

**Minutes of the 19<sup>th</sup> Executive Council Meeting held on 30<sup>th</sup> September 2009 at 6:50 p.m. at the Office of the Society, Ahmedabad. Meeting adjourned at 8:45 p.m.**

Following members were present.

Mrs. Savita Punde, Honorary President  
Mr. Rohit Marol, Honorary Vice- President/ Secretary  
Prof. Dr. Deepa Maheshwari, Honorary Treasurer  
Prof. Mr. Prabhakar B. Bhagwat, Past President (left meeting at 7.35 PM)  
Mrs. Bhakti Karkhanis Thakoor  
Mr. Jayant Dharap  
Mr. Avadhoot Kumthekar  
Mr. Anuj Malhotra  
Mr. Atul Katariya

Mr. Bobby Sujan and Ms Shweta Agarwal had informed about their inability to attend the EC meeting in advance. Mr. Shrikant Bhale did not attend the meeting or seek permission for absence.

The meeting was delayed due to filing of ISOLA returns at the Chartered Accountants office.

Representative from Local Chapters Delhi and Bangalore, Ms. Sujatha Kohli and Mr. Prashant Bhat were present. The meeting was delayed due to filing of ISOLA returns at the C.A.'s office.

President Mrs. Savita Punde chaired the meeting

The President Mrs. Punde requested that the meeting be audio recorded to facilitate writing of minutes as done in the previous meeting.

**1. Agenda Item No.1**

**• MOM of 18<sup>th</sup> EC Meeting**

The minutes of the 18<sup>th</sup> executive council meeting previously passed by email were proposed by the President Mrs. Punde to be taken on record and was seconded by Mr. Avadhoot Kumthekar. The Hon. Secretary Mr. Rohit Marol was asked to record the minutes.

**2. Agenda Item No. 2**

**Filing of Annual Returns.**

- A copy of the returns filed for the financial year 2008-09 was presented by Treasurer Mrs. Deepa Maheshwari.

The Chartered Accountant has not included the Delhi LOC audited accounts while filing.

For ease of Accounting it is decided to explore the possibility of having the same CA for the Centre, Chapters, and LOCs. Chapter representatives and LOC representatives are requested to discuss the same and revert back to EC.

Projected Annual Budget for the coming financial year was discussed in detail.

#### SUMMARY OF PROJECTED EXPENSES

<u>Sl.No.</u>	<u>Projected Expenses</u>	<u>Amount</u>
1.	ISOLA Awards	1.50 Lakhs
2.	ISOLA office Rent	1.20 Lakhs
3.	ISOLA running expenses (Tel., courier, Off. Assistant, etc.)	2.20 Lakhs
4.	Travel reimbursements for EC meeting	1.00 Lakhs
5.	ISOLA website	1.75 Lakhs
6.	Towards IFLA membership fees	0.70 Lakhs
7.	SPA Education workshop	0.50 Lakhs
8.	ISOLA Newsletter	0.30 Lakhs
9.	Chartered Accountant fees	0.25 Lakhs
10.	Charity Commissioner Fees	0.30 Lakhs
11.	Incidentals (Furniture, repairs, etc.)	0.50 Lakhs
12.	NASA Landscape competition	0.25 Lakhs
13.	Election (CA)	0.05 Lakhs
14.	Bangalore Chapter (From Conference savings)	1.50 Lakhs
15.	Contingencies (10%)	1.20 Lakhs
	<b>Total</b>	<b>13.20 Lakhs</b>

#### SUMMARY OF INCOME

<u>Sl.No.</u>	<u>Current Income</u>	<u>Amount</u>
1.	Annual Membership	1.50 Lakhs
2.	Annual Conference saving (Delhi)	4.50 Lakhs
	<b><u>Projected Income from other sources</u></b>	
3.	Website Vendor listings (24 vendors at 25,000/year)	6.00 Lakhs
4.	News Letter Ads	2.00 Lakhs
5.	Travelling Seminar Sponsorships	2.00 Lakhs
6.	Mentor Programme and other Sponsorships	2.00 Lakhs
	<b>Total</b>	<b>18.00 Lakhs</b>

### 3. **Agenda Item No. 3**

#### **Change In Society acronym from ISLA to ISOLA.**

It was decided to propose the resolution at the upcoming AGM to change the Society's acronym from ISLA to ISOLA.

### 4. **Agenda Item No.4**

#### **Records to be given to Charity Commission Office**

It was resolved that the following documents will be submitted at the Charity Commissioner's offices.

1. ID and address proof of all EC members
2. Individual affidavits from all EC members. Affidavit formats were handed over for all members to fill in.
3. Consent letter from all members.
4. Resolution letter from old committee about the constitution of the new committee.
5. Election result documents.
6. A document of all EC MOM's to date.

