



## **EXECUTIVE COUNCIL, ISOLA, AHMEDABAD**

### **MINUTES of the 48th EXECUTIVE COUNCIL MEETING**

**DATE : 12.10.2013 at 10:30 am via Conference Call**

#### **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

##### **Associates**

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

##### **Chapter Representatives**

Mr. Minesh Parikh (MPK), Chapter representative from Delhi  
Ms. Arjun Sharma (AS), Chapter representative from Mumbai

##### **Invited Member**

Ms. Varsha Gavandi, Incharge-Awards Committee

#### **MEMBERS NOT PRESENT (without prior leave of absence)**

##### **Fellows**

Mr. Mangesh Prabhugaonkar (MP)

##### **Chapter Representatives**

Mr. Prabhakar Bhagwat, Chapter representative from Gujarat  
Mr. Prasad G. (PG), Chapter representative from Bangalore

<b>S.No.</b>	<b>ITEM</b>	<b>ACTION BY</b>
<b>1</b>	<p>Sachin Jain, President ISOLA chaired the meeting and welcomed all members present.</p> <p><b>Status of ISOLA Awards 2013 - current schedule, number of registrations, determining further action (collection of entries and conducting the jury - jury travel, venue arrangements, etc.)</b></p> <p>Varsha Gavandi was invited to join the EC meeting for discussing this specific point on the agenda as she is the Incharge of the Awards Committee. Varsha Gavandi informed all present that the process of registrations for the ISOLA Awards 2013 was completed as per schedule and the total entries received were as follows: 1 nomination for the ISOLA Medal, 3 registrations for the Landmark Award, 13 registrations for the General Design category and 25 registrations for the Students award category.</p>	

	<p>The Awards Jury would be held as per schedule on the 18th of January 2014.</p> <p>The SPA Auditorium to be booked for 2 days (17th January 2014 for pinning up the sheets and 18th January 2014 for the jury)</p> <p>All Jury members to be informed of the schedule and ISOLA would book their tickets as per their confirmed itinerary. Alternatively, the Jury members could book their tickets and ISOLA would reimburse them on the day of the jury.</p> <p>It was unanimously decided to request Prof. Shaheer to look into the design of the Awards. The Department of Landscape Architecture, SPA Delhi, may be requested to allow their students to volunteer for helping with the setting up of the sheets prior to the jury.</p>	<p>SJ/YK</p> <p>SC</p>
2	<p><b>Discuss and analyze the balance of all bank accounts of ISOLA. Elaborate on the expenses anticipated in the coming months (auditors bills, awards jury, students event in November, etc.). Deliberate on the measures to meet the regular expenses and additional expenses for the next couple of months (Treasurer to update)</b></p> <p>Ashish Patankar informed the EC that the Auditors bills were Rs.30000 for accounting and Rs. 67416 towards auditing. The bills would be paid as soon as all documents pertaining to ISOLA accnts (as per the list provided by Rajnikantbhai) were handed over by Ms. Shah and Dalal. Atul Katariya suggested that Post-dated-cheques could be given to Shah and Dalal which would be cleared subject to their handing over of all documents.</p> <p>Ashish Patankar also informed the EC that following were the balances in all the ISOLA bank accounts:  General Account : approx. Rs.37000  Subscription Account : approx. Rs.14 lakhs  Trust Account : approx. Rs.4 lakhs</p> <p>It was resolved to transfer an amount of 2 lakhs (1 lakh this month and 1 lakh next month) from the subscription accnt to the general account to meet the need for funds for paying the monthly office expenses, the auditors bills and the awards jury expenditure</p>	<p>AK/SC</p>
3	<p><b>Discuss the initiatives taken by the EC members in garnering more donor listings for the ISOLA website</b></p> <p>Minesh Parikh said that we need to work on a more sustainable model for funding as it was getting increasingly difficult to get funds from donors who were reluctant to give larger amounts and there was a general feeling of 'not getting adequate response for amount spent'. Rohit Marol opined that the ISOLA website should be made more informative and make both, members and donors, want to participate in it. He also felt that ISOLA was too dependent on the earnings of the annual conference and we need to seek ways to garner additional funding.</p> <p>Atul Katariya felt that the ISOLA membership fees could be increased. Shilpa Chandwarkar said that we needed to compare our fee structure with that of similar associations and then decide.</p> <p>Atul Katariya offered to follow up with all probable donors if the list was provided to him by individual EC members.</p>	

4	<p><b>Status of filing of Income Tax returns, TDS returns for the last financial year and status of receiving all pending documents from Ms.Shah and Dalal (Treasurer to update)</b></p> <p>Ashish Patankar said that the final copy of the IT Returns had been sent to the President Sachin Jain for his signatures. Once the copy was signed, the process of filing the IT Returns would be complete.</p> <p>He informed the EC that the filing of the previous year's TDS Returns was still pending</p>	
5	<p><b>Discussing the issues faced in compiling membership data</b></p> <p>a.Listing of existing members and deleted members</p> <p>b.Changing of membership number based on upgrade to next category (i.e. graduate to associate member, associate to fellow member, etc.)</p> <p>c.Registering change in name (for eg. in case of married female members currently listed in maiden name)</p> <p>d.Confirming the eligibility criteria of membership on basis of nationality/qualifying university, etc. - This point needs to be discussed as we Shilpa Chandawarkar expressed that the membership data was not compiled in an organised manner and there was no clear system in place to understand the membership-dues, upgrading of category of membership, etc.</p> <p>Atul Katariya said that he had sent across the reference of a software for compilation of such data to Adit Pal, who would be shortly reverting on this.</p> <p>It was decided to allot some time on the checking of the entire database during the next EC meeting in Ahmedabad in December since all the data was available in the office premises.</p>	SC
6	<p><b>Proposed workshop by Mike Lin on the 2nd and 3rd of March 2014 - an extended event after the Delhi conference (Rohit Marol and Savita Punde to update)</b></p> <p>a. Finalising the financial terms with Mike Lin and registration charges per candidate - Rohit Marol said that he would speak to Rajnikant Trivedi and confirm the documentation required for making the payment to Mike Lin. It was also decided that the event would be a EC initiative and Delhi chapter would only help as far as initial funding is required.</p> <p>b. Selection and booking of venue - It was decided to explore the possibility of SPA Studio, Amit Gupta's design studio facility in Chhatarpur or India Habitat Centre as probable venues</p> <p>c. Event budget and proposed funding - Rohit Marol to talk to conference sponsors and finalise.</p> <p>d. Volunteers for the event - All EC members were requested to plan their trip in a manner where they would be able to stay back till the end of the workshop</p> <p>e. Announcement schedule and registrations for the workshop</p> <p>It was decided to take up this matter after receiving clarity on the taxation and payment matters from both Rajnikant Trivedi and Mike Lin</p>	SP, RM

