

EXECUTIVE COUNCIL, ISOLA, AHMEDABAD

MINUTES OF MEETING of the 28th EXECUTIVE COUNCIL MEETING
DATE : 05.03. 2011 (Skype)

MEMBERS PRESENT:

Fellows

Mr. Rohit Marol (RM), Honorary President
 Ms. Varsha Gawandi (VG), Honorary Vice-president
 Mr. Sachin Jain (SJ), Honorary Secretary
 Ms. Savita Punde (SP), Past- President
 Mr. Yogesh Kapoor (YK)
 Mr. Abhijit Natu (AN)

Associates

Mr. Shivram Somasundaram (SS)
 Mr. Anuj Malhotra (AM)

Chapter Representative

Ms. Urmila Rajadhyaksha (UR), Chapter representative from Mumbai

MEMBERS NOT PRESENT (with prior leave of absence):

Associates

Ms. Sujata Kohli (SK), Chapter representative from Delhi
 Mr. T. M. Chengappa (TMC), Chapter representative from Chennai
 Mr. Kishore Chanduru (KC)

MEMBERS NOT PRESENT (due to connection problem)

Mr. Ashish Patankar (AP)
 Mr. Manguesh Prabhugaonkar (MP), Treasurer

S.NO.	MINUTES	ACTION BY
1	<p>Rohit Marol, President ISOLA chaired the meeting and welcomed all members present.</p> <p>Status on Fee negotiation with M/s Bharat Shah & Associates as ISOLA's Chartered accounts and Mr. Rajnikant as advisor by Rohit</p> <p>Rohit informed that he had spoken to Bharatbhai but would be able to finalize better if he had another comparative quote from a CA. Abhijit was requested to procure a quote.</p>	AN, RM
2	<p>Status & Update on the 2011 conference at Gujarat by Varsha and dispatch of cheque for Venue booking by Manguesh</p> <p>a. Sachin informed that the cheque for booking of the venue was already dispatched by Manguesh directly in favour of Sarovar.</p>	

INDIAN SOCIETY OF LANDSCAPE ARCHITECTS

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b.	Varsha informed that no status update was recieved from Ahmedabad. She was advised to write to LOC Gujarat Chaiperson to arrange for travel and stay of Prize winners of the ISOLA awards in addition to the speakers for which they would already have budgeted and planned. She was also requested to communicate to them to make provision for AGM also during the conference schedule.	VG
3	Status of Local Chapter Calender of Events The Local Chapters would communicate their individual schedules to Shivram through their representatives by the next EC meeting. Pune - Avadhoot to be advised by Varsha to do so Delhi - Sujata / Sachin Bangalore - Rohit Mumbai - Urmila	VG SJ, SK RM UR
4	Status of ISOLA byelaws approved by EC members sent to CA and legal advisor for final acceptance Rohit to send the approved draft bye-laws to Bharat Bhai and advisor for final approval. Target to geet them vetted in 10-15 days so that they be sent for final submission to the charity commissioner.	RM
5	Status Update on Website by Savita and Sachin following meeting with Website coordinator Adit in Delhi on 10.02.2011 a Sachin to send the updated member list to Adit for uploding in Member's section - only Member name & Membership number to be uploaded. No contact details to be provided. b Adit Pal to brequested to send information to web-designer on format of web-site as 50-60 pages are available on the web-site. Presently 10-15 pages are being used. To be ascertained if the new pages to beprepared are already incuded in the quote or not. Itemised annual maintenace cost also to be ascertained. c A draft letter to get vendor listing and format to be provided by the Resource committee to be circulated to all potential subscribers. d List of all sponsors of the past conferences to be sent to Adit after obtaining the information from Bangalore (Rohit), Mumbai (Urmila), Pune (Varsha), Delhi (Sachin), Goa (Manguesh) by next 15 days. e The tariff for Jobs was decided as Rs. 1000/- per post for a 3 month listing. A template for the same to be prepared for uploding on website. f Rohit and Sachin to follow-up with IFLA for updating the contact details of ISOLA on their website and records so that Google search algorithm does not throw up the old website name on net-search.	SJ AP VG, YK, SJ RM, SJ
6	Update on Resource Centre committee a A draft letter to get vendor listing and format to be provided by the Resource committee to be circulated to all potential subscribers. Each member to suggest names of potential vendors from whom listing can be obtained. b The disclaimer once prepared to be sent for legal opinion before uploading on website. c The letter to NBC for uploading the relevant chapter of NBC on website to be sent by Rohit to NBC chief and a copy to be sent to Yogesh for follow-up.	VG, YK, SP RM, YK

