



EXECUTIVE COUNCIL, ISOLA, AHMEDABAD

MINUTES of the 47th EXECUTIVE COUNCIL MEETING

**DATE : 31.08.2013 at Auditorium, IIT Gandhinagar, VGEC
Chandkheda, Ahmedabad**

MEMBERS PRESENT:

Fellows

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

Associates

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

Chapter Representatives

Ms. Arjun Sharma (AS), Chapter representative from Mumbai

MEMBERS NOT PRESENT (without prior leave of absence)

Chapter Representatives

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

S.No.	ITEM	ACTION BY
1	<p>Sachin Jain, President ISOLA chaired the meeting and welcomed all members present.</p> <p>Recognition of the formation of Gujarat Chapter</p> <p>After receiving in writing the intent of Gujarat members to form a chapter, a resolution was passed by all EC members present permitting formation of the Gujarat Chapter. Subsequently they held their first General meeting on 24th August 2013. Their election report has been received and with all documents being in order, a resolution was passed permitting the formation of the Gujarat Chapter and its Executive Committee. A resolution permitting the opening of their bank account was also passed. All documents pertaining to the opening of bank account of ISOLA Gujarat Chapter shall be issued to them.</p> <p>Prof. Prabhakar Bhagwat has been unanimously elected as the Chairperson as well as the Gujarat Chapter Representative at the Central Executive Council.</p>	

2

Donor Listing on ISOLA Website

The donor listing on the website was activated on 30th August 2013
 Besides the Bhopal Conference donors, 7 new donors had enlisted:
 Ecogreen Landscape Technologies India Private Limited
 Ecoflex Surfaces Private Limited
 Innovative Lighting Designs Limited
 Keselec Schreder Private Limited
 Ripples Engineering Private Limited
 Vyara Tiles Private Limited

Following are the tasks that need to be done henceforth:

1. Sending out letters of thanks to all donors and specifying the period of their listing (6 months/12 months) with exact dates.
2. Giving donation receipts and 80G certificates to all donors
3. Preparing a time chart to check the correct duration of donor listing (6 months or 1 year) and keep the listings active accordingly. All donors would need to be sent a letter 2 weeks prior to the expiry of the listing to help them determine if they wish to renew the listing
4. Procuring and keeping all records (forms and product information) of donors at the ISOLA office
5. Getting more donors to enlist so that the financial situation of the Society can improve
6. To keep in touch with Adit Pal and work out schedule for website uploads as and when required as per donor listings procured

SC

AP

AK

AK/SC

All members

AK

3

Updating Contact Information of All Members

It has been observed that ISOLA has incorrect/invalid email ids and addresses of a number of members (emails bounce back and mails return undelivered). An attempt needs to be made to update this information so that the member database can be accurately compiled. Shilpa Chandawarkar to forward all bounced email ids to all EC members so that alternate email ids/contact details of these members can be attempted to be procured.

It was decided that the responsibility be divided between chapter representatives and associate members of the EC to assimilate the data regionwise (or even college-wise).

Minesh Parikh/Nupur Prothi - Delhi

Arjun Sharma - Mumbai

Sandip Patil - Gujarat

Vandana Labba - Pune

AJ

SPL

VL

	<p>Gopal Bajaj - Hyderabad / South</p> <p>The renewed member data would then be used for updating the Members Login Section on the website to ensure ease of accessibility to all members. A deadline of 01.12.2013 has been set for completing this task.</p>	GB
4	<p>Increasing number of members, renewal of expired memberships</p> <p>Rohit Marol and Savita Punde felt that it was important to increase our member base and bring back members whose memberships may have expired due to change of location or simple oversight in paying dues. They recommended having an amnesty scheme for members who have not renewed their memberships. A final decision on this would be taken during the next EC conference-call meeting.</p> <p>There is a need to develop a system for reminding members of their membership dues so that the number of memberships lapsing due to non-payment of subscription fees is reduced. Atul Katariya offered to find out details about softwares that are used for this purpose.</p>	AK
5	<p>Report on recently concluded event on Sustainable Landscapes</p> <p>Complete documentation of the event - photographs, videos and transcriptions - would be done in the near future after getting the recording from IITGN.</p> <p>A brief report of the event also has to be submitted to Geeta and Brij Dua of LA Journal for publishing in their next issue. Shilpa Chandawarkar to submit this report by the 10th of September 2013.</p>	SC
6	<p>Proposed Graphic Workshop by Mike Lin as an extended event with the Annual Conference in Delhi on 28th February and 1st March 2014</p> <p>Prashanta Bhat (our member in Bengaluru) has already confirmed the interest and availability of Mike Lin for conducting a 2-day graphic workshop in Delhi, immediately following the Annual Conference. The maximum number of participants permitted in a single workshop would be 75. In the event there are more registrations, ISOLA would examine the possibility of having 2 workshops - one before and one after the conference. The following points need to be addressed before finalising the event:</p> <ol style="list-style-type: none"> Discuss the financial aspects of the workshop with Mike Lin (his charges, his travel, lodging and boarding expenses, venue costs, etc. and therefore the registration charges per participant). The event shall be an ISOLA Central EC initiative and is being done as a non-profit event for ISOLA Deciding on a venue after checking the requirements with Mike Lin (an architecture college studio/Sanskriti Kendra, etc?) Since we need to open registrations for the workshop with registrations for the Delhi Conference, these decisions need to be taken within the next couple of weeks. Savita Punde and Rohit Marol have offered to communicate with Mike Lin and finalise the details 	SP, RM
7	<p>Issues regarding the notification of Society bye-laws with the Charity Commissioner</p>	

Savita Punde and Rohit Marol had a meeting with the Deputy Charity Commissioner at Ahmedabad and apprised her of the history of the Society, its objectives, its professional role and its activities at the National and at Chapter level. After explaining the issues regarding the non-uniform tenures of the previous Executive Councils, she advised that an updated compilation of documents should be resubmitted to them. This would include the details of all previous EC members and the tenures of each EC since inception of the Society.

She also recommended a lawyer whose services ISOLA could use if required.

It was decided that this matter be treated as extremely urgent and the necessary documents be submitted at the earliest.

SP, RM

8

Proposal for Continuing Education Courses submitted by Mumbai

Arjun Sharma (Chapter Representative from Mumbai) briefed the EC about the intent of Rachana Sansad's Academy of Architecture, Mumbai to introduce part-time, short-term courses for architects interested in subjects related to landscape architecture. He submitted a proposed course structure and outline and said that the college would like to have ISOLA's support/approval for the same.

It was decided that the same be forwarded to the Convenor of the ISOLA Education Board Sandip Patil who would then forward it to the Education Board members for their comments/recommendations/suggestions.

SPL

9

Change of ISOLA Office Manager at Ahmedabad

Jay Shah, the Office Manager had tendered his resignation on the 1st of August 2013. His resignation was accepted with a notice period of 1 month. Having served out his notice period, Jay Shah has now handed over charge from September 01, 2013 to the new Office Manager Ameer Shah. He will be available for a further period of 15 days to ensure a smooth changeover of responsibilities.

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

*Minutes of the Meeting prepared by:
Shilpa Chandawarkar
Honorary Secretary*