

AUM

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

(Established in 1932)

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PBO Ref. No.: 930004205

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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 : 22 February 2010  
Time : 7:40 pm

1.

### **WELCOME AND PRAYER**

The meeting commenced at 7:40 with a prayer and welcome to all present. In addition, a minutes silence was observed as a mark of respect for those who passed away.

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

**2.1 Apology** – Prakashbhai Hira, Sanjaybhai Govind, Harshaben Dayal

**2.2 In Attendance:** Pravinbhai Daya (acting Chairperson), Jyotiben Joshi, Rameshbhai Chhagan, Anielbhai Soma, , Himalbhai Ramjee, Jagdishbhai Makan, Kishorbhai Naran, , Pranaybhai Devchand, Rakeshbhai Ravjee and Tershiaben Calien, Atishbhai Mistry (standing in for Harshaben).

3.

### **APPROVAL OF MINUTES**

The minutes of the meeting of the Executive Committee held on 25 January 2010 were adopted, without amendments, on the motion of Pranaybhai Devchand, seconded by Kishorbhai Naran.

4.

## **MATTERS ARISING**

### **4.1 Establishing Samaj Office**

Himalbhai reported that he had drawn up plans for the creation of partitions for the room adjoining the Boardroom and has received quotations for the establishment of the office. Members approved the expense of R27 000.

### **4.2 Preparations for 80<sup>th</sup> Anniversary Celebrations in 2012**

This matter will be dealt with in April.

### **4.3 Deepening understanding of Hindu Dharma**

Jagdishbhai will report on progress at March meeting.

### **4.4 Crematorium Issue**

Rameshbhai reported that one furnace is currently (barely) working. There is dissatisfaction in some quarters with Tessa Ernest's leadership on this matter. A letter was requested by Yusuf Abramjee setting out our interaction with Council thus far on the crematorium issue. This was given to him by Daya Chetty of the Gauteng Tamil Federation after having been circulated to a few people for approval. Rameshbhai reported that whilst the political pressure was strong, he would arrange to meet with the relevant officials to get more information on the Council's future intent with the crematorium.

### **4.5 Renovation of the Samaj premises**

Kishorbhai stated that the renovation project will take place in a two-fold manner. Sanjaybhai Govind has agreed to lead a task team that will produce a plan for the major renovation of the hall, mandir and classrooms. Kishorbhai will produce a short-term plan for matters that require immediate attention at the March meeting.

### **4.6 Community Social Support Policy**

Jyotiben reported that two community members have been assisted with their immediate problems and one person is currently being assisted. She asked for assistance in drawing up a proper policy for this service. Rameshbhai informed her

that he has drawn up a draft structure which he will forward to her. Pranaybhai and Rameshbhai agreed to assist further and have a policy in place by April.

#### **4.7 Recovery of Stolen Funds**

Anielbhai reported that they are still querying amounts with ABSA. At this stage Anielbhai was unable to provide a firm date when the money's will be transferred into the Samaj account.

#### **4.8 Finalising Forensic Report**

Anielbhai reported that the finance committee will meet with Tayfin on 26 February and will hold a subsequent meeting with Deloitte's. Thereafter interviews with ex-officials will take place before finalising the forensic report. It was anticipated that this report should be concluded by end May.

#### **4.9 Finalising Tin Collection**

Anielbhai reported that all monies collected have been processed and accounted for. There are still some tins not collected, but that these tins will be collected by end March and thereafter tin collection will be coupled with the annual Raksha Bandan drive.

#### **4.10 Financial Report for last 5 months**

Anielbhai reported that a financial report for the period July to December 2009 will be ready in time for the AGM to be held on 28 April.

#### **4.11 Internet Banking**

In order to streamline the financial management of Samaj accounts, it was felt that the Samaj should switch to internet banking. However, the constitution does not provide for this. Himalbhai agreed to send a motivation letter for the inclusion / change over to internet banking to Rameshbhai for circulation and approval from the community by Friday 26 February

#### **4.12 Develop Samaj Website**

Tershiaben reported that she has held discussions with Vinay Chibba of Whisper Communications for the development of the Samaj website. She is awaiting some photographs from Rameshbhai to include on the site.

**4.13 Swap of Marabastad Properties**

Sanjaybhai will report on progress made when he attends the next meeting

**4.14 New Samaj Community Directory**

Rakeshbhai requested that an extension to complete this project be granted until November 2010. This was agreed to.

**4.15 Employment Contract with Priest**

Jagdishbhai reported that he and Rameshbhai will be meeting shortly to finalise an employment contract with Mukeshbhai (mid-March).

**4.16 Samaj Stamp**

Rameshbhai reported that he had made arrangements with Anil Kalyan for a stamp two months ago and would follow-up on it again.

**4.17 Updating SMS Database**

Tershiaben reported that this process has been completed and approximately 100 new numbers have been added on but there are still some minor glitches that need to be sorted out.

**4.18 PBO Number for Samaj**

Anielbhai reported that he will attend to this after the forensic audit has been completed.

