

## EXECUTIVE COUNCIL, ISOLA, AHMEDABAD

### MINUTES OF MEETING of the 30th EXECUTIVE COUNCIL MEETING

DATE : 04.06.2011 on tele-conference

#### 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)

##### Chapter Representatives

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

#### MEMBERS NOT PRESENT (without information):

Mr. T. M. Chengappa (TMC), Chapter representative from Chennai

S.No.	ITEM	ACTION BY
1	<p>Rohit Marol, President ISOLA chaired the meeting and welcomed all members present.</p> <p><b>Status &amp; Update on the 2011 conference at Gujarat by Varsha and status of provision for hospitality for awardees.</b></p> <p>Following the response received from LOC Gujarat expressing their inability to host the awards function as a part of the conference &amp; let the chief guest give the awards, it was decided to finally write to them explaining that it had been directed by the EC that the awards are integral part of the conferences. There is a precedence of last year Goa conference and Delhi had also hosted the felicitation of senior members of the profession in 2009. All logistical and financial support (through sponsors) will be extended to LOC Gujarat.</p>	VG

## INDIAN SOCIETY OF LANDSCAPE ARCHITECTS

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2	<p><b>Awards jury and other process to be completed now, since registrations already received and only award function to be deferred or the complete award cycle to be skipped this year, in case LOC Gujarat does not host the awards.</b></p> <p>In case the LOC Gujarat does not host the awards, letters to be dispatched to all members who have registered, informing them that the Awards cycle has been shifted to next year and shall be concluded in the next conference. The registrations already recieved will remain valid.</p>	
3	<p><b>Status of Local Chapter Calender of Events</b></p> <p>The following schedule of events was communicated to the EC by the authorised chapter representatives :</p> <p>Delhi - Sachin informed that Delhi hosted an event ' SACRED WATER' on 30th April 2011. successfully, with an attendance of over 120 people and was addressed by very eminent speakers. Ec member Yogesh volunteered to prepare an update on the same to be in corporated in the Newsletter, A DVD of the event would be given by Delhi chapter to all EC members in the next EC meeting. The next event at Delhi is tentatively scheduled in December.</p> <p>Mumbai - A workshop for undergraduate students is going to be hosted from 10th to 12th June 2011 at IES College, Bandra.</p> <p>Bangalore - Rohit informed that they will inform the schedule by next 2 months as the Bangalore chapter is not yet achive.</p>	<p>SJ</p> <p>RM</p>
4	<p><b>Letter of acceptance to be sent to Pune for Chapter formation and other formalities to be completed</b></p> <p>The same shall be done before the next meeting</p>	RM, SJ
5	<p><b>Status of ISOLA byelaws approved by EC members sent to CA and legal advisor for final acceptance</b></p> <p>Final byelaws draft to be finalized and circulated to all member by 15th July 2011. AGM to be held along with the conference. Notice for AGM to be sent by Sachin to all general membership. Rohit will send the agenda for AGM to Sachin.</p>	RM, SJ
6	<p><b>Status of donor listing from Resource Committee and status of draft agreement</b></p> <p>Yogesh has prepared and sent a draft agreement, on which legal opinion has to be sought from Advocate Vibha Makhija by Savita and Yogesh. Once that is finalized, it will be sent to Mr. Rajnikant for final vetting and implementation.</p>	SP, YK
7	<p><b>Status of job listing template and approval of the same from EC members</b></p> <p>Anuj to send the format for the job-listing to all EC members for their approval by 13th June 2011. Once that is approved, it will be sent to CA and Rajnikant for final approval and uploading on website.</p>	AM
8	<p><b>Status of NBBC uploading / link on ISOLA website</b></p>	

	Yogesh informed that a reply to ISOLA's request for the same has been sent by Mr. Sanjay Pant, Chairperson of BIS. Rohit will try to locate it at ISOLA office. Yogesh informed that for direct uploading of NBCs relevant chapters, ISOLA will have to pay the necessary charges to NBCC. However, if excerpts and contents from it are uploaded, it can be done free of cost. Yogesh to look into it.	RM, YK
9	<p><b>Status on Resource committee initiatives</b></p> <p>Brief Note for Resource centre initiatives to be prepared and sent to all members and to be uploaded on website</p> <p>Project proposal brief for research project on native plants to be prepared by Varsha and sent to EC members for approval. She will also seek Prof. Shaheer's advice on the subject.</p> <p>Yogesh &amp; Rohit to give inputs on local stone database.</p> <p>It was proposed to set up a committee to review and assess the project proposals received to be taken up, with one senior member from each region besides the Resource committee. The names proposed were : Prof. Shaheer, Prof. Ram Sharma, Mr. Jayant Dharap and Mr. Kishore Pradhan. They will be contacted to accept.</p> <p>It was also proposed to put in place a driving sub-committee comprising of Yogesh, Varsha, Abhijit and Swati to follow-up on these initiatives.</p>	<p>VG, YK,</p> <p>VG</p> <p>RM, YK</p> <p>VG, YK</p>
10	<p><b>Status of Education Board program to be informed by Abhijit</b></p> <p>Abhijit informed that he has got input from Prof. Shaheer and Mr. Shishir Rawal on the proposed undergraduate teachers' workshop on landscape education. He would email the framework to all EC members for approval. He will further discuss and finalize this with Prof. Shaheer during his visit to Pune on 9th July 2011. The dates for the workshop would be finalized by the next EC meeting.</p>	AN
11	<p><b>Status update on ISOLA Code of Conduct &amp; Scale of Fees by Chengappa</b></p> <p>Chengappa was not present and there was no progress on this. Yogesh agreed to prepare a draft document on this within the next month and a half and put it up to the EC for further discussion. Subsequently, Kishore will join him to help on this.</p>	TMC, YK, KC
12	<p><b>Update on Newsletter</b></p> <p>Update received from Shishir by Anuj. Information on Delhi event to be sent by Yogesh and DVD by Sachin to Anuj for inclusion in the next edition of the newsletter.</p>	AM, YK, SJ
13	<p><b>ISOLA Membership certificate</b></p> <p>Anuj and Gita have obtained 3 quotes for the printing of certificates ranging from Rs. 85/- to Rs. 90/- per certificate. He would finalize this with the best vendor with the help of Geeta, along with her input on the paper to be used. To doubly verify the spellings of names. Anuj will circulate the final list in pdf to all members by email and get their response / corrections. Target date to print it is 31st EC meeting. They will be distributed at the annual conference time.</p>	AM, Geeta

