain of correspondence between himself and Dr Melanie Louw to resolve the medical referee issue.
- 5.2.3 Letter to Hemanshu granting permission to use Samaj courtyard for playing of games as requested
- 5.2.4 Letter to Sharmila Pillay informing her that although she is married to a Tamil-speaking person, she is still entitled to an entry in the new Samaj Directory as per resolution taken at the last AGM
- 5.2.5 Email from Jays print declining offer to print directory
- 5.2.6 Letter to Zaelia Lessing requesting donation of blankets. A total of 78 blankets were donated to SPHSS. Vinaybhai was asked to account for the disbursement of these blankets.

6. **FINANCIAL REPORT**

Bhadrakanbhai presented a full financial report for the period 1 January to 31 May 2011. His report highlighted the following:

- Samaj financial records are completed from January to May;
- There is currently a net loss being experienced due to maintenance, audit and legal fees;
- Change of Signatories has been effected;
- The Samaj has been registered for UIF and PAYE
- There was a need to obtain the copy of the title deeds that were presumably in Anielbhai Soma's possession;
- Concerns raised by the auditor in his 2010 financial audit report are being systematically addressed viz, fixed asset register, ;
- The Samaj needs to transfer R2,5 million to a fixed deposit account for a five-year period to maximise interest received. This was approved

7. PORTFOLIO REPORTS

7.1 ***Academic Financial Support Portfolio***

Pranaybhai undertook to present a more detailed report on the progress that was being made to ensure all past recipients that were now working were repaying loans made to them. He would also arrange a meeting between the AFSC and Bhadrakanbhai.

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

Maheshbhai submitted a detailed written report on the activities of the portfolio which was circulated to all. He indicated that his major concern remained forming an effective welfare committee. Maheshbhai reported that the senior citizens had returned from the successful and incident-free tour of Europe. Members requested that he should request a detailed financial report on the trip and investigate how poorer members could also be included in future trips. The senior citizens are planning an outing in the middle of July to celebrate a combined Mother's Day & Fathers Day. A strategy session will be held shortly to produce a plan for a welfare support programme.

7.3 ***Religion & Culture Portfolio***

Navnitbhai had presented a detailed report on his committee's activities. The employment contract with the resident Pujari was finalised. A programme for celebrating the mandir's 40th anniversary and the Samaj's 80th anniversary (in consultation with the special projects team) would be presented at the next meeting.

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

Rakeshbhai reported that his committee would meet shortly to formulate a plan of action for increasing youth participation.

7.5 ***Special Projects Portfolio***

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

7.6 ***Facilities Management & Funerals Portfolio***

Kishorbhai reported that his committee made up of Nixonbhai Nichha, Ramanbhai Rama, Bharatbhai Kooverjee, Harshadbhai Pema, and Premeebhen Singh would be focusing on the following renovations:

- renovation of hall restrooms
- Security around premises. New wall to be erected with fencing
- New curtains and sound system to be implemented in the main hall.
- Seal and repair outside Mandir wall
- Sanding and resealing of stage floor
- Repairing kitchen stoves and replacing wooden shelving with stainless steel shelving

He was asked to produce at least two quotes before proceeding with the work.

7.7 ***Education Portfolio***

Pranaybhai reported that the Balmandir hosted a well-attended parents' day on Saturday 11 June; they also undertook an educational excursion to an animal farm. They will also host a "market day" on 23 June.

8. GENERAL

- 8.1 Prakashbhai requested that heaters be purchased for the Mandir. Vinaybhai undertook to do so by Friday 24 June.
- 8.2 Rameshbhai reported that he had invited tenders from several people. The best quote was received from Fine Arts Printers. He requested that approval be granted to Fine Arts to publish the new Samaj directory at the quoted price of R161 000 (VAT inclusive). This was agreed to.
- 8.3 Prakashbhai enquired as to whether the AGM minutes had been circulated. Rameshbhai reported that they have been posted on the Samaj website.

9. **CONCLUSION**

The meeting ended with a prayer at 11:15pm

10 **NEXT MEETING**

The next meeting will be held on 25 July 2011 at 7:30pm



RAMESHBHAI CHHAGAN & NARESHBHAI KALLAN
SECRETARIAT: SPHSS