

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 : Monday 26 July 2010
Time : 7:40 pm

1. WELCOME

The meeting commenced at 07:40pm with a prayer and welcome to all present. In addition, a minute of silence was observed as a mark of respect for those who passed away. In his welcome, the President expressed his condolences to the family of the Samaj trustee, Vijaybhai Khatri, who passed away so suddenly.

2. ATTENDANCE & APOLOGIES

2.1 **Apology** – None.

2.2 **In Attendance:** Prakashbhai Hira, Pravinbhai Daya, Rameshbhai Chhagan, Terishiaben Calien, Himalbhai Ramjee, Sanjaybhai Govind, Kishorbhai Naran, Rakeshbhai Ravjee, Jyotiben Joshi, Jagdishbhai Makan, and Pranaybhai Devchand.

3. APPROVAL OF MINUTES

3.1 Amendments to Minutes

3.1.1 Prakashbhai requested that a clause in the minutes that reflected a discussion regarding the fund-raising event having taken place be removed as this was an informal discussion that took place after the meeting had been closed. This was agreed to.

3.2 The minutes of the meeting of the Executive Committee were adopted on the motion of Pravinbhai Daya and seconded by Rakeshbhai Ravjee.

4. MATTERS ARISING

4.1 Establishing of Samaj Office

Himalbhai and Kishorbhai reported that the Samaj office is complete. Kishorbhai agreed to make keys available to secretaries, caretaker and treasurers.

- 4.2 **Preparations for Samaj 80th Anniversary Celebrations in 2012**
Sanjaybhai agreed to provide concept plan by November 2010.
- 4.3 **Crematorium Issue**
Sanjaybhai requested that this matter be re-visited. It was agreed that he would call a meeting of selected members shortly for a decision.
- 4.4 **Renovation of Samaj Premises**
Prakashbhai requested that Kishorbhai present a complete renovation plan for approval by the executive no later than September 2010.
- 4.5 **Community Social Support**
Rameshbhai volunteered to draw up a draft social support policy based on the inputs made by members at various workshops held. Jyotibhen agreed to forward these to him before the end of the week.
- 4.6 **Develop Samaj Website**
Terishiaben and Rameshbhai reported that a draft map of a website has been assembled but that the developer Vinaybhai Chibba had not yet finalised this matter. It was agreed that this issue needed to be addressed urgently and if necessary an alternative service provider can be sourced.
- 4.7 **Bursary Fund Policy**
Pranaybhai undertook to send Rameshbhai a draft version for further revision by 30 July 2010 and to have this circulated to the Executive for approval by end August
- 4.8 **Publish new Samaj / Navyug directory**
Rakeshbhai undertook to have the updated directory ready by end November.
- 4.9 **Conclude employment contract with Mukeshbhai & Premeeben**
Jagdishbhai and Terishiabhen still need to finalise this matter.
- 4.10 **Samaj Shirts for Members**
Pranaybhai informed members that he had received quotes for this. It was decided that Pranaybhai should place an order for the better quality shirt. The question of whether the Samaj should subsidise the cost of the shirt was raised but not resolved.
- 4.11 **Obtain PBO registration with SARS**
Himalbhai reported that an application in this regard had still not been made. Prakashbhai undertook to deal with this matter.
- 4.12 **Air Conditioner & Vacuum Cleaner in Mandir**
Kishorbhai undertook to get at least two formal quotes, preferably three, and have them presented to the executive for a decision before end August 2010.
- 4.13 **Tenancy agreement with Mukeshbhai & Premeeben**
Terishiabhen reported that this matter will be completed by end August 2010
- 4.14 **Renovation of Samaj Flats**
It was agreed that this matter will receive attention once a tenancy agreement that spells out what each party is responsible for, has been concluded.
- 4.15 **Astroturf**

Rakeshbhai agreed to have quotations ready for the next meeting.

4.16 Programme for Youth Development

Prakashbhai, Terishiabhen and Rakeshbhai agreed to produce a suggested programme.

