

**Minutes of the 21<sup>st</sup> Executive Council Meeting held on 27<sup>th</sup> February 2010 at 10:30 a.m. at the Office of the Society, Ahmedabad. Meeting adjourned at 2:00 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)  
Ms. Sujata Kohli (Representative of the Delhi Chapter)

Mr. Atul Kataria and Mr. Shrikant Bhale 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 20<sup>th</sup> EC Meeting**

The minutes of the 20<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 Jayant Dharap.

The Minutes were passed with a few amendments.

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**

### **Review of closing of all LOC accounts (with exception of Mumbai – Goa LOC)**

The need to close all LOC accounts with the exception of the Mumbai-Goa LOC was emphasized by the President.

The current status is as follows:-

- Pune and Chennai LOC accounts have already been closed.
- Representatives of Bangalore LOC and Delhi LOC confirmed that that accounts would be closed by 31<sup>st</sup> March.
- Mumbai-Goa LOC is requested to earmark funds for post conference activities and transfer the balance monies to the Centre.
- Ms. Bhakti Kharkani's informed that Mumbai-Goa LOC would have a savings of about Rs. 12,00,000/= from the Goa conference though the exact amount has yet to be ascertained. The effort was appreciated by all members present. Mumbai-Goa LOC was requested to return the Rs. 5,00,000/= that were advanced by the centre for the conference.

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

### **Update on records to be given to the Charity Commissioner's office**

Mr. Anuj Malhotra who took the initiative of submitting the documents to Charity commissioner's office Informed members that all records have been submitted. He also informed that the acknowledged seal of the documents would be issued only on scrutiny of records submitted and which is in process. Mr. Anuj was requested to follow up on the same

Mr. Rohit Marol read out the letter received from Charity Commissioner's office i.e., order sent with respect of letter sent by ISOLA for application was processed. The payment of Charity Commissioners is to be checked with Chartered Accountant. (C.A. Mr. Bharat shah has subsequently confirmed the paying of all fees till 2009).

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

### **Update on handbook of 'correct operational practices' to be presented by Mr. Rohit Marol**

The soft copy of correct operation practices of ISOLA was mailed to all membes. Mr. Marol said that the Basic manual will need to be updated in the future as well. Mr. Marol explained the contents of the COP which is attached to this MOM

5. **Agenda Item No.5**

**Review of Draft bye laws circulated earlier by President Mrs. Savita Punde.**

Mrs. Punde recommended that legal counsel Ms. Vibha Makhija be appointed for finalizing the ISOLA bye laws. She has asked for a compensation of Rs. 10,000/= for the same. This was accepted and passed by all members present. The draft byelaws will be discussed on a conference call by EC members before next EC meeting. It was decided to get the draft byelaws scrutinized and approved by a chartered accountant.

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

**Update on ISOLA Honors & Awards 2010 by Mrs. Savita Punde.**

Mrs. Savita Punde briefed the members-

Total budget for the awards program was 1.5 Laks. ISOLA collected Rs. 40,000 towards registration and the expenditure towards the event was Rs. 45,000/- only.

The Hon. President thanked our jury members Mr. Ram Sharma, Mr. Satish Khanna and Prof. Shaheer. She also thanked Prof. Shaheer and member Mr. Sachin Jain for the excellent design and implementation of the Awards, medals and certificates. She also thanked Ms. Sujata Kohli and Ms. Geeta Dua for their help.

The main expenses were as follows:-

Venue Rs. 5000/=

Momentos Rs. 6000/=

for jury members

Medal, awards Rs. 35000/=

Certificate

Resolution was passed thanking Mumbai LOC for hosting awardees at the conference.

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

**Update on progress of website to be presented by Mr. Rohit Marol**

Mrs. Geeta Dua and Mr. Adit Pal have volunteered to be part of the website committee and Mr. Rohit Marol informed members that hopefully by end of March 2010, ISOLA.org.in website beta version is likely to be hosted. Requests from members for online payments through website was discussed and approved to be incorporated

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

**Update of report by Professional standing committee to be presented by Ms. Shweta Agarwal. The case of the advertisement of Rajkot Municipal Corporation for Landscape work to be discussed for course of action.**

Ms. Shweta Agarwal presented a brief report about the Professional Standing Committee and stressed that we need to prepare handouts expressing the role of the landscape architect, his scope of work etc for distribution to Government bodies.

On the follow up of advertisement issue by Rajkot Municipal Corporation, [the President](#) Mrs. Savita Punde informed that she would be writing to the Municipal commissioner for removal of the EMD clause.

The matter of the YSR competition advertisement was also discussed wherein despite it being a landscape project the lead designer was to be an architect. Deepa Maheshwari felt that circulating advertisements that had EMD clauses like the Rajkot adv. Or the YSR competition which being a landscape competition was addressed to architects would send a wrong message. This point was debated at length and it was decided that information needed to be disseminated to members. Particularly as in the case of the YSR adv, If members were not aware, they would not apply.

