

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 : 11 October 2010
Time : 7:30 pm

1.

WELCOME AND PRAYER

The meeting commenced at 7:30 with a prayer and welcome to all present. A special welcome was extended to Mineeshabhen Chetty and Vinaybhai Chagan who were attending the meeting as newly appointed administrative personnel.

2. ATTENDANCE & APOLOGIES

2.1 Apology – None; **Absent** – Sanjaybhai Govind; Himalbhai Ramjee & Tershiabhen Calien.

2.2 In Attendance: Prakashbhai Hira, Rameshbhai Chhagan, Jagdishbhai Makan, Kishorbhai Naran, Pranaybhai Devchand, Pravinbhai Daya, Jyotibhen Joshi and Rakeshbhai Ravjee., 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.

2.4 Termination of Executive Committee Membership due to Non-Attendance at Meetings

The secretary brought to the notice of members that in terms of Clause 15.1 of the Samaj Constitution, the membership to the executive committee of any official who fails to attend meetings for more than three consecutive meetings without apology has

to be terminated. In the case of Sanjaybhai Govind, Himalbhai Ramjee and Tershiabhen Calien, they had failed to attend **six** meetings without apology. This was despite a letter sent asking them to assume their elected positions. The president opened the matter for discussion and it was unanimously agreed by all present that the President should write a letter to the affected individuals informing them that their chronic absenteeism had resulted in a transgression of clause 15.1 of the Constitution which meant that they had terminated their positions in the Executive. He was to also request the return of all official documentation to the newly appointed Samaj administrative personnel.

3.

APPROVAL OF MINUTES

The minutes of the meeting of the Executive Committee of 21 September 2010, was adopted, on the motion of Jyotibhen Joshi & seconded by Jagdishbhai Makan.

(At this point Jyotibhen and Jagdishbhai left the meeting to attend the Navratri function. Jagdishbhai returned an hour later to participate under "General")

4.

MATTERS ARISING

4.1 *Establishment of Family Bursary Fund*

Pranaybhai reported that he will arrange a meeting with the potential donor to have the fund set up as per the decision at the previous meeting.

4.2 *Preparations for 80th Anniversary Celebrations*

Mineeshabhen was requested to present some ideas for these celebrations in 2012 at the next meeting.

4.3 *Renovation of Samaj Premises*

Renovations to the premises have commenced. Vinaybhai agreed to assist Kishorbhai in producing a schedule of activities. Approval granted to the team to incur any expenses not exceeding R25 000.

4.4 *Community Social Support Policy*

Jyotibhen reported that her team had submitted their inputs and that the policy was ready for circulation and adoption. Rameshbhai agreed to circulate the policy.

4.5 *Academic Financial Support Programme (AFSP)*

Pranaybhai reported that he will be finalising his teams input on 12 October.

4.6 *Samaj Website*

Rameshbhai reported that he has received the first draft website. He is suggesting changes before circulating to members.

4.7 *New Samaj/Navyug Directory*

Rakeshbhai reported that there was a poor response to his public meeting. Prakashbhai reiterated the need for all his youth committee members to get involved. It

was decided that foreign nationals who are transients with no fixed abode and who are non-South Africans should not be included in the directory, although we should update the Samaj email database with their information.

- 4.8 Obtain PBO Registration with SARS**
This matter is in process
- 4.9 Employment Contracts & Tenancy Agreements with Mukeshbhai & Premeebhen**
Prakashbhai intends finalising this within the next two weeks.
- 4.10 Renovation of Samaj Flats**
Vinaybhai to produce list of requirements for approval
- 4.11 Astroturf**
This matter was put in abeyance
- 4.12 Governance & Limits of Authority**
Prakashbhai produced a draft. Rameshbhai undertook to populate this further and circulate before the next meeting for approval.
- 4.13 Forensic Report**
Prakashbhai reported that the forensic report will be ready in November.
- 4.14 Finalising Teacher Contracts**
Prakashbhai reported that he had finalised the contracts of the permanent and one temporary teacher.
- 4.15 Asset Register**
Mineeshabhen and Vinaybhai undertook to complete a Samaj asset register before the next meeting.
- 4.16 Safe-guarding of Samaj Documents**
Mineeshabhen and Vinaybhai were given the task of collecting all Samaj documentation from the various officials, ex-officials and trustees and to keep them safely at the Samaj offices.
- 4.17 Appointment of Medical Referees**
Bharatbhai and Kishorbhai are attending to this matter.
- 4.18 Appointment of Secretary-General as third signatory**
This matter is receiving attention.
- 4.19 Community Health Day**
Following the tremendous success of the Community Health Day, Joytibhen was asked to produce a document that records the procedure followed and lessons learnt so that such an event could be replicated in future with minimum stress.

