

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 : 15 November 2010
Time : 7:30 pm

1.

WELCOME AND PRAYER

The meeting commenced at 7:30 with a prayer and welcome to all present.

2. ATTENDANCE & APOLOGIES

2.1 Apology – Rakeshbhai Ravjee and Jyotibhen Joshi

2.2 In Attendance: Prakashbhai Hira, Rameshbhai Chhagan, Jagdishbhai Makan, Kishorbhai Naran, Pranaybhai Devchand, Pravinbhai Daya (Chair), 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 11 October was adopted, on the motion of Pranaybhai Devchand & seconded by Pravinbhai Daya.

4.

MATTERS ARISING

4.1 Establishment of Family Bursary Fund

As a result of feedback and suggestions received from exec members and trustees with respect to the proposed Narsaibhai and Valibhen Bursary Fund, Pranaybhai reported that he will devise a guideline document that will set out clear criteria for such a fund. In addition, the terms and conditions of the Narsaibhai & Valibhen Bursary fund must become an annexure to the Samaj Student Loan Policy document so that it becomes clear that the provisions and processes of the latter policy also apply to the bursary fund.

- 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 ***Samaj Website***
Rameshbhai undertook to circulate the draft website to exec and trustees within the next week and to have it launched by the end of November. He emphasised that the website should be viewed as a work in progress and that amendments and improvements will be made on an on-going basis.
- 4.4 ***New Samaj/Navyug Directory***
Due to Rakeshbhai's absence, no progress report was received
- 4.5 ***Administrative Matters***
Vinaybhai to collect post box keys from Prakashbhai; Prakashbhai to give Vinaybhai letter of authority to collect rentals from Samaj Marabastad Centre tenants; agenda to be changed so that administrative matters are dealt with first so as to allow administrators to leave meeting thereafter; Rameshbhai to give letter to Vinaybhai authorizing him to represent Samaj at City Council meetings; Vinay to buy attendance register book for teachers; Administrators to receive R3000 petty cash float; Mineeshabhen to cancel service contract for copier and instead buy new 4-in-1 scanner, printer, copier & fax from NuWorld; Mineeshabhen to coordinate the renovations in such a way as to not clash with hall bookings made; all vehicles of staff should be parked at the back of the hall to avoid congestion and possible damage; Vinaybhai authorised to purchase additional 10 refuse bins.
- 4.6 ***Community Health Day Report***
In abeyance to due to Jyotibhen's absence
- 4.7 ***Obtain PBO Registration with SARS***
Prakashbhai is giving this matter his attention.
- 4.8 ***Employment Contracts & Tenancy Agreements with Mukeshbhai & Premeebhen***
Prakashbhai intends finalising this within the next two weeks. Kishorbhai to provide Prakashbhai with employment details
- 4.9 ***Medical Referees***
Kishorbhai to ask Bharatbhai Kooverjee to finalise this matter
- 4.10 ***Amendments to Constitution***
Rameshbhai & Prakashbhai to prepare suggested amendments for adoption at AGM
- 4.11 ***Renovation of Samaj Flats***

Vinaybhai to produce list of requirements for approval

4.12 *Plaque for Ushabhen*

Mineeshabhen reported that this was attended to

4.13 *Governance & Limits of Authority*

Rameshbhai to prepare a draft document

4.14 *Forensic Report*

Prakashbhai reported that Mahier Tayob had postponed the meeting to 29 November.

4.15 *Preparation for Auditing of Samaj Records*

Mineeshabhen was requested to attend to the following before 30 November:

- Obtain bank statements from 1 Jan to 30 November
- Ensure cheque no's of all cheques issued are recorded behind the appropriate bank statement
- Prepare income schedule
- Obtain cheque requisition form
- Enter data into a Pastel Accounting & Payroll system that Prakashbhai will purchase
- Complete the asset register (it is already 90% complete)
- Hire the services of an independent valuator for the Laudium and Marabastad properties (Vinaybhai)

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 Secretary-General as third signatory*

Rameshbhai to write letter of authority

4.18 *Insurance of Samaj Premises*

Pravinbhai reported that his investigation had revealed that the insurance premiums on Samaj property had inexplicably increased from R26 728.48 per annum as at 1 April 2010 to R42 535.80 with effect from 1 July 2010 i.e. (an increase of 63%). In addition, cover has decreased from R24 million to R22million. He requested that he be allowed to conduct a full analysis of the policy to ascertain why this steep increase was effected before recommending what action we should take.

5. CORRESPONDENCE

5.1 *In*

5.1.1 Nil

5.2 *Out*

Nil

6. FINANCIAL REPORT

A financial report was being compiled for the 2009 financial year.

