



EXECUTIVE COUNCIL, ISOLA, AHMEDABAD

MINUTES OF MEETING of the 37th EXECUTIVE COUNCIL MEETING

DATE : 24.03.2012 at ISOLA Office, Ahmedabad

MEMBERS PRESENT:

Fellows

Mr. Rohit Marol (RM), Honorary President
Ms. Varsha Gavandi (VG), Honorary Vice-president
Mr. Sachin Jain (SJ), Honorary Secretary
Mr. Manguesh Prabhugaonkar (MP), Treasurer
Mr. Ashish Patankar (AP)
Mr. Yogesh Kapoor (YK)
Mr. Abhijit Natu (AN)

Associates

Mr. Shivram Somasundaram (SS)

ISOLA Staff

Mr. Jay Shah (JS), Office Manager

MEMBERS NOT PRESENT (with prior leave of absence):

Fellows

Ms. Savita Punde (SP), Past- President

Associates

Mr. Anuj Malhotra (AM)

Chapter Representatives

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

S.No.	ITEM	ACTION BY
1	Rohit Marol, President ISOLA chaired the meeting and welcomed all members present. Discuss the final audited accounts and report to be tabled in the EGBM Approved by all members present. Rohit informed that the advisor Mr. Rajnikant had vetted the same and asked for the Computation of Income, which had been communicated to M/s Shah & Dalal.	
2	Approve and re-imburse travel expenses to the EC members for the trips undertaken to Ahmedabad since October 2009 The number of trips made by each office bearer were calculated and verified by Mr. Jay Shah. The reimbursements were calculated and the treasurer was authorized to issue cheques to all the EC members.	
3	Check and approve the registered license deed and the status of payments in respect of the rent, security deposit and legal expenses for the new premises The above mentioned license deed which had been duly executed by Mr. Anuj Malhotra, after authorization from the EC was inspected and approved by all members after it was found in order. Mr. Jay informed that all the expenses related to it had been paid including the legal expenses incurred.	

4	Forthcoming Bhopal Conference Since this was the most important item of the agenda, it was decided to discuss this in the end after finishing all other items.	
5	Seek status of Local Chapter elections from Delhi and Bangalore a Sachin informed that the Delhi chapter elections had been concluded and a detailed report will be sent by the lection officer Ms. Savita Punde in due course. Only 4 valid nominations had been received for 5 positions, so all the nominees had been declred elected. However, a bye-election will be called for the one vacant position on the EC in the month of April 2012. b Rohit informed that Mr. Bijoy Chako had sent out a notice on 23 Novemebr 2011 asking for nominations. But no nominations were received. The election process will now be conducted afresh in the month of April 2012 for the Bangalore chapter.	
6	A calender to be formulated for website updation for the year and responsibility to be decided so that this can be done effectively, since this not getting done presently very efficiently. It was discussed that since information had to come from various sources to the coordinator, it was difficult to provide it to him on time for quarterly updations as decided. It can also be looked at to provide links to each of the activities like Awards, Resource, Conferencea and Chapters from the ISOLA central website,which can be independently arranged to be updated by the coordinators / convenors of the particular activity. Opinion has to be sought from Adit on this. The secretary to mail all information to the coordinator for quarterly updation.	AP, SJ, VG
7	Authorize and pay the IFLA subscription due The invoice raised by IFLA after the due reduction was approved and the treasurer was authorized to make the payment.	MP
8	Discuss Prof. Bhagwat's email dated 13.12.2012 in ahich he has written an email to all members seeking to get their views directly on hosting 2013 ISOLA conference clubbed with IFLA APRA. It was observed that Prof. Bhagwat should have expressed his personal opinion and intent to the present ISOLA chair first instead of not following the protocol and writing to the members directly. However, it was decided that the President would write to IFLA to explore the possibility of hosting the 2014 conference, tentatively scheduled at Pune as IFLA APRA, requesting the status and intent from them.	RM
9	Case of Fraudulent Practice brought to the notice of ISOLA President by member Mr. Samir Mathur. Decide on action to be taken - legal advice ? The EC authorized the secretary to write to the person concerned to furnish her documents of qualification / membership to ISOLA within a stipulated time frame as a complaint had been received against her as her name does not appear in ISOLA records otherwise necessary action would be taken.	SJ
10	Finalize Donor and job-listing listing process and chart the process to start it immediately a The tariff for Donor listing was finally decided ans approved as: Rs. 50,000/- for 6 month listing Rs. 85,000/- for 12 month listing b A question was asked by Ashish as to how Foreign currency donations could be received. This would be forwarded to Mr. Rajnikant for his input. c The format for Donor listing and the tariff chart would be forwarded to Adit for uploading on website by Sachin.	Rajnikant ji SJ