5. CORRESPONDENCE

5.1 *In*

5.1.1 Nil

5.2 **Out**
Nil.

6. **FINANCIAL REPORT**

A financial report covering the activities of the Samaj since December 2009 will be presented end of November.

7. **PORTFOLIO REPORTS**

7.1 ***Health, Welfare & Gender Portfolio***

No report presented

7.2 ***Facilities Management Portfolio***

Kishorbhai presented quotes for the installation of new cupboards in all the classrooms. The amount of R62, 800 was approved. It was also agreed that wooden blinds in the classrooms would be installed. Vinaybhai undertook to also assist with this process. The committee thanked Kishorbhai for the tremendous effort being made.

7.3 ***Youth / Navyug Mandal Portfolio***

The Navyug were thanked for assisting the Religion & Culture Committee for manning the tuck shop.

7.4 ***Religion & Culture Portfolio***

Jagdishbhai reported that he had asked Narothambhai Veljee to help him with a meeting he intends holding with the Indian expatriates to encourage their greater involvement in the religious and cultural life of the Samaj.

7.5 ***Education & Academic Support Portfolio***

Pranaybhai reported that he had received an email from Nipun Jeeva tendering his resignation from the Academic Support portfolio. This was accepted.

He reported that Ms A. Hira was not willing to continue with Saturday classes as there were only 4 pupils attending. It was agreed, after the meeting, that he should approach Nalinibhen to determine if she would be interested in the position.

8. **NEW MATTERS / GENERAL**

8.1 ***Token of Appreciation***

Mineeshabhen was asked to arrange for a plaque to be made for the President to present to Ushabhen on New Year's Day as a token of the executive committee's appreciation for her many years of service as a teacher in the Bal Mandir.

8.2 ***Fireworks***

Rameshbhai reported that he had contacted Daya Chetty to ascertain if the Tamil community would be interested in sharing the costs of hosting a fireworks display during Diwali. He had not yet received a response. Mineeshabhen and Kishorbhai agreed to follow up on this and to obtain further sponsors.

8.3 ***Insurance Policy***

Rameshbhai reported that he had received an email from Anilbhai Kalyan informing him that he (Anil) had been contacted by the Samaj insurance brokers to inform him that the insurance premium on the Samaj premises was overdue. Rameshbhai had subsequently communicated this to the President and Kishorbhai. Members expressed unhappiness that Sanjaybhai who had undertaken the responsibility to clear the mail from the Samaj post box had failed to inform any of the officials about this even though he had made a commitment in his "letter of withdrawal" that he would continue performing his duties. Pravinbhai undertook to have the annual premium reviewed by M&F. Should this not materialize, Kishorbhai to pay the outstanding amount.

8.4 **Appointment of Administrators**

Rameshbhai was asked to send out an e-mail to the community informing them of the appointment of Mineeshabhen Chetty as Public Liaison Officer & Financial Administrator and of Vinaybhai Chagan as Management Officer

8.5 **Assistance from the Indian High Commission**

Prakashbhai reported that he had held an informal discussion with Mohitbhai from the High commission who expressed the wish of the High Commission to forge closer cooperative links with the Samaj. They would also be willing to sponsor educational and cultural items. Pranaybhai was tasked with the duty of making a proposal.

8.6 **Pretoria Hindu Society / School**

Prakashbhai reported that at a meeting of the Pretoria Hindu Society held on 28 September 2010, a previous resolution taken on 24 February 2010 to dissolve the Society and donate its assets to the Shree Pretoria Hindu Seva Samaj was reaffirmed. After some deliberations, members agreed that a special general meeting should be called where this matter could be deliberated further and a resolution to this effect should be tabled for adoption.

9. **NEXT MEETING**

It was agreed that the next meeting will be held on Monday 15 November 2010.

10 **PRAYER AND CLOSURE**

The meeting ended with a prayer at 11:00pm.



RAMESHBHAI CHHAGAN

SECRETARY GENERAL: SPHSS