7	<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)</b></p> <p>In view of the upcoming annual conference and the probability of hosting the Mike Lin workshop in Delhi, it was decided to not have any students' event in November. The event stands postponed to a suitable date in the future.</p> <p>Yogesh Kapoor recommended that we should write to all colleges conducting masters courses in landscape architecture, and check their schedule to determine when an ISOLA students' event can be accommodated in their academic calendar. This would lead to increased participation</p>
8	<p>Update on 31st August event (payments, documentation) and discuss how to further engage with GRIHA and IGBC regarding ISOLA involvement with the rating systems. Set schedule and define objectives for the final output of the same.</p> <p>All payments related to the 31st August event have been made. Shilpa Chandawarkar reported that a brief report on the same had been written and forwarded to LA Journal for publication in their forthcoming issue.</p> <p>Sachin Jain reported that he, Savita Punde and Yogesh Kapoor had a good meeting with Ms.Mili Majumdar of TERI and they had principally agreed to all the points that ISOLA had raised during the seminar. TERI-GRIHA would make the necessary amendments in their criteria. Ms.Mili also requested for help in the area of understanding planting with respect to water requirement, native/naturalised/exotic planting, etc.</p> <p>Yogesh Kapoor and Savita Punde said that TERI was ready to fund a research associate if required, for better understanding of the planting.</p> <p>Yogesh Kapoor also requested Rohit Marol to interact with IGBC and seek similar intervention. Rohit Marol mentioned that IGBC was more focussed on branding, but he felt they would be open to being mentored if approached.</p>
9	<p><b>Education Board - Discuss the status of courses forwarded to ISOLA for approval. Set a schedule for receiving recommendations from the Education Board</b></p> <p>Sachin Jain briefed the EC members that he had a meeting in Delhi with Yogesh Kapoor and Savita Punde (which was extended to Rohit Marol and Shilpa Chandawarkar over conference call) where they deliberated over the various education models being used for landscape courses by IFLA, ASLA, Harvard School of Design, Penn State university. Based on the same, they had arrived at a few points which would help decide the basis for which courses would be recognised by ISOLA.</p> <p>Sachin Jain said he would compile these points and share them with the members of the Education Board and seek their recommendations on the same.</p> <p>Rohit Marol also emphasized that the Executive Council was the defacto member of all committees and the EC has the right to form or scrap any committee after due deliberation.</p>

10	<p><b>Status of filing of finalized bye-laws with the charity commissioner - Submitting of detailed note to CC Office alongwith complete file of all past and current EC members (Rohit Marol and Savita Punde to update)</b></p> <p>The letters to be sent to the Charity Commissioner's office by all ex EC members were prepared by Rohit Marol and Savita Punde and they need to be sent to all the concerned members. Amee Shah to do the needful and follow up for signatures</p> <p>Rohit Marol had also prepared a draft for the letter to be written to the Charity Commissioner which was approved by all present. The President Sachin Jain to send this letter to the CC office accompanied by all other documents by registered post and hand delivery with an invitation to the Delhi conference.</p>
11	<p><b>Update on the committee to work on Professional Code of Conduct</b></p> <p>Rohit Marol said that he would try to have a draft of this document ready for circulation by mid-November and a final document done by February 2014.</p>
12	<p><b>Report from the Newsletter committee on the current status of the forthcoming newsletter</b></p> <p>Sandip Patil was requested to update and release the same by next month</p>
13	<p><b>Status of disciplinary committee to decide upon the complaints from Mr. T. M. Chengappa and Prof. Bhagwat and decide course of action. President to update.</b></p> <p>Sachin Jain told the EC that all documents would be hand delivered to the Committee members by Monday. The committee could then interact among themselves and decide when to meet. Since 2 members of the committee are based in Delhi and the 3rd member Kishore Pradhan is expected to be in Delhi for the ISOLA Awards jury in January, the EC could facilitate a meeting in Delhi on those dates if all 3 members are agreeable for the same.</p>
14	<p><b>Status of Bhopal conference publication - way forward. Payment of vendor withheld because of transcription.</b></p> <p>It was decided to request the associate members of the EC to help with the transcription of atleast 3 sessions of the Bhopal conference. Sachin Jain and Yogesh Kapoor were already working on one session each.</p> <p>The target to release the Bhopal conference documentation was set as 1st March 2014 at the annual conference in Delhi.</p>
<p>The meeting ended with a vote of thanks to all members by the President, Mr. Sachin Jain</p> <p><i>Minutes of the Meeting prepared by:</i>  <i>Shilpa Chandawarkar</i>  <i>Honorary Secretary</i></p>	