



EXECUTIVE COUNCIL, ISOLA, AHMEDABAD

MINUTES OF MEETING of the 31st EXECUTIVE COUNCIL MEETING

DATE : 16.07.2011 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)

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 |
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| 1 | <p>Rohit Marol, President ISOLA chaired the meeting and welcomed all members present.</p> <p>Response to letter from LOC Gujarat to be discussed and decision to be taken on Awards</p> <p>It was decided that the Annual ISOLA awards function and all connected activities will, henceforth be integral part of the Annual conference. This will be included in the agenda for the AGM and tried to be taken approval of from the general body. The points to be got approved would be:</p> <ul style="list-style-type: none">a Travel and hosting of Jury members and the winners and the exhibition of winning entries will be arranged by the LOC.b Time slot for the Awards ceremony at the inaugural function should accommodate the prize distribution by the honorable chief guest.c Responsibility of receiving, exhibiting and sending the entries back to ISOLA HQ would lie with the LOC. | SJ |

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| 2 | <p>Authorization for Letter informing deferring the award function to be to be sent to all the members who have registered.</p> <p>Varsha was authorized by the EC to dispatch letters to all members who have registered, informing them that the Awards cycle has been postponed to next year and shall be concluded in the next conference. The registrations already recieved will remain valid. Acceptance has to be sought from all applicants if they wish to continue their registration or want the refund of their registration money.</p> | VG |
| 3 | <p>Status of Local Chapter Calender of Events</p> <p>The following was communicated to the EC by the authjorised chapter represtentatives :</p> <p>Delhi - A copy of the CD of the event "Sacred Water" was given by Sachin to all EC members. The effort was applauded by all present. The next event is tentatively scheduled in December. Dates will be communicated in October.</p> <p>Mumbai - A workshop on undergraduate education was hosted from 10th to 12th June 2011 at IES College, Bandra. Documentation for the same was being done and will be sent for record to ISOLA HQ and a note for newsletter will be sent by Urmila to Anuj for inclusion in Newsletter. The next events are scheduled in October, November and February.</p> <p>Bangalore - Rohit informed that the term of the current committee is over. They will set in motion the process of election in August - September. Then they will plan the schedule. The hosting of the annual awards of LA jounal will be assisted by the Bangalore chapter.</p> | <p>SJ</p> <p>UR</p> <p>RM</p> |
| 4 | <p>Letter of acceptance to be handed over to Pune for Chapter formation and to be signed by office bearers.</p> <p>The letter was duly signed and handed over to Varsha</p> | RM, SJ |
| 5 | <p>Status of ISOLA byelaws approved by EC members sent to CA and legal advisor for final acceptance and agenda & notice for AGM to be discussed</p> <p>Bye-laws which were approved earlier had been vetted by the CA and the legal advisor and were signed for filing them with the Charity commissioner. The time and venue of the AGM was finalized as 11th Sept 2011 at 8.30am-9.45 pm at the conference venue and the agenda items were finalized. Notice for AGM to be sent by Sachin to all general membership along with the agenda.</p> | SJ |
| 6 | <p>a Discussion on draft agreement received on Vendor listing from Resource Committee after vetting from Advocate Vibha Makhija</p> <p>As a part of the just concluded accounting workshop, ISOLA Auditor, Mr. Bharat Shah informed that being registered as a charitable society, the society can not be involved in any activity of profit. In view of the above, Vendor listing can not be done with any agreement and conditions. The listing will have to be called Donor listing in lieu of the same it could be mentioned on the website that the particular products related to landscape are available for "enhancement of knowledge" through our valuable Patron Donors. This listing can be put on the website for the designated amount of time and can be re-listed on the receipt of a fresh donation. A flat annual fees of Rs. 30,000/- per vendor was approved by the EC. 85% of the revenue generated from this income will have to be spent on activities which conform to clauses listed above. (Research activities, resource collection are permitted activities).</p> <p>Action will have to be taken accordingly by EC and the resource committee. M/s Shah & Dalal will send a note for how this will have to be worded.</p> <p>b Ratify Vibha Makhija's payment for legal advice</p> | <p></p> <p>VG, MP, M/s Shah & Dalal</p> |

