



SHREE PRETORIA HINDU SEVA SAMAJ

(Established in 1932)

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

Held at: The Boardroom, Shree Pretoria Hindu Seva Samaj

Date : 27 April 2010

Time : 18:00

1. WELCOME

The meeting commenced at 16:00 with a prayer and welcome to all present.

2. ATTENDANCE

Prakashbhai, Hira, Pravinbhai Daya, Tershiabhen Calien, Anielbhai Soma, Himalbhai Ramjee, Sanjaybhai Govind, Jagdishbhai Makan, Pranaybhai Devchand, Rakeshbhai Ravjee Kishorbhai Naran, Joytibhen Joshi, Mahierbhai Tayob

3. **APOLOGIES**

Rameshbhai Chhagan & Harshabhen Dayal

4. **FINANCIAL REPORT**

Himalbhai reported that the five month audit was a learning curve and urged portfolio heads to get all their documentation in order and original vouchers must be obtained and submitted prior to payment.

A proposal was made by Prakashbhai that a permanent administrator be appointed who is to be based at the Samaj office from January 2011.

Anielbhai has tabled the Management letter and Prakashbhai is to raise his comments at the next exec meeting.

5. **PORTFOLIO COMMITTEE REPORTS**

a. Health, Welfare & Gender Portfolio

A letter was received from Family Travel's Attorneys MacRobert Attorneys, indicating that a meeting was held with the members of Family Travel and a resolution to the effect that Naresh Mistry resigned as a member of the CC on 01 December 2008.

Joytiben informed that the Welfare Committee will be having a workshop on 16 May 2010 to draw up a policy for the social support programme.

b. Religious & Cultural Portfolio

Jagdishbhai reported that he was approached by the High Commission of India to have a garba show and that we have been requested to contribute to the costs of the sound system, lighting and food for approximately 15 people.

Jagdishbhai suggested that as a token of appreciation in respect of all that Mahierbhai has helped with that he be awarded a gift or appreciation by way of an advertisement in the Laudium Sun or a Certificate be awarded to him on Diwali day

c. Bursary Fund Portfolio

Pranaybhai reported that in the past there has been no misappropriation of funds and the structure in place for granting of policies is reliable. Pravinbhai stated that it was discussed at the Trustees meeting that if not all some of the members must be

made aware of the bursary beneficiaries. Prakashbhai requested that the matter stand over to the next meeting.

d. Navyug Mandal (Youth)

Rakeshbhai apologised for not submitting a monthly report. He requested clarification on the PNM's scope regarding decision making. Anielbhai advised that he is in the process of drafting a policy in this regard for all portfolio heads.

Rakeshbhai requested that the volunteers of PNM be taken out to a pizza night at a cost R7 000. The request was tabled at the FINCO meeting but rejected on the basis that all portfolios entertained at their own expense and furthermore it was considered inappropriate to take donor funds and use the same for entertainment. It was decided that the policy around this needs to be revised and an amount of R3 500, 00 on a rand-for-rand basis was approved. This was a once off and should not be seen as setting a precedent.

e. Education Portfolio

Harshabhen was not present to report, however Pranaybhai reported on meetings that have taken place with the team and himself related to the progress of bringing the Balmadir in line with an educare model.

The team has been involved in recruiting and contracting the new educators for the revised Gujarati School programme, developing and implementing the new curriculum for the Gujarati School, developing procedures for the running of both

schools (Gujerati & Balmandir), planning activities together with religious & cultural committee and with the Navyug Mandal and the Maintenance committee for the renovations of the parent committees for both schools.

Individual meetings have been scheduled with all the Balmandir teachers to facilitate the signing of contracts. A parents information evening with the Gujerati school was held, to introduce the new educators on the different areas. The Gujerati School were to attend the Zoo on a night tour as part of their outdoor/survival skills. The Balmandir starts at 8h00 as from the second term. A classroom assistant is being recruited to help with the children.

f. Special Projects

Sanjaybhai suggested that we proceed with the feasibility study on the Crematorium. Sanjaybhai is to obtain a letter of intent with the right of first refusal. A mandate was given to Sanjaybhai to proceed with the project and has funds to the amount R50 000.00 available to do the feasibility.

Sanjaybhai reported that he met with Prakashbhai, Rameshbhai and Anielbhai at the properties situated at corner DF Malan and Bloed Streets. He indicated that not much can be done with the properties or land until transfer has been effected. In view of a long term project we can in the meantime obtain letters from people to develop the land according to their needs.

g. Building & Maintenance

The finance committee has approved the payment for the industrial vacuum in the amount of R8 000.00 to be used mainly for the maintenance of the mandir.

Kishorebhai reported that he obtained quotations for the aircon but some did not contain guarantees and therefore he would be using those quotes but obtain additional ones to get the minimum of three quotes.

h. Secretariat

Tershiabhen reported that contracts for employees must be drafted and the portfolio heads are to supply all relevant information for drafting of contracts. Gujerati School teacher's contracts have been finalised but the Balmandhir teachers are still to sign as there are on-going negotiations.

She further reported that the website is almost in place and that Vinaybhai will be employed to maintain the website.

Tershiabhen mentioned that she had received a call on Monday morning (27 April) from the Secretary General advising that he would not be attending the AGM and she was required to make the necessary arrangements. He had indicated that he would send all documentation via e-mail to be sent to the printers for printing for the AGM the next day. She had already arranged to take leave from office however Tershia agreed to do what was necessary and expressed to the President about all the late changes that were being made and the undue pressure she was placed under. She reiterated that she didn't mind the work but asked to know who would read the secretarial report as she did not have any input and neither did she desire to read the same.

The President stated that she should also sign the report and should read it at the AGM. In future he stated that the report should be a joint one and that he would be taking the matter up with the Secretary General. Tershiaben stated that she would read the report on behalf of the Secretary General but will not sign same as it was not drafted by her

6. **GENERAL**

A special accolade was given to the finance team for the unstinting effort and hard work in recovering the stolen funds.

It was a great accolade to have audited financial statements presented at the AGM and members expressed their appreciation to the Finance Team for the sterling work done.

Sanjaybhai is to thank all those that members of the community who worked behind the scenes in helping to recover the misappropriated funds and that we acknowledge same.

The PNM was thanked for their efforts at the recent Hanuman Chalisa.

7. **PRAYER AND CLOSURE**

The meeting ended with a prayer at 19:40.