

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 : 17 January 2011
Time : 7:30 pm

1.

WELCOME AND PRAYER

The meeting commenced at 7:30 with a prayer and welcome to all present. Rameshbhai Chhagan presided until Prakashbhai who was late assumed the chair at 8:30pm.

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, Jyotibhen Joshi, Mineeshabhen Chetty & Vinaybhai Chagan

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 Jagdishbhai Makan & seconded by Pravinbhai Daya.

4.

MATTERS ARISING

4.1 Administrative Matters

Vinaybhai and Mineeshabhen reported on the following:

- Mail is being collected weekly;
- With the assistance of Pramodbhai, Vinaybhai has visited all the tenants of the Samaj Marabastad Centre, informed them of his appointment as administrator and has reviewed 10 tenants leases and is having 2 new leases drawn up. These are now being kept on Samaj premises;
- Vinaybhai & Pramodbhai have met with Council officials to be updated on the status of Samaj property. Vinaybhai reported that he discovered that the title deeds of the stands of the Samaj Marabastad Centre have still not been transferred to the Samaj and he is currently negotiating for this to happen around March or April. He will obtain clarity on the transfer process of the 10 other stands that have been allocated to the Samaj. Vinaybhai expressed his gratitude to Pramodbhai for all the assistance rendered;
- A teacher attendance register has been established to ensure proper administration of school;
- A petty cash float has been established;
- A new printer/copier/fax/scanner has been purchased and the old one will be repaired and used as back-up;
- Six additional refuse bins have been ordered to cater for weddings and function needs;
- Arrangements have been made for all staff members to park their vehicles behind the Samaj hall. Prakashbhai to approach Mukeshbhai to remove his vehicle as it is causing an obstruction to hirers of the facility. Rameshbhai to write a letter to Mukeshbhai in this regard
- Vinaybhai still to obtain a list of renovations required by tenants of the Samaj's Laudium Complex and forward same to Kishorbhai for his attention;

4.2 80th anniversary Celebrations

Mineeshabhen produced a draft plan for the 80th Anniversary Celebration to be held next year. Comments and suggestions were made to improve on plan. A steering committee is to be established. Mineeshabhen was thanked for her efforts in putting the plan together.

4.3 Welcoming of Newcomers

At the previous meeting, Rameshbhai had suggested that a programme be instituted to formally welcome all Gujarati newcomers to Pretoria. Jagdishbhai reported that he had met with Viralbhai of the Swaminarayan Group but that he did not show any enthusiasm for the idea. It was decided that Mineeshabhen, assisted by Rameshbhai, would instead place an advert in the local paper to welcome people and offer Samaj assistance if needed.

4.4 Establishment of Family Bursary Fund

Two alternate proposals were made on how the proposed Bursary fund could co-exist with the current Samaj loan scheme to students. Pranaybhai was asked to meet with the family members concerned to ascertain their wishes and to proceed accordingly.

4.5 Samaj Website

Members congratulated Rameshbhai on the successful launch of the Samaj website. Rameshbhai mentioned that he is currently editing a document he has that provides a

historical background of the Samaj from 1932 to 1980. It was suggested that he approach a few elders to provide information of Samaj events from 1980 to present to complete the background. Mineeshabhen has agreed to take over the management and future maintenance of the website. Mineeshabhen agreed to obtain the services of a photographer to photograph the outside façade of the mandir to place on the front page of the site.

4.6 *New Samaj/Navyug Directory*

Rakeshbhai explained that he was behind schedule on updating the Samaj directory due to illness in the family forcing him to take a leave of absence from Samaj work. He outlined a plan to commence again with the process. On the proposal of Prakashbhai and seconded by Pravinbhai it was unanimously agreed that in the interest of getting this important project done, Rakeshbhai is authorised to hire outside services for the gathering of data. Mineeshabhen agreed to help source such assistance. The Navyug executive will draw up the terms of reference for the work and a plan to obtain sponsorships to cover the cost of printing the directory and hiring of services.

4.7 *Community Health Day Report*

Jyotibhen has submitted a report to the administrators on the process to be followed when planning a Health Day.

4.8 *Obtain PBO Registration with SARS*

Prakashbhai is giving this matter his attention.

4.9 *Employment Contracts & Tenancy Agreements with Mukeshbhai & Premeebhen*

Prakashbhai reported that Mukeshbhai's contract has been drawn up and that Premeebhen's will be concluded shortly.

4.10 *Medical Referees*

Kishorbhai to ask Bharatbhai Kooverjee to finalise this matter

4.11 *Amendments to Constitution*

It was agreed that Rameshbhai should draft an amendment for tabling at AGM to the effect that children who have at least one Gujarati parent would enjoy full membership rights.

4.12 *Governance & Limits of Authority*

Rameshbhai circulated a draft document. Prakashbhai requested that he be given time to suggest further amendments before the document is tabled for acceptance.

