



**EXECUTIVE COUNCIL, ISOLA, AHMEDABAD**

**MINUTES of the 49th EXECUTIVE COUNCIL MEETING**

**DATE : 13.12.2013 at 10:30 am at ISOLA Office, 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  
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)

**MEMBERS NOT PRESENT (with prior leave of absence)**

**Fellows**

Ms. Savita Punde (SP)  
Mr. Mangesh Prabhugaonkar (MP)

**Chapter Representatives**

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

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

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

S.No.	ITEM	ACTION BY
	Sachin Jain, President ISOLA chaired the meeting and welcomed all members present.	
1	<p><b>Status of ISOLA Awards 2013 - update on current schedule, number of registrations, collection of entries and conducting the jury - jury travel, venue arrangements, etc. and assigning of responsibilities</b></p> <p>Based on the requests of the jury members (Prashanta Bhat) with specific reference to anticipated fog-related delays in airline schedules, it was decided to invite the jury members to Delhi on the 17th of January so as to avoid any delays in the jury process scheduled for the morning of the 18th January</p> <p>Accommodation arrangements for the outstation jury members to be made, preferably at India International Centre or any other reasonably-priced, comfortable and conveniently located hotel. Travel bookings for the jury members to be done after confirming their itinerary.</p>	SC
	<p>Sachin Jain informed the EC that the SPA Auditorium has been booked for 2 days (17th January 2014 for pinning up the sheets and 18th January 2014 for 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. Sachin Jain to coordinate.</p> <p>Going by the precedent set in the Annual Conference at Goa in 2010 followed by Bhopal in 2012, it was unanimously decided to request the Delhi LOC to host the Awards Ceremony along with the Annual Conference in February 2014. As has been the norm thus far, hosting the jury members and the awards winners and organising their travel and stay would also be the responsibility of the LOC</p>	SJ/YK  SJ

2	<p><b>Payment of final bill from Shah and Dalal, 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 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 accouts (as per the list provided by Rajnikantbhai) were handed over by Ms.Shah and Dalal.</p> <p>Ashish Patankar and Rohit Marol would be meeting Mr.Bharat Shah after the EC meeting to conclude on this issue.</p> <p>AP/RM</p>
3	<p><b>Discuss and analyze the balance of all bank accounts of ISOLA. Elaborate on the expenses anticipated in the coming months (auditors bills, upcoming awards jury).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 also informed the EC that following were the balances in all the ISOLA bank accounts:  General Account : approx. Rs.1.68 lakhs  Subscription Account : approx. Rs.13 lakhs  Trust Account : approx. Rs.4.12 lakhs  It was resolved to transfer an amount of 1.5 lakhs from the subscription account 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>AP/SC</p>
4	<p><b>Discussing the issues faced in compiling membership data</b></p> <p><b>a.Listing of existing members and deleted members</b></p> <p><b>b.Changing of membership number based on upgrade to next category (i.e. graduate to associate member, associate to fellow member, etc.)</b></p> <p><b>c.Registering change in name (for eg. in case of married female members currently listed in maiden name)</b></p> <p><b>d.Confirming the eligibility criteria of membership on basis of nationality/qualifying university, etc. - This point needs to be discussed as we are also receiving membership requests from Indians residing abroad)</b></p> <p>It has been decided to recheck and update the existing membership data compiled by the office manager Amee Shah after completion of the EC meeting. All members need to be reminded to update their contact details as well as change of name in case of married members</p> <p>It was decided to issue a fresh set of membership numbers based on the category of membership after the upcoming Annual Conference in Delhi. The updated member login details would also be uploaded on the website at the same time.</p> <p>Rohit Marol opined that all Indian passport holders (having a PIO card) having completed a Masters degree in Landscape Architecture from a recognised university (as per ISOLA/IFLA/ASLA requirements) should be accepted as an ISOLA member. All present agreed to this view. It was decided that all such membership applications would be reviewed and accepted after submittal of valid documents</p> <p>SC/YK/SJ</p>

5	<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><b>a. Finalising the financial terms with Mike Lin and registration charges per candidate</b></p> <p><b>b. Selection and booking of venue</b></p> <p><b>c. Event budget and proposed funding</b></p> <p><b>d. Appointment of an event management agency for the event</b></p> <p><b>e. Announcement schedule and registrations for the workshop</b></p> <p>Rohit Marol updated the EC on his and Savita Punde's last communication with Mike Lin via SKYPE where he said that all of Mike Lin's apprehensions had been sorted out. The only 2 documents required from his side were the Tax Residency Certificate and a Declaration Letter stating that he has no permanent establishment in India. Rajnikant Trivedi is to provide the draft of this letter to Mike Lin who will subsequently send a signed copy. Rohit Marol also advised the President to send out a formal invitation letter to Mike Lin along with any other papers that may be required for purposes of procuring his Indian visa.</p> <p>It was decided to discuss registration charges per candidate after assessing the total anticipated expenses - Mike Lin's fees, travelling and stay, venue and catering costs, stationary costs, etc.</p> <p>Sachin Jain offered to check India Habitat Centre as a possible venue to host the event in addition to checking the SPA Auditorium/Studio facilities</p> <p>Rohit Marol informed the EC that the Delhi LOC was open to the idea of helping with the funding of the event and associating the event with the Annual conference, but were not keen to be a part of the organising team. Event budget and proposed funding - Rohit Marol to talk to conference sponsors and finalise.</p> <p>Volunteers for the event - Savita Punde to look at all the stationary requirements (costs and procurement). 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>It was decided to send out an announcement of the workshop to all ISOLA members by the 20th of December 2013 followed by the details of venue and registration once the budgetary estimates were worked out and all clearances and documents received from Mike Lin. The maximum number of participants would be 80 (as specified by Mike Lin) and registrations would be accepted on a first-come-first-serve basis.</p>	
6	<p><b>Status of filing of bye-laws with the charity commissioner - Submitting of detailed note to CC Office alongwith complete file of all past and current EC members. Status of receipt of signed documents from all past and current EC members (ISOLA Office to update). Rohit Marol and Savita Punde to update on meeting with Charity Commissioner</b></p> <p>Amee Shah (office manager, ISOLA) informed that EC that signed letters from all past EC members were yet to be received. It was resolved to send a final request letter by Registered AD post to all the people whose letters were pending, following which the Charity Commissioner would have to be informed that the submittal includes only those letters that we have received. Sachin Jain spoke to Prof. Bhagwat, following which Atul Katariya and Vandana Labba agreed to meet him at his office and get his copy of the letters signed.</p> <p>Rohit Marol spoke to past EC member Bobby Sujan who promised to send the letters signed by him.</p> <p>Amee Shah also informed the EC that she was unable to get an appointment with the Charity Commissioner for the 13th/14th of December 2013 as requested by Rohit Marol.</p>	

