

## MINUTES OF THE MEETING



**for the 52nd EXECUTIVE COUNCIL MEETING at Ahmedabad**

**DATE : 21.05.2014 at 10:30am**

**The following members were present for the meeting:**

Sachin Jain - Honorary President

Yogesh Kapoor - Honorary Vice President

Ashish Patankar - Honorary Treasurer

Rohit Marol - Past President

Savita Punde - Fellow member

Shilpa Chandawarkar - Honorary Secretary

Atul Katariya - Associate member

Vandana Labba - Associate member

Rajnikant Trivedi was present for discussing certain financial matters

**The following members were not present for the meeting:**

Manguesh Prabhugaonker - Fellow member (absent without leave)

Gopal Bajaj - Associate member (absent without leave)

- 1 **Approving the Minutes of the 50th and 51st EC Meetings held on the 1st of March 2014 and 19th of**  
The minutes of the meetings were approved by all EC members present.

- 2 **Compilation of membership data as on 01.04.2014**

Issues to be resolved:

a. Changing of membership number based on upgrade to next category (i.e. graduate to associate member, associate to fellow member, etc.)

b. Updating of contact details of all members, and subsequent change in username for website access

c. Student members (especially those registered for awards) to be intimated for upgrading to Graduate category

d. Follow up on membership dues to be collected (as per list). Membership dues list is not accurate (as per emails received from a couple of members). Amee Shah to recheck this list.

- 3 **Discuss and analyze the balance of all bank accounts of ISOLA. Elaborate on the expenses anticipated in the coming months. Deliberate on the measures to meet the regular expenses and any additional expenses for the next couple of months. Final status of payment of bills and receipt of all documents from Ms.Shah and Dalal - Treasurer to update**

Treasurer to also coordinate with Treasurers of all Local Chapters to ensure timely and smooth payment of taxes and filing of returns as advised by Rajnikant Trivedi

Status of Delhi conference accounts - whether the centre will receive any funds

4	<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. Meeting with Charity Commissioner's office is planned to coincide with the 52nd EC Meeting</b>
	Sachin Jain and Rohit Marol are scheduled to meet the Charity Commissioner after the meeting today. The issue will be taken further based on the inputs and advice given by the concerned persons at the CC office.
5	<b>Confirmation of AGM date as 13th September 2014 - so that members may be notified well in advance. Discuss possible venues (IIT Gandhinagar / CEPT Seminar Hall?) and possible event/seminar/workshop that may be concurrently held</b>
	13th September 2014 was confirmed as the date for conducting the 9th AGM of ISOLA. Based on the previous year's experience, it was felt that a concurrent event on a relevant issue was welcomed by most members attending the AGM.
	Yogesh Kapoor offered to speak to the Director at IIT Gandhinagar and seek his permission to host the ISOLA AGM at their campus.
	Sachin Jain recommended inviting Sudhir Vohra as a guest speaker for the AGM - he could point out the possible avenues open to granting professional status to Landscape Architecture in India and also the legalities involved in eventually creating our own Council. He offered to speak with him and check his availability.
6	<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 AGM</b>
	Yogesh Kapoor said he was coordinating the work of transcription being done by the associate members Atul Katariya and Vandana Labba
7	<b>Website updation - all details to be forwarded to Adit Pal, decision to be taken on continuation of website donor listings</b>
	No final decision was taken on this but the following opinions were voiced by the members present: The donors do not find the listings to be business-generating and they wanted to know how many members accessed their websites through the ISOLA website.
	Since most of the donors participate in ISOLA conferences, a majority of the listings were free listings, and hence, not generating any additional revenue for ISOLA.
	The issue of member-access to the website also needed to be resolved as many members have complained that they cannot access the member-section. It was decided that a fresh list of members with updated contact details needed to be provided to the website managers
8	<b>Approval of the invoice submitted by Fomax for website hosting and maintenance</b>
	The payment towards the invoice submitted by Fomax Technologies for web hosting and maintenance was unanimously approved by all present. Ashish Patankar said he would hand over the cheque to Rohit Marol who would then forward it to Fomax at Bangalore.

9	<b>Decision to be taken on request of salary increase by Office Manager Ms.Amee Shah</b>
	The EC members were not satisfied with the performance of the office manager Amee Shah and she was asked to work with greater diligence. She was told to specifically address the matters of pending dues and preparation of a complete member database with correct contact details.
	Amee Shah was also informed that her request of increase in salary would only be looked at after improvement in her performance and completion of one year of service (she has starting working for ISOLA from the 1st of September 2013)
10	<b>Decision to be taken on the resignation tendered by co-opted associate member Sandip Patil on health grounds</b>
	It was decided that the resignation tendered by co-opted associate member Sandip Patil would not be accepted, instead, leave would be granted to him on medical grounds. He was requested to actively rejoin the EC once he is in better health.
11	<b>Status of the following committee/boards:</b>
	a. Disciplinary committee report to be received (meeting held on 17.01.2014 in Delhi)
	Sachin Jain to coordinate with the members of the committee and revert
	b. Report from Education Board regarding approval of new courses
	Yogesh Kapoor was requested to participate in the Education Board, however, pending his approval, Savita Punde to coordinate with the members of the Education Board and revert on the probable dates for submitting the report
	c. Releasing of ISOLA Newsletter - can we make this a student members' initiative?
	As Sandip Patil has requested for leave, it was decided to ask ISOLA member Abhijit Natu to look into the newsletter
	d. Draft of the Professional Code of Conduct
	Rohit Marol and Ashish Patankar to work further on the draft document.
12	<b>Status of the 2015 Pune Conference</b>
	As reported by members from Pune, preparations for the next conference to be hosted by Pune had commenced and Conference themes were being discussed. The EC would be kept posted on formation of the LOC and opening of a new bank account if required. As Pune has hosted a conference earlier, Atul Katariya to check with the local HDFC Bank if the existing account could be made operational again.
13	<b>Status on telecast of Hunarbaaz</b>
	Sachin Jain informed the EC that the telecast of the episode shot for Hunarbaaz was scheduled to be telecast on the 22nd of June 2014. He would be preparing a note to be circulated to all members informing them of the same.
14	<b>Any other item with the permission of the chair</b>
<i>Prepared by :</i>	
<i>Shilpa Chandawarkar</i>	
<i>Honorary Secretary</i>	