

AUM

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

(Established in 1932)

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**“Satyameva Jayate” – Truth Alone Prevails**

## **MINUTES OF THE TRUSTEE MEETING OF THE SHREE PRETORIA HINDU SEVA SAMAJ**

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj  
Date : Wednesday, 22 June 2011  
Time : 7:30 pm

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

The Chairman, Mansukhbhai Chhiba, opened the meeting with a prayer and a welcome to all present. A minute of silence was also observed in remembrance of recently departed community members

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

**Apology** – None

**In Attendance:** Mansukhbhai Chhiba (Chair), Prakashbhai Hira, Chandrasenbhai (Chintz) Bhana, Jaiyantbhai Pema, Bharatbhai Kooverjee, Devidasbhai Ramjee, Rameshbhai Chhagan, Harshilabhen Kooverjee, and Pravinbhai Daya. .

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

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

The minutes of the previous meeting held 20 April 2011 was approved, without any amendments, on the motions of Jaiyantbhai Pema and Chandrasenbhai Bhana.

### **4. MATTERS ARISING**

#### **4.1 Contracts for all Employees**

Rameshbhai informed members that most of the contracts of employees were in place and that the outstanding ones will be concluded by end July.

4.2 ***Withdrawal of Amendments to Constitution***

This matter has been dealt with

4.3 ***Appointment of Medical Referees***

Rameshbhai informed members that Pankajbhai Joshi had made several attempts since the last trustee meeting to get Dr Melanie Louw to respond to his emails without success. Consequently, it was agreed that Rameshbhai and Bharatbhai would attempt to meet with her to resolve the matter, failing which Rameshbhai to approach Faroukie, Laudium's City Council rep.

4.4 ***Funeral Roster***

Mansukhbhai undertook to attend every bereaved family home to convey the Samaj's condolences and ensure assistance is rendered. As far as funerals are concerned, it was agreed that Mansukhbhai will provide the administrators with a roster of all trustees and officials by the end of June. The administrators will be responsible for ensuring that the persons concerned are notified that they need to represent the Samaj at the funeral. If a person cannot make it, swapping arrangements must be made.

4.5 ***Roles & Responsibilities of Pujari***

Rameshbhai reported that he, Navnitbhai, Prakashbhai & Vinaybhai had met with Mukeshbhai and explained his duties to him. This has been captured in a contract. Chandrasenbhai asked that Rameshbhai circulate a copy to all.

4.6 ***Letter of thanks to ex-Officials and ex-Trustees***

Done

4.7 ***List of Pujaris***

The trustees were informed that the administrators will have a list ready by end June. They requested that the list includes Pujaris from other areas, e.g. Johannesburg and Benoni. Pravinbhai offered to give the administrators some names. These names would be placed on the website for easy access.

4.8 ***New Samaj Directory***

Rameshbhai informed trustees that the data collection process was 95% complete and that it was hoped to have a directory published by mid-August. The trustees requested that an advert, with the data form, be placed in the Tshwane Sun to ensure people out of Laudium are reached as well.

4.9 ***Opening Post Box in Laudium***

This has been done. The new number is PO Box 14368, Laudium, 0037

4.10 ***Decorating of Boardroom Walls***

Trustees were informed that photographs of Gandhijee and Vallabhai Patel have been acquired. In addition, the executive have instructed the administrators to also acquire a picture Mandela.

5. **SECRETARIAL QUARTERLY REPORT**

Rameshbhai had circulated his quarterly report to all trustees and this was taken as read. In his report he presented the 2011/2012 objectives that the Executive had set itself. These were:

**Financial**

Unqualified audit in 2011 & 2012  
Production of Financial Management & Administration Manual  
Expenditure Budget for each Portfolio for 2011 & 2012  
Monthly management financial accounts  
Embedded procedures for collection of all hire, rental & school fees  
Contracts for all Samaj tenants and employees

**Facilities Management & Funerals**

Renovation of Samaj Auditorium, Mandir and Precincts  
The appointment of funeral medical referees

**Education**

Increase Gujarati School Enrolment  
Introduction of Computer-based education in both the Bal Mandir and the Gujarati school.

