

Minutes of the 20th Executive Council Meeting held on 5th December 2009 at 12:20 p.m. at the Office of the Society, Ahmedabad. Meeting adjourned at 2:50 p.m.

Following members were present.

Mrs. Savita Punde, Honorary President
Mr. Rohit Marol, Honorary Vice- President/ Secretary
Mr. Jayant Dharap, Honorary Treasurer
Prof. Dr. Deepa Maheshwari
Mrs. Bhakti Karkhanis Thakoor
Mr. Avadhoot Kumthekar
Mr. Anuj Malhotra
Ms. Shweta Agarwal
Mr. T.M. Chengappa (Representative of Bangalore Chapter)

Mr. Atul Kataria, Mr. Shrikant Bhale and Ms. Sujata Kohli were not present at the meeting.

President Mrs. Savita Punde chaired the meeting

The President Mrs. Punde requested that the meeting be audio recorded to facilitate writing of minutes. It was accepted by all present.

1. Agenda Item No.1

• MOM of 19th EC Meeting

The minutes of the 19th executive council meeting held at Ahmedabad previously passed by email were proposed by the President Mrs. Punde to be taken on record and was seconded by Mr Jayant Dharap. The Hon. Secretary Mr. Rohit Marol was directed to take the MOM on the records of the society. Signatures of all members present were taken on the Minutes of meeting.

2. Agenda Item No. 2

Passing of MoM of AGM held on 1st October 2009.

Draft of the MOM of the AGM held on 1st October 2009 were presented by the Hon. Secretary. The minutes were passed after incorporation of some amendments suggested by members. The Hon. Secretary was directed to mail the MOM to all members of the society.

INDIAN SOCIETY OF LANDSCAPE ARCHITECTS

Registered under Indian Societies Act 1860 Sec. 21 No.: **Guj2557** & Bombay Trust Act 1950 Section 29 No.: **F9417**

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3. **Agenda Item No. 3**

Passing resolution authorizing transfer of Delhi and Bangalore Conference saving (50%) to respective local chapter accounts.

All LOCs are to be directed to close the LOC accounts before the financial year ending (with the exception of Mumbai-Goa LOC). The local chapter's share of the conference savings (50% of total savings after deducting due taxes) will be transferred to the chapter accounts. Necessary documents for Chapter account opening were signed by members.

4. **Agenda Item No.4**

Update on records to be given to the charity commissioner's office.

Mr. Anuj Malhotra presented all necessary documents that have to be sent to the Charity Commissioner's office. Mr. Anuj was directed to get the acceptance seal on copies of all documents that are submitted for ISOLA records.

5. **Agenda Item No.5**

Update on handbook 'Correct Operational Practices' presented by Mr. Rohit Marol

Mr. Rohit Marol and Mr. Avadhoot are requested to circulate an initial draft by 20th December 2009 and the manual to be called as "ISOLA Operational Procedures".

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

Pass resolution authorizing renting of new ISOLA premises.

A resolution was passed by all members present for shifting the working office of ISOLA to new premises please add new address).

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

Review of draft Byelaws presented by Ms. Savita Punde.

Mrs. Punde presented the draft Byelaws. It was decided that members will comment and interact on it through e-mail. An informal EC debate on this to happen at the Goa conference and subsequently at the 21st EC meeting a final draft will be put up for discussion. Mrs. Punde The President Informed members that Mr. Vibha Makhija has been Appointed as the legal advisor for formulating the Byelaws and will be paid fees amount Rs. 10,000 For the same.

8. **Agenda Item No. 8.**
Update on status of ISOLA Honours and Awards by Ms. Savita Punde. Payment to be released for ISOLA Awards programme.

Hon. President, Mrs. Savita Punde presented a brief on the status of ISOLA Honours and Awards. Twenty one entries were received and Rs. 40,500/= has been received towards registration fees. As the budget approved for the Honours and Awards was 1.5 Lakhs, Delhi LOC is requested to provide the funds required.

9. **Agenda Item 9 :**
Update on progress of website to be presented by Mr. Rohit Marol

Hon. Secretary Mr. Rohit Marol, website committee coordinator informed members that the ISOLA Website should be ready before Goa conference. Delhi LOC has sent a cheque of Rs. 60,650/- towards Website bill raised by M/s. Kena Designs.

10. **Agenda Item 10 :**
Update of report by Professional Standing Committee to be presented by Ms. Shweta Agarwal.

Ms. Shweta Agarwal, the co-coordinator of the committee was requested to form a committee of atleast 3 members and to make a plan of action to achieve the goals of the committee.

11. **Agenda Item 11 :**
Update on News letter to be released in January by Mr. Anuj Malhotra.

Mr. Anuj was asked to incorporate the following in the next edition.

- Update of JLA students competition
- Photos and write-ups of Education workshop at Delhi.
- Write-up on AGM event.
- Mention on Healthy cities conference at Pune.

News letter to be printed for conference, appx 300 Nos.

12. **Agenda Item 12 :
Brief report on Education Workshop held at SPA by Mrs. Savita Punde.**

Hon. President, Mrs. Savita Punde submitted a report and photographs on the workshop on Landscape Architecture Education held by The School of Planning and Architecture, New Delhi, and Supported by ISOLA for filing at ISOLA office.