7. **PORTFOLIO REPORTS**

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

At its monthly meeting held on Saturday 23rd October 2010, a band called "Eastern Shades" entertained members of the Senior Citizens Club as part of the Diwali and New Year celebrations. In addition, Baboobhai Soni also entertained the seniors with his golden oldies songs.

The H, W & G Committee distributed 30 food hampers to needy families in Laudium to commemorate the celebration of Diwali.

A year-end function is being organised for club members on Sunday 14 November 2010. Members will undertake a Sandton-Airport trip on the Gautrain, followed by lunch in Sandton.

7.2 ***Facilities Management Portfolio***

Kishorbhai presented a progress report on the renovation currently being undertaken. Meetings were held with various stakeholders to ensure their needs were being met. Approval was granted for the installation of wooden flooring in one of the classrooms, the renovation of the auditorium, tiling of outside passageways as well as the installation of artificial turf for the Balmandir play area.

Pranaybhai expressed his gratitude to Kishor and his committee for the work done thus far which he described as a "huge improvement" to the visual impact of the premises. His sentiments were supported by all present.

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

No report submitted.

7.4 ***Religion & Culture Portfolio***

In his extensive report covering the period August, September and October, Jagdishbhai highlighted the following activities which he and his committee had arranged:

- A bhajan mela was held in the mandir during the month of Shravan to which various bhajan groups from Laudium and Benoni participated. The mela was well received by the community with the Mandir practically full every Sunday;
- After the Krishna Jayanti show arranged by the Gujarati School, bhajan and kirtans were held in the mandir until midnight with Krishna Aarti. The programme was quite well attended even though this was the first time that it was celebrated in this manner;
- Shree Ganesh Chaturthi was celebrated for the very first time in our community. 50 Ganeshji murthis were given to devotees for pooja at home. A havan and immersion ceremony took place thereafter;

- The auspicious festival of Navratri was celebrated in October and very well attended by the community. A musical group from Marlboro were invited and were very well received.
- The year concluded with Diwali poojas in the Mandir and a very well attended New Year programme in the auditorium.

7.5 Education & Academic Support Portfolio

Pranaybhai reported on the following matters:

- Ensuring the collection of outstanding fees from parents of the Bal Mandir learners;
- Redrafting the indemnity form to ensure legal compliance;
- Placing an advert for enrolment in the Balmandir;
- Balmandir will be hosting a concert on 4 December 2010;
- Creating an attendance register for Balmandir teacher as none exists at present;
- Investigate introducing computer literacy classes to Gujarati & Balmandir learners;
- Nalinibhen will be asked to run the Saturday Gujarati classes
- Arrange for Shardabhen to receive her retrenchment package.

Pranaybhai requested that Kirtibhai Devjee be seconded to take over the education portfolio. This was agreed to.

Jayshreebhen Singh requested that the Samaj sponsors her enrolment for further studies to improve her teaching skills. This was approved, subject to payment being made directly to the institution concerned.

Pranaybhai also reported that he is drafting an acknowledgement of debt & surety forms for applicants for the Samaj Academic Support Funds.

8. NEW MATTERS / GENERAL

8.1 Pretoria Hindu Society / School

Prakashbhai reported that a Special General Meeting was held on Thursday 11 November to discuss the offer made by the Pretoria Hindu Society (PHS) to donate all its assets (school buildings and land measuring 6 hectares), conservatively estimated to be worth R14 million, to the Shree Pretoria Hindu Seva Samaj. Before the full offer could be explained, a majority of members present resolved that the Samaj informs the Pretoria Hindu Society that the Samaj will require an independent audit to be conducted before the PHS's offer could be considered. In addition, a further resolution was taken that the Samaj should not assist the Pretoria Hindu School under any circumstances in the interim. Prakashbhai informed members that as soon as he receives the resolution in writing, he will inform the PHS of this decision.

It was reported by some members that a further petition is being circulated asking community members not to accept the donation even if an independent audit should recommend it. Whilst this was contrary to the spirit of the resolution taken, members agreed that any community member has the right to campaign for or against the offer.

8.2 **Welcoming of Newcomers**

Rameshbhai suggested that the Samaj should consider hosting a function, perhaps on an annual basis, where all newcomers to the town could be welcomed. This would help to integrate new community members into our society. This idea was supported and it was agreed that Jagdishbhai would arrange such a function for late January/early February 2011.

9. **NEXT MEETING**

It was agreed that the next meeting will be held on Monday 17 January 2011.

10 **PRAYER AND CLOSURE**

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



RAMESHBHAI CHHAGAN

SECRETARY GENERAL: SPHSS