Mrs. Savita Punde volunteered to be part of the professional standing committee.

9. **Agenda Item 9 :**

**Update on News letter to be presented by Mr. Anuj Malhotra.**

Mr. Anuj Malhotra recommended co-opting Mr. Jayant Dharap & Geeta Dua in the Newsletter committee. Deadline for circulating the draft newsletter was fixed as 31<sup>st</sup> March 2010.

It was decided to request regional support through Mr. Prashant Bhat, Mrs. Varsha Gavandi for the newsletter.

10. **Agenda Item 10 :**

**Progress review on ISOLA code of conduct to be presented by member Mr. Jayant Dharap.**

It was decided to take this up in the next meeting.

11. **Agenda Item 11 :**

**Passing vote of appreciation to the Mumbai Goa-LOC for having conducted a fine and successful conference at Goa.**

Executive Council appreciated for Mumbai Goa – LOC for having conducted a fine and successful conference at Goa.

Executive Council expressed disappointment at Ahmedabad members for their absence of representation for both Conferences (Delhi and Goa) which would be sending the wrong message. It was noted that Mr. Anuj Malhotra was only member who represented Ahmedabad at the Goa conference.

12. **Agenda Item 12 :**

**Review of Annual subscription list and letter to be sent to members to for same, with revised subscription rates.**

The proposal for a one time amnesty scheme for ex members was passed unanimously.

Mr. Jayant Dharap suggested that all Executive Council Members to follow up on the defaulter list. Reminder letter to be sent accordingly.

1<sup>st</sup> Reminder to be sent on 1<sup>st</sup> week of March

2<sup>nd</sup> Reminder on 3<sup>rd</sup> week of March

3<sup>rd</sup> Reminder on 1<sup>st</sup> week of April

After 31<sup>st</sup> April penalty will be levied

Mrs. Chabbi Mishra was welcomed as a new member for the coming year

13. **Agenda Item No. 13**

**Review of calendar for filing of accounts and elections and preparations for elections.**

The following schedule was accepted by all members--

Call for Election – 1<sup>st</sup> week of April.

Complete Audit Report – April end.

Send out Ballot and audit Report – 1<sup>st</sup> week May

Results and AGM – 1<sup>st</sup> week June

14. **Agenda Item No. 14 :**

**Report of ISOLA – NASA landscape trophy jury by Member Mr. Rohit Marol.**

Mr. Marol briefed all members that the NASA was successful and included a presentation by ISOLA. The Landscape jury found a high quality of design and presentation. Overall Mr. Marol expressed that the visibility of ISOLA and the landscape profession would greatly improve among the probable future members of the profession.

15. **Agenda Item No. 15 :**

**Decision to be taken on ISOLA legal advisor Mr. Hardik Rawal's long pending bill based on advice from Prof. Bhagwat and Ms. Deepa Maheswari ( Ms. Deepa is requested to ensure that we can close the issue on this meeting)**

Executive Council resolved to pay Mr. Hardik Rawal's pending bill. It was decided to honor his bill even though the meeting was unofficial, as he did give time and advice for over two hours.

16. **Agenda Item No. 16 :**  
**ISOLA mentoring programme to be reviewed.**

The president elaborated the system and process of mentoring and explained that it is not part of the student professional training program. She mentioned that we need to do more work on this before we take it forward.

17. **Agenda Item No. 17:**  
**Review of options for enabling EC and AGM meetings outside Ahmedabad.**

We will be able to review once we have a Chartered Accountant who should be able to give us clarity.

18. **Agenda Item No. 18:**  
**Member Deepa Maheshwari / Mr. Anuj Malhotra to give update on 7<sup>th</sup> ISOLA conference to be held in Ahmedabad in 2011**

Prof. Deepa Maheshwari elaborated on the Local Organising Committee meeting held on 20<sup>th</sup> February, 2010 at CEPT University Campus, Ahmedabad. And the minutes of the same were mailed to Executive Council members. The highlights of the minutes are as follows:

LOC - Ahmedabad comprises of a total of 57 members (where 32 were present ISOLA student members and 6 more students are yet to enroll as members). The Strength of Landscape Architects at Ahmedabad was appreciated as it was the largest.

Total attendees at the meeting were 36 in number.

The Local Organising Committee also appointed the Committee members, which are as follows :

1. Prof. Dr. Deepa Maheshwari - Chairperson, LOC Gujarat
2. Ms. Shweta Agarwal - Secretary, LOC Gujarat
3. Mr. Dhaval Makhmalwala - Treasurer, LOC Gujarat.

Other Members of the Committee are :

1. Mr. Bobby Sujan, Member, LOC, ISOLA Gujarat
2. Mr. Vinay, Member, LOC, ISOLA Gujarat
3. Mr. Sandip Patil, Member, LOC, ISOLA Gujarat

19. **Agenda Item No. 19:**  
**ISOLA logo design and copy right of same.**

It was informed that Mumbai has the final ISOLA logo, Ms. Bhakti Karkhanis was requested to make template for trade mark registration. This will be shared with all LOCs and Chapters for uniformity.

