



EXECUTIVE COUNCIL, ISOLA, AHMEDABAD
MINUTES of the 51st EXECUTIVE COUNCIL MEETING

DATE : 19.04.2014 at 10:30 am via Conference Call

MEMBERS PRESENT:

Fellows

Mr. Sachin Jain (SJ), Honorary President
Ms. Shilpa Chandawarkar (SC), Honorary Secretary
Mr. Rohit Marol (RM), Past President

Associates

Mr. Atul Katariya (AK)
Ms. Vandana Labba (VL)

Chapter Representatives

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

MEMBERS NOT PRESENT (with prior leave of absence)

Fellows

Mr. Yogesh Kapoor (YK), Honorary Vice-President
Mr. Ashish Patankar (AP), Honorary Treasurer
Ms. Savita Punde (SP)

Associates

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

Chapter Representatives

Mr. Minesh Parikh (MPK), Chapter representative from Delhi

MEMBERS NOT PRESENT (without prior leave of absence)

Fellows

Mr. Mangesh Prabhugaonkar (MP)

Chapter Representatives

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

S.No.	ITEM	ACTION BY
	Sachin Jain, President ISOLA chaired the meeting and welcomed all members present.	
1	Approving the Minutes of the 50th EC Meeting held on the 1st of March 2014 at New Delhi As this EC meeting is being conducted via conference call, the minutes of the 50th EC Meeting held on the 1st of March 2014 would be circulated and approved at the next EC meeting to be held on the 21st of March 2014 in Ahmedabad.	
2	Taking a general overview of the Mike Lin workshop, the financial status and documentation of the event	

	<p>The Honorary Secretary Shilpa Chandawarkar reported that the Mike Lin Workshop was hugely successful both in terms of attendance and positive feedback after completion of the event. A report on the event needs to be prepared for uploading on the ISOLA website. Shilpa Chandawarkar to request one of the attendees to prepare the same (member of the ISOLA Delhi NCR</p> <p>Rohit Marol reported that all financial matters pertaining to the Mike Lin Workshop have been closed. A final audited report will be submitted by the Delhi Local Chapter to the auditors at the end of the financial year.</p>	
3	<p>Updating the ISOLA Website</p> <p>Shilpa Chandawarkar reported that the following documents were ready for uploading on the website</p> <ul style="list-style-type: none"> Minutes of 8th AGM Minutes of 47th EC Meeting Minutes of 48th EC Meeting Minutes of 49th EC Meeting Report on Sustainable Landscapes Event Report on INCULS <p>The only document that needs to be completed is the Donor Listing (post Delhi conference). Atul Katariya to contact the Local Organising Committee in the Delhi team and subsequently the donors and procure all details. This listing to be completed at the earliest.</p> <p>Report on the recently concluded Mike Lin workshop also to be added.</p>	
4	<p>Compilation of membership data as on 01.03.2014 - Secretary to update</p> <p>This matter still remains unresolved, primarily due to lack of an accurate method of checking the data available. Amee Shah has informed the Secretary that she has valid filled membership forms of the last 4 years and does not have records prior to that.</p> <p>It has also been found that the office manager has not been correctly updating the records, especially of renewal amounts paid by members, leading to embarrassing emails coming in from members for non-updation of records.</p> <p>The office manager Amee Shah has been instructed to send out reminder emails for pending dues to all members. Records show that a considerable number of members have not renewed their memberships.</p>	
5	<p>Discuss and analyze the balance of all bank accounts of ISOLA, discuss receipt of balance amounts from the Delhi conference and the status of receiving audited account reports from all chapters</p> <p>This point was not taken up for discussion as the Honorary Treasurer Ashish Patankar was not present. However, Ashish was requested to send an email for approval of all EC members prior to transfer of funds from the Subscription account to the ISOLA General account for meeting the monthly office expenses</p>	
6	<p>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).</p>	