All members were requested to hand over all the necessary documents .

Member Mr. Atul Kataria and Member Mr. Anuj malhotra were requested to take responsibility for the same.

It was decided to send MOM of all EC meetings to the Charity Commissioner. The MOM of the previous Executive Council would need to be signed by the Past President and Secretary. Member Mrs. Deepa Maheshwari is requested to get the same. The MOM of the current EC would be signed by all members for the Society's and Charity Commissioner's records.

5. **Agenda Item No.5**

**Handbook of operational practices.**

Mr. Rohit Marol discussed the framework for the handbook of Correct Operational Practices This was approved by all members in principle.

Mr. Avadhoot Kumthekar volunteered to be part of this committee and this gesture was appreciated by all. The Draft Handbook will be circulated for members perusal before the next EC meeting.

6. **Agenda Item No. 6.**

**Change of Society,s registered Office Address.**

It was resolved to get the approval at the upcoming AGM for changing the Society's registered office as we have been informed that the CEPT address was only meant for temporary use. As new premises have not yet been identified only approval for change in address would be sought at the upcoming AGM.

7. **Agenda Item No. 7.**

**New Society Byelaws.**

As the previous Byelaws have been declared Void ab initio, It was decided to constitute a committee to formulate new Byelaws. Mrs. Savita Punde, Ms. Sujatha Kohli and Mr. Avadhoot Kumthekar have volunteered to be on the Committee. The Draft Byelaws would be circulated before the next EC Meeting for member's comments.

8. **Agenda Item No. 8.**

**Review of invitation for ISOLA Honors and awards :**

Invitation brochures for awards was presented by Mrs. Savita Punde. All the members appreciated the brochures designed by Geeta and Brij Dua.

Prof. Bhagwat expressed his desire to withdraw from the Awards Jury, and the members accepted this with great reluctance. It was decided not to have a substitute Jury member.

9. **Agenda Item 9 :**

**ISOLA Website**

Mr. Rohit Marol would present a draft version of the Website Format at the upcoming AGM for members feedback.

Kena Design was confirmed as website designer for ISOLA by all members present.

10. **Agenda Item 10 :**

**Professional Standing Committee.**

AS Ms. Shweta Agarwal was absent, it was decided that the progress on the professional standing committee will be discussed in the next EC Meeting.

11. **Agenda Item 11 :  
ISOLA Newsletter**

Mr. Anuj Malhotra presented the second edition of the Newsletter and it was appreciated by all the members. The newsletter will be distributed at the AGM, and mailed to all members.

12. **Agenda Item 12 :  
Education Workshop**

A hand out was distributed to all present EC members on the Education Workshop to be held at SPA 21<sup>st</sup> – 22<sup>nd</sup> October at Delhi by Mrs. Savita Punde.

13. **Agenda Item No. 13  
ISOLA Code of Conduct**

Mr. Jayant Dharap presented his initial review of COC of other Societies, namely IFLA, ASLA, SILA, and RIBA codes EC meeting. He briefly explained comparisons and the merits/drawbacks of each. Based on this study Mr. Dharap will be circulating a draft of the Code Of Conduct for ISOLA before the next EC meeting.

- It was decided to invite members at the AGM to be part of the various committees.

14. **Agenda Item No. 14 :  
Goa Conference**

Ms. Bhakti Karkhanis stated that the Registration forms for ISOLA Goa Conference will be distributed at the AGM. The expected fund collection would be around 50 Lakhs plus the registration fees. The estimated expenditure is about 40 lakhs.

They are still working on co-ordination at local levels. The option of exploring local Architectural School students were being explored.

- Conference website [www.isola2010.com](http://www.isola2010.com) is operational.

15. **Agenda Item No. 15 :  
Upcoming AGM.**

Mr. Anuj Malhotra briefed the members on the the programme for the upcoming AGM

16. **Agenda Item No. 17 :  
List of Defaulting members.**

The list of members who have not paid the annual membership fee was presented by the treasurer Mrs. Deepa Maheshwari. All EC members volunteered to personally speak to the members concerned.

Mrs. Deepa Maheshwari to send list of these members to all EC members for follow up.

17. **Agenda Item No. 18:  
IFLA membership fees:**

A letter from IFLA requesting ISOLA to pay annual membership fee was presented.

Mrs. Deepa Maheshwari was authorised to send the IFLA membership fees.

Mr. Anuj Malhotra submitted bills for expenses incurred for the Newsletter and AGM. The Treasurer Mrs. Maheshwari was authorized to clear the same.

