



EXECUTIVE COUNCIL, ISOLA, AHMEDABAD

MINUTES OF MEETING of the 29th EXECUTIVE COUNCIL MEETING

DATE : 16.04.2011 at ISOLA Office,
2 Divya Bungalows, Off Jodhpur Village Road, Satellite, Ahmedabad

MEMBERS PRESENT:

Fellows

Mr. Rohit Marol (RM), Honorary President
Ms. Varsha Gawandi (VG), Honorary Vice-president
Mr. Sachin Jain (SJ), Honorary Secretary
Mr. Mangesh 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)
Mr. Anuj Malhotra (AM)

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

MEMBERS NOT PRESENT (without information):

Mr. Kishore Chanduru (KC)

S.No.	ITEM	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>Abhijit informed that a figure of Rs. 25,000/- to Rs. 50,000/- would be the remuneration for the CA as ascertained informally from CA known to him. In view of the same it was decided to request Mr. Bharat Shah to continue as CA for ISOLA at a remuneration of around Rs. 30,000/- per annum. Rohit informed that most likely he would accept the same on ISOLA's request as understood by Rohit. Mr. Rajnikant can continue as advisor at a remuneration within a similar range.</p>	RM

INDIAN SOCIETY OF LANDSCAPE ARCHITECTS

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2	Status & Update on the 2011 conference at Gujarat by Varsha and status of provision for hospitality for awardees.													
	<p>Letter was received from LOC Gujarat expressing their inability to host the awards function & let the chief guest give the awards. They also expressed that the Awards function and the AGM are to be hosted by the central ISOLA and are not related with the conference.</p> <p>In response to the above letter, a resolution was passed by the Executive committee, unanimously that the Awards function are a part of the conference and provision to host the same has to be made by the LOC. Any assistance to host the same, including arrangement of sponsors and other logistical support can be provided by the central office. A time slot and space for conducting the AGM has also to be provided by the LOC. Varsha was authorized to send a letter to the LOC Gujarat communicating this decision and citing the example of the precedent sent in the past conferences.</p>	VG												
3	Status of Local Chapter Calender of Events													
	<p>The following schedule of events was communicated to the EC by the authorised chapter representatives :</p> <p>Pune - Varsha informed that the Pune members are going to set in motion the process of forming a chapter. They will communicate the schedule after discussion by the next meeting. Avadhoot</p> <p>Delhi - Sachin informed that Delhi is hosting its next event titled ' SACRED WATER' on 30th April 2011. The next event is tentatively scheduled in December.</p> <p>Bangalore - Rohit informed that they will inform the schedule by next meeting.</p> <p>Mumbai - 4 events are tentatively planned. Dates being 17/24 th July, 26th August, 18/25th Nov or Dec and 3rd or 11th Feb.</p>	VG												
4	Status of ISOLA byelaws approved by EC members sent to CA and legal advisor for final acceptance													
	<p>Rohit had send the approved draft bye-laws to Bharat Bhai and advisor for final approval. Their opinion would be received within this week by 24th April 2011. All members would then give their response within a 10 day deadline so that they can be passed by the next meeting and be sent for final submission to the charity commissioner.</p>	RM												
5	Status Update on Website by Savita and Sachin following meeting with Website coordinator Adit in Delhi on 10.02.2011													
a	<p>Vendor listing has to be done at a priority. Savita informed that a draft agreement will be sent by Vibha. Either of the President, Vice President Secretary and Treasurer can be the signatories to the agreement on behalf of ISOLA with the vendors. Following tariff was decided for the listing:</p> <table data-bbox="405 1693 1246 1861"> <thead> <tr> <th></th><th>Annual listing</th><th>Bi-annual listing</th></tr> </thead> <tbody> <tr> <td>1st product category</td><td>Rs. 30,000/-</td><td>Rs. 20,000/-</td></tr> <tr> <td>2nd product category</td><td>Rs. 20,000/-</td><td>Rs. 15,000/-</td></tr> <tr> <td>Every subsequent category</td><td>Rs. 15,000/-</td><td>Rs. 10,000/-</td></tr> </tbody> </table> <p>Quarterly updates possible.</p> <p>On receipt of the agreement draft, the same will be circulated by the secretary with the help of all EC members to all potential vendors.</p>		Annual listing	Bi-annual listing	1st product category	Rs. 30,000/-	Rs. 20,000/-	2nd product category	Rs. 20,000/-	Rs. 15,000/-	Every subsequent category	Rs. 15,000/-	Rs. 10,000/-	SP
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		SJ												