**4.18 Heating in Mandir**

Kishorbhai reported that because under-floor heating would be too expensive he would instead install an air conditioner in the mandir. He is currently awaiting quotes

**4.19 Fire Extinguisher**

Kishorbhai reported that all fire extinguishers in the Samaj would be serviced on 1 March 2010

#### **4.20 Financial interests of Naresh Mistry**

Rameshbhai reported on his findings on the above matter. It was agreed that Terishiaben would conduct a CIPRO search to confirm the information received.

### **5. CORRESPONDENCE**

#### ***In:***

5.1 A letter of thanks was received from the Himalaya Heights Body Corporate for the financial assistance the Samaj rendered to one of its member tenants.

5.2 Invitation received from the Gandhi Walk Committee to participate in this year's event. No decision was taken to participate as a body but Pranaybhai suggested we have special shirts sewn for Samaj members to wear at such events. He and Himalbhai were asked to investigate costs before a final decision was made.

5.3 Received a request from the Gauteng Tamil Federation to support the letter they had written that outlined the processes followed to resolve the crematorium issue. Rameshbhai attended to this.

#### ***Out***

Nil

### **6. SAMAJ FUNERAL POLICY**

Rameshbhai tabled the Samaj Funeral Policy for acceptance by the members. This policy outlines the roles and responsibilities of all stakeholders in the event of death in a family. The policy was approved on the motions of Jagdishbhai Makan and Pranaybhai Devchand.

### **7. SAMAJ COMMUNICATION POLICY**

Rameshbhai tabled the Samaj Communication policy which provides clarity on how the Samaj will communicate with key stakeholders (community, members of the press, etc) using such information technology tools such as the SMS system, mass emailing

and website. This policy was approved on the motions of Kishorbhai Naran and Rakeshbhai Ravjee.

## 8. CODE OF CONDUCT FOR SAMAJ OFFICIALS

Rameshbhai tabled the Code of Conduct for Samaj officials for approval. This code deals, inter alia, with guidelines that govern the conduct of Samaj officials whilst executing their duties. This code of conduct was accepted unanimously on the motions of Jagdishbhai Makan and Atishbhai Mistry.

Pravinbhai Daya, on behalf of the members, thanked Rameshbhai Chhagan for the work he had put into completing the above policy documents.

## 9. FINANCIAL REPORT

Financials for the period 31 July 2009 to 31 December 2009 will be captured using Pastel and both individual and consolidated financial reports will be provided by end March 2009.

Anielbhai stated that Annexure "D" of the loan agreement to the PHS has still not been signed by Oakbay. Rameshbhai responded that he has made several attempts to have this done. However, if his efforts do not succeed in the next few weeks, then the Finance Committee should take whatever action it deems necessary.

## 10. PORTFOLIO COMMITTEE REPORTS

The following progress reports were submitted by Portfolio Heads

### 10.1 ***Samaj Academic Financial Support Programme***

Pranaybhai Devchand reported that after interviews were held with all applicants for academic financial support, a total of 3 applicants have been assisted for 2010 at a total cost of R44 000.

He also proposed that the name of his portfolio be changed to Samaj Academic Financial Support Programme (AFSP). This was agreed to.

### 10.2 ***Education Portfolio***

10.2.1 All the new educators for the Gujarati School have signed new contracts. The contracts for the Balmandir teachers are being finalized.

10.2.2 Policies and procedures for both schools have been written. These will be discussed with all the educators considered before finalization. The changes to the school times for the Balmandir will be finalized at a parent's meeting being planned before the first school term ends.

10.2.3 All children registered with the school have been entered into a data base. This is aimed at easy access for information.

10.2.4 A development plan is being finalized for the renovations of each classroom, based on the needs expressed by the community; the frequency of use; the purpose of hiring the classrooms and who is utilizing the classroom facilities.

10.2.5 Atishbhai reported that the number of pupils has increased from 30 to 45 and that more activities have been included in the curriculum. Pranaybhai commented that parents are very positive of the changes made.

### 10.3 ***Health, Welfare & Gender Portfolio***

Jyotiben reported that no meeting was held in February because of the trip to Mauritius organized for senior citizens. She however, submitted a detailed report on the trip which was described as very successful and expressed her gratitude to the President for having presided over the farewell ceremony for those who made the trip.

### 10.4 ***Navyug Mandal (Youth)***

Rakeshbhai reported that Hanuman Chalisa preparations are commencing and that a youth meeting will be held soon.

### 10.5 ***Secretarial Portfolio***

The policies on communication, code of conduct for Samaj officials and funerals have been completed. The email database has been expanded to 520 and new emails are constantly being added; the SMS system has been cleaned up and a further 100 numbers added; Review of leases for tenants of Samaj Marabastad Centre have been completed and handed-over to Finance dept. Matters still needing attention are the establishment of a Samaj website which should be functioning by end March.

### 10.6 ***Special Projects Portfolio***

Due to the absence of Sanjay Govind who is currently overseas, there is no report for this portfolio.