20. **Agenda Item No. 20**  
**Recommendation of New Chartered Accountant to be presented at EGM.**

Mr. Rajinikanth Trivedi, Chartered Accountant is to be proposed at the upcoming EGM for handling ISOLA accounts as Ms/ Shah and Dalal had expressed their inability to continue. This had to be done by invitation only and not through quotes as the CA profession does not allow for competitive bidding.

21. **Agenda Item No. 21.**

**Review of Application for Recognition of course by ISOLA from Maharshi Karve College at Pune.**

This has been forwarded to Education Board for their recommendations. Response is awaited.

22. **Agenda Item No. 22.**

**Feedback from representatives of the Local chapters from Delhi and Bangalore on current activities of chapter.**

Ms. Kohli briefed all that the Delhi Chapter has been active and has conducted a one day seminar on The City and Public Art. Another seminar on 'The City and the tree' is scheduled for May 1<sup>st</sup> to be held at India Habitat Centre.

Mr. Chengappa said that Bangalore is planning on activities in the coming months and will apprise the EC as and when programs are finalized.

23. Reprinting of ISOLA certificates. The contents of our membership certificates was reviewed on the basis of feedback from members. It was decided to redesign and reprint membership certificates as the original certificate mentions it as a 'Diploma' and the text too needs to be edited. The certificate should have the societies address and the registration number of the society. Logo on the certificate is also incorrect. It was decided to request Geeta Dua to help with the redesign of the certificate.
24. Delhi brought out publications of Delhi Conference which was appreciated and the size / styling of the booklet could be standardized for future publications. It was also decided to send the copies to all EC members of ISOLA. The price of booklet was fixed at Rs. 500/- per book and CD for Rs. 250/- each (consolidated price price for CD and Booklet will be Rs. 650/-)  
Ms. Sujata Kohli was requested to put up the publication for the next year's National Award for printing.

**NON AGENDA ITEMS.**

25. The Honorary President informed members of the post Delhi Conference publication and DVD which was released at the Goa conference. The president thanked members of the Delhi Chapter in particular Prof. Shaheer, Mr. Samir Mathur, Mr. Sachin Jain, Ms. Geeta Dua and Mr. Brij Dua for their sterling contribution.
26. The issue of the NASA and Prof. Bhagwat's cheque that were returned was discussed. The office bearers had met with the Bank Manager the previous

day. He said he would investigate why the NASA cheque was returned. Prof Bhagwat's cheque, was presented before the change of signatories was confirmed in their books, and it was a transfer between two accounts, they had to hold the cheque for a few days. The manager informed members that Prof. Bhagwat was requested to represent the cheque after a few days. In any case he clearly mentioned that the cheque was not returned as they have not issued a cheque return slip.

This is in light of Prof. Bhagwat's letter to the president stating that the cheque bounced twice and his threat of legal repercussions of a cheque bouncing.

27. It was decided that in order to encourage better participation in the conferences. ISOLA student members, and ISOLA members should be given substantial reduction in conference fees.
28. The performance of the current EC was discussed and the President suggested that a self evaluation of all EC members was desirable to ensure accountability.
29. The attendance of EC members for the meetings held during the current terms is as follow

<b><u>Sl. No.</u></b>	<b><u>Executive Council Members</u></b>	<b><u>Total No. of E C Meetings held</u></b>	<b><u>Total No. of meetings attended</u></b>
1.	Mrs. Savita Punde	8	<b>8</b>
2.	Mr. Rohit Marol	8	<b>8</b>
3.	Prof. Mrs. Deepa Maheshwari	8	<b>8</b>
4.	Mr. Jayant Dharap	8	<b>6</b>
5.	Mr. Avadhoot Madhav Kumthekar	8	<b>7</b>
6.	Ms. Bhakti Karkhanis - Thakoor	8	<b>7</b>
7.	Prof. Shrikant Bhale	8	<b>3</b>
8.	Ms. Shweta Agarwal	8	<b>7</b>

9.	Mr. Anuj Malhotra	8	<b>7</b>
10.	Mr. Atul Katariya	8	<b>3</b>

It was decided that all EC members would submit a self assessment report which would be compiled in the secretary's report which would be presented at the AGM.

30. It was decided that a list of all committees with names of their members be circulated. (find attached with this MOM).

31. Appointment of office Manager was confirmed.  
The appointment of Ms. Meghna as Office Manager with compensation of Rs. 7,000/= and 2 months she gets confirmed with a salary of Rs. 8,000/=

32. It was resolved to appoint an office boy for ISOLA at a maximum salary of Rs. 1,350/=

The next EC meeting date will be informed by mail.

The meeting was adjourned by the President.

Rohit Marol

Honorary Secretary – ISOLA