

Minutes of the 26th Executive Council Meeting held on 18th of December 2010 at 11.00 a.m. through Web/ Teleconference.

Following members were present.

Mr. Sachin Jain (SJ), Honorary Secretary
Mr. Manguesh Prabhugaonkar (MP), Treasurer
Ms. Savita Punde (SP), Past- President
Mr. Ashish Patankar (AP)
Mr. Yogesh Kapoor (YK)
Mr. Abhijit Natu (AN)
Mr. Anuj Malhotra (AM)
Mr. Kishore Chanduru (KC)
Mr. T. M. Chengappa (TMC), Chapter representative from Bangalore

Ms. Urmila Rajadhyaksha (UR), Chapter representative from Mumbai. Ms. Sujata Kohli (SK), Chapter representative from Delhi, Mr. Shivram Somasundaram (SS) had informed of their inability to attend the meeting.

President Mr. Rohit Marol chaired the meeting
Mr. Marol welcomed all the EC Members for the EC meeting.

1. Agenda Item No.1

Status & Update on the 2011 conference at Gujarat.

Rohit informed that Gujarat LOC had requested for acceptance of conference dates in September 2011. The issue was that these dates will jeopardize schedules of the following conferences. After a lot of deliberation, it was concluded that, this time as an exception, Gujarat LOC may be permitted to host the conference 2011 in September 1st-2nd week together with the AGM. However, no further delay will be acceptable. Gujarat LOC would have to be apprised through a letter by the ISOLA president of the said decision and also be told to immediately expedite their preparations and communicate the same to the EC. The opening of bank account cannot be taken as an excuse for the conference preparations.

There were doubts among members whether ISOLA is indeed a national organisation. It was suggested by Savita to take measures / form a committee to check this and if not, see how the society can be made a pan-Indian association and not just a Gujarat-based body.

EC also took an adverse view on the suggestion to circulate the Gujarat LOC letter(received by Meghna) to all ISOLA members. Rohit was requested by the EC members to advise the protocol of communication to the Gujarat LOC in his letter to them.

INDIAN SOCIETY OF LANDSCAPE ARCHITECTS

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Since the earlier resolution authorizing the LOC (Gujarat) for opening the bank account passed by the past EC had become time-barred, a fresh resolution could only be passed and the letter be despatched to LOC (Gujarat) for the same only on the next (27th) EC meeting scheduled to be held at Ahmedabad on 22nd January 2011.

It was also decided to finalize the annual ISOLA calendar at the next EC meeting. It would be kept as an item on the agenda.

2. **Agenda Item No. 2**

ISOLA byelaws consent for final acceptance

The updated ISOLA byelaws were earlier circulated amongst all members by Rohit. They were approved by all the members present. It was decided to forward the same to CA for final checking and then forward the same to the legal advisor for final submission to the charity commissioner.

3. **Agenda Item No. 3**

NASA ISOLA trophy update

NASA ISOLA trophy - It was decided to continue the present commitment till the tenure of the present EC. The future commitment shall again be reviewed by the future EC. Presently, Ms. Varsha Gavandi has been authorized to designate the jury members for the forthcoming NASA convention.

4. **Agenda Item No. 4**

Decision of returning chapter share of conference revenue

It was decided that 50% of the net conference savings will be returned to the local chapters as already decided. Towards this objective, Manguesh (Mumbai), Sachin (Delhi), Rohit (Bangalore) will coordinate with the LOC treasurers and ascertain the figure and get it ratified by ISOLA CA before the next meeting, so that the fund transfer can be done.

5. **Agenda Item No.5**

Update on accounts of ISOLA

The Byelaws were read out in the meeting and were finalized with a few amendments. The final amended draft byelaws will be circulated to all members and tabled at the upcoming AGM.

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

Budget for expenditure / income for the coming year

Rohit Marol/ Manguesh shall circulate the proposed budget amongst all EC members so that it can be discussed and finalized in the next meeting. All sub-committee convenors to also be prepared with their projected budgetary figures.

