

EXECUTIVE COUNCIL, ISOLA, AHMEDABAD

MINUTES OF MEETING of the 27th EXECUTIVE COUNCIL MEETING

DATE : 22 January 2011 at ISOLA Office,
2 Divya Bunglows, Off Satelite Road, Ahmedabad at 10.00 AM

MEMBERS PRESENT:

Fellows

Mr. Rohit Marol (RM), Honorary President
Ms. Varsha Gawandi (VG), Honorary Vice-president
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)

Associates

Mr. Shivram Somasundaram (SS)

Chapter Representative

Mr. T. M. Chengappa (TMC), Chapter representative from Chennai
Ms. Urmila Rajadhyaksha (UR), Chapter representative from Mumbai

MEMBERS NOT PRESENT (with prior leave of absence):

Associates

Mr. Anuj Malhotra (AM)
Mr. Kishore Chanduru (KC)

MEMBERS NOT PRESENT:

Ms. Sujata Kohli (SK), Chapter representative from Delhi

S.NO.	MINUTES	ACTION BY
1	<p>Rohit Marol, President ISOLA chaired the meeting and welcomed all members present.</p> <p>Approval of Minutes of Meeting</p> <p>The minutes of the 25th, 26th and 27th EC meetings were placed on record by the secretary and duly approved and signed by all the members present.</p>	
2	<p>Appointment of M/s Bharat Shah & Associates as ISOLA's Chartered accounts and ratification of Mr. Rajnikant's appointment as advisor</p>	

INDIAN SOCIETY OF LANDSCAPE ARCHITECTS

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

Registered Office: CEPT, Kasturbhai Lalbhai Campus, Navrangpura, Ahmedabad 380009 (Gujarat) India
Communication Address: 2, Divya Bunglows, Off Jodhpur Village Road, Satellite, Ahmedabad 380015 (Gujarat) India
Telefax: +91 79 40323110, Email: isolaoffice@gmail.com, Web: www.isola.org.in

	Rohit tabled Bharat Shah's proposal for remuneration. It was discussed and decided that Rohit will speak to him again and try to negotiate M/s Bharat Shah to a figure of around Rs. 40,000/- pa as CA and Rs. 35,000/- pa for book-keeping and negotiate down Mr. Rajnikant to a figure of Rs. 25,000/- pa. It was decided to mange all these remunerations within a figure of Rs. 1 lac.	RM
3	Status & Update on the 2011 conference at Gujarat.	
a.	No progress update was recieved from LOC Gujarat. Varsha, who is coordinating with LOC Gujarat was requested to write to Gujarat LOC to request them for an update on conference preparations.	VG
b.	The new resolution authorizing the LOC (Gujarat) for opening the bank account was passed by the new EC members, signed and duly dispatched to the LOC (Gujarat).	
4	Annual ISOLA Calender of Events	
a	It was discussed and concluded to have the Annual Conference & the AGM every year, henceforth, between the months of January to March from 2012. The exact dates within these months would be decided by the LOC. Keeping the AGM with the conference would ensure good attendance in the AGM also.	
b	To approve the accounts after audit, an EGM would be held every year in September (along with an EC meeting) to approve the accounts. This could be tied up with a small one / half day event also.	
c	Besides this it was discussed and decided that the Local chapters would also formulate their annual calender of events with tentative dates and table it in the 30th EC meeting at Ahmedabad. Shivram to coordinate with Local Chapters on this. The target to be achieved would be as follows: Pune - 1 event / year Delhi - 2 events per year Bangalore - 1 event / year Mumbai - 1 event / year	SS VG SJ, SK RM MP
5	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 decide 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.	RM, SP
6	Discuss membership strength - review status and new membership Present member list is down to around 280 or so. The members who have not renewed to be re-admitted by calling them on apersonal basis by all EC members. All EC members requested to make an effort on personal basis to enrol new members and expand the society membership.	Meghna