### 10.7 ***Religious & Culture Portfolio***

- 10.7.1 Maha Shivratri was successfully celebrated on 12 February 2010. Very positive input was received from the community. Jagdishbhai thanked RISHI for their invaluable input and the Navyug for their assistance
- 10.7.2 Hosted a visit by Swami Adyatmanandaji of Divine Life, Ahmedabad on 13 February. Unfortunately, turnout was poor. The talk was very inspiring and those who attended really enjoyed his talk and his down to earth interaction with devotees
- 10.7.3 Holi will be celebrated on 28 February 2010

## 10.8 **Facilities & Funeral Management Portfolio**

- 10.8.1 Hall hire to “Colours of India” from 15<sup>th</sup> February to 28<sup>th</sup> February 2010 generated an income of about R75 000.00
- 10.8.2 Interviewed 4 cleaners – not happy with criteria of job specification.
- 10.8.3 Gym classes contract in dinning hall to be finalized by 15 March 2010.
- 10.8.4 With regards to lights in auditorium and priests flat, an appointment was made but the contractors did not come. Appointment rescheduled for 3 March 2010.
- 10.8.5 Steve’s quote for drainage was too expensive. Just Steel Contractors completed the drainage between the mandir and classrooms.
- 10.8.6 Deep Sounds will deliver his quotation by 10 March 2010. Fritz from Silverton Sounds cancelled his meeting – will look for another company.
- 10.8.7 Main Hall leaked due to rain on 17 February 2010. This was temporarily repaired by Just Steel Contractors at no cost.
- 10.8.8 Palmin Kitchens gave a quotation for the admin office for R21 500.00 excl. vat, to be confirmed at executive level.

## 11 **NEW MATTERS / GENERAL**

### 11.1 ***Date for AGM***

Rameshbhai requested that a firm date for the AGM be agreed upon. It was agreed that the AGM will be held on Wednesday 25 April. By 15 March, all portfolio heads must submit highlights of their portfolio activity for the period July to December 2009 to the secretary for the AGM. The Secretary will incorporate the reports of these portfolios in his Secretarial Report

### 11.2 ***Meeting of Trustees***

Rameshbhai informed members that a trustee meeting has been scheduled for Monday 15 March. It was agreed that he will incorporate all portfolio activity in his report to the Trustees. Anielbhai stated that he was not getting any correspondence directed to trustees – Rameshbhai agreed to investigate.

### 11.3 ***Representation on Marabastad Community Forum***



Himalbhai Ramjee raised the matter of the selection of two representatives on the Marabastad Community Forum and put forward the name Mohanbhai Gopal. Rameshbhai reminded members that he had circulated his suggestion that Vinaybhai Chagan, who is currently retired, should be one of the representatives. Anielbhai Soma also expressed interest in serving as a Samaj representative. After some discussion, it was agreed that Vinaybhai Chagan and Anielbhai Soma will represent the Samaj

11.4 ***Renovation of flats***

Kishorbhai reported that he had received several requests from both Mukeshbhai and Premilaben for renovation work for their respective flats. He wanted a directive from the executive on the type of expenses he should incur. It was then discovered that no tenancy agreement currently exists that sets out responsibilities of the landlord and tenant. Tershiaben agreed to drive the process of producing tenancy agreements for both Mukeshbhai and Premeeben Singh. In the interim, Kishorbhai agreed to prioritise the list of issues requiring attention.

11.5 ***Rental for Use of Premises***

Anielbhai raised concerns that despite rental tariffs being in place, not all people using Samaj premises are paying rent. It was agreed that Kishorbhai and Anielbhai will address this matter.

11.6 ***Industrial Cleaner for Mandir***

Jagdishbhai requested that a carpet cleaner be purchased. It was agreed that Kishorbhai would purchase an industrial strength vacuum cleaner but that an outside contractor will be engaged to steam clean the carpets every 6 months.

11.7 ***Discretionary spend***

Anielbhai suggested that each portfolio be allowed a discretionary spend allowance of R10 000 per activity without them needing to seek prior approval, subject to proper accounting procedures being followed. This was agreed to.

11.8 ***Group Funeral Insurance***

Pravinbhai reported on a quote he had received for a group funeral insurance plan. After some discussion, it was agreed that he and Anielbhai Soma would table a few more quotes before a decision is taken on this matter.

11.9 ***Salary Advice Slip for Employees***

Atishbhai reported that one of the Gujarati School teachers has requested a salary advice slip. It was decided that all employees, including our caretaker /facilities manager, should be issued with proper salary advices as from 1 March 2010.

11.10 ***Astroturf***

Rakeshbhai reported that the youth have requested an Astroturf be put up in the open area outside the Hall and mandir. It was decided that he should submit a formal proposal with quotes at the next meeting for a decision.

11.11 ***Payment Procedure***

Jagdishbhai reported that he has still not received payment for accounts submitted to Kishorbhai. He was informed that he must direct his requests to Himalbhai and Anielbhai who would then make arrangements for payment.

12 **NEXT MEETING**

It was agreed that the next meeting will be held on Tuesday 23 March.

13 **PRAYER AND CLOSURE**

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



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