



## EXECUTIVE COUNCIL, ISOLA, AHMEDABAD

### MINUTES OF MEETING of the 45th EXECUTIVE COUNCIL MEETING

DATE : 27.04.13 at 10.30 am on conference call

#### MEMBERS PRESENT:

##### Fellows

Mr. Sachin Jain (SJ), Honorary President  
Mr. Yogesh Kapoor (YK), Honorary Vice President  
Ms. Shilpa Chandawarker (SC), Honorary Secretary  
Mr. Ashish Patankar (AP), Honorary Treasurer  
Mr. Rohit Marol (RM), Past President  
Ms. Savita Punde (SP)

##### Associates

Mr. Atul Katariya (AK)  
Mr. Gopal Bajaj (GB)  
Mr. Sandip Patil (co-opted member) (SPL)

#### MEMBERS NOT PRESENT:

##### Fellows (with prior leave of absence)

Mr. Mangesh Prabhugaonkar (MP)

##### Associates (without prior leave of absence):

Ms. Vandana Labba (VL)

##### Chapter Representatives (with prior leave of absence):

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

##### Chapter Representatives (without prior leave of absence):

Mr. Prasad G. (PG), Chapter representative from Chennai  
Mr. Minesh Parikh (MPK), Chapter representative from Delhi

S.No	ITEM	ACTION BY																														
	Sachin Jain, President, ISOLA chaired the meeting and welcomed all the members.																															
1	<p><b>Discuss the budgeted expense projection for the year and calculate the projected deficit. Discuss and analyze the balance of all bank accounts of ISOLA</b></p> <p>The annual budgeted expenses for the year presented by the President based on the past year budget are as follows:</p> <table><tr><td>Office Rent</td><td>154200</td></tr><tr><td>Salary of Office Manager</td><td>144000</td></tr><tr><td>Postage &amp; Courier</td><td>30000</td></tr><tr><td>Travel of EC members</td><td>208000</td></tr><tr><td>Website</td><td>76000</td></tr><tr><td>IFLA Expenses</td><td>50000</td></tr><tr><td>CA &amp; Audit Fees</td><td>100000</td></tr><tr><td>Charity Commissioner Fees</td><td>50000</td></tr><tr><td>Office Expenses</td><td>48000</td></tr><tr><td>Telephone Expenses</td><td>27000</td></tr><tr><td>Total</td><td>887200</td></tr><tr><td>Contingencies</td><td>88720</td></tr><tr><td>Grand Total</td><td>975920</td></tr><tr><td>Expected receipts from membership subscriptions during the year</td><td>200000</td></tr><tr><td>Expected deficit</td><td>775920</td></tr></table>	Office Rent	154200	Salary of Office Manager	144000	Postage & Courier	30000	Travel of EC members	208000	Website	76000	IFLA Expenses	50000	CA & Audit Fees	100000	Charity Commissioner Fees	50000	Office Expenses	48000	Telephone Expenses	27000	Total	887200	Contingencies	88720	Grand Total	975920	Expected receipts from membership subscriptions during the year	200000	Expected deficit	775920	
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2	<p><b>Discuss the steps / suggested options to generate income - by seminars / donor listing / any other.</b></p> <p>It was decided to conduct seminars, event with AGM and Donor listing at a priority to tide over this financial crisis. Has to be done on a priority.</p>	All EC members
3	<p><b>Status of Donor listing - need to upload the names of Bhopal sponsors and provide links to their websites as decided immediately.</b></p> <p>Tariff decided again for 6 months as Rs. 30,000/- and for 1 year as Rs. 50,000/-. All EC members to try and get 3 vendors each. It was decided to close the account of present web hosts Kena Designa and clear their due amount of Rs. 29,000/- + service tax, in view of their unprofessional conduct and high costs of updates. Rohit to get quotes from alternate agency do the web maintenance and finalize after approval on email from EC members, since this in to be done on a priority. Shilpa to forward mail received from Yogesh with vendor listing details to all members. Shilpa to send reposnse to the 2-3 pending mails from vendors, informing them of the vendor listing program with the help of Gopal and Sandip.</p>	RM, SC, GB, SPL
4	<p><b>Discuss the change of Chartered Accountant in view of non-adequate response form M/s Shah &amp; Dalal for the next financial year. Discuss the modalities of doing this.</b></p> <p>Rohit &amp; Sachin pointed out that ISOLA has been having problems in the way our accounts are being handled by our CA M/s Shah &amp; Dalal:</p> <p>a Regular book-keeping is not being done. Accounts are fed in tally after the end of the financial year. No records of accounts are provided to ISOLA office. Our past-president Rohit, who has been coordinating with Bharat Bhai has more than several times, on record also, asked them to provide all accounts in soft-copy (in tally) besides the balance-sheets and audit reports.</p> <p>b TDS payments are not made in time (assistance to calculate TDS payments and make in-time payments is to be provided by our accountants - we are paying them for book keeping and all these services). Many times we are ending up paying interst on delayed payments. This TDS issue has to be coordinated well in time with all our chapters also (as one consildated return is to be filed by ISOLA). This doen not happen smoothly.</p> <p>c There are some notices which have been pending from Income Tax Authorities. We do not know status of the same till date.</p> <p>In this scenario, a change of auditors and CA is necessary. It is proposed to appoint Mr. Rajnikant as our CA, who has been helping us sort out these issues as treasurer and was the CA for Bhopal Conference. The term of M/s Shah &amp; Dalal was approved at the AGM till financial year 2012-13 and time has now come to make this change.</p> <p>The ISOLA President was authorized by all members present to initiate the process of change of the CA and table it at the forthcoming AGM also.</p>	
4a	<p><b>Finalize documents for change of signatories and ensure compliance.</b></p> <p>The pprocess has already been initiated. Sachin will send the minutes of proceedings to Jay along with resolution letter to be submitted to bank.</p> <p>Till such time that change of signatories takes effect, Manguesh will continue to remain the signatory.</p> <p>On request of Ashis, Manguesh will continue to discharge the duties of the treasurer till end of Junne 2013. This was accepted by all members.</p>	SJ, SC
5	<p><b>Discuss and finalize the annual calender :</b></p> <p>Propose to conduct 2 to 3 seminars / programmes by the centre in the 2013-14</p> <p>a Seminar, programme by Centre along with AGM for professionals or students with specific focus on vendors to generate a target of minimum Rs. 9 lacs (by 3 donors) to tide over the financial crisis.</p> <p>b Seminar, programme by Centre for students in Oct / Nov in Delhi - a lecture series at a non-commercial venue like Sanskriti Kendra ( 2 or 3 days)</p>	