**Special Projects**

Celebrate 80<sup>th</sup> Anniversary of Samaj in 2012  
A new Samaj directory  
Membership cards  
Blueprint for the Establishment of Retirement Home  
Establishment of Business incubator  
To create a politically and socially conscious community

**Religion & Culture**

Celebrate 40<sup>th</sup> Anniversary of Laudium Mandir in 2012  
The celebration and observance of all major religious functions  
Invite at least 2 religious leaders to present discourses

**Health, Welfare & Gender**

An effective welfare support system  
A well functioning senior citizens club  
A gender desk that promotes gender issues  
Health awareness & testing

**Youth (Navyug)**

An effective youth development programme  
Hanuman Chalissa

**Academic Financial Support**

The establishment of a bursary fund to complement the AFSP Student loan fund  
Convert loan system to a favourable bank loan system  
Recover monies/obtain commitment to repay from of all past loan recipients  
Merger of the AFS with Education

**Secretariat**

Amendments to constitution

Updated website

Ensure every Pretoria Gujarati home is on SMS and email database

Produce 80<sup>th</sup> Anniversary Brochure

The following concerns/ suggestions were made:

- Chandrasenbhai felt these objectives were ambitious but it was agreed that stretched targets were necessary for an organisation even if all were not met.
- A financial report of the recent overseas trip by the Senior Citizens Club to Europe should be presented. Also, ensure that in future all monies are paid into a Samaj account for proper accounting purposes;
- Make it possible for less fortunate club members to also go on future trips;
- Rameshbhai to ensure target dates for all activities are set and reflected in the minutes;
- All contracts must be in place by end August;
- Trustees will visit Anielbhai Soma and Sanjaybhai Govind to retrieve all Samaj property. Tapidasbhai will be asked to accompany them;
- Harshilabhen will also prepare letters to all past officials requesting that all Samaj documentation be returned to the administration office.
- New objectives for the Executive to pursue:
  - Establishment of Crematorium (Bharatbhai)
  - Galvanising/ Building a strong community spirit
  - Building stronger cooperative relations with the Indian Consulate

## 6. FINANCIAL REPORT

Harshilabhen presented a detailed financial report that highlighted the progress that had been made by the new finance committee in addressing shortcomings. Highlights included:

- Samaj financial records from January to May are completed;
- There is currently a net loss being experienced due to maintenance, audit and legal fees;
- Change of Signatories has been effected;
- 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, etc
- 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

Trustees expressed satisfaction at the progress being made

## 7. GENERAL

7.1 Mansukhbhai enquired whether a lawyer should be retained on a full-time basis. After some discussion, it was agreed that this was not practical as the Samaj would need the services of lawyers with different expertise over time and it would be better to engage a specific lawyer whenever necessary. Harshilabhen agreed to draw up a potential list of lawyers with different expertise by end July.

- 7.2 Mansukhbhai suggested that Trustees be deployed to serve/observe allocated portfolios. After some discussion it was agreed that as the major role of trustees is to ensure proper governance, it was inadvisable for them to become involved in the nitty-gritty of running the organisation. Instead, they should continue playing an oversight role.
- 7.3 Rameshbhai requested that Trustees give suggestions for improving the Samaj website as a prime communication medium. It was suggested that an obituary section as well as names and contact details of bhajan groups should be placed on the website.
- 7.4 Trustees also requested that the new Samaj calendar should have the contact details of Bhajan groups on it.
- 7.5 It was agreed that business cards giving Samaj contact details should be printed that trustees and officials could distribute whenever needed
- 7.6 Upon Bharatbhai's request, it was agreed that Rameshbhai would train Bharatbhai, Chandrasenbhai and Kishorbhai on the use of the SMS system. Rameshbhai asked that the necessary arrangements be made with him.
- 7.7 Bharatbhai requested that the Samaj considers providing a uniform jacket to all trustees and officials to wear during funerals and other official functions. After some discussion, it was felt that this would not be practical but that officials be urged to dress appropriately at functions where they were representing the Samaj.
- 7.8 Bharatbhai mentioned that there was still a possibility to invite Morari Babu for the Samaj celebrations next year. He was advised to liaise with Navnitbhai and Vineetbhai in this regard.
- 7.9 Bharatbhai suggested that the Samaj should offer to host the next joint Hanuman Chalisa celebrations as part of the 40<sup>th</sup> & 80<sup>th</sup> celebrations. This was agreed to.
- 7.10 It was mentioned that the state of Gujarat would be celebrating its 50 year anniversary next year as well. The executive was asked to include the honouring of this milestone in their celebratory plans.
- 7.11 Mansukhbhai reported that since the election there has been five deaths in the community and each bereaved home has been visited and assisted by the Samaj in terms of moral support and information on the availability of Pujaris, Prathna groups, support provided by the Samaj Office, etc.

## 8 PRAYER & CONCLUSION

The meeting ended with a Shanti Path at 10:45pm



**RAMESHBHAI CHHAGAN**  
**SECRETARY GENERAL: SPHSS**