13. **Agenda Item No. 13
Progress review on ISOLA code of conduct to be presented by member by Jayant Dharap.**

Mr. Dharap elaborated that after studying various codes, he has shortlisted the following

two to act as a base for the ISOLA code.

- IFLA code of ethics
- IIA code of conduct

Mr. T.M. Chengappa has volunteered to be part of the team. They have been directed to present the draft for the ISOLA code of ethics within the next three months.

14. **Agenda Item No. 14 :
Update on preparations for Goa conference by Ms. Bhakti Karkhanis.**

Ms. Bhakti Karkhanis stated that registrations as on 5th December 2009 were about 50.

Sponsor Collections would be expected to be about 40 Lakhs which would take care of all conference expenses. A Press conference is fixed on 27th January 2009 at 3 :00 p.m. at Hotel Fidalgo.

15. **Agenda Item No. 15 :
Review of Annual subscription list including the option of paying for 5 years and getting 6th year complimentary and review of Members' subscription systems and member elections.**

Ms. Deepa Maheshwari has been requested to provide the updated list of subscriptions by the next EC meeting so that reminders for the same can be sent out in the first week of March.

It was resolved to reintroduce the 5 years fee with 6th year free subscription and alternatively 3 years fee with 10% off on 3rd year.

Member Election Committee to look at a system where a graduate member need to log a minimum work experience for upgrading to Associate membership.

16. **Agenda Item No. 16 :
Preparation of programme for calling E.C. elections for term 2010–2012 and next AGM.**

After detail discussion it was decided that all ISOLA accounts should be closed for the financial year before the new EC takes charges so that accountability is ensured.

The following election calender has been finalized

- Call for elections : 1st week April
- Complete audit report : End of April
- Send out audit report : 1st of May
with ballot papers
- AGM and election
votes counting : 1st week of June

17. **Agenda Item No. 17:
Review status of change of signatories to ISOLA Accounts.**

All formalities for change of signatories to ISOLA Accounts were done at the Bank on 4th December.

18. **Agenda Item No. 18:
Resolution passing issue of cheque for ISOLA-NASA Landscape trophy of Rs. 50,000 (Rs.25,000 from ISOLA funds and Rs. 25,000 as donations from member for this purpose).**

A cheque of Rs. 50,000/= for the ISOLA-NASA trophy was handed over to the President. As only Rs. 25,000/= had been approved, the balance Rs. 25,000/= was volunteered by some member of the EC. Mrs. Deepa Maheshwari handed over ISOLA accounts to Hon. Treasurer, Mr. Jayant Dharap He requested her to schedule a day to discuss the procedures of accounting systems.

19. **Agenda Item No. 19:
Decision to be taken on ISOLA legal advisors bill based on advice from Prof. Bhagwat and Ms. Deepa Maheshwari.**

Decision was kept pending as no clarification has been received from Prof. Bhagwat and Ms. Deepa Maheshwari.

20. **Agenda Item No. 20**

Report on ISOLA 'mentoring' Programme to be presented by Mr. Chengappa (on behalf of Mr. Prashant Bhat).

Representative of Bangalore Local Chapter Mr. T.M. Chengappa presented a draft Report of mentoring programme and it was also decided to be mailed to all EC members for interaction.

21. **Agenda Item No. 21.**
Options for enabling EC and AGM meeting outside Ahmedabad, Members' opinions.

Further clarifications from our CA needs to be sought from out chartered accountant on the nature of the society, and steps to be taken to achieve the above.

22. **Agenda Item No. 22.**
Resolution to be passed, thanking our founder member Prof. Bhagwat who has resigned from the EC for personal reasons, on his sterling contribution to the ISOLA EC.

The President along with all members passed a resolution thanking our founder member Prof. B.Bhagwat for his sterling contribution to ISOLA.

23. **Agenda Item No. 23**
Reolution to be passed thanking our outgoing Treasurer Ms. Deepa Maheshwari on her devoted and excellent service to the Society as Treasurer.

A resolution was passed thanking our outgoing treasurer Mrs. Deepa Maheshwari for the excellent service rendered by her since the inception of ISOLA

24. **Agenda Item No. 24**
Resolution to be passed thanking our outgoing member, Mr. Bobby Sujana who has resigned for personal reasons, for his devoted and meticulous service to Society.

A resolution was passed thanking Mr. Bobby Sujana for the excellent service rendered by him since inception of ISOLA.

25. **Agenda Item No. 25**
Co-opting members to take the place of members who have recently resigned.

It was resolved that no new members will be coopted to replace the members who have resigned as the term of this EC is shortly coming to an end.

26. **Agenda Item No. 26**
Discussion on Local Chapters representation in the Executive Council Meetings.

Local chapter committees will elect a representative to the EC for the entire tenure. The duties and functions of the representatives will be the same as all EC members as is provided in the constitution.

27. **Agenda Item No. 27**
Confirmation of ISOLA Logo design.

The original ISOLA logo was identified. The website designer to draft out a prototype based on this for all future use.

It was resolved that a part time or full time office assistant will be appointed for the Ahmedabad office. Mr. Anuj will address this issue.

Ahmedabad to explore possibilities of hosting the next conference in 2011.

The next EC meeting will be held on 20th February.

The meeting was adjourned by the President.

Rohit Marol
Honorary Secretary – ISOLA