7	<p>Website - Information needed to be added to website</p> <p>Calendar dates ones finalized will be passed on to Adit for updation. It was decided to put a member-list on the website but without any contact information. It was informed that the Member login system would soon be operational on the website. For Vendor-listing, the rate of Rs. 30,000/- per annum and Rs. 20,000/- per annum per listing was approved by the EC members present. It was decided to make this operational at the earliest so that revenue can be generated for ISOLA to cover its budgeted operational costs.</p>	Adit Pal
8	<p>Resource Centre committee - Discuss proposal and budget</p> <p>a Vendor listing charges were finalized</p> <p>b A letter will be written to the concerned authorities to seek permission to upload Section 9 of the National Building Code on the ISOLA website.</p> <p>c Proposals and budgets for 2 types of projects were tabled and discussed</p> <p>Varsha and Abhijit proposed research project to be financed by ISOLA to be done through students, volunteers to collect information on topics like plant material, material information, and others for short term duration of 3-4 months within a total budget of about Rs. 25,000 to Rs. 30,000. 3 - 4 such projects could be undertaken in a year after approval from Resource centre committee.</p> <p>Yogesh proposed that ISOLA should fund real proposals for city-specific projects, to be formulated and presented to local authorities with a budget of about Rs. 1.5 lacs to Rs. 4 lacs. The proposals for sponsoring such project to be sought by advertising on websites and from members, who can take them up individually or as a team. These projects proposals once received would be approved by Resource centre committee members and other experienced ISOLA members, who could be co-opted on the committee to decide.</p> <p>The above project proposals were approved and would be immediately taken up once the finances of ISOLA could permit. Sponsorship and member listing subscription could also be used to fund these.</p>	VG, AN, YK,
9	<p>Status of Education Board program</p> <p>a Abhijit informed that none of the present members had responded to his emails. He was asked to call them personally and try to take it forward. Savita and Nikhil Dhar would be requested to help him to communicate and work on this.</p> <p>b Abijit was requested to re-paraphrase the write-up on the Quality Improvement Program for teachers & then discuss it with the Landscape departments of the schools presently in the country.</p>	AN, SJ
10	<p>ISOLA Awards for 2011</p> <p>a Suggestions to be sought from members. Schedule finalized was as follows:</p> <p>Call for Entries - March</p> <p>Registration - April</p> <p>Submission - July</p> <p>Jury - August</p> <p>Awards - September during conference</p>	VG

b	Vasrsha to prepare the brief with assistance from Savita, Geeta and Sujata Kohli	VG
c	ISOLA Medal to be called for by nominations.	
d	Following Jury members were decided and Varsha would approach them: Priyaleen Singh Rohit Marol Jayant Dharap Adit Pal / Nikhil Dhar Prof. Ravindra Bhan	VG
d	SPA auditorium could be booked for Jury as convenient to all.	SP
e	Budget would be around Rs. 1.5 lacs	
f	Prof. Shaheer (to be requested) and Sachin to assist him in designing the awards like last year.	SJ
11	Professional Standing Committee Rohit was asked to be the coordinator with Varsha, Jayant (to be requested) and Ashish to assist. This committee will look to improve visibility of ISOLA and profession amongst government offices and public.	
a	Manguesh informed that Goa government has made Registration of Landscape Architects mandatory to practice landscape for projects beyond a certain size. For ISOLA members the rates are Rs. 5000/- while for non-ISOLA members, they are Rs. 11,000/-. This is a major feather in ISOLA's cap. Manguesh will pass on the information related to this to Anuj for publishing in the Newsletter.	MP, AM
b	Ashish will help to set up the logos and role further with the help of a draft which the last EC nominated committee had prepared, to be sent to him by Rohit.	AP, RM
12	ISOLA Code of Conduct & Scale of Fees Chengappa to continue and edit / present information compiled by Jayant from IFLA, ASLA, Australia and other sources by the 30th EC at Ahmedabad.	TMC
13	Update on Newsletter The draft newsletter was tabled by Abhijit in Anuj's absence. It was appreciated. It was decided that the information on Goa government registration and information on sub-committees will be sent to Anuj by Manguesh and Sachin, respectively in the coming week. Anuj will then include it in the Newsletter and send it for a final proof-reading to Urmila, with a target to disseminate it within the next 7-10 days.	MP, SJ, AM, UR
14	Update on accounts of ISOLA a The following bank balances were informed by Rohit: General Account - Rs. 7,58,714/- Trust Account - Rs. 1,30,935/- Subscription Account - Rs. 5,92,682/- Fixed deposits - Around Rs. 9 lacs b The figures for Conference savings were made available to the EC by Rohit, Sachin and Manguesh. It was decided to return the same to chapters at a later date, when the finances of ISOLA improved a bit.	