7. **Agenda Item No. 7.**
Plans of Newsletter committee
Anuj informed that the release of the newsletter is expected to be done in the 1st-2nd week of January. Sachin will circulate the mail chain of the newsletter committee amongst all EC members.
8. **Agenda Item No. 8.**
Website - Information needed to be added to website.
Adit Pal will be requested to continue as the coordinator for the website and Anuj agreed to continue as the local coordinator. Any information to be uploaded can be passed on by any member / agency to the Secretary, who will then forward it to Anuj / Adit to be updated on the website in future. (For example, the information link on the National Police Memorial competition.)
9. **Agenda Item No. 9.**
Formation of Resource Centre committee
Varsha agreed to be the convenor for this committee, with Yogesh, Abhijit & Kishore as members. They will list out the items and the budget, to be discussed on the next meeting and the modalities of uploading this on the website and coordinate it with Adit.
10. **Agenda Item No. 10.**
Formation of committee for formulation of operating procedures
Rohit shall put up the draft to all members as received from the CA. Savita suggested that the ISOLA annual calendar also to be finalized and made part of this. This can then be passed as an EC resolution and subsequently be put up in the AGM to be passed as a byelaw.
11. **Agenda Item No. 11.**
Status of Education Board program
Sachin will pass on all the mail chain on this received from Abhijit to all EC members to keep them in loop and for their opinion. Abhijit will apprise all members of the progress and program of this committee on 22nd January 2011.
12. **Agenda Item No. 12.**
Formation of Membership drive committee.
Present member list and subscription due status is to be managed better. Sachin to coordinate with Meghna to update the list and inform all defaulting members to update their subscriptions. Sachin (Delhi NCR), Ashish (Mumbai), Anuj (Gujarat), Rohit (South zone) and Shivram to be members of this committee. Besides them, All EC members requested to make an effort on personal basis to enrol new members and expand the society membership.

Besides the above items already listed on the agenda, the following items were also discussed with the permission of the chair.

Non Agenda Items

All the EC members to send their Proof of Identity, Proof of Residence, photograph and the filled-up format by 22nd January 2011 to ISOLA HQ so that the same can be submitted to the charity commissioner. Rohit to send the format to all EC members.

ISOLA Awards Committee - Savita was requested to continue on this committee as coordinator along with Varsha and Sujata as the other members. Prof. Shaheer to be requested to continue as advisor.

Anuj Malhotra suggested the formulation of a central events committee, which shall be further discussed in the next meeting

Minutes of the first (25th) EC meeting of the new EC to be circulated amongst the general membership by the Secretary. Rohit to send a letter to the general membership about the taking over of the new EC.

ISOLA Office Monitoring - It was decided to discuss and put in place a system to define, evaluate, and review the work of the ISOLA office manger. A part-time, accountant, office-boy to be appointed. The scope of work, salary, leave, increment sysytem for the same to be finalized in the next meeting. A system to be put in place to monitor attendance and performance. Anuj informed that an increase in rent is due, which has to be ratified in the next meeting.

The meeting ended with a vote of thanks to all members present by the President, Mr. Rohit Marol.

Sachin Jain
Honorary Secretary – ISOLA

<u>Sl. No.</u>	<u>Executive Council Members and Representatives of Chapters</u>	<u>Signature</u>
1.	Mr. Rohit Marol	_____
2.	Mrs. Varsha Gavandi	_____
3.	Mr. Sachin Jain	_____
4.	Mr. Manguesh Prabhugaonkar	_____
5.	Ms. Savita Punde (Past President)	_____
6.	Mr. Ashish Patankar	_____
7.	Mr. Abhijit S natu	_____
8.	Mr. Yogesh Kapoor	_____
9.	Mr. Anuj Malhotra	_____
10.	Mr. Kishore Chundru	_____
11.	Mr. Shivram Somasundaram	_____
12.	Ms. T.M. Chengappa (Representative of Bangalore Chapter)	_____
13.	Ms. Sujatha Kohli (Representative of Delhi Chapter)	_____
14.	Ms. Urmila Rajadhyaksha (UR) (Representative of Mumbai Chapter)	_____