	b	Anuj volunteered to prepare the format / template for the job-listing to be prepared for uploading on website and send it for approval to all members by 22 April 2011.	
	c	A letter and email have already been sent by Rohit to Christine Bavassa (Ex Secretary) and shall be followed-up again.	RM
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.	VG, YK,
	b	Legal opinion to be obtained on the disclaimer before uploading on website.	SP
	c	The letter to NBC for uploading the relevant chapter of NBC on website was sent by Rohit to BIS Chief, Mr. Sanjay Pant. Yogesh to follow-up with him.	RM, YK
	d	Brief Note for Resource centre initiatives to be prepared and uploaded on website	VG, YK,
		Project proposal brief for research project on active plants to be prepared by Varsha and sent to EC members for approval. Sachin to send available format for the same to Varsha.	VG, SJ
		Yogesh to provide information on finishes of sandstones, Rohit on Grnaites to be included in a database for stone finishes.	RM, YK
7		Status of Education Board program to be informed by Abhijit	
	a	Abijit informed that he has been able to obtain the information on the seminar conducted by SPA and ISOLA jointly last year. The same shall be documented appropriately.	AN
	b	Abhijit tabled a Format for conducting a 2-3 day workshop on Landscape Education at undergraduate level. This will be circulated by him to all EC members for their response.	AN
8		ISOLA Awards for 2011 - Status update by Varsha and Savita on	
	a	Savita informed that all jury members have given their consent to participate in the jury.	
	b	Call for Entries has been sent.	
	c	Venue for awards is yet to be finalized in view of LOC Gujarat's reluctance to conduct exhibition and ceremony.	
	d	President authorized a group of EC members to visit the proposed conference venue at Sarovar and give their assessment on this issue.	EC member committee
	e	Final confirmation on SPA Auditorium for awards jury to be sought by Savita from Dr. Suneja. Application already submitted by Sachin.	SP
	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. Yogesh also volunteered to join this committee.	TMC, YK
10		Update on Newsletter	

	<p>The 1st newsletter was circulated by Anuj. For the second newsletter, it was decided that all Local Chapter representatives should send all information from chapters to be included in the newsletter to Anuj by 31st may 2011.</p> <p>News item for the forthcoming Delhi chapter event to be sent by Yogesh to Anuj.</p>	UR, AM
11	<p>ISOLA Membership certificate</p> <p>Anuj to organize 3 quotes for the printing of certificates. May seek assistance of Geeta on this. To double check the spellings of names of all members after sending the final list in pdf to all members by email and get their response / corrections before printing the final certificate. Target to print it by 31st EC meeting to distribute by the conference time.</p>	AM, Geeta
12	<p>ISOLA Office Monitoring to be discussed</p> <p>a Member information updation to be carried out by Meghna from the physical records available in the office, as the soft copy of list is not complete with the contact information. Target to do this in 15 days.</p> <p>b Meghna to follow-up personally by phone calls to all members who have not renewed their membership to do so. 15 members to be called every day and a daily report to be sent in excel to Sachin every day.</p> <p>c A bi-monthly account update to be sent in excel format to President, Vice-president, Secretary and Treasurer by the Office Manger, under separate heads as explained.</p> <p>d Appropriate filing system to be put in place henceforth, immediately for smooth and transparent office functioning. Following files suggested to be made and maintained on a regular basis:</p> <ol style="list-style-type: none"> 1 Bank File - Statements, Pay slips, correspondence with bank (separate for each account) 2 Members information - Updated contact & subscription details (1 sheet to be maintained for each member and maintained in serial number of membership. Append the letter informing any change right behind member's original form. Cross out & mark any change for immediate reference with date) 3 EC Meetings - Agenda and Minutes of Meetings 4 EC Member information (Record to be maintained term wise for every member along with EC meeting attendance sheet for each term) 5 Charity Commissioner record (Correspondence & documents filled) 6 Cash Expenses file (Weekly excel sheet and vouchers pertaining to all petty cash expense) 7 Journal Expenses file (All cheque payments like salary, telephone etc. along with vouchers and issued cheque photocopy and monthly updated excel sheet) 8 Local Chapter file (separte for each chapter - all correspondence in chronological order) 9 Balance Sheets & Audit Reports File (separate for central and chapter accounts) 10 Legal Matter (all legal communication and correspondence) 11 Committee reports 12 Memorandum & Articles of Association 13 ISOLA Awards file (all matters peratining to awards) 	<p>Meghna</p> <p>Meghna</p> <p>Meghna</p>