18. **Agenda Item No. 19:**  
**Chang of ISOLA account signatories:**

The President informed members of Treasurer Mrs. Deepa Maheshwari's request to resign from the post of treasurer. All present members requested her to reconsider her decision which she gracefully consented to do.

Mr. Rohit Marol presented the resolutions and letters for change of ISOLA account signatories. The letters were signed by the President, Secretary and all the present EC members.

Mr. Prashant Bhat clarified his doubts about opening of Bangalore Local Chapter Account for Local chapters operations. Hon. Secretary was requested to do the needful for opening the Local Chapter Account.

It was decided that the LOC accounts will be closed by transferring all funds to the Central account and the local chapter share will be sent back after opening of the local chapter accounts.

19. **Agenda Item No. 20:**  
**NASA Landscape Trophy:**

A mail has been received from NASA( association of students of architecture) requesting ISOLA to sponsor the landscape design trophy 2010.

Considering our financial status it was decided that ISOLA could do a token funding of Rs 25,000 this year and explore possibility of sponsoring it totally from the next year.

20. **Agenda Item No. 21**  
**Isola Legal advisor's bill.**

Mrs. Deepa Maheshwari informed members that Mr Hardik Ravals appointment has been terminated and he has returned all advances paid to him. The President requested Mrs. Maheshwari to speak with Prof. Bhagwat and advice on Mr. Ravals pending bill.

21. **Agenda Item No. 22.**  
**System of sponsor payment deposits for the Goa Chapter.**

System of payments for the Goa Conference was discussed. The fund collected towards ISOLA conference is to be treated as sponsorship amount and the necessary tax to be deducted. Mrs. Bhakti was instructed to contact Mr. Bharat Shah for the Tax formalities to be followed for Goa Conference.

22. **Agenda Item No. (not listed in Agenda)**  
**ISOLA Mentor programme**

A New Programme, The ISOLA Mentoring Programme was sought to be introduced by the Hon. President. The programme is for the undergraduate students. The aim of this programme is to expose students to practice in the landscape offices. The tenure of the Programme (training) will be for 40 hours in a year, where students will be taken for site visits, presentation meetings, design process etc. It was decided to restrict sponsors to institutions, professional offices etc. Mr. Prashant Bhat was requested develop the programme further.

**23. Agenda Item No. ....(not listed in Agenda).**

**Holding EC meetings / AGM outside Ahmedabd**

Hon. President explained that as directed by the Charity Commissioner, the EC meetings / AGM presently can only be held in Ahmedabad (ISOLA being registered Under – Indian Societies Act 1860 Sec 21 No. Guj-9557). This matter was discussed earlier with the Chartered Accountant, and his suggestions as well as other alternate ways to enable official ISOLA meetings to take place outside Ahmedabad will be explored.

The meeting was adjourned with the President thanking the various committees for the good work done.

**Emergency meeting held at The Ahmedabad Management Association.**

An Emergency meeting was called at 4.30 PM immediately after the AGM by the President. The Following members were present :-

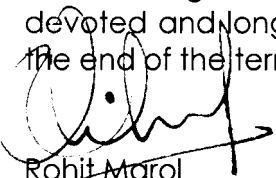
Mrs. Savita Punde, Honorary President  
Mr. Rohit Marol, Honorary Vice- President/ Secretary  
Prof. Dr. Deepa Maheshwari, Honorary Treasurer  
Mrs. Bhakti Karkhanis Thakoor  
Mr. Jayant Dharap  
Mr. Avadhoot Kumthekar  
Mr. Anuj Malhotra  
Mr. Atul Katariya  
Ms Sujata Kohli

The President Mrs. Savita Punde informed all members present that our past president Prof. Prabhakar Bhagwat has resigned from the Executive Council for personal reasons.

Mrs. Punde also informed that Prof. Deepa Maheshwari after deep consideration has decided to resign as treasurer of ISOLA. She has however, on members requests, graciously consented to be the Co-Treasurer.

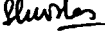
Mr. Jayant Dharap was proposed as treasurer by the President Mrs. Punde and seconded by the Vice President, Mr. Rohit Marol. Mr. Jayant Dharap was then unanimously elected to the post of Treasurer.

The meeting was adjourned by the President thanking Prof. Deepa Maheshwari for her excellent, devoted and long standing service to ISOLA and also for consenting to continue as co-treasurer till the end of the term.

  
Rohit Marol

Honorary Secretary - ISOLA


Jayant Dharap 

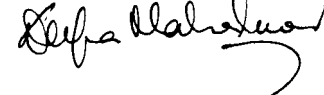
SHWETA AGRAWAL - 

Avadhoot Kumthekar 

Bhakti Thakoor - 

Anuj Malhotra 

T.M. CHENGAPPA - 

Deepa Maheshwari 

SAYITA FUNDE 