4.17 Naming of Mandir & Vaaga

Jagdishbhai reported that he had received only 40 responses to a survey to the community and felt that there was consequently insufficient interest in this issue. It was agreed that the matter be dropped.

4.18 Appointment of Permanent Administrator

It was decided that this matter should be kept in abeyance

4.19 Development of Marabastad stands

Sanjaybhai reported that the stands under consideration have not yet been transferred to the Samaj. It was agreed that no further action should be taken until a formal transfer has taken place.

4.20 Teacher Contracts

Members were unsure if this process was completed. Himalbhai and Pranaybhai undertook to finalise this matter.

4.21 Family Tree Book for 80th Anniversary

Jagdishbhai requested that a volunteer be found to manage this project. It was agreed that Rameshbhai would forward an appeal to the community via an email.

5 CORRESPONDENCE

IN:

5.1 A letter was received from Anielbhai Soma in which he expressed his dissatisfaction with the way members of the Executive and Board of Trustees were conducting the affairs of the Samaj. This was circulated to all members before the meeting to consider their response. After some discussion it was unanimously agreed that the matter be left in the hands of the trustees to respond to him. Terishiabhen would draft a response to Anielbhai on behalf of the Executive informing him of this decision. It was to be made clear to him, however, that the executive's failure to respond with any particular issues raised by him should not be construed as an admission thereof and that the executive reserves its right to deal therewith more fully at the appropriate time and in the appropriate forum should the need arise.

5.2 A letter was received from Nalinibhen Bhagattjee in which she complained that she was summarily dismissed after having requested and taken leave from the Gujarati school. Terishiabhen agreed to discuss the matter with Harshabhen and communicate her response to Prakashbhai to action.

5.3 A letter of resignation was received from Harshabhen Dayal in which she cites various personal reasons for wanting to be relieved of her duties. Attempts were made by the Chairman of the Board of Trustees and the President to persuade her to reconsider her decision, but to no avail. On behalf of the executive, the President thanked her for her invaluable contribution and requested that she attend the next meeting so that a proper farewell could be given. It was further agreed that Pranaybhai Devchand would manage her portfolio until the next elections with support from Pravinbhai & Rameshbhai or investigate if any other person was willing to serve.

OUT

5.4 .Nil

6 PORTFOLIO COMMITTEE REPORTS

As this meeting was taking place after the World Soccer Cup, no portfolio reports were available. However, the following was approved:

- 6.1 Jyotibhen presented a formal proposal on behalf of the Health, Welfare & Gender Committee requesting approval for her committee to host a Diabetes Awareness and Screening campaign on Sunday 19 September at a cost of R15 000. The entire Laudium community and surrounds would be invited. Her proposal was unanimously approved.

7 GENERAL

7.1 Acting Chief Financial officer

Prakashbhai requested Himalbhai to accept the position of Acting Chief Financial Officer. After some discussion, it was agreed that he would do so and that Prakashbhai would share the burden of managing the financial portfolio responsibilities.

7.2 Reimbursement for Expenses

Some members felt that the issue of legitimate reimbursement to Samaj officials for expenses incurred in the cause of fulfilling their duties should be considered. It was agreed that this matter will be discussed at the next meeting.

7.3 Electronic Funds Transfer

Himalbhai reported that in addition to himself, in terms of the constitution the signatories for the Samaj account should include one of the following: the President, General-Secretary or the Deputy President. It was agreed that the Deputy President, Pravinbhai Daya, would be the second signatory.

7.4 Management Letter from Auditors

Prakashbhai read out the management letter from the auditors which highlighted some deficiencies in the Samaj's financial management procedures. Prakashbhai emphasised the need for these matters to be urgently addressed as a matter of priority even though some of the matters raised were historical in nature. Himalbhai undertook to have all issues addressed with the aid of the President before the next AGM to ensure that the Samaj receives an unqualified audit.

8 PRAYER AND CLOSURE

The meeting ended with a prayer at 22:35pm.



**Rameshbhai Chhagan
Secretary-General: SPHSS**

**Tershiabhen Calien
Assistant Secretary**