15	Budget for expenditure / income for the coming year	
	On the basis of the last year budgetary provisions, the following projected expense sheet was prepared by Manguesh with Rohit's assistance and input from all committee heads.	
	Office Rent	86000
	Salary - Office Manager	108000
	Salary - Office Peon	24000
	Postage	50000
	Travel of EC members to EC meetings	172800
	Website	20000
	IFLA subscription	50000
	Newsletter	10000
	CA & Advisor Fees and book-keeping charges	100000
	Charity Commissioner Fees	50000
	Office Expenses	30000
	Telephone	26400
	Total	727200
	Contingencies	72720
	Grand Total	799920
	Expected income through the year:	
	Subscriptions	120000
	Interest	40000
		160000
	As on date, there is a shortfall of around Rs. 6 lacs to cover operational expenses.	
	It was observed and decided:	
a	ISOLA got into this position due to some unprecedented payments to CA (Rs. 3 lacs) and some others in the past financial year	
b	to get vendor listing done at a priority to cover it, which is easily possible.	
c	defer travel reimbursement to EC members for the time-being	
d	defer chapter- share payments for the time-being	
e	take up resource-centre projects once ISOLA is in a better situation.	
17	Processing of new ISOLA membership certificate	
	Authorize Geeta to finalize the design and conclude it.	SP
18	ISOLA Archives	
	Letters to be written to senior members to donate some of their work / drawings to ISOLA.	SP
	Find out the modalities to get grant from the Ministry of Culture to get grants	SP
19	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 manager. A system to control / monitor office expenses to be put in place. Rohit to prepare a draft and mail to all members for review by the 30th EC to be discussed again.	RM
20	Report from Local Chapter Representatives	
	Shall be sent by email after putting and finalizing the chapter calendar.	UR, TMC,

		SK
21	<p>Documentation work for submission to charity commissioner</p> <p>All the EC members gave their Proof of Identity, Proof of Residence, photograph and the filled-up format to ISOLA HQ for submission to charity commissioner.</p>	
22	<p>Status of ISOLA as an organization - take steps to make it pan-India</p> <p>a It was decided to write to charity commissioner for the copy of Bombay Trust Act registration documents of ISOLA</p> <p>b Clarity to be taken on this from legal advisor. Rohit would speak to Hardik Raval and coordinate this. Sachin and Ashish to assist him on taking this legal opinion.</p>	RM, AP, SJ
23	<p>Finalize and disburse the Travel Allowance to EC members</p> <p>The figure of Rs. 3600/- per member was decided and approved for to and fro travel. But the disbursal was withheld for the time-being due to financial position.</p>	
24	<p>Other Items discussed with the permission of Chair</p> <p>Proposal was recieved from Super Tilkes to sponsor ISOLA Awards. It was decided to request them to sponsor Research Fellowships instead.</p>	
25	<p>Proposal was recieved from Jain Irrigation to sponsor the Ahmedabad Conference. Varsha was authorized to pass on this information to Ahmedabad.</p>	VG
26	<p>It was decided to not associate with the ACE Tech Exhibition for the time being.</p>	
27	<p>It was agreed to support the 'Healthy Cities' conference being organized by BNCA Pune after due discussions and permit the use of ISOLA logo for conference specific purposes.</p>	
28	<p>Maguesh informed about the NASA ISOLA Awards jury where he was nominated as ISOLA juror by the EC. A large number of very good entries were recieved. ISOLA got full visibilty amongst students. The cheque for Rs. 50,000/- due to ISOLA on this account was prepared and dispatched.</p> <p>The meeting ended with a vote of thanks to all members present by the President, Mr. Rohit Marol.</p>	