14	AGM file (Agenda & Minutes of meetings and all related correspondence)	
15	Newsletter file	
16	Vendor listing file	
17	Website file	
18	Education Board file	
19	Staff file	
13	Update on ISOLA Annual calender Local chapter representatives gave their input on their calenders and final calender to be prepared by Shivram with input from all concerned	Local Ch Reps, SS
14	Status of ISOLA as an organization - take steps to make it pan-India a Rohit forwarded the fees proposal given by Adv. Hardik Raval to give his opinion on the matter and also to continue as legal advisor of ISOLA. The amount quoted for a legal opinion on the present issue was Rs. 75,000/-. The members present felt that ISOLA could not afford it at present. Rohit then, also tabled an opinion on the subject form another advocate Mr. Vardarajan, who was kind enough to not charge for it for the time being. Members present requested Rohit to continue any further deliberation on the subject from Mr. Vardarajan. b According to the legal opinion recieved from Mr. Vardarajan, it followed that a society is considered national or state level on the basis of its objectives and goals and not domicile of members and registration. Thu, in fact, ISOLA is already a pan-India body. However, the issue that remains to be decided is that : 1 Is there any way that we can hold EC meetings outside Gujarat also? 2 Or do we need to seek another registartion elsewhere, to do so? If so what is the procedure? Further opnion will be required on these two issues.	RM, AP, SJ
15	Return of Chapter's share of conference revenue It was decided to return an amount rounded off to about 60% of the total amount due to be returned to all the chapters, presently. Manguesh prepared the cheques for the same and handed them over to the chapter representatives.	
16	Status on ISOLA Archives Savita to send letters to Senior members from profession for the same and find out the modalities to get grant from the Ministry of Culture to get grants	SP
17	Status on ISOLAs presence at IGBC Conference at Hyderabad It was informed by Savita and Varsha that it was a good initiative though the speakers were mediocre. ISOLA can contribute positively in this regard by prior planning. ISOLA should participate regularly in this to become an important stake-holder of this movement. ISOLA, since is now represented on the core committee through its President / Vice-President, in future alsoit can nominate members to attend after sending information and recieving feedback from general membership.	
18	Other Items discussed with the permission of Chair IFLA Subscription Fees	

	<p>According to the tariff slab of IFLA, ISOLA is in slab 2 (26-700 members) and needs to pay 10.908 Euros per valid member, which works out to Rs. 2,12,700/- approx. Rohit informed that last year, ISOLA was given the privilege to pay for the first slab of 25 members (on special request) considering ISOLA's financial condition. Rohit would again write to Christine Bavassa and present treasurer to avail of the same scheme. Once finalized, the subscription amount can be paid immediately.</p>	RM, MP
19	<p>Modalities of Accounting</p> <p>a Samir Mathur, Treasurer, Delhi NCR chapter had asked specific question on whether the chapter needs to deduct TDS and charge service tax pertaining to the local events. Rohit advised him presently based on the opinion from CA. Specific to this subject, a workshop was proposed to be held for all chapter and centre treasurers along with the ISOLA CA and chapter CAs to finalize all accounting procedures.</p> <p>b Chapters would be advised by the treasurer to submit their audited accounts for the financial year by end of June so that the central ISOLA CA can merge them and file them well in time.</p>	MP
20	<p>Membership drive</p> <p>It was decided to undertake membership drive and re-enrolling of past members at a priority. Sachin would lead this committee with help from all EC members and ISOLA office manager.</p>	SJ, EC members
21	<p>Recognition to BNCA college and other institutions in future</p> <p>ISOLA reiterated that it will give recognition to all institutions already recognized by IFLA</p>	
22	<p>Next conference venue</p> <p>Various options including again starting the cycle as followed in past conferences were discussed. Some venues discussed were Pune, Lonavala, Bangalore & Colombo. Varsha will discuss this subject with Pune members and inform in submeetings. Rohit suggested that it would be very difficult for Bangalore to host it presently. Colombo could be explored, with central ISOLA being the main host with the help of a committee from all over the country to do it.</p>	
23	<p>Audited account statements and balance sheets</p> <p>Meghna was advised to get a copy of all the audited balance sheets of past years in ISOLA office for the reference of members.</p> <p>The meeting ended with a vote of thanks to all members present by the President, Mr. Rohit Marol.</p>	Meghna