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| | The payment was approved and the treasurer was requested to release the cheque. | MP |
| 7 | Status of job listing template from Anuj and approval of the same from EC members | |
| a | The template tabled by Anuj was approved by the EC members. Anuj will forward it to CA and the advisor for approval. | AM |
| b | In the accounting workshop, Mr. Bharat Shah informed that even for Job Listing payments will have to be sought under the category of donation. It could be segregated from Vendor Listing by calling them simply "donors" instead of the term "Patron Donors" for vendor listing. The same pattern will have to be followed by ISOLA. | |
| 8 | The draft document prepared by Yogesh for uploading NBC related information / link on ISOLA website | |
| | The same was approved and will be sent by secretary to Adit Pal to do the needful, in the format prepared by Yogesh. | SJ |
| 9 | Status on Resource committee initiatives | |
| | Brief Note for Resource centre initiatives to be prepared and sent to all members by secretary and to be uploaded on website through Adit Pal within next 7-8 days. | VG, YK, SJ |
| | It was proposed to set up a committee to review and assess the project proposals recieved 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 Pradahn. They will be contacted to accept. | VG, YK |
| | 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. | |
| 10 | Status of Education Board program to be informed by Abhijit - Framework to be discussed and date of the workshop to be finalized | |
| | Abijit explained the methodology. Workshop to be of a participatory nature and to be held in Mumbai sometime in November 2011. Abhihjit will send the format to all concerned. The dates for the workshop would be finalized in the next EC meeting. It was also suggested that the host college could charge the participants a nominal fees top cover the expenses. | AN |
| 11 | Status update on ISOLA Code of Conduct & Scale of Fees by Chengappa | |
| | The document prepared earlier during the tenure of the past EC was handed over to Yogesh for taking this forward. | YK |
| 12 | Update on Newsletter | |
| | Target date decided to send the newsletter was 31st July 2011. | AM |
| 13 | ISOLA Membership certifcate | |
| | Rate of Rs. 86/- per newsletter on the basis of the quotes received was approved (Anuj to further negotiate whatever possible with the vendor while finalizing) and send information to all members for approval and arrange to get the certificates printed and distributed at the conference in September | AM |
| 14 | 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. | |

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| a | Draft appointment letter to be emailed by Anuj to all EC members so that it can be issued to Mr. Jay Mehat at the next EC meeting. | AM |
| b | The role of ISOLA office manager was further elaborated to Mr. Jay Mehta by the secretary during the meeting. | RM, SJ |
| c | Payments for telephone to Airtel, salary to Jay Mehta & petty cash were discussed and approved by the EC members. Cheques were prepared by the treasurer. | |
| 15 | Status of ISOLA as an organization - take steps to make it pan-India 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: 1 Is there any way that we can hold EC meetings outside Gujarat also? 2 Or do we need to seek another registration elsewhere, to do so? If so what is the procedure? | RM, AP |
| 16 | Status on ISOLA Archives Savita to find out the modalities to get grant from the Ministry of Culture to get grants | SP |
| 17 | IFLA Subscription Fees Rohit has already written to the treasurer and after his resignation has written to Christine Bavassa and is waiting for her response. As soon as a response is received, the subscription amount shall be paid immediately. | RM, MP |
| 18 | Dates and modalities to be finalized for proposed Accounting workshop. a The accounting workshop was conducted prior to the EC meeting involving the treasurers, representatives and CAs of ISOLA HQ, local chapters and the operational LOCs of ISOLA and ISOLA advisor to put the accounting systems and financial discipline in place. Besides all participants, ISOLA EC thanked Sh. Bharat Shah and Shri Rajnikant ji for their participation and valuable advice and guidance in running the affairs of ISOLA. 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. | All chapter and LOC treasurers / reps |
| 19 | Membership drive All members of the EC were working hard at it. It was informed that around 70-80 new members had joined ISOLA and some old members who had not renewed have also joined back. | SJ, EC members |
| 20 | Next conference venue It was proposed to host the next conference preferably in the Eastern region (may be Kolkata) or Central region (may be Bhopal / Indore). Mangesh to speak to Suchandra Bardhan to seek her views. Possible venues could be Siliguri etc. Abhijit to speak to Prof. Meenakshi Jain for NIT Hamirpur. Rohit to contact Prof. Sridevi Rao and Phanishree for Hyderabad as a possible venue. | MP, AN, RM |
| 21 | Review the proposal of ISOLA's association with infrastructure expo' Urban Infra World Expo 2011' scheduled from the 19th -22nd Oct 2011 at BEC , Mumbai. The proposal was discussed and the EC agreed to associate ISOLA with the subject in principle, subject to conditions discussed. | |

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| 22 | <p>Review the proposal of ISOLA association with the event 'Better Cities & Better Tomorrow' scheduled from the 20.09.11 to 15.10.11 at Ahmedabad</p> <p>The proposal was discussed and accepted. Modalities would be worked out on receipt of final invite form the organizers.</p> | |
| 23 | <p>Resignation of Kishore Chunduru from ISOLA Executive Council</p> <p>The secretary informed of the resignation of Kishore Chanduru from the Executive Council. It was accepted and the EC thanked Kishore for having contributed to the EC during his tenure.</p> | |
| 24 | <p>A letter was received from one Mr. Ajay Joshi, landscape architect formerly settled in Boston and now back in India, in which he had voiced some vague concerns (not very specific) on the status of profession in India. President permitted it to be taken on the agenda.</p> <p>The letter was discussed and the president was authorized to respond to it.</p> | RM |
| 25 | <p>Ratify the minutes of the 28th and 30th EC meeting by tele-conference.</p> <p>The minutes were approved and taken on record.</p> <p>The meeting ended with a vote of thanks to all members by the President, Mr. Rohit Marol.</p> | |