c	Some central initiative to coincide with Delhi Conference 2014 The discussion on this item was deferred to be taken up in the next EC meeting at Ahmedabad.	
6	<b>Education Board status - to be reconstituted. To take the initiatives further and decide on the membership criterion for ISOLA members (which schools to be included out of the new institutions)</b> Sandip Patil volunteered to be the convenor and was accepted by all members. It was decided that Sandip will write to all past members of the Education Board and seek their acceptance to continue as members. Once the acceptance is received, he will chart out the agenda and seek approval of board on the pending applications for accreditation to various courses of Landscape Architecture from different schools that will start soon.	SP
7	<b>Reconstitute committee to work on Professional Code of Conduct</b> Yogesh will convene this committee along with Rohit.	
8	<b>Reconstitute Newsletter committee - Designate new editor and ensure quarterly issue of the same.</b> Sandeep Patil volunteered to be the convenor. Shilpa will assist him with collection of information. It was decided to keep the frequency half yearly at the moment.	SP, SC
9	<b>Reconstitute Awards Committee for 2013 -14 and take it forward. Decide theme and content for the forthcoming cycle</b> Varsha to be requested to continue as convenor. Vandana & Atul to be members of this committee to help. Prof. Shaheer to remain as advisor for design of awards along with Sachin.	
10	<b>Reconstitute Resource Committee and chart out its objectives for the year. Decision on Research proposal forwarded by Dr. Sridevi rao, pending with ISOLA since last term.</b> Savita & Yogesh to work on this committee. Yogesh to add some volunteers to work on the committee. In view of the financial condition of ISOLA, the Research proposal to be deferred for the time being.	YK
11	<b>Status of ISOLA Membership certificates distribution by ISOLA office sent by courier to be ascertained form Office Manager</b> Jay directed to get PODs of the couriers sent. Shilpa to follow up with Jay.	JS, SC
12	<b>ISOLA Archives to be created along with a library resource at the central office with books and journals, conference books etc.</b> Savita Punde to follow up and get information on this from ministry of culture.	SP
13	<b>Status of filing of finalized bye-laws with the charity commissioner</b> Shilpa to follow up with Jay. Sachin to follow up and get signatures from Prof. Shaheer and Sandip to follow up and get signatures from Prof. Deepa on the documents to be submitted to do the needful at the earliest.	SC, JS, SJ, SPL
14	<b>Discuss upon Green Building rating systems for Landscape and decide upon ISOLA's engagement with the various organizations.</b> It was discussed that this has become more of a business model. ISOLA has to be involved but needs to evaluate its role and should have some control over it. Landscape rating system has been started. ISOLA needs to engage with this. Yogesh & Rohit to coordinate with their core committees.	YK, RM
15	<b>Decide upon conference 2015 venue.</b> Various options were explored including Jaipur, Kolkata, Hyderabad and Pune. Jaipur could be preferred, Yogesh / Sachin to speak to ISOLA member Harsh Mittal to check the possibility. Theme could be Heritage Landscapes. Atul to check the possibility of Pune as venue. Decision to be finalized by the AGM in August.	SJ, YK, AK

16	<b>Case of Fraudulent Practice brought to the notice of ISOLA President by member Mr. Samir Mathur. Decide on action to be taken - legal advice ?</b> To be taken up at alater date in the next meeting.	
17	<b>Statue of Bhopal conference publication - way forward. Payment of vendor withheld because of transcription.</b> Sachin & Yogesh to follow up.	SJ, YK
18	<b>Status of disciplinary committee to decide upon the complaints from Mr. T. M. Chengappa and Prof. Bhagwat and decide course of action.</b> President to write to the members of the disciplinary committee already decided and get their consent.	SJ
19	<b>Status of IFLA payment for the year 2012-13. Action to be initiated.</b> Payment to be made on requisition from IFLA owing to our precarious finacial position.	
	The meeting ended with a vote of thanks to all members by the President, Sachin Jain.	