	d	Project proposal brief for research project on active plants to be prepared by Varsha and sent to EC members for approval.	VG
7		Status of Education Board program to be informed by Abhijit	
	a	Abhijit informed that he spoke to the past members of Education board and they all agreed to continue.	AN
	b	Abhijit informed that he spoke to Prof. Shaheer was advised by him to document the seminar conducted by SPA and ISOLA jointly last year. He informed that he spoke to Prof. (Dr.) Suneja about it, who agreed to provide him the relevant information.	
	c	Format for conducting a 2-3 day workshop on Education would be presented by Abhijit for the next EC meeting.	
8		ISOLA Awards for 2011 - Status update by Varsha and Savita on	
	a	Savita to seek consent of the Jury members decided in the last EC meeting and book the SPA auditorium in the next 15-20 days.	SP
	b	Call for Entries to be sent by 1st week of April.	ISOLA office
	c	Images of last year award winning entries to be included in the competition brief.	VG, Geeta
	d	Varsha to prepare the brief with assistance from Savita, Geeta and Sujata Kohli	VG, SP, Geeta
	e	Awards committee to review if award for unbuilt project category to be added this year.	VG, SP, Geeta
	f	Prof. Shaheer (to be requested) and Sachin to assist him in designing the awards like last year.	SJ
9		Status update on ISOLA Code of Conduct & Scale of Fees by Chengappa	
		Chengappa had agreed to edit & present information compiled by Jayant from IFLA, ASLA, Australia and other sources by the 30th EC at Ahmedabad.	TMC
10		Update on Newsletter	
		The revised draft newsletter was received from Anuj. Urmila to proof read and send it to Anuj by early next week for immediate circulation. This had to be circulated by March 1st week as decided earlier.	UR, AM
11		ISOLA Membership certificate	
	a	Geeta to be requested to take the final decision on it so that they can be prepared and sent immediately.	Geeta
12		ISOLA Office Monitoring to be discussed	
		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. Sachin to send the excel sheet of expenses to all members for review and suggestions to be discussed in the 30th EC at Ahmedabad.	SJ, all members
13		Update on ISOLA Annual calendar	
		To be discussed in next EC meeting after receiving inputs from Local chapter representatives on their calendars and input from Shivram	Local Ch Reps, SS

14	<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
15	<p>Approve and send IFLA subscription</p> <p>It was approved and Manguesh would be requested to prepare the cheque of amount same as last year and ISOLA office to send it to IFLA</p>	MP
16	<p>Discuss and pass on any sponsorship proposal or information on prospective speakers for Ahmedabad conference to LOC Gujarat</p> <p>Varsha was authorized to send all information recieved to LOC Gujarat</p>	VG
17	<p>Discuss ISOLA's presence at Landscape Educationb Symposium at Malaysia</p> <p>It was discussed that Swati could probably be authorized to be official representative of ISOLA if a country report could be prepared and tabled by her. Varsha and Abhijit could vet this report and coordinate with her.</p>	VG, AN
18	<p>Other Items discussed with the permission of Chair</p> <p>ISOLA Archives</p> <p>Letters to be written to senior members to donate some of their work / drawings to ISOLA.</p> <p>Find out the modalities to get grant from the Ministry of Culture to get grants</p>	SP SP
19	<p>IGBC Conference at Hyderabad</p> <p>Invites were recieved from IGBC President, Mr. Rohit Marol and Past-president, Savita Punde (in personal capacity) to be speakers at the conference and be ISOLA representatives on their core committee. Rohit informed that he would not be able to attend due to another commitment. Vice President, Varsha was authorized to represent ISOLA along with Savita (who would be attending in personal capacity).</p> <p>The meeting ended with a vote of thanks to all members present by the President, Mr. Rohit Marol.</p>	