7	<p><b>Education Board - The EC has forwarded all documents pertaining to approval of new courses after due deliberation to the Education Board. Convenor of the Education Board to update status and set a schedule for receiving recommendations from the Education Board</b></p> <p>ISOLA has received requests from a couple of colleges for recognising their courses.</p> <p>Sachin Jain stated that after due deliberations within the EC and study of norms in other related establishments (IFLA, ASLA, Harvard School of Design, PSU, etc), a comprehensive set of documents has been forwarded to the Education Board for setting up guidelines for recognition of courses.</p> <p>Sandip Patil, convenor of the Education Board, confirmed that he had received the documents and had forwarded them to all members of the Education Board. He said he would follow up for their comments and subsequent interaction.</p> <p>In the event of courses from CEPT seeking recognition, there may be a 'conflict of interest' for Deepa Maheshwari and Sandip Patil. Sachin Jain said that they should definitely be a part of framing the guidelines and for a specific case (regarding CEPT courses in this case), they could abstain from voting towards a decision.</p> <p>It was decided to set a deadline of February 2014 (Annual conference in Delhi) to frame the guidelines for recognition of courses by the Education Board. Sandip Patil agreed to follow up with all members and send the first document with all comments by the following week.</p>	
8	<p><b>Update on meetings with GRIHA and IGBC (post 31st August event) and discuss how ISOLA can participate further with the rating systems. Set schedule and define objectives for the final output of the same.</b></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. It was felt that associates/younger members should be encouraged to take up such projects with TERI. Vandana Labba offered to speak to a colleague involved in GRIHA Certification consultancy regarding the same.</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>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>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 has decided to facilitate a meeting in Delhi on those dates if all 3 members are agreeable for the same.</p> <p>The entire set of documents should be sent to Prof.Bhagwat and T.Chengappa for their reference and record.</p>	SJ
10	<p><b>Status of Bhopal conference publication - Transcription of talks to be completed. Schedule to be prepared and adhered to with a view to releasing the book at the upcoming Delhi Conference</b></p> <p>Atul Katariya and Vandana Labba agreed to do the transcriptions for one session each of the Bhopal conference. Soft copies were handed over to them by Yogesh Kapoor for the same.</p> <p>It was also decided to authorise final payment to Mr.Hemchand Sharma of Pinpoint Media for the videography of the Bhopal conference. He would complete the DVDs of the conference after the transcriptions were handed over to him.</p>	AK/VL

11	<p><b>Discuss the initiatives taken by the EC members in garnering more donor listings for the ISOLA website</b></p> <p>Atul Katariya to follow up with all probable donors for the website listing. All donors for the Delhi conference would be given a free web listing. Adit Pal to be given the appropriate data immediately after the conference.</p>	AK
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 at the earliest</p>	SPL
13	<p><b>Status on Professional Code of Conduct</b></p> <p>Ashish Patankar to send the relevant documents to Rohit Marol. Rohit Marol to review and present by next meeting</p>	AP
14	<p><b>Set up a List of Holidays for the year 2014 - ISOLA office to run as per finalised list. Also finalise schedule of EC meetings for the next year</b></p> <p>The list of holidays was finalised bearing in mind the national holidays list and holidays specific to Gujarat. List attached with the MOM</p> <p>The schedule for EC meetings as well as date for the next AGM for the year 2014 was finalised. Schedule attached with the MOM</p>	SC SC
15	<p><b>Venue of next annual conference</b></p> <p>It was decided to request the associate members on the EC from Pune to confirm whether Pune would be willing to host the next conference. If interested, they should confirm by the next EC meeting.</p> <p>It was also decided to examine the possibility of Pune (if interested) hosting the conference in Aurangabad in a bid to explore newer venues.</p> <p>Rohit Marol offered to talk to members in Bangalore and check their interest in hosting the next conference.</p>	
16	<p><b>Any other item by the permission of the chair</b></p> <p><b>Recognition of M.Arch (Landscape) course offered by S.A.P.Chennai</b></p> <p>Yogesh Kapoor opined that the Department of Landscape, SAP Chennai should be asked to apply to ISOLA for recognition of its course in view of the fact that they had re-started the course after a break of 2 years. It was decided to write to the HOD and inform her of the same. Sandip Patil to do the needful.</p>	SP

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*