4.13 *Forensic Report*

Prakashbhai reported that he would be meeting Mahier Tayob on 1 February and extended an invitation to all exec members to attend. It was agreed that Prakashbhai would request Mahier to forward his report in the interim for circulation to exec members.

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 is receiving attention.

4.16 Insurance of Samaj Premises

Pravinbhai reported that he had discovered that the reason the Samaj Insurance policy had increased steeply was because of the extension of cover to the Samaj Marabastad Centre. He recommended that the policy be reviewed in June when it becomes due for renewal.

5. CORRESPONDENCE

5.1 In

5.1.1 Received a letter from Shardabhen complaining about her “unfair” dismissal. Pranaybhai undertook to hold a discussion with her to resolve the matter.

5.2 Out

Letter sent to the Pretoria Hindu Society, controlling body of Trident College (formally Pretoria Hindu School) outlining the decision taken by the Special General Meeting of the Samaj to the offer made by the Society. No reply has been received by the Samaj to date.

6. FINANCIAL REPORT

As a result of the refusal of the previous officials (Anielbhai, Sanjaybhai and Himalbhai), to return documents in their possession, Prakashbhai reported that he had been forced to engage the services of NAD Consulting to assist with the completion of the financial reports. The records for 2010 have been completed up to October and the last two months will be finalised within the next few weeks. He thanked Vinaybhai and Mineeshabhen for the tremendous work they had put in to enable this to happen. He has also ensured that Samaj is registered for all statutory deductions (PAYE, UIF, etc). In order to ensure that the Samaj would not be held to ransom by any officials in the future he proposed that Samaj’s books henceforth be written by an independent person who is not a Samaj member. This motion was supported by Pranaybhai Devchand and passed unanimously.

7. PORTFOLIO REPORTS

7.1 Health, Welfare & Gender Portfolio

No report was presented – meeting of members will take place in the following week. Prakashbhai reported that he had met with members of this committee requesting that a decision be taken on the Vijaybhai Naran matter. Subsequent to this meeting, and in the absence of Jyotibhen who was away, he had talked with Jivanbhai on the matter and it was agreed that subject to the approval of the executive, a sum of R5 000 could be used to assist the family. Rameshbhai reported that he had subsequently circulated this decision to all Exco members and had obtained their approval.

7.2 Facilities Management Portfolio

No formal report presented but renovations are continuing as per schedule

7.3 Youth / Navyug Mandal Portfolio

No report submitted.

7.4 Religion & Culture Portfolio

Jagdishbhai's reported that his committee is busy preparing for Maha Shivratri and Holi. Maha Shivratri will be celebrated on 2 March 2011 in the Mandir, although the havan ceremony will take place in the mini-hall. A detailed programme will be distributed to the community in early February.

Holi will be celebrated on Saturday 19 March on the Samaj grounds next to the mandir.

7.5 Education & Academic Support Portfolio

Pranaybhai reported on the following matters:

- Enrolment forms for the Balmandir and Gujarati School have been updated and will be placed on the website;
- Pravinbhai, Rameshbhai and he had interviewed three candidates for a vacant Balmandir teachers post and Zahira Patel had been hired as from January 2011. Prakashbhai & Pranaybhai to finalise her letter of appointment;
- The Balmandir has a total of 81 students whilst the Gujarati school has 9. Members expressed concern at the numbers in the Gujarati School. Pranaybhai undertook to place an advert in the local press.
- On the recommendation of Pranaybhai, it was agreed that he could hire a teacher-aide for the Balmandir.

8. NEW MATTERS / GENERAL

8.1 Date for AGM

Rameshbhai reminded members that in terms of the constitution, an AGM needs to be held before the end of April this year. It was agreed that the AGM will take place on Sunday 17 April at 3pm in the auditorium.

8.2 Inspection of Records

On 2 December, Chetanbhai Jeeva, a community member sent an email to the secretary requesting permission for Gunvantbhai Soda, Mohanbhai Gopal and himself to inspect the Samaj records as per the provision made in clause 8.6 of the Samaj constitution. Prakashbhai presented a written report of the meeting which took place on 21 December and which he asked Rameshbhai to circulate to the executive and the community. In brief, Prakashbhai reported that he felt that the "inspection" had gone off smoothly in that he had been able to provide a full account of the management of

the Samaj to everyone's satisfaction. He also thanked Mohanbhai Gopal and Nileshbhai Mistry for their constructive inputs and comments.

8.3 Submission of Annual Portfolio Report

Rameshbhai requested that all portfolio heads provide him with a report highlighting their portfolio's activities in 2010 in preparation for the secretarial report. Prakashbhai undertook to finalise the Financial Report and Presidential Report.

9. NEXT MEETING

It was agreed that the next meeting will be held on Monday 21 February 2011.

10 PRAYER AND CLOSURE

The meeting ended with a prayer at 10:15pm.

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

RAMESHBHAI CHHAGAN
SECRETARY GENERAL: SPHSS