d	All EC members to contact potential donors to start the process immediately	EC members
e	Varsha and Yogesh will vet and approve any donor listing proposals received before uploading	VG, YK
11	Decision on Research proposal forwarded by Dr. Sridevi Rao, pending with ISOLA Varsha informed that a detailed proposal, methodology and estimate was expected from her before a decision could be taken.	
12	Update on Professional Code of Conduct Ashish volunteered to join Yogesh on the committee and commence work on this. Progress to be reviewed in the next 2 months.	AP, YK
13	Update on Newsletter a Abhijit informed that the newsletter was ready and would be circulated in the 1st week of April 2012. b To improve further coordination and timely preparation of the newsletter, it was decided that the following people would coordinate and send region specific information to Abhijit every month or as necessary: Delhi - Yogesh Banaglore - Rohit Mumbai - Ashish & Urmila Goa - Manguesh	
14	Update on Pune Chapter formation progress and 2013 conference status Varsha informed that the present members were not willing to form a chapter. However, they were willing to hold the conference in 2014. In the meanwhile, Delhi was requested to hold the 2013 conference in March 2013 to get the Annual Calender back on track. It could possibly be a 1-day conference also.	VG, SJ
15	Update on ISOLA Membership certificates Geeta had sent a quote. Ashish was also requested to get 2 quotes so that it could be finalized. Sachin would follow up with Geeta and Prof. Shaheer to improve the design of the certificate. Target date for distribution should be the next conference but they should be ready by the end of April.	SJ, AP, Geeta
16	Update on ISOLA Archives Savita to be reminded by secretary to follow-up on this.	SP
17	Change of address of the ISOLA registered office to be intimated to the charity commissioner, banks, and all members. The letters for change of address have been already signed and sent to the bank. Ashish will follow-up. The letter of change of address along with all necessary documents and formats to be prepared by Jay and sent to the charity commissioner.	AP, JS
18	Filing of bye-laws with the charity commissioner The bye-laws to be printed and signed by all EC members by Jay so that they can be filed with the charity commissioner.	SJ, JS
19	Status of Web-site member login section It was informed by Yogesh and Rohit that it was already active. Sachin was advised to write to the members resolving their individual queries on the same.	SJ
20	Forthcoming Bhopal Conference a Finalize the composition of Committees, the responsibilities along with target dates	

	<p>Core Committee - President, Vice-President, Secretary, Treasurer, Anuj Malhotra, Dr. Rekha Jain, Ms. Savita Raje, Prashanta Bhat (Rohit to seek consent), any other name as discussed in the next meeting</p> <p>Sub committees</p> <p><i>Theme & Speaker coordination (content)</i> - Varsha (Convenor), Yogesh, Urmila, Anuj, Abhijit, Prashant (Rohit to seek consent)</p> <p><i>Local Coordination</i> - Anuj Malhotra (ISOLA), Savita Raje, Dr. Rekha Jain (MANIT) & Ashish (subject to his availability in the forthcoming months)</p> <p><i>Venue Coordination</i> - Nominees from MANIT, Anuj, Jay Shah</p> <p><i>Speaker & Guests Coordination (logistical)</i> - Shivram, any other volunteer to be added later</p> <p><i>Information dissemination & Registration</i> - Sachin, other volunteers to be added</p> <p><i>Publication (pre & post conference)</i> - Prof. Shaheer, Geeta (after seeking acceptance), Shilpa Chandawarkar</p> <p><i>Hospitality</i> - Shivram with MANIT volunteers and team</p> <p><i>Sponsors / Donors coordination</i> - Rohit, Sujata Kohli (Sachin to seeking consent)</p> <p><i>Finance Committee</i> - Rohit, Manguesh, Ashish</p> <p><i>Exhibition Committee</i> - Urmila and local volunteers</p>									
b	<p><i>Finalize the Theme of the conference from the various suggestions received</i></p> <p>Varsha to work on it and expand it further. Rohit to ask Prashant to communicate with Mike Lin and convey within 15 days, the cost involved.</p>	VG, RM								
c	<p><i>Finalize the structure of the conference along with session details and possible</i></p> <p>Theme and Speaker coordination (content) committee to work on it and present a draft structure before the next EC to be discussed and finalized.</p>	VG, YK								
d	<p><i>Finalize the dates and duration of the conference and authorize the president Mr. Rohit Marol to write to the Director Manit confirming the same</i></p> <p>Dates finalized as 31 Aug and 01 Sept 2012. 02 Sept could be added if another day is decided to be added to the conference. Rohit wrote and took the consent of the Director, MANIT</p>									
e	<p><i>Finalize the venue of the conference, discuss the proposal received from Noor-US-Sabah Palace and negotiate it.</i></p> <p>Rohit authorized to write to Noor-US- Sabah and seek their best possible rates by next week.</p>	RM								
f	<p><i>Finalize the accounting modalities and initiate the process of opening a separate account for the conference with the advice of the auditors and the advisor</i></p> <p>It was discussed and decided to seek the consent of M/s Vibhakar & Trivedi for being the chartered accountants for the Bhopal Conference. Rohit spoke to him and got the consent. The appointment will be finalized and approved at the next EC.</p> <p>Modalities to open the LOC Bank Account to be formalized in the next EC meeting. Signatories to be Mangueash, Ashish and Savita Raje. Branch to be finalized after Ashish gets some ground information.</p>	RM								
g	<p><i>Finalize and approve the conference registration charges as discussed in the 35th meeting</i></p> <p>It was decided to have liberal rates for the members to get better participation. The</p> <table><tr><td>ISOLA members</td><td>- Rs. 1000/-</td></tr><tr><td>Non-members</td><td>- Rs. 3500/-</td></tr><tr><td>Student Members</td><td>- Rs. 500/-</td></tr><tr><td>Other students</td><td>- Rs. 1000/- (to accommodate first 50)</td></tr></table>	ISOLA members	- Rs. 1000/-	Non-members	- Rs. 3500/-	Student Members	- Rs. 500/-	Other students	- Rs. 1000/- (to accommodate first 50)	MP, AP
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Student Volunteers MANIT - Complimentary
Member's office staff members - Rs. 1500/- (form to be countersigned by member along with Mem no.)

- h *Approve and authorize a separate website for the Bhopal conference, with all information related to conference available on it*

It was approved and Sachin to initiate the process and present at the next EC meeting.

The meeting ended with a vote of thanks to all members by the President, Mr. Rohit Marol.

SJ