



EXECUTIVE COUNCIL, ISOLA, AHMEDABAD

MINUTES OF MEETING of the 40th EXECUTIVE COUNCIL MEETING

DATE : 28.07.2012 at SPA Campus, Bhopal

MEMBERS PRESENT:

Fellows

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

Special Invitees

Dr. Sanjeev Singh, HOD, Dept. of Architecture, SPA, Bhopal
 Prof. Savita Raje, Professor, SPA, Bhopal and ISOLA LOC member
 Nikhil Dhar, ISOLA Member

ISOLA Staff

Mr. Jay Shah (JS), Office Manager

MEMBERS NOT PRESENT (with prior leave of absence):

Fellows

Mr. Mangesh Prabhugaonkar (MP), Treasurer
 Mr. Ashish Patankar (AP)
 Mr. Abhijit Natu (AN)

Associates

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

Chapter Representatives

Ms. Urmila Rajadhyaksha (UR), Chapter representative from Mumbai
 Mr. T. M. Chengappa (TMC), Chapter representative from Chennai
 Mr. Minesh Parikh (MP), Chapter representative from Delhi

S.No.	ITEM	ACTION BY
	Rohit Marol, President ISOLA chaired the meeting and welcomed all members present.	
1	<p>Forthcoming Bhopal Conference</p> <p>a <i>Finalize the venue related matters, finalize the vendor after reviewing quotes received, review the venue layout with respect to exhibition (no. of panels), vendor stalls and "Narmada" performance.</i> Nikhil and the present EC members finalized the venue layout after looking at the hall. The quotes of the different vendors were also evaluated in detail and View N Sonic was finalized. It was decided that if Bharat Bhawan could be arranged for the Narmada ballet performance it would be better. In case, it is not possible, the additional modalities and expense involved was also finalized with the venue vendor as a back-up option. Stage lighting was also discussed in detail with Mr. Kamal Jain, the lighting designer for the ballet.</p> <p>b <i>Finalize the conference kit out of the options received</i> Out of several options received, vertical jute bag from Suman Eco-craft was approved. It was decided to give one clutch pencil and one gell pen and a wind flute as a part of the conference kit.</p>	

- c *Status of brochure printing with respect to the hard-copy invites to be sent to all invitees decided*
Final logo was approved out of the options sent by Geeta and brochure approved for final printing.
- d *Finalize the list of invitees and fix the responsibility to invite all of them personally*
Invitations decided to be sent as decided in last meeting as soon as the brochure is printed.
- e *Review the status of CM and other VIP invitees*
CM not available, Savita Raje trying to look at other options.
- f *Discuss and finalize the modalities of press conference/s*
Dr. Sanjeev Singh informed that 25 media persons will be invited on lunch and a press briefing jointly by both MANIT & SPA directors. Urmila Rajyadhakshya to represent ISOLA and release the press note.
- g *Discuss and finalize the local travel arrangements with respect to travel of speakers, awardees and the bus for Sanchi / Bhimbetka tour*
SPA Bhopal to coordinate and arrange for buses for local transport through vendors. 2 buses to run. 2 pick-up points identified. One at Amer Palace Hotel, MP Naagr and other at Palash MP. Details of hotels and pick-up points as per appendix attached.
- h *Modalities of receiving registrations for Sanchi tour, deadline, finalize and inform the cost to be incurred to all delegates.*
Registration to be done concurrently at registration desk, with information already available on website. Buses to start at 7 am sharp with provision of packed lunch available.
- i *Coordinate with Brij-Geeta for stationery and logo etc.*
Tag design, conference brochure design finalized. Donor logos required.
- j *Coordinate with Nikhil for venue arrangements*
Stage layout and design finalized with Nikhil's input.
- k *Review the status of international and national travel of all speakers and awardees.*
Shivram already coordinated with most of the speakers and coordinated with Neev Travels for the booking.
- l *Discuss and identify with Savita Raje, the status of volunteers for different duties:*
SPA Bhopal to provide all the volunteers as MANIT students busy with exams. They would all be provided complimentary registration to the conference.
1. Guest coordination - 10 people - To Accompany the speakers and invitees from airport / railway station and incharge of guests during stay.
2. Venue
Hall Management - 4
Speaker welcome bouquet - 2
Backstage - 2
3. Registration desk - 8 people at inaugural session on 31st Aug, 3 people during other sessions. 5 parallel desks to be put up, 1 for cash registrations to be managed by Jay
4. Exhibition - 4 people on 30th and 2 people on 31st & 1st.
5. Sanchi / Bhimbetka - 3 people per bus on 2nd Sept
- m *Status of snippets on Bhopal to be uploaded on website from Anuj.*
Not received, Anuj to provide.
- n *Heritage walk schedule*
Dr. Savita Raje to begin the walk at 6.30am sharp from Kamla Park.
The meeting ended with a vote of thanks to all members and special invitees by the President, Mr. Rohit Marol.