14	<p><b>Appointment of new ISOLA office manager to be discussed and ratified by EC. ISOLA Office Monitoring to be discussed and letter of appointment with terms and conditions to be issued to him. Savita and Rohit to provide draft format, which can be discussed.</b></p> <p>a Following, the resignation of Ms. Meghna Khosla, Mr. Jay Mehta had been provisionally appointed as the Office Manager at a monthly salary of Rs. 75,000/-. His appointment was ratified by all the EC members. Anuj volunteered to create a Google document for review of all EC members. Rohit would also provide his input on the subject to Anuj.</p> <p>b Meghna had already explained the role of the office manager to the new appointee before leaving. The role shall be further elaborated to him during the next meeting at Ahmedabad on 16th July 2011.</p> <p>C Payments for telephone to Airtel, salary to Jay Mehta &amp; Meghna and petty cash were discussed and approved by the EC members. Cheques were prepared by the treasurer.</p>	AM, RM
15	<p><b>Status of ISOLA as an organization - take steps to make it pan-India</b></p> <p>Rohit has already sought opinion on the subject from Advocate Mr. Vardarajan on the subject. He will speak to him again for further clarity on the pending issues given as under:</p> <p>1 Is there any way that we can hold EC meetings outside Gujarat also?</p> <p>2 Or do we need to seek another registration elsewhere, to do so? If so what is the procedure?</p>	RM, AP
16	<p><b>Status on ISOLA Archives</b></p> <p>Savita to find out the modalities to get grant from the Ministry of Culture to get grants</p>	SP
17	<p><b>IFLA Subscription Fees</b></p> <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 option to pay for the first slab of 25 members (on special request) considering ISOLA's financial condition. Rohit has already written to Christine Bavassa but was informed that the treasurer can take a call on this. Rohit will write to John Weier, IFLA treasurer, on this and once finalized, the subscription amount can be paid immediately.</p>	RM, MP
18	<p><b>Dates and modalities to be finalized for proposed Accounting workshop.</b></p> <p>A An accounting workshop was proposed to be conducted on the advice of the Auditors involving the treasurers, representatives and CAs of ISOLA HQ, local chapters and the operational LOCs of ISOLA and ISOLA financial advisor to put the accounting systems and financial discipline in place. It was finalized that the said workshop will be held in Ahmedabad concurrent with the 31st EC meeting on 16th July 2011. Notification to all concerned will be sent by the secretary and the President will coordinate the dates of Sh. Bharat Shah and Shri Rajnikant ji.</p> <p>B Sachin also informed that the finalized accounts and account statements were required by the ISOLA auditors for closing the accounts of the FY 2010-11. All chapters and operational LOCs were requested to comply with the requirements sent by the auditors at the earliest.</p>	RM, SJ  All chapter and LOC treasurers / reps

19	<p><b>Memebrrship drive</b></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 newly-appointed ISOLA office manager, Jay Mehta.</p>	SJ, EC members
20	<p><b>Next confrence venue</b></p> <p>It was proposed to host the next conference preferably in the Eastern region (may be Kolkata) or Central region (may be Bhopal / Indore). An open letter to seek suggestions for the same was decided to be sent to the general membership.</p>	RM, SJ
21	<p><b>Status on Fee settlement with Mr. Bharat Shah and Mr. Rajnikant as advisor by Rohit</b></p> <p>It was informed by Rohit that Mr. Bharat Shah (M/s Shah &amp; Dalal) had kindly agreed to a remuneration of Rs. 40,000/- for accounting and auditing charges for the year and Sh. Rajnikant ji would be paid a sum of Rs. 20,000/- in his capacity as financial advisor to ISOLA. The EC members unanimously approved the same.</p> <p>The meeting ended with a vote of thanks to all members by the President, Mr. Rohit Marol.</p>	