	<p>Letters from most present and past EC members except from 8 members namely Rina Salvi, Shrikant Bhale, Aniket Bhagwat, Arati Chari and 4 others have been received. (Subsequent to this meeting, letters from Arati Chari and Rina Salvi have been received) Ameer Shah to confirm the availability of appointment dates and times at the Charity Commissioner's office and revert. Sachin Jain and Rohit Marol preferred a date in the third week of May such that it may coincide with the scheduled EC Meeting. Savita Punde's availability also to be checked. It was decided to submit the papers at the earliest possible date.</p>	
7	<p>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 earliest.</p> <p>The responsibility of completing the transcriptions of the talks has been assigned to the following EC members - Vandana Labba, Atul Katariya, Gopal Bajaj and Arjun Sharma. They will coordinate among themselves and ensure that all sessions are satisfactorily completed. The word files have been handed over to Vandana Labba for further action.</p> <p>It has been decided that the Bhopal Conference Documentation in the form of a book and dvd shall be released at the upcoming ISOLA AGM in September 2014. The participating members have been asked to plan their transcription schedules in a manner that this date is not compromised.</p>	
8	<p>Completion of 6 -month period for donor listings on ISOLA website - discuss renewal of the listings with the existing donors. Discuss the initiatives taken by the EC members in garnering more donor listings for the ISOLA website</p> <p>Atul Katariya to take up the responsibility of updating the donor listing, deleting the listings that have expired and preparing a list of all donors of the Delhi conference which would be forwarded to Adit Pal for uploading on the ISOLA website</p> <p>Vandana Labba and Atul Katariya both expressed that the donors were not too happy with the benefits of the website listing. The donors felt that the website was not receiving adequate hits and there was no way of knowing how many people were using their link through the ISOLA website. Vandana Labba also requested that follow-up for listings with the donors should be done by the ISOLA Office Manager.</p>	
9	<p>As per schedule prepared in the 49th EC Meeting at Ahmedabad, the next AGM of ISOLA is scheduled to be held in Ahmedabad on the 13th of September 2014. Decision to be taken on concurrent event/activity to be held.</p> <p>Based on the members' response and attendance at the last AGM, it was felt that a concurrent event improves attendance at the AGM and members are willing to travel to Ahmedabad and participate in the event. Keeping this in mind, all EC members have been requested to list down possible lectures/workshops, etc. that can be held on the same day. The ideas will be discussed at the next EC meeting in Ahmedabad.</p> <p>It was also decided to release the Bhopal Conference book and dvd at the</p>	

10	<p>Update on status of Pune 2015 Conference</p> <p>Vandana Labba and Atul Katariya reported that a few meetings had been held by the ISOLA members at Pune and enthusiastic discussions were on regarding the theme, format and venue of the Conference.</p> <p>There was willingness shown (as well as verbal confirmation) by 2 donors to participate in the conference. The EC asked the members at Pune to check the status of their old LOC account and see that the necessary procedures are done to ensure that the account is operative.</p>	
15	<p>Methods to improve the financial health of ISOLA</p> <p>The Honorary President and Secretary both expressed concern over the financial health of ISOLA - we are not generating adequate funds to run the organisation on its own steam. The annual conferences are also not generating adequate reserves to ensure the smooth working of the Central office in Ahmedabad.</p> <p>Bearing in mind the huge monthly expense of having an office in Ahmedabad (monthly rent, telephone and electricity bills, manager's salary), the idea of having a registered address in Ahmedabad but an office/secretariat linked to a member's office is being mooted. Pros and cons of having such an arrangement need to be discussed and opinions are invited from all.</p> <p>Shilpa Chandawarkar to write to all members seeking their opinion in the matter, checking if any member is willing to offer a space in their premises for an ISOLA Secretariat and also write to members for donations to ISOLA</p> <p>Any decision of this magnitude would have legal and operational issues to be first checked and verified and members approval taken